

CENTRAL BOARD FOR WORKERS EDUCATION

(A Central Autonomous Body under Ministry of Labour & Employment , Govt of India)

APPLICATION ARE INVITED FOR THE POST OF LOWER DIVISION CLERK

Last date of receipt of application	20 days from the date of update the website
No. of vacancy	One (1) post unreserved
Place of posting	Central Board for Workers Education, Regional Directorate, Faridabad, 48 Bhadana Bhawan Neelam Bata Road, Faridabad
Qualification (Lower Division Clerk)	(I) (10+2) or Equivalent Examination (II) Certificate of Competent Government Body for speed of 30 WPM in English Typewriting . (III) Diploma in computer Application from reputed institution. Desirable: Knowledge of typing in Hindi Language Supported by certificate from competent Government Body.
Pay Scale PB-I	Rs. 5200-20200+ Grade Pay Rs 1900/=
Age Limit	Not exceeding 27 years As on the date of 01.01.2015 relaxation as per Govt. Rules.
Enclosures to be sent with application	Copies of certificates of Educational Qualifications and experience , Demand Draft payable at Faridabad, for Rs.150/- towards application fee drawn in favour of Regional Director, Central Board for Workers Education Payable at Faridabad .No other mode of payment is acceptable.
How to apply	Applications complete in all respects in the format Given along with enclosures should be sent to the Regional Director ,Central Board for Workers Education, 48 Badhana Bhawan,2 nd floor Neelam Bata Road,NIT Faridabad-121001 Haryana
	Persons employed in Government/ public sector undertaking /Autonomous Bodies must apply through proper channel or produce No Objection Certificate at the time of interview, Departmental candidates of CBWE should submit their

	application through proper channel .
	Original Certificates will be verified at the time of interview.
	Candidates must ensure that no column in the application form is left blank or wrongly filled, as the information furnished therein would be used to decline the eligibility and suitability of the candidate for being called for the interview.
	If any information given is found to be incorrect at any stage, the candidature is liable to be cancelled. If employed, the service will be terminated and legal action instituted.

OTHER INFORMATION

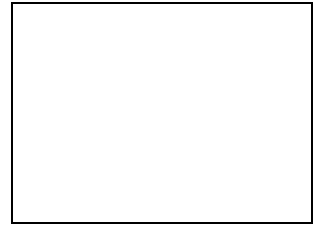
1. The Central Board for Workers Education will not be responsible for the postal delays.
2. Candidates should paste and not staple or pin their recent photograph on the application form.
3. No change in the correspondence address once given will be entertained.
4. Central Board For Workers Education will not enter into correspondence with the candidates about reasons for their non selection ,or any other matter.
5. Canvassing in any form will disqualify a candidate.
6. Incomplete application and those received after due date for any reasons will be rejected forthwith and no claim or refund of fee shall be entertained.
7. Candidates will have to attend the interview at their own cost . No TA/DA will be paid.
8. The selected candidates are liable to be posted anywhere in India.

(Savitri Singh)
Regional Director I/c

APPLICATION FOR THE POST OF LOWER DIVISION CLERK

Last date for Receipt of the application 14-01-2015

Draft No. _____ Date _____



If exemption claimed (Yes/No) _____

Certificate enclosed (Yes/No) _____

1	Name in Full (Block Letters)	
2	Father's/ Husband's Name	
3	Nationality	
4	Date of Birth	
5	Age as on (01.01.2015)	
6	Category	
7	Academic qualification	
8	Experience (if any)	
9	Present Postal Address for correspondence with pin code and telephone No.	
10	Language Known	
11	Typing Speed (Enclose Certificate)	

DECLARATION

Certified that the information given above is true to the best of my knowledge and belief. I understand that I shall be liable for legal action by the Central Board for Workers Education, if at any stage it is found that the information furnished by me herein above is incorrect. Certified that I have read the advertisement carefully and agree to the terms and conditions of the application.

Place:

Date:

(Signature of the Candidate)

Name:

Note: Attested photo copy of certificate/documents in support of Sr.No. 4,6,7 & 8 above be enclosed.