

RECRUITMENT CELL, EDUCATION DEPARTMENT, PUNJAB
SCO NO. 130-131, 3rd Floor, Sector 34-A, Chandigarh

Applications are invited for the following posts under Punjab ICT Education Society (PICTES) on contractual basis

Sr. No	Post	Place	No. of Posts	Minimum Qualification	Remuneration (Consolidated) Rs.
1	Cashier	Head Office Chandigarh	01	B.Com with Ist Division	14,000/-
2	Accountant	Bathinda, Gurdaspur, Fazilka, Jalandhar, Mansa, Patiala	06	B.Com with Ist Division	14,000/-
3	Stenographer	Head Office Chandigarh	01	Graduation with authorized one year Stenography course and having computer knowledge.	12,500/-
4	Data Entry Operator - cum-Office Assistant	Barnala, Gurdaspur, Hoshiarpur, Fazilka, Bathinda, Faridkot, Tarn Taran, Ludhiana	08	Graduation and computer diploma of minimum one year duration.	11,500/-

- The number of posts may vary depending upon requirements.
- Waiting list will be valid upto 31-3-2013.
- **Application should be sent under Registered Post in prescribed application format available on website www.ssapunjab.org along with two passport size photographs at the address given above latest by 1-8-2012. No request will be entertained thereafter**
- Detailed terms and conditions as well as application form can be downloaded from the website <http://ssapunjab.org>.

General Conditions

1. All said posts are offered on Contractual Basis initially for one year to be renewed every year on the basis of performance and attainment. Successful renewal will carry increase in remuneration.
2. The candidates should have passed in matriculation.
3. Education Qualification must be from a Govt. recognized Board/University/Institution.
4. Prescribed educational qualifications are minimum and mere possession of the same does not entitle the candidate to call for interview. Where number of application received in response to this advertisement is large, selection committee may restrict number of candidates for test or interview to a reasonable limit on the basis of qualifications and experience..
5. Preference of once opted and posted will not be changed. The posts are purely temporary.
6. Age Limit: Between 18 and 37 years as on 1st may, 2012.
7. Application must accompany the attested proofs of Date of Birth, Qualification, Residence, Punjabi passed in Matric etc.
8. The candidate applying for more than one post shall have to apply separately, along with necessary fees
9. The decision of the Competent Authority about the mode of selection to the post and eligibility conditions of the applicant shall be final and binding. No correspondence will be entertained in this regard.
10. Application forms must accompany a non refundable Bank Draft for Rs. 300/- (Rs. 150/- for SC only) in favor of "State Project Director, Sarva Shiksha Abhiyan Authority, Punjab", payable at Chandigarh.
11. Type Test (Punjabi and English) will be conducted for all posts as well as shorthand test will be conducted for the post of Stenographer.
12. Minimum shorthand speed of 80 w.p.m is required for Stenographer and Minimum typing speed of 30 w.p.m is required for all posts.
13. Incomplete applications will not be entertained. Interested and eligible candidates are required to send the application under Registered Post as per the application format available on website www.ssapunjab.org along with two passport size photographs at the address given above latest by 1-8-2012. No request will be entertained thereafter.

(Signature)
16/7/12
Supdt- R.C

Application Performa

Post Applied forat District.....under PICTES

1. Name:
2. Father's Name:
3. Date of Birth:Gender.....
4. Marital StatusNationality
5. Category:Sub Category.....
6. Qualification:

Paste self signed recent
Passport size
Photograph (5cmx7cm)

Sr. No	Exam Passed	Uni./Board/Institution	Year of Passing	% age of marks

(Please mention all the Qualifications from Matriculation Onwards)

Matric with Punjabi passed Yes/No

Resident of Punjab Yes/No

7. Relevant Work Experience _____
(May attach separate sheet, if required)

8. Bank Draft Details:

Name of the Bank	Draft No	Amount	Dated

9. Permanent Address:

10. Mailing Address

(in Capital Letter) Full

Name and Complete DistrictPin code.....

Address Phone No. (with STD Code).....

Mob.....

Declaration: I hereby that all statements in application are true and correct to the best of my knowledge and belief. In the event of information being found false or incorrect my candidature/ appointment may be considered terminated without any notice.

Dated

Place

Signature of the applicant