

**GOVERNMENT OF HARYANA,  
SCHOOL EDUCATION DEPARTMENT  
Requirement of Staff on Contract Basis  
UTKARSH Society, EDUSAT Block, DIET Building, Sector – 2, Panchkula (Haryana)  
Tele. / FAX : 0172 – 2587710, 2587403**

UTKARSH Society, EDUSAT Project, Haryana, Panchkula invites applications from suitable candidates for engagement on one post of **Assistant Production Manager for Head Office, UTKARSH Society, Panchkula** on contract basis initially for one year (extendable) on the posts, as per qualifications and experience given below:-

**Essential Qualifications:**

“Regular 1<sup>st</sup> Class (60%) graduation from recognized institute. The candidate should have a post qualification experience of 2 years in the field of Educational Content Production/ TV Programme Production/ Multimedia Content Production. Having knowledge of computers.

OR

Regular 1<sup>st</sup> Class (60%) post graduation from recognized institute in the field of Mass Communication/Public Administration/ Performing arts. Having knowledge of computers.”

**Salary per month:- Rs. 15,000/- plus Rs.500/- as Fixed Medical Allowance.**

**Age for the post: 18 - 42 years as on 05.06.2017**

Application form, Essential Qualifications, Experience and other detailed instructions/ conditions can be downloaded from the website [www.schooleducationharyana.gov.in](http://www.schooleducationharyana.gov.in) or can be obtained from the office of the UTKARSH Society. Application forms complete for the post of **Assistant Production Manager** in all respects must reach in the office of **UTKARSH Society, DIET Building, (Opposite H.No. 19), Sector - 2, Panchkula(Haryana) on or before 05.06.2017 upto 3 PM by Regd. AD/Speed Post/Hand. The candidates will be informed later regarding written test/computer test/interview after scrutiny of documents.**

Sd/-  
**Deputy Director,  
UTKARSH Society, Panchkula.**

**UTKARSH Society, EDUSAT Project, Panchkula.**

**APPLICATION FORM FOR THE POST OF ASSISTANT PRODUCTION MANAGER, HEAD OFFICE, UTKARSH SOCIETY, PANCHKULA (TO BE FILLED IN ENGLISH)**

**IMPORTANT INSTRUCTIONS**

1. Please read instructions in advertisement carefully before filling in each column.

Paste your latest  
passport size Self  
attested  
photograph

1. CANDIDATE'S NAME in capital letters as given in class X Certificate (in English)

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2. FATHER'S NAME in capital letters as given in class X Certificate (in English)

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3. Date of Birth:    Date 

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    Month 

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    Year 

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4. Sex: 

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5. Nationality: 

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6. Write Name and complete mailing address, in block letters: -

Name:
Address:
Pin Code:
Telephone No. <span style="float: right;">Mobile No.:</span>

7. Educational Qualifications: -

Educational Qualifications	Year of Passing	Name of Board/ University	Subjects	Marks obtained	Total Marks	%	Division
10 <sup>th</sup> (Matric)							
10+2 (Senior Secondary)							
Graduation							
Post Graduation							
Any other higher qualifications							

8. Experience:      Years       Months       Days

9. Name, Address and Telephone No. of the Organization: (Attach certified copies)

10. Visible identification mark on the body of the candidate:

11. Declaration: I hereby declare that: -

1. All statements made in this application form are true, complete and correct. In the event of any information being found false or ineligibility being declared at any stage my contract may be cancelled and action can be taken against me.
2. I have read the provisions in advertisement of the Society carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility of educational qualifications etc. prescribed and other relevant rules and instructions.
3. Neither, I have been convicted by any court or law nor any criminal proceedings are pending against me anywhere.

**SIGNATURE OF THE CANDIDATE**

**Name: -**

**(unsigned applications will be rejected)**

**PLACE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### **Detailed Instructions:**

1. Age must be 18-42 years as on 05.06.2017
2. The decision of the Society in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidate, mode of and criteria for selection will be final and binding on the candidate. No enquiry or correspondence will be entertained in this regard.
3. The candidate should also attach two self attested recent passport size photographs alongwith self attested photocopies of all academic qualifications, degrees and experience with the application form and will also bring original certificates at the time of interview.
4. No TA/DA will be paid to the candidates.
5. An application form will be summarily rejected in the following events:
  - i. If a candidate submits more than one application.
  - ii. If the application is not in the prescribed format.
  - iii. If the application form is incomplete or has false contents.