

CONSORTIUM FOR EDUCATIONAL COMMUNICATION
IUAC CAMPUS, ARUNA ASAF ALI MARG,
NEW DELHI – 110 067

CEC invites application for filling one post of Lower Division Clerk (UR) in the Pay Scale of Rs.5200-20200/- + (Grade Pay Rs.1900/-) on direct recruitment basis:

<u>S. No.</u>	<u>Post</u>	<u>Pay Scale</u>	<u>Age limit</u>	<u>Eligibility criteria</u>
1.	Lower Division Clerk (UR)	Rs. 5,200-20,200/- + Grade Pay Rs.1,900/-	27 years	12 th Pass or its equivalent with a typing speed of 30 w.p.m. speed in English or 25 w.p.m. in Hindi on manual typewriting OR A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

1. Application should contain the following details (A) Full Name in Block Letters (B) Mailing Address (C) Date of Birth (D) Father's Name (E) Category (SC/ST/OBC/PH) (F) Details of Languages you can read, write, speak (G) Details of Schools, College Education including subjects with marks obtained (H) Complete service details including Designation, Pay Scale, reasons for leaving job (where applicable etc.). Relevant copy of certificates in Govt. Of India prescribed proforma should be enclosed if any. Incomplete applications will be rejected.
2. Employees already working in Central/State Govt. Department, Public Sector, Autonomous Bodies should send their application through proper channel and produce NOC at time of test / interview.
3. The appointing authority reserves the right to short list the application for calling the candidates for Test/Interview. No enquiries/correspondence will be entertained in this regard. Decision of appointing authority shall be final and binding for all purposes.
4. Application duly typed/hand written duly affixed with photograph of the candidate should reach the Chief Administrative Officer at the above address latest by **21.05.2010**.

(CHIEF ADMINISTRATIVE OFFICER)