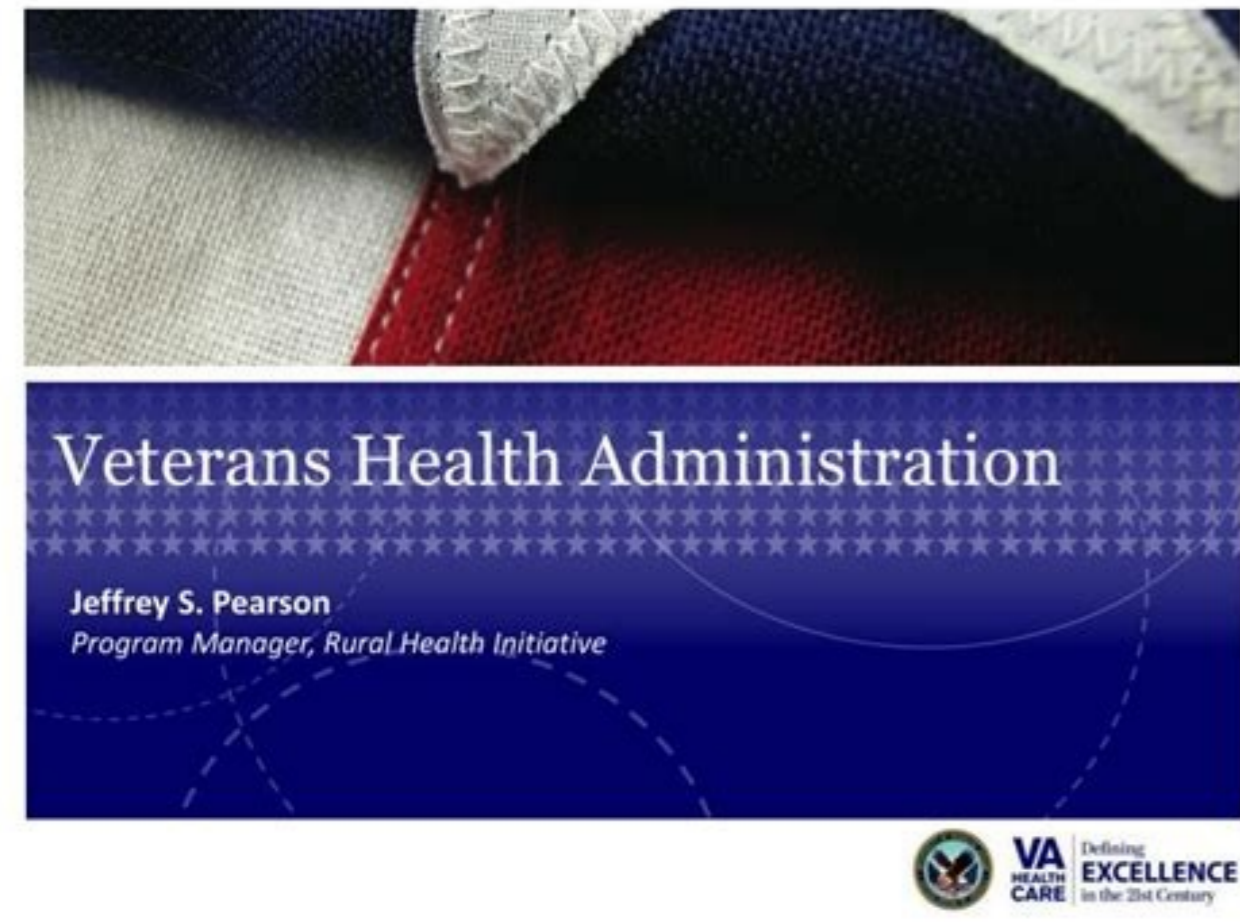




I'm not robot



**Next**



### Implementation Points to Consider (continued)

Note marking on PICC for documentation, each dot beyond the 0 indicates 1 centimeter.

A photograph of a PICC line with a ruler. A yellow arrow points to a dot on the ruler, which is labeled "0". The ruler has markings every centimeter, and the dot is at the 1 cm mark.

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### Implementation Points to Consider (continued)

- Remove dressing from kit
- You may touch the paper part of the dressing with both hands, the sticky side is considered sterile
- Remove paper backing from transparent dressing, do not touch the sticky side
- Apply the transparent dressing, sticky side down
- Save the paper frame
- Remove gloves
- Perform hand hygiene

# Leadership Self Assessment

Complete this confidential self-assessment to review your use of the leadership competencies expected of executives. Use the results to create goals for your Executive Development Plan (EDP). Alternatively, you may also ask your manager to rate you, then compare ratings and discuss.

**Instructions:** Please rate the extent to which you currently demonstrate each of the following, using this scale

1 = low    2 = medium    3 = high

## EXECUTIVE CORE QUALIFICATION (ECQ) 1: LEADING CHANGE

1 = low    2 = medium    3 = high

1 2 3

### Creativity and Innovation

1. Develops new insights into situations
2. Questions conventional approaches
3. Encourages new ideas and innovations
4. Designs and implements new or cutting edge programs/processes


### External Awareness

1. Understands and keeps up to date on local, national, and international policies and trends that affect the organization and shape stakeholder's views.
2. Is aware of the organization's impact on the external environment


### Flexibility

1. Is open to change and new information
2. Rapidly adapts to new information, changing conditions, or unexpected obstacles


### Resilience

1. Deals effectively with pressure
2. Remains optimistic and persistent, even under adversity
3. Recovers quickly from setbacks


### Strategic Thinking

1. Formulates objectives and priorities, and implements plans consistent with long-term interests of the organization in a global environment
2. Capitalizes on opportunities and manages risks


### Vision

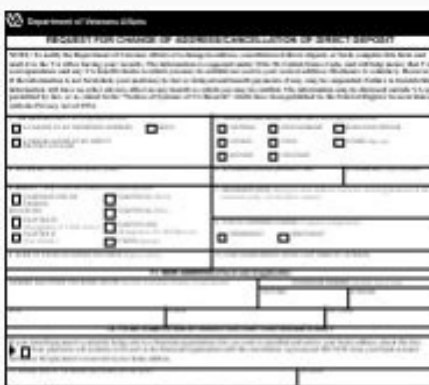
1. Takes a long-term view and builds a shared vision with others
2. Acts as a catalyst for organizational change
3. Influences others to translate vision into action


### HOW IMPORTANT IS YOUR ABILITY TO LEAD CHANGE?

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GENERAL SERVICES ADMINISTRATION

CSA 720 2/2011



Use one space after 'comma', 'semi-colon' or any punctuation sign and two spaces after 'full-stop'. Candidates can download their admit card from their account, using their login and password. Detailed instructions for submission of online applications and deposit of fee are available on the website [chdrect2019.in](http://chdrect2019.in). The Special Secretary Personnel, Chandigarh Administration reserves the right to change any condition/criteria or cancel the recruitment process without assigning any reason. SCHEDULE S. Age is to be calculated on 01.01.2019. Space in between the words would be counted as a stroke. And thereafter, the candidates may ask for their OMR answer sheets etc. of India/Chandigarh Administration in this regard. Duration of the Test will be 10 Minutes. Admit Cards have been sent at the registered email ids of the candidates. Age: The age limit for the posts of Clerks and Steno-Typists (English) is 18-37 years. Educational Qualification for the post of Clerks & Steno-Typists (English) CLERK Bachelor Degree from a recognized University/Institution on or before the closing date for submission of application forms and Proficiency in operation of computer (Word processing and Spread Sheets) and a speed of 35 words per minute in English Typewriting on Computer. No. Activity Last Date 1 Start date for ONLINE submission of application 30.09.2019 2 Last date for ONLINE submission of application 21.10.2019 3 Last date for submission of fee 25.10.2019 Age relaxation to the SC and OBC candidate will be given against reserved post and other categories as per the rules/instructions issued by Govt. through RTI by sending their requests to the Chief Coordinator (Exam. KEEP CHECKING THIS SITE REGULARLY. cannot be sent to the candidates at this stage. There is no provision of re-evaluation. Once the Recruitment Process is over, the entire RESULT (of written as well as typing / stenography tests) will be put on the concerned website. No grade pay, increment or any other allowances except travelling allowance will be payable. Printed material would be provided for the Test. will be put on this Website shortly. No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes. Period of Probation: During the Probation period of 03 years, newly recruited employees will be paid "Fixed Monthly Emoluments which will be equivalent to the minimum of the pay band of the post or DC rate, whichever is higher during three years period of probation and the extended period of probation, if any. GUIDELINES FOR STENOGRAPHY TEST FOR THE POST OF STENO-TYPIST A speed of 80 words per minute in Stenography (English) for five minutes and speed of 20 words per minute in transcribing the same on computer. PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS Applications can be submitted only "ONLINE" from 30.09.2019 to 21.10.2019 on the website [chdrect2019.in](http://chdrect2019.in) in Application fee (non-refundable) amounting to Rs. 1000/- (Rs. 500/- in case of SC/Ex-Servicemen/PWD) will be accepted through challan upto 25.10.2019. THE SCHEDULE OF COMPUTER TYPING TEST / STENOGRAPHY TEST WILL BE PUT ON THIS SITE SHORTLY. 06, 12, 13 & 19, 2020. Wrongly typed word would be counted as mistake. The Category wise Cut off Marks (Total Marks obtained by the last shortlisted candidate(s), in both the papers, in order of Merit) are as follows: ON-LINE applications are invited on or before 21.10.2019 by 11:59 P.M from eligible candidates for filling up the posts of Clerks & Steno-Typists (English) in the pay scale of Rs.10300-34800 + 3200 Grade Pay in the Chandigarh Administration under the Chandigarh Administration Group 'C' (Clerk and Steno-Typist) (Common Cadre) Recruitment Rules, 2015 on regular basis as per detail given below : Sr. No. Post General SC OBC EWS ESM \* PWD\* 1 Clerk 162 68 92 34 50 14 2 Steno-Typist\*\* \* (English) 23 10 12 3 7 2 ABBREVIATIONS Category: UR - Unreserved, SC - Scheduled Castes, OBC - Other Backward Classes, EWS - Economically Weaker Section, ESM - Ex-Serviceman, PWD - Persons with Benchmark Disabilities. The schedule for verification of original documents and counselling, etc. STENO-TYPISTS (ENGLISH) Bachelor's Degree from a recognized University/Institution on or before the closing date for submission of application forms and Proficiency in Operation of Computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and a speed of 20 words per minute in transcribing the same on Computer. SCHEDULE FOR COMPUTER TYPE TEST AND STENOGRAPHY TEST Stenography Test of the shortlisted candidates will be held on 05.12.2020. The candidates who appeared for the Recruitment Test of Clerks/Stenos held on 22.12.2019 and have requested that their OMR answer sheets/ Question Booklets/Answer keys pertaining to the above-cited examination be sent to them for their perusal SHOULD KINDLY NOTE THE FOLLOWING: Since the recruitment process is still on, the OMR answer sheets etc. The candidates who were shortlisted for computer typing test and their test was scheduled for March, 21, 22 & 23, 2020 and later put on hold due COVID-19 pandemic, are hereby informed that their computer typing test will now be conducted on Dec. The following candidates have been shortlisted for Computer Typing Test / Stenography Test on the basis of Written Test held on 22.12.2019 (as per criteria advertised, i.e. 10 times the number of vacancies in each category). Wing) University Institute of Applied Management Sciences, Panjab University, Sector-14, Chandigarh-160014 by remitting a sum of Rs. 75/- (Rupees seventy five only for postage and Xeroxing charges etc.) through crossed demand draft drawn in favour of the Chief Coordinator, UIAMS (Exam.), payable at Chandigarh. As soon as the permission to hold computer typing test is received from the competent authority, the schedule Computer Typing Test will be immediately put on this website. Result of Recruitment of Clerks » Result Gazette » Merit Lists » Schedule of document verification for the post of Steno-typist Note: None of the candidates from categories Ex-Serviceman (ESM) and Persons with Benchmark Disabilities (PWD) have been able to clear the tests. Till then please continue to visit this web portal regularly. Corrigendum to Recruitment Notice GUIDELINES FOR TYPING TEST FOR THE POST OF CLERK, IMPORTANT NOTICE This is for the information to those candidates who were shortlisted for Computer Typing Test and their test was schedule for March 21, 22 & 23, 2020 and later put on hold due COVID-19 pandemic. Please visit the site regularly. IMPORTANT NOTICE The candidates who were shortlisted for computer typing test and their test was scheduled for March, 21, 22 & 23, 2020 and later put on hold due COVID-19 pandemic, are hereby informed that their computer typing test may now be conducted tentatively in the 1st/2nd week of December, 2020. The candidates belonging to physically handicapped category, who have not been exempted from Typing Test, will be given 3 minutes 20 second extra time against 10 minutes test, on production of a medical certificate from the Civil Surgeon / Competent Authority.

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