

**Job Details :**

**Post Name :** office staff. कार्यालय कर्मचारी

<b>No of vacancies ALL HIMACHAL PRADESH</b>	( रिक्तियों की संख्या ) :600 Post
<b>No of vacancies ALL MADHYA PRADESH</b>	( रिक्तियों की संख्या ) :2550 Post
<b>No of vacancies ALL UTTAR PRADESH</b>	( रिक्तियों की संख्या ) :3750 Post
<b>No of vacancies ALL DELHI</b>	( रिक्तियों की संख्या ) :550 Post
<b>No of vacancies ALL GUJARAT</b>	( रिक्तियों की संख्या ) :1650 Post
<b>No of vacancies ALL RAJASTHAN</b>	( रिक्तियों की संख्या ) :1650 Post
<b>No of vacancies ALL CHHATTISGARH</b>	( रिक्तियों की संख्या ) :1350 Post
<b>No of vacancies ALL PUNJAB</b>	( रिक्तियों की संख्या ) :1100 Post
<b>No of vacancies ALL BIHAR</b>	( रिक्तियों की संख्या ) :1900 Post
<b>No of vacancies ALL JHARKHAND</b>	( रिक्तियों की संख्या ) :1200 Post
<b>No of vacancies ALL MAHARASTRA</b>	( रिक्तियों की संख्या ) :1750 Post
<b>No of vacancies ALL HARYANA</b>	( रिक्तियों की संख्या ) :1050 Post

**Educational requirements ( शैक्षिक आवश्यकता ) :** 12<sup>th</sup>

**Pay scale ( वेतन ) :** Rs. 9,500/- (B.P.Rs. 4400/-+G.P. Rs. 4100/-) per month during training period

**TRAINING PERIOD TIME:** SIX MONTH

**Nationality :** Indian

- Job Location :- ALL RAJASTHAN**  
**Job Location :- ALL MADHYA PRADESH**  
**Job Location :- ALL HIMACHAL PRADESH**  
**Job Location :- ALL DELHI**  
**Job Location :- ALL GUJARAT**  
**Job Location :- ALL CHHATTISGARH**  
**Job Location :- ALL PUNJABI**  
**Job Location :- ALL BIHAR**  
**Job Location :- ALL JHARKHAND**  
**Job Location :- ALL MAHARASTRA**  
**Job Location :- ALL HARYANA**  
**Job Location :- ALL UTTAR PRADESH**

**Age limit ( आयु सीमा ) :** Between 18 to 40 years

**Application Fee:** **ST,SC** 200 rupees **And OBC GENERAL** 300 rupees  
**Last date for apply:**13-09-2017

**WORK:** An office staff is an individual employed as a clerical worker in an office. ... The role of the office staff also includes filing document and performing office machine operations. Other duties and responsibilities include stenography, word processing and typing, bookkeeping, and answering of telephones.

**CENTRE OF EXAMINATION RAJASTHAN :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 33 centres viz. ajmer, alwar, kota, jaipur, bikaner, bharatpur, dausa, jaisalmer, churu, pratapgarh, pali, sawai madhopur, Udaipur, Sikar, Banswara, Barmer, Bhilwara, Bundi, Chittorgarh, Dholpur, Dungarpur, Hanumanagarh, Jalor, Jhalawar, Jhunjhuna, Jodhpur, Rajsamand, Sirohi, Sri gangangar, Tonk, Karauli, Baran, Nagaur

**CENTRE OF EXAMINATION MADHYA PRADESH:** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 51 centres viz. Agarmalwa, Alirajpur, Anuppur, Ashoknagar, Chhindwara, Jhabua, Katni, Balaghat, Barwani, Betul, Bhind, Bhopal, Burhanpur, Chhatrapur, Damoh, Datia, Dewas, Dhar, Dindori, Gwalior, Guna, Hoshangabad, Harda, Indore, Jabalpur, Khandwa, Khargone, Mandla, Mandsaur, Morena, Narsinghpur, Neemuch, Panna, Raisen, Rajgarh, Ratlam, Rewa, Sagor, Satna, Sehore, Seoni, Singrauli, Shahdol, Shajapur, Sheopur, Shivpuri, Sidhi, Tikamgarh, Ujjain, Umaria, Vidisha,

**CENTRE OF EXAMINATION DELHI :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 11 centres viz. New Delhi, North Delhi, North West Delhi, West Delhi, South West Delhi, South Delhi, South East Delhi, Central Delhi, North East Delhi, Shahdara, East Delhi,

**CENTRE OF EXAMINATION HIMACHAL PARDESH :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 12 centres viz. Chamba, Hamirpur, Kangra, Kinnaur, Kullu, Lahaul and spiti, Mandi, Shimla, Sirmaur, Solan, Una,

**CENTRE OF EXAMINATION CHHATISGARH :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 27 centres viz. Balod, Balod Baza, Balrampur, Bastar, Bemetara, Bijapur, Bilaspur, Dantewada, Dhamtari, Durg, Gariyaband, Jangir-Cham, Jashpur, Kabirdham, Kanker, Kondagaon, Korba, Korea, Mahasamund, Mungeli, Narayanpur, Raigarh, Raipur, Rajnandgaon, Sukma, Surajpur, Surguja,

**CENTRE OF EXAMINATION GUJARAT :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 33 centres viz. Ahemdabad, Amreli, Anand, Aravalli, Banaskantha, Bharuch, Bhavnagar, Botad, Chhota Udaipur, Dahod, Dang, Devbhoomi dwarka, Gandhinagar, Jamnagar, Junagadh, Kutch, Kheda, Mahisagar, Mehsana, Morbi, Narmada, Navsari, Panchmahal, Patan, Porbandar, Rajkot, Sabarkantha, Gir Somnath, Surat, Surendernagar, Tapi, Vadodara, Valsad,

**CENTRE OF EXAMINATION PUNJAB :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 22 centres viz. Amritsar, Gurudaspur, Pathankot, Bhatinda, Firozpur, Faridkot, Jalandhar, Hoshiarpur, Ludhiana, Moga, Mansa, Mohali, Patiala, Rupnagar, Tran Tran, Barnala, Fatehgarh Sahib, Fazilka, Muktsar, Kapurthala, Sangrur, Sahib Bhagat Singh Nagar

**CENTRE OF EXAMINATION BIHAR :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 38 centres viz. Araria, Arwal, Aurangabad, Banka, Begusarai, Bhabhua, Bhagalpur, Bhojpur, Buxar, Darbhanga, East Champaran, Gaya, Gopalganj, Jamui, Jehanabad, Katihar, Khagaria, Kishanganj, Lakhisarai, Madhepura, Madhubani, Monghyr, Muzaffarpur, Nalanda, Nawada, Patna, Purnea, Rohtas, Saharsa, Samastipur, Saran, Sheikhpura, Sheohar, Sitamarhi, Siwan, Supaul, Vaishali, West Champaran,

**CENTRE OF EXAMINATION JHARKHAND :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 24 centres viz. Garhwa, Palamu ,Latehar ,Chatra, Hazaribagh , Koderma , Giridih ,Ramgarh, Bokaro , Dhanbad district, Lohardaga, Gumla , Simdega ,Ranchi Khunti ,West Singhbhum, Saraikela, Kharsawan , East Singhbhum, Jamtara, Deoghar , Dumka, Pakur , Godda , Sahebganj,

**CENTRE OF EXAMINATION MAHARASTRA :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 35 centres viz. Ahmadnagar, Akola, Amravati, Aurangabad, Beed, Bhandara, Bhuldhana, Chandrapur, Dhule, Gadchiroli, Gondia, Hingoli, Jalgaon, Jalna, Kolhapur, Latur, Mumbai Suburban, Mumbai, Nagpur, Nanded, Nandurbar, Nashik, Osmanabad, Parbhani, Pune, Raigad, Ratnagiri, Sangli, Satara, Sindhudrug, Solapur, Thane, Wardha, Washim, Yavatmal,

**CENTRE OF EXAMINATION HARYANA :** Centre will be allotted w.r.t. location examination chosen by the candidate in one of the 21 centres viz. Faridabad, Hisar, Bhiwani, Gurgaon, Karnal, Sonapat, Jind, Sirsa, Yamunanagar, Panipat, Ambala, Mewat, Kaithal, Rohtak, Palwal, Kurukshetra, Jhajjar, Fatehbad, Mahendragarh, Rewari, Panchkula,

**SCHEME OF EXAMINATION:** The written examination will be as follows:

**For Candidates: Written Test (One Paper of 01 hours duration, total questions 50) consisting of questions on English, General Knowledge, Mathematics only**

**How to apply ( आवेदन कैसे करे ) :** Eligible Interested Candidates are required to Apply offline download application form our Website [www.svssansthan.com](http://www.svssansthan.com)

**Important Note:** • Candidates have applied through the Shri Swami Vivekananda Shikshan Sansthan Website. [www.svssansthan.com](http://www.svssansthan.com) are required to re-apply to appear in written examination for this purpose and issue of Admit Card through our website: [www.svssansthan.com](http://www.svssansthan.com)

