



# Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab

Vidya Bhavan (Punjab School Education Board), Block – E,  
Fifth Floor, Phase-8, SAS Nagar (Mohali)

## Public Appointment

(Total 11 Pages)

Senior Secondary Residential School for Meritorious Students at **Gurdaspur** is set up by the above Society, Applications are invited from the eligible candidates for the post of Hostel Warden in this school purely on contractual by hand/through post by 5.00 pm on 15<sup>th</sup> September 2016. No. of vacancies, terms and conditions and other information related to the post are as below:

### 1. Description of Post, Eligibility and Salary:

Sr. No.	Name of the Post	Number of Posts	Minimum Educational Qualification	Experience	Age in Years (as on 01.01.2016)	Salary
1.	Hostel Warden (Female)	01 General Category	Graduation in any discipline	Two Years experience as a Hostel Warden in a Residential Recognized Institute	35-50 (No Age Relaxation)	Rs. 30,000/- pm flat with free residential facility.

**Note:** The age as applicable for the post will be counted as on 01.01.2016.

### 2. Age Relaxation:

There is no age relaxation for this post.

### 3. Brief conditions for declaring a candidate to be ineligible:

- In case the Society, Punjab School Education Department, Recruitment Board or any other Institution declares the candidate as ineligible.
- Wrong, incorrect or false information supplied by the candidate in the application.
- Unfulfilled conditions regarding educational qualification, age, experience, etc.
- The candidate must have acquired prescribed qualification from a recognized University and his/her course should also be duly recognized by the concerned Institution.
- Experience Certificate should be signed by the Head of the Institution and counter signed by the District Education Officer (Secondary Education), i.e., DEO (SE) of the concerned district. Experience Certificate not counter signed by DEO (SE) will not be valid.

**4. Description of Fee:**

- |                                |           |
|--------------------------------|-----------|
| a) General Category and others | Rs. 800/- |
| b) SC/ST/Handicapped Category  | Rs. 400/- |
| c) Ex-Servicemen-(Self)        | No Fee    |

**5. Selection Criteria: Hostel Warden**

Merit of the candidates shall be prepared as per the following criteria:

<b>Sr. No.</b>	<b>Qualification</b>	<b>Weightage/Marks</b>
1.	Weightage to marks obtained in Graduation in any discipline	30%
2.	Weightage to marks obtained in Post Graduation in any discipline	10%
3.	Experience as Warden a. Two years but less than five years 10 marks b. Five years but less than ten years 15 marks c. Ten years and above 20 marks	20
4.	<b>National Cadet Corps (NCC)</b> Certificate Grade 'A' 2 marks Certificate Grade 'B' 3 marks Certificate Grade 'C' 5 marks	5
5.	<b>National Social Service (NSS)</b> College Level Certificate 2 marks University Level Certificate 3 marks Inter University Level Certificate 5 marks	5
6.	<b>Sports</b> Certificate Grade 'C' 2 marks Certificate Grade 'B' 3 marks Certificate Grade 'A' 5 marks	5
7.	Interview	25 (Minimum 12.5 marks have to be scored in Interview to qualify for the Post)
	<b>Total</b>	<b>100 marks</b>

- All candidates will be called for counseling. After counseling, merit list will be prepared based on criteria 1 to 6. Candidates three times more than the advertised posts will be called for interview.
- The final selection list will be based on the merit prepared on the basis of the total marks secured by the candidate as per the criteria 1 to 7. Candidates scoring less than 50% marks in interview will not be considered for selection.

- Since this is a residential school, hence, Hostel Warden is required compulsorily to stay in the school. The accommodation will be provided by the school.
- In case the Society receives a large number of applications, screening test may be conducted to shortlist candidates.

**6. General Instructions and Clarifications:**

- i) The candidate(s) selected against the advertised posts would perform their services only in the **Senior Secondary Residential School for Meritorious Students at Gurdaspur** and the selected candidates would not be allowed for transfer in any other school during their entire duration of employment.
- ii) Initially the appointment for the posts in question is to be made on contractual basis for a period of one year, however selected candidates will be on probation for a period of two years. The offer may be extended for second year of probation and subsequent years as per Society rules depending upon the work, conduct and character of the selected candidate being found to be satisfactory.
- iii) It is made clear that the posts in question are to be filled up on purely contractual basis and no benefit, whatsoever, shall be given to the successful candidates for the past service which they may have rendered in any Department of the State or the Central Government.
- iv) In case of any mistake is committed in filling the application form, the candidate would be responsible for the same.
- v) The prospective applying candidate has to verify himself/herself that he/she fulfils all the eligibility conditions for the post applied. Mere appearing in the examination and qualifying the test will not confer any legal right for being appointed to the post. The selection for appointment shall be made on the basis of his/her eligibility. Verification of original documents shall be done at the time of scrutiny of documents process and repeated for selected candidates only after joining the appointment. The purpose would be to verify different records regarding identification, age, qualifying examination, state of eligibility, category etc. of the candidate. In the absence of any of document the candidate will not be considered for recruitment.
- vi) At the time of counselling and interview, the candidates would be required to bring all their original educational/professional qualification certificates, experience certificates and certificates of category etc. along with their self attested copies in a file. All these documents should have been issued before the last date of submissions of applications. Any such certificate which is found to have been issued after the last date of submission of applications will not be considered. The candidate must have fulfilled his/her essential educational qualification on or before the last date of submission of applications. All certificates have to be brought and submitted at the time of counseling. Late submission of documents is not permissible.

- vii) In case any of the documents supplied by the candidate is found to be incorrect or forged, his or her name would be excluded from the merit list and an FIR would be registered against him/her.
- viii) In case any dispute arises with regard to equivalency of the qualification or eligibility, the decision of Project Director, of the Society shall be final and binding upon all the parties.
- ix) In case a candidate fails to produce his or her educational, professional and other documents, his or her candidature shall be rejected out rightly.
- x) No TA/DA shall be paid to the candidates for attending examination, counseling and interview.
- xi) The candidates are advised to keep in touch with the website regularly for latest updates regarding interview and other important information. No separate information regarding this would be sent to them. They are also advised to go through all the instructions carefully.
- xii) In the event of failure to attend Counseling or Interview, the candidature of an applied candidate shall be cancelled and no further chance shall be given to her in any circumstances, whatsoever.
- xiii) The prospective candidate must have passed Matriculation examination with Punjabi or any other equivalent examination in Punjabi Language. In the event of selection of an eligible candidate without having passed the Punjabi language upto matriculation standard he or she will have to pass Matriculation examination with Punjabi or any other equivalent examination in Punjabi Language within a period of six months from the date of his/her initial appointment.
- xiv) Experience Certificate in respect of all categories will have to be signed by the head of the Department of the Institution and counter signed by DEO (SE) of the district concerned. Experience Certificate which is not counter signed by the DEO (SE) of the district will not be accepted.
- xv) It is clarified that the jobs in this school are not Govt. jobs but contractual jobs with the Society under which the school is established.
- xvi) Since this is a residential school duty hours of the staff of the school will be applicable as in the case of residential schools.
- xvii) In case any candidate is found ineligible because of any discrepancy regarding age, academic qualifications etc. at the time of counseling, her candidature will be cancelled and next candidate considered.
- xviii) In case any application is delayed in post and not received on time, the society will not be responsible for it.

xix) Candidate can apply for more than one school, however, in such case the applicant will have to fill separate application for each school and deposit requisite registration fee as per Para 4 above with each application. There will be only one counseling and one interview for candidate who apply for more than one school.

xx) Applications received without registration fee demand draft will be rejected and not considered.

xxi) **Important Dates:**

(a) Last Date for submission of Applications : 5.00 pm, 15<sup>th</sup> September 2016.

(b) Date for Counseling : 10.00 am, 22<sup>nd</sup> September 2016.  
onwards.

**Note: Counseling will take place in Microsoft Building, G.M.S.S. School Complex, Phase 3B1, Mohali .**

(c) Date of interview : will be conveyed by  
SMS/e-mail/on website  
[www.ssapunjab.org](http://www.ssapunjab.org)

**sd/-  
Project Director**

(APPLICATION FORM)

**OFFICE OF PROJECT DIRECTOR FOR SOCIETY FOR PROMOTION OF  
QUALITY EDUCATION FOR POOR AND MERITORIOUS STUDENTS OF  
PUNJAB**

VidyaBhavan (Punjab School Education Board), Block – E,  
Fifth Floor, Phase-8, SAS Nagar (Mohali)

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( No column should be left blank)

**Regarding Post**

1) Name of Post Lady Hostel Warden at Meritorious School,.....  
**Regarding Registration (2016)**

2) Registration No.....  
(To be filled by counseling staff)



**Regarding fee**

3) Bank Demand Draft No.....Name of  
Bank.....  
Amount..... Date..... Payable at .....

**(Note: Application received without bank draft will not be valid.)**

**Regarding Candidate**

- 4) Name of Candidate : .....
- 5) Name of Father : .....
- 6) Name of Mother : .....
- 7) Date of Birth : ..... Age (As on 01.01.2016) Year.....Month.....  
Day.....
- 8) Gender: : .....
- 9) Permanent Address : .....  
.....  
.....  
.....Distt....., Pin Code .....
- 10) \* Phone No./Cell No. : .....
- 11) \* E-Mail ID. : .....

\* Give those on which SMS/e-mail information is to be sent regarding counseling and interview.

12) **Educational Qualifications**

<b>Sr. No</b>	<b>Class</b>	<b>Insitute/University</b>	<b>Session</b>	<b>Total Marks</b>	<b>Marks Obtained</b>	<b>Percentage</b>
(a)	Graduation					
(b)	Post-Graduation					

13) **Other Qualifications** (Tick the right Column)

(a) **National Cadet Corps (NCC)**

(i) Certificate Grade A.

(ii) Certificate Grade B.

(iii) Certificate Grade C.

(b) **National Social Service (NSS)**

(i) College Level Certificate.

(ii) University Level Certificate.

(iii) Inter-University Level Certificate.

(c) **Sports Certificate**

(i) Certificate Grade A.

(ii) Certificate Grade B.

(iii) Certificate Grade C.

14. **Details of Experience:**

15. **Regarding Passing Punjabi**

(a) Punjabi Passed till what class .....

(b) Date of Passing.....

(c) Name of Board/University/Institute.....

16. **Details of Certificates attached with Application**

- a.
- b.
- c.
- d.
- e.
- f.
- g.

17. **Preference of Station in order of Priority**

(Only for those candidates who apply for more than one school)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Certificate**

It is certified that the above details submitted by me are correct and true to the best of my knowledge and I am responsible for their correctness.

**Date:**

**Signature of Candidate.....**

**Name of Candidate.....**

**Instructions to Candidates**

- A.** Please fill all details in English. No column should be left blank
- B.** In case candidates wants to apply for the post in more than one school then she will have to fill up separate applications for each school and also deposit requisite registration fee amount with each application.



- C. Registration fee will be submitted as Crossed Bank Demand Draft drawn in favor of the Project Director Society For Promotion of Quality Education for Poor and Meritorious Students of Punjab payable at Mohali (S.A.S.Nagar)
- D. Postal address for submission of applications is as under:-  
Room No. 30, 5<sup>th</sup> Floor, E-Block, Vidya Bhawan,  
Punjab School Education Board Complex,  
Phase- 8, Mohali (S.A.S. Nagar), Pin Code – 160062  
**Note:-** If application sent by post please mark envelope on top with red ink indicating  
**“ APPLICATION FOR POST OF HOSTEL WARDEN”**
- E. In case application are to be submitted by hand then same can also be delivered on the above address.
- F. (i) Last date for submission of application form is 5.00 pm on 15<sup>th</sup> September 2016.  
(ii) Counseling will be held from 10.00 am, 22<sup>nd</sup> September 2016 onwards.
- G. Candidate applying for more than one Station/School will submit order of preference for selection
- H. In case candidate is depositing Rs 400/- per application as registration fee then category certificate duly issued by Social Welfare Department, Govt. of Punjab must be attached. If not attached application will be rejected.

**OR OFFICE USE ONLY**  
**(TO BE FILLED BY SCRUTINY COMMITTEE)**

**1. Selection Criteria**

Sr. No.	Qualification	Weightage/Marks	Marks Alloted
1.	Weightage to marks obtained in Graduation in any discipline	30%	
2.	Weightage to marks obtained in Post Graduation in any discipline	10%	
3.	Experience as Warden a. Two years but less than five years      10 marks b. Five years but less than ten years      15 marks c. Ten years and above                      20 marks	20	
4.	<b>National Cadet Corps (NCC)</b> Certificate Grade 'A'                      2 marks Certificate Grade 'B'                      3 marks Certificate Grade 'C'                      5 marks	5	
5.	<b>National Social Service (NSS)</b> College Level Certificate                      2 marks University Level Certificate                      3 marks Inter University Level Certificate                      5 marks	5	
6.	<b>Sports</b> Certificate Grade 'C'                      2 marks Certificate Grade 'B'                      3 marks Certificate Grade 'A'                      5 marks	5	
7.	Interview	25 (Minimum 12.5 marks have to be scored in Interview for selection)	
	<b>Total</b>	<b>100 marks</b>	

2) As per scrutiny Eligible/ Not Eligible: .....

3) Merit : .....

4) At the time of verification detail of missing/required documents:-

.....  
.....  
.....

Scrutiny Committee Members full signature and mobile no.:-

1. .... 2. ....

(Name ) (Name )

3..... 4. ....

(Name ) (Name )

5. ....

(Name )

Full detail of Scrutiny Committee Incharge:-

Name ..... Post .....

Institution ..... Distt. ....

Mobile No. ....

Date..... Stamp & Signature .....