HARYANA STATE WAREHOUSING CORPORATION

BAY NO. 15 - 18, SECTOR - 2, PANCHKULA - 134112
E-mail: hwc@hry.nic.in
EPABX: (0172) 2578829 - 31 (Extn. 211) FAX: (0172)2578481

Advt. No. 1/2010 **Date of issue: 24th February, 2010**

Applications are invited for the post of Network Assistant on the prescribed application form, the format of which is supplied at the end. The candidates are advised to use this format of the application form; otherwise their applications are liable to be rejected. The envelope containing the application must be super scribed on the top with, "**Application for the post of Network Assistant**".

A. DETAILS OF POSTS AND MINIMUM QUALIFICATIONS:

Number of post - 1
Minimum Qualifications:

Graduate or Diploma in Electronics & Communications or equivalent with Certified course in Network Administration. One year relevant experience.

Scale of Pay: Rs. 5200 – 20,200 + Grade Pay: Rs. 2,400/-
Age: 25-35 years

B. UPPER AGE LIMIT FOR RESERVED CATEGORY:

SC / BCA / BCB: 40 years.
ESM: 38 years plus continuous military service rendered.

C. SPECIAL INSTRUCTIONS:

The Corporation will short list the eligible candidates for interview on a date to be intimated later on. The decision of the Corporation in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates for selection etc. will be final and binding on the candidates.

Candidates applying for a post must ensure that they **fulfill all the eligibility conditions as on 15th March, 2010**. If on verification at any time after appointment, it is found that the candidate does not fulfill any of the eligibility conditions or it is found that the information furnished is false or incorrect, his appointment will be terminated.

An application form is liable to be summarily rejected in any one or more of the following events:

i. If the application is not in the prescribed format appended.
ii. If the application is unsigned / incomplete / not accompanied by **self attested** copies of the documents. No original document is to be sent with the application.
iii. If the prescribed fee is not deposited.
iv. If the application is received in the Corporation's office after the closing date on March 15th, 2010.

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D. HOW TO APPLY - GENERAL INSTRUCTIONS:

Application form complete in all respects duly filled in by the candidates and signed in the specified space should be sent to the undersigned. The candidates are required to attach **self-attested** copies in support of their educational qualifications and experience. The experience certificate from the employer will have to be produced in original at the time of the interview.

E. FEE:

The Application must be accompanied with a fee of Rs.200/- (Two hundred only). Fee may be paid in cash at Head Office Panchkula.
The fee can also be deposited in the form of IPO / Demand Draft payable to Managing Director, HWC at Panchkula / Chandigarh. The fee is neither transferable nor refundable / adjustable. For SC candidates, the fee payable is Rs.100/- (One hundred only).

F. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:

i. One copy of latest photograph duly signed by the candidate at the back.
ii. Self-attested copy of the Matriculation Certificate with Hindi as a subject showing date of birth.
iii. Self-attested copy of examinations passed from Diploma / Graduation onwards.
iv. Employer experience certificate with details of post held, responsibilities handled, period of employment and average gross monthly salary received. The experience acquired after the minimum educational qualification prescribed for the post will only be counted for determining the eligibility of the candidate.
v. Proof of military service rendered for Ex-servicemen.

The **closing date** for receipt of complete applications in the Head Office of the Corporation is **Monday, 15th March, 2010 at 5 PM**.

SECRETARY

HARYANA STATE WAREHOUSING CORPORATION

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Paste your latest photograph.

APPLICATION FORM

1. Name of the Post: NETWORK ASSISTANT

2. NAME as given in Matriculation Certificate (IN ENGLISH)

3. Father's Name as given in Matriculation Certificate (IN ENGLISH)

4. Date of Birth (dd/mm/yyyy) : Date Month Year

5. Age as on 15th March, 2010 : Years Months Days

6. Sex (Male / Female) :

7. Nationality :

8. Complete Mailing Address :

Email: **Telephone :**
Mobile:

PIN CODE

9. Educational Qualifications (Attach self certified copy):

Educational Qualification	Year of Passing	Percentage of marks	Name of Board/University	Subjects
Diploma				
Graduation				
Post Graduation				
Any Other				

10. Experience (Attach self certified copy):

S.No.	Name of the Organization	Period of employment	Designation	Average Gross Monthly Salary (in Rupees)	Brief description of responsibility

11. Details of Fee paid:

12. Declaration :

I hereby declare that:

a) All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any time later, or ineligibility being detected before or after the interview / selection / appointment, my candidature may be cancelled and action can be taken against me.
b) I have read the provisions in the advertisement of the Corporation carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limits, educational qualifications, experience etc. prescribed in the advertisement and other relevant rules and instructions.
c) I have never been convicted by criminal court.

PLACE: _____ **SIGNATURE OF THE CANDIDATE**
DATE: _____