



SRI GURU GOBIND SINGH COLLEGE

SECTOR- 26, CHANDIGARH

NAAC RE-ACCREDITED GRADE 'A'

An Institute of the Sikh Educational Society

POSTGRADUATE CO-EDUCATIONAL INSTITUTE AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH

Ph.:0172-2792754 Website : www.sggscollege.ac.in

Applications on the prescribed proforma available on College Website are invited under 95% Grant-in-aid Scheme for the following Regular Post:-

Senior Lab Attendant -01

**Qualification 10+2 with Science or its equivalent in
the pay scale of Rs. 5910- 20200 + GP 1900/-**

- Application form & details regarding the eligibility criteria and other relevant information is available on the College Website **www.sggscollege.ac.in**
- Complete applications should reach the College Office within 30 days of publication of the advertisement.

**Dr. Jaswinder Singh
Principal**

SRI GURU GOBIND SINGH COLLEGE, SECTOR-26, CHANDIGARH

Steps to be followed by candidates to apply for the post of Senior Laboratory

Attendant under 95% Grant-in-aid Scheme

1. Visit the College website: - www.sggscollege.ac.in
2. Press on the link "Career@"
3. Read the Advertisement carefully.
4. Read the 'Steps pdf file' for steps to be followed in submission of application form.
5. Read the Selection Criteria and FAQ pdf file for frequently asked questions.
6. Check eligibility criteria for the said post.
7. Download the Application form.
8. Fill the application form.
9. Attach additional information Annexures if required.
10. Attach the certified copy of all certificates and other relevant documents.
11. Attach Demand draft amounting to Rs. 300/- in favour of 'Principal, SGGS College' payable at Chandigarh.
12. Send Application form (in original), demand draft, certified copy of all certificates and relevant documents to Principal, SGGS College, Sector 26, Chandigarh-160019.
13. You may contact on Telephone no. 0172-2792754 for any query.

Criteria for Selection of SLA

Written test of all eligible candidates

=200 marks

(Two papers of 100 marks each of 2 hours duration)

First paper-(Morning Session)

English (upto 10th level)

-50 marks

General Knowledge

-50 marks

Second Paper – (Evening Session)

Mathematics (upto 10th level)

-40 marks

Science (upto 10th level)

-30 marks

Aptitude (reasoning verbal and non verbal)

-30 marks

Negative marking 0.25
for each wrong answer

No. 28/69-IH(12)/Pers. & Trg.-2019/17927
Chandigarh Administration
Department of Personnel & Training

Chandigarh, dated the 25/11/2019

To

All the Administrative Secretaries/
HoDs/ Boards/ Corporations
Chandigarh Administration

Subject: Mandatory basic ICT Skills training for the officers/ officials of
Chandigarh Administration - Clarifications regarding.

Sir/Madam

In partial modification of this Administration's letters bearing No. 28/69-IH(12)/Pers.&Trg.-2018/16687 dated 08.08.2018 and 28/69-IH(12)/Pers.&Trg.-2019/8006 dated 20.05.2019, I am directed to address you on the subject noted above and to state that various departments have been seeking clarifications for making provisions of mandatory ICT Skills training in recruitment rules of different cadres at entry level. The matter has been reconsidered by this Administration and following points are clarified:-

- i) The following ICT skills courses are mandatory for all fresh recruitments (Entry Level) and for promotions/ grant of benefit under Assured Career Progression Scheme (ACPS) to all Group "A", "B", "C" and "D" employees of the Chandigarh Administration:-

Sr. No.	Name of the course	Group
1.	Awareness in Computer Concepts(ACC) - 20 hours OR Basic Computer Concepts (BCC) - 36 hours	D
2.	Course on Computer Concepts (CCC) - 80 hours	C
3.	CCC+ - 126 hours - 200 hours	A & B

- ii) To make necessary amendments in all the Recruitment Rules of different service cadres for making the provisions of mandatory ICT skills training at entry level and for in-service officers/officials for promotions and for grant of benefit under Assured Career Progression Scheme (ACPS) with the approval of competent authority.
- iii) The candidates who have Certificates/ Diplomas/ Bachelor's OR Master's Degrees in Computer Science from any recognized Institution/ University shall be exempted from ICT Skills training course.

- iv) The candidates at entry level will submit the certificates of ICT Skills training Course for the above said duration [Group-wise] from a Govt. recognized Institution OR a reputed Institution which is an ISO 9001 certified OR of Department of Electronics Accreditation of Computer Course (DOEACC), Govt. of India OR from NIELIT and its authorized Institutions at the time of their appointments.
- v) The employees who have crossed the age of 55 years and Drivers, Mallies, Beldars, Sweepers, Lift Operators, Guards and Masons etc. are exempted from undergoing the ICT skills training course.
- vi) The faculties of Computer Science & Engineering are also exempted from undergoing the said ICT skills training course.
- vii) The ICT Skills training courses already done by the Group "A", "B", "C" & "L" employees shall be treated as valid for all intents and purposes.

Yours faithfully,


Special Secretary Personnel & Training
for Secretary Personnel & training
Chandigarh Administration



Sri Guru Gobind Singh College

Sector-26, Chandigarh

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POSTGRADUATE CO-EDUCATIONAL INSTITUTE AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH

(0172) 2792754, Mobile : 7341123715 | Website : www.sggscollege.ac.in

Application Form for Employment of Non-Teaching Staff

Post applied for _____

1. Name (in Block letter) _____
2. Father's Name _____
3. Present Address _____

4. Permanent Address _____

5. Date of Birth _____
6. Mobile No. _____
7. E-Mail. _____
8. Are you having qualification of 10+2 with Science or its equivalent – Yes/No _____
9. Do you have mandatory basic ICT Skills Course on Computer Concepts (CCC) of 80 hours – Yes/No _____
10. Education Qualification :

	Class 10	Class 12 or equivalent	B.A. or equivalent	M.A. or equivalent	Other Qualifications
a) Institution from which appeared					
b) Subjects					
c) Marks & Division					
D) Distinction (if any)					

11. Previous Service & Experience

Office of Employment	Post held	Pay	Allowance	Period of Service

12. List of Enclosures:-

- | | | |
|----|----|----|
| a. | b. | c. |
| d. | e. | f. |
| g. | h. | i. |

13. Declaration: I solemnly declare that:-

- The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the SGGS College, Sector-26, Chandigarh.
- I have never been dismissed either from Govt. or from University, College or other Public or Private Organization service.
- I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.
- I have enclosed DD No. _____ dated _____ amounting to Rs.300/- (Rupees Three Hundred only) in favour of "Principal, SGGS College" payable at Chandigarh.
- I am aware that non-submission of copy of this application form (in original) along with certified copy of Certificates, Demand Draft and other documents within 30 days from the date of advertisement will make me ineligible for the said post.

Place: _____

Date: _____

Signature of the applicant

For Office use only

Diary Number:-

Date:-