

CIRCULAR

Subject: Filling up of vacancies on regular basis by promotion of class-IV employees-computer/ typing test as per RR's group 'C' 1974.

It may be brought to the notice of all class-IV (Group 'D') employees working in your department/ section to enable them to apply for the posts of Clerk for filling up post of Clerk on regular basis by promotion amongst Group 'D' employees in Prescribed Format (enclosed – Annexure 'A').

Essential Qualification:-

- (i) 10+2 or equivalent exam of a recognized university or Institution.
- (ii) Have atleast 5 years' service at their credit as Class-IV employees on regular basis of this institute.
- (iii) Age not more than 45 years on last date of submission of application.
- (iv) Minimum typing speed of 35 w.p.m. and basic knowledge for computer operations and applications for day to day use.

Last date of receiving application is **04.05.2016**.

Manish
Registrar

D.A: Annexure 'A'

Endstt. No. PEC/SE-2/Circular/16/6367-9404 *alc* **Dated: 07 APR 2016**

Copy of the above is forwarded to the following for information and necessary action:

1. All Heads/ All Section Incharges/All Deans
2. Head, Computer Centre
3. Chairman Estate & Works
4. Chairperson Library
5. Superintendent Workshop
6. AC(F&A)
7. Training & Placement Officer
8. All Hostel Wardens
9. Chairman Sports
10. Steno to Deputy Director
11. SA to Registrar
12. PA for kind information to Director please
13. Notice Board
14. Webmaster to upload the Circular & Application Form on the institute website.

alc *Manish*
Registrar