

**HARYANA VIDHAN SABHA SECRETARIAT**

**Sector-1, Chandigarh**

**FOR OFFICE USE ONLY**

Roll No. \_\_\_\_\_ Scrutiny By \_\_\_\_\_

**APPLICATION FORM**

**IMPORTANT INSTRUCTIONS**

1. Please read instructions/note given in advertisement carefully before filling in each column.
2. Use only Black/Blue ball pen to fill the Form.
3. A passport size photograph duly attested.
4. The name of post applied for may also indicated on the envelope.

Paste here  
your stamp  
size latest  
photograph

**Fee Details :-**

**D.D. No.** \_\_\_\_\_ **Dated** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Name of Bank** \_\_\_\_\_

**Advt. No.** \_\_\_\_\_ **Serial No.** \_\_\_\_\_ **Name of Post applied** \_\_\_\_\_

1. CANDIDATE'S NAME \_\_\_\_\_

[in capital letters as given in Class X Certificate (In English)]

2. FATHER'S/HUSBAND'S NAME \_\_\_\_\_

[in capital letters as given in Class X Certificate (In English)]

3. Date of Birth      Date      Month      Year  
                            □ □      □ □      □ □ □ □

4. Correspondence Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Educational Qualifications

| Educational Qualifications | Year of passing | Marks Obtained | Total Marks | % age | Division | Name of Board/University | Subject |
|----------------------------|-----------------|----------------|-------------|-------|----------|--------------------------|---------|
|                            |                 |                |             |       |          |                          |         |
|                            |                 |                |             |       |          |                          |         |
|                            |                 |                |             |       |          |                          |         |
|                            |                 |                |             |       |          |                          |         |
|                            |                 |                |             |       |          |                          |         |

6. Speed in typing \_\_\_\_\_

7. Experience, if any \_\_\_\_\_

8. Whether belong to SC/ST/BC category /Ex- Serviceman \_\_\_\_\_

9. Any other information which the candidate consider relevant \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**(SIGNATURE OF THECANDIDATE)**

(Unsigned application will be rejected)

| Sr. No. | Nomenclature of the post       | Number of the post(s) | Pay scale of the post   | Qualification/ Experience   |
|---------|--------------------------------|-----------------------|---|---|
| 1.      | Web-cum-database Administrator | One                   | Pay Matrix Level-8 with start of Rs.47600/-                         | <p>(i) B.E./B.Tech./B.Sc. (I.T.)/ M.Sc.(I.T)/ MCA/M.Tech. in (Computer Science/ Information Technology /Electronics and Communication;</p> <p>(ii) Five years experience in software development like Java, PHP, HTML etc. in Reputed Firm.</p>   |
| 2.      | Senior Technical Professional  | One                   | Pay Matrix Level-7 with start of Rs.44900/-                         | <p>(i) B.E. (Computer)/ B.Tech./B.Sc. (I.T.)/ M.Sc.(I.T)/ MCA/ M.Tech. in (Computer Science/ Information Technology /Electronics and Communication;</p> <p>(ii) Two years experience in software development like Java, PHP, HTML etc. in Reputed Firm.</p>   |
| 3.      | IT Assistant                   | One                   | Pay Matrix Level-6 with start of Rs.35400/-                         | <p>(i) B.E. (Computer) /B.Tech./B.Sc. (I.T.)/ M.Sc. (I.T)/ MCA/ M.Tech. in (Computer Science/ Information Technology /Electronics and Communication;</p> <p>(ii) Two years experience in I.T. Operations.</p> <p>(iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.</p>  |
| 4.      | Junior Translator              | One                   | Pay Matrix Level-4 with start of Rs.25500/- + Rs.50/-as Special Pay | <p>(i) MA Hindi/English;;</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric or higher education.</p>  |
| 5.      | Watch & Ward Assistant         | One                   | Pay Matrix Level-2 with start of Rs.19900/- + Rs.60/-as Special Pay | <p>(i) Matric;</p> <p>(ii) Good Physique;</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric or higher education.</p>   |
| 6.      | Data Entry Operator            | One                   | Pay Matrix Level-2 with start of Rs.19900/- + Rs.40/-as Special Pay | <p>(i) Matric 1<sup>st</sup> Division or Higher Secondary 2<sup>nd</sup> Division/ Intermediate 2<sup>nd</sup> Division/ 10+2 (Vocational)2<sup>nd</sup> Division or Graduate of recognized University; or its equivalent</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education; and</p> <p>(iii) Certificate/diploma in Computer. Ability to operate computer efficiently having knowledge in English and Hindi typing.</p> |



|    |        |     |  |   |
|----|--------|-----|--|---|
| 7. | Driver | One | Pay Matrix Level-4 with start of Rs.25500/- +Rs.300/- as Special Pay | <p><b>(a) Heavy Transport Vehicle Driver;</b></p> <p>(i) Matric with Hindi/ Sanskrit;</p> <p>(ii) Heavy Transport Vehicle Driving License;</p> <p>(iii) Three years experience Of Driving of Heavy Transport Vehicles.</p> <p>(iv) He should not be colour blind.</p> <p><b>(b) Light Transport Vehicle Drivers</b></p> <p>(i) Matric with Hindi/ Sanskrit;</p> <p>(ii) Light Transport Vehicle Driving License;</p> <p>(iii) Three years experience of Driving of Heavy Transport Vehicles.</p> <p>(iv) He should not be colour Blind.</p> |
|----|--------|-----|--|---|

- Note: -**
- (i) The candidate must ensure his eligibility for the post before applying.
  - (ii) The candidates already serving in any Govt. Department should apply through proper channel.
  - (iii) Applications should be accompanied by self-attested copies of the certificates etc. Incomplete applications will be rejected summarily and fee paid will not be refunded. Haryana Vidhan Sabha Secretariat will not be held responsible for any delay caused due to the Post and Telegraph Department.

**Details of Fee**

| Sr. No. | Category of Post | General Male<br>Female | Female (Haryana resident) | SC/BC/EWS/ Ex-Servicemen Candidates of Haryana State | Person with Disability |
|---------|------------------|------------------------|---------------------------|--|------------------------|
| 1       | 1 to 7           | Rs.500/-               | Rs.250/-                  | Rs.250/-   | No Charges             |

1. The fee may be paid by way of DD in favour of Secretary, Haryana Vidhan Sabha, Chandigarh.
2. Fee once deposited against an application form is neither transferable nor refundable/adjustable.

**R.K. NANDAL,  
SECRETARY.**