



No. Staff/E-6/JTO/Volunteers/

Dated at CH the December 3, 2010

To

All heads of SSAs/units.

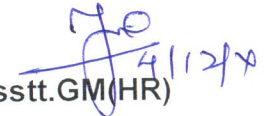
Sub: Calling of volunteers for posting in IT and Marketing Sections in Circle Office.

Volunteers are hereby called for posting of JTOs in IT and Marketing Sections in Circle Office, from amongst the officers of the level of JTOs having qualification of M.Tech(IT/Computer) and MBA(Marketing/Sales).

The applications in the prescribed proforma may be submitted by 15.12.2010 to the AGM(HR)/DE(HR) of the concerned SSA/unit where the officer is presently posted. Applications received by different SSAs/units may be sent to this office by 20.12.2010.

Similar exercise may also be carried out by SSA heads for posting of qualified JTOs in Marketing and IT Sections of their SSAs.

It is requested to give wide publicity to this notice among all the JTOs in your SSA/unit. The application received would be scrutinized and only persons found must suitable will be posted in these units.


Asstt.GM(HR)

Copy for similar action to :

1. All GMs in Circle Office, Chandigarh.
2. GM(NWP-CM)/GM(NWO-CM)/GM(NC), Chandigarh
3. Notice Board.

Proforma

1. Name of the officer :
2. Designation :
3. Present post held :
4. Edu. Qualification : MBA/M.Tech
 - a) Name of institute from which passed MBA/M.Tech :
 - b) Specialization(IT/Comp/Mktg/Sales) :
 - c) Name of university from which passed MBA/M.Tech :
 - d) Whether through regular course (Yes/No) :
Correspondence course (Yes/No) :
Distance learning (Yes/No) :
 - e) %age of marks obtained :

Date:

Signature of the officer

Recommendation by Head of SSA/unit