



INDIAN RED CROSS SOCIETY
HARYANA STATE BRANCH, RED CROSS BHAWAN,
SECTOR-16, CHANDIGARH – 160016



Applications are invited for the following post:

Post: Clerk (01 Post)

Essential Qualification & Experience

- Graduate from any recognized University.
- Knowledge of Hindi and English upto Matric Standard.
- Knowledge of Hindi typing @ 25 words per minutes and English typing @ 30 words per minutes on computer with commonly used word processing software.
- Knowledge of Computer (M.S. Office from any recognized Institution).
- **Age:** 21-45 (Prescribed under the Service Rules of Indian Red Cross Society and St. John Ambulance, Haryana State Branch, Chandigarh, 2017). The candidate of ex-servicemen category be recruited upto the age of 45 years plus continues military service added by three years.
- Relaxation of five years in case of SC/ST/BC categories.
- Pay Scale-5200-20200+Grade Pay 1900.

Application Fee:

A Demand Draft of ₹ 500/- (**Rupees Five Hundred only**) drawn in favour of Indian Red Cross Society, Haryana State Branch, Chandigarh must with the application.

Last Date: Applications must reach within **15 days** i.e. up to **05.08.2026** from the date of publication of this advertisement through registered post.

Application should be sent to:

Indian Red Cross Society, Haryana State Branch, Red Cross Bhawan, Sector-16, Madhya Marg, Chandigarh - 160015.

Note: There is no separate application form. Candidates may submit their applications on plain paper along with self-attested copies of required documents.



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SECTOR-16, CHANDIGARH – 160016



Applications are invited for the following post:

Post: Accounts Clerk (02 Posts)

Essential Qualification & Experience

- B.Com from any recognized University.
- Five years' experience in accounts desirable.
- Knowledge of Computer (M.S. Office & Tally from any certified recognized Institution)
- Knowledge of Hindi and Sanskrit upto Matric Standard.
- **Age:** 21-45 (Prescribed under the Service Rules of Indian Red Cross Society and St. John Ambulance, Haryana State Branch, Chandigarh, 2017). The candidate of ex-servicemen category be recruited upto the age of 45 years plus continues military service added by three years.
- Relaxation of five years in case of SC/ST/BC categories.
- Pay Scale-5200-20200+Grade Pay 1900.

Application Fee:

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Applications are invited for the following post:

Post: Senior Data Entry Operator (02 Posts)

Essential Qualification & Experience

- BCA/B.Sc (Computer Science)/IT from a recognized University.
- Knowledge of Computer (M.S. Office from recognized Institution).
- Knowledge of Hindi and Sanskrit upto Matric Standard.
- **Age:** 25-45. (Prescribed under the Service Rules of Indian Red Cross Society and St. John Ambulance, Haryana State Branch, Chandigarh, 2017). The candidate of ex-servicemen category be recruited upto the age of 45 years plus continues military service added by three years.
- Relaxation of five years in case of SC/ST/BC categories.
- Pay Scale-9300-34800+Grade Pay 3600.

Application Fee:

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