



Competition Commission of India
3rd Floor, Hindustan Times House,
K.G. Marg, New Delhi-110001

INVITATION FOR ENGAGEMENT AS PS PURELY ON CONTRACT BASIS

The Competition Commission of India invites applications from Principal Private Secretaries/Private Secretaries or equivalent employees retired from Government Department/PSUs/Autonomous Bodies for engagement to the post of Private Secretary on contract basis in the CCI. The experience, consolidated salary and other details are as under:-

- | | | |
|--------------------------------|---|---|
| 1. Post | : | Private Secretary |
| 2. No. of vacancies | : | 15 |
| 3. Experience | : | Minimum 15 years of experience as Stenographer (PA/PS/PPS) in Govt. Department/PSUs/Autonomous Bodies |
| 4. Age | : | Upto 65 years |
| 5. Consolidated Salary | : | Rs.20,000/- p.m. |
| 6. Period of engagement | : | One year |
| 7. Last Date | : | 22.11.2011 |

The shortlisted candidates may be required to qualify a shorthand test **in English** with a speed of 100 w.p.m. The qualified candidates may be called for interview. The engagement will be purely on contract basis and extension in period of contractual engagement will be subject to the performance of the individual and requirement of the Commission. The candidates have no right to claim for any regular employment in the Commission.

The application form may be downloaded from the website of the CCI. The application form, complete in all respects, alongwith attested photocopies of relevant documents should reach the Deputy Director (HR), 3rd Floor, Hindustan Times House, K.G. Marg, New Delhi-110001, by the last date mentioned above.

Website: www.cci.gov.in Telephone No.: 011-23473400 Fax: 011-23704686

**APPLICATION FOR THE POST OF PS IN THE
COMPETITION COMMISSION OF INDIA, NEW DELHI, PURELY ON CONTRACT BASIS**

1. Name of the Applicant :
(In Block Letters)
2. Father's/Husband's Name :
3. Date of Birth (In Christian era) :
(in figure and in words)
4. Sex :
5. Nationality :
6. Address for communication :
7. Telephone / Mobile No :
8. Languages known:

Paste your recent
passport size
photograph

(Self Attested)

	Hindi	English	Other Language (Specify Name)
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

9. Extent of Computer knowledge :

10. Educational Qualification (from Matriculation onwards) (attach photocopies self attested)

S. No.	Qualification	University/ Board	Subject Studied	% age of marks obtained	Remarks

11. Experience/particulars of previous and present employer: (attach photocopies self attested)

S. No.	Name & Full address of Employer	Designation / Nature of duties	Scale of Pay	Period of employment	
				From	To

12. Details of other academic achievement, extracurricular activities and professional achievements, if any:

13. Any other information :

14. List of enclosures :

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to summarily cancellation/termination without notice or any compensation in lieu thereof.

Date : Signature of the candidate _____

Place: Name of candidate: _____