

GANDHI SMRITI AND DARSHAN SAMITI

Special drive to fill up vacancy in respect of the Persons with Disabilities (PwDs) in GSDS.

Gandhi Smriti and Darshan Samiti an autonomous organization under the Ministry of Culture, Govt. of India invites applications from eligible candidates for filling up post of Receptionist-cum-Typist in Group 'C' in Pay Band 5200-20200, Grade Pay 1900 reserved for orthopedically handicapped (OH) person.

Essential Qualification: (i) Graduate with English as main subject, (ii) ability to speak in Hindi and English.

Desirable Qualification : (i) Knowledge of one or two modern Indian languages in addition to English and Hindi, (ii) Minimum typing speed of 40 W.P. M.

Probation Period: One year.

Age Limit: (As on closing Date): 21-25 years. Relaxation in age is permissible as per rules.

Interested candidates should send their applications alongwith self attested documents and other valid certificates in respect of being Orthopedically Handicapped and Caste Certificate, if applicable, in support of their qualification and candidature addressed to Director, GSDS within 21 days from the date of publishing of this advertisement.

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General Instructions:

- (1) Application fee exempted for Person with Disabilities (PwD) candidates.
- (2) On satisfactory and successful completion of one year probation period they may be absorbed in regular cadre as in the Pay Band of Rs.5200-20200 with Grade Pay of Rs. 1900/-.
- (3) No correspondence or enquiries of any sort will be entertained from the candidates about the recruitment process.
- (4) Mere fulfillment of minimum requirements as laid down in the advertisement does not qualify a candidate to be called for test /interview.
- (5) Age relaxation is admissible to SC/ST/OBC candidates, as per Government of India order/norms. Candidate belonging to SC/ST/OBC should submit attested photocopy of valid Caste Certificate along with application.
- (6) The Persons with Disabilities (PWD) who belongs to Orthopedically Handicapped (OH) should only apply and submit their valid PwD Certificate issued by the Competent Authority .
- (7) Canvassing in any form would be a disqualification.
- (8) Candidates who are working in Government /Public Sector Undertaking/ Quasi-Government /Autonomous Organisation should submit " No Objection Certificate "from their employer, in case they had not forwarded their application through proper channel.
- (9) Candidates are required to submit Original Documents /Certificates as proof of the details furnished in their applications at the time of interview for verification, failing which they would not be allowed to appear for interview.
- (10) The GSDS reserve the right to adopt its own method of shortlisting criteria for test and interview and is not obliged to shortlist all the candidate who fulfils the minimum requirement.

The candidates are requested to submit the written application alongwith photocopy of all certificates/mark sheets. Pass port size photograph duly affixed on the application to:

The Director,
Gandhi Smriti and Darshan Samiti,
Gandhi Darshan, Rajghat,
New Delhi.

Please Note:

The last date for submission of application is 7th January, 2016.