

NOTICE


Applications are invited from the retired Government officials for the following on annual contractual posts in the State Right to Information Commission, Punjab, Red Cross Bhawan, Madhya Marg, Sector-16, Chandigarh likely to be extended on yearly basis keeping in view the work and conduct of the successful candidates. The applications/resume and testimonials on the plain papers should reach on or before 19.06.2017:-

Sr. No.	Name of the post	No. of posts	Qualifications and requirements
1	Section Officer	1	<ol style="list-style-type: none">1) Should be retired from the Punjab Government or the Central Govt. at least as Superintendent or the Under Secretary and having legal knowledge .2) Should be at least Graduate with Punjabi upto Matric level. He should be well conversant of computer knowledge and typing.3) Salary shall be paid as per prevalent Chandigarh D.C. rate revised from time to time.4(a) The Section Officer will work as Assistant Public Information Officer of the Commission and deal with the Right to Information applications thereby collecting the necessary information from the concerned quarters and sending the same to the applicants after getting approved from the competent authority(s) and maintain record thereof.(b) Deal with notices of First Appellate Authority and benches of the Commission, preparing replies, getting approval, appearing before the First Appellate Authority and

			<p>Benches in the cases on behalf of the Public Information Officer of the Commission. and maintain necessary record.</p> <p>(c) Supervise the work of Accounts, Care Taker and Senior Assistant.</p>
2	Private Secretary	1	<p>1) Should be Graduate with Punjabi upto Matric Standard and retired from the Punjab Government or the Central Government Private Secretary or the Personal Assistant and a speed of shorthand 100 w.p.m. both in English and Punjabi and also proficiency in computer in English and Punjabi typing.</p> <p>2) Salary shall be paid as per prevalent Chandigarh D.C. rate revised from time to time.</p>
3	Reader	1	<p>1) Should be Graduate with Punjabi upto Matric Standard and retired from the Punjab Government or the Central Government Private Secretary or the Personal Assistant and a speed of shorthand 100 w.p.m. both in English and Punjabi and also proficiency in computer in English and Punjabi typing.</p> <p>2) Salary shall be paid as per prevalent Chandigarh D.C. rate revised from time to time.</p>
4	Senior Assistant	1	<p>1) Should be retired from the Punjab Government or the Central Govt. at least as Superintendent or the Under Secretary and having legal Knowledge and Establishment work .</p> <p>2) Should be at least Graduate with Punjabi upto Matric level. He should be well conversant with the</p>

			<p>computer knowledge and typing and good knowledge of the Punjab Secretariat Instructions. being adopted in the Commission.</p> <p>3) Salary shall be paid as per prevalent Chandigarh D.C. rate (present rate is 22455/- per month) revised month from time to time.</p> <p>4) Get the bills of various categories passed from the competent authority.</p> <p>5) Arrange various meetings of the Commission and do the spade work as per instructions higher authorities.</p> <p>6) Providing information to the applicants according to RTI applications, orders of the first appellate authority and various benches of the Commission.</p> <p>7) Maintaining of Record of all the vehicles, POL bills of CITCO and repair bills of vehicles</p>
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- Note:**
- 1) Mere eligibility of a candidate shall not entitle him/her for the consideration. The Commission reserve the right to reject candidature of any applicant without assigning any reason.
 - 2) The candidates should bring The original certificates/ testimonials in support of qualifications and experience etc. at the time of interview.
 - 3) Incomplete application and with full qualification shall be rejected forthwith without any intimation to the candidate(s).


Secretary,
State Information Commission,
Punjab, Chandigarh.