


Recruitment for Punjab Edusat Society , Department of School Education

Government of Punjab, I&T Block, PSEB Building, Phase 8, SAS Nagar.

Director General School Education –cum- Project Director Punjab Edusat Society, Punjab invites candidates for Walk-in-interview for the following posts on contractual basis on dated 9th July 2018 at 10:00AM onwards:-

Name of the Post	No. of Posts	Monthly Remuneration	Qualification
Assistant General Managar (Fin.)	01	Consolidated pay of Rs. 35,000/-	Serving or retired officer of Govt in the rank of ACFA. OR CA having experience of 3 years in handling financial matters related to Govt. department / projects and expertise in latest Tally software.
Data Entry Operator	03	Consolidated pay of Rs. 13500/- + DA as admissible to Govt. Employees in pay scale Rs. 10300-34800+3200	Graduate (1 st Division) Possessing type speed on 30 w.p.m on computer. Possessing knowledge of MS Office
Cameraman	01	Consolidated pay of Rs. 13500/- + DA as admissible to Govt. Employees in pay scale Rs. 10300-34800+3200	ITI certificate holder with atleast 5 years experience of Professional Camera shooting
Creative Auteur	01	Consolidated pay of Rs. 17420/- + DA as admissible to Govt. employees in the pay scale of Rs. 10300-34800 +4400	B.Sc.(IT) with 5 years experience of animation & designing, Production of the broadcast episode/work in studio
Accountant	01	Consolidated pay of Rs. 13500/- + DA as admissible to Govt. Employees in pay scale Rs. 10300-34800+3200	B.Com (2nd Division) and having knowledge of Tally Software

Note:- The General Terms & conditions, requirements and prescribed performa may be downloaded from our website i.e www.ssapunjab.org


**Project Director cum DGSE
Punjab Edusat Society**

General Terms and Conditions & Requirements

- *The number of posts may vary depending upon requirements.*
- (i) All the said posts are offered on contractual basis initially for one year to be renewed every year on the basis of performance and attainments.
- (ii) Only those candidates having passed matriculation with **Punjabi** subject need to apply.
- (iii) Educational qualification must be from a recognized University / Board / Institution.
- (iv) Come alongwith application in the given prescribed format along with two passport size photographs.
- (v) EPF will be given as per rules, if applicable.
- (vi) Applications must accompany the self attested proofs of Date of Birth, Qualification, Experience, Residence proof, Proof of Matriculation with Punjabi.
- (vii) Project Director cum DGSE, Punjab Edusat Society reserves the right to cancel the above said posts at any Stage.
- Incomplete applications will not be entertained. Interested and eligible candidates are required to come alongwith the applications (along with attested copy of testimonials) as per the format given below (use 12"× 8" size envelope mentioning the name of post applied for).
- Walk in interview alongwith prescribed format shall be held in the office of Director General School Education –cum- Project Director, Punjab Edusat Society, Punjab School Education Board Building, E&F Block, 5th floor, Phase 8, SAS Nagar, Mohali (Punjab) on dated **9th July 2018 from 10:00AM onwards.**

Application Performa

Post Applied for (Name of organization).....
 Post.....at.....

1. Name:
2. Father's Name:
3. Date of Birth:
4. Permanent Address:
5. Qualification:

Sr. No.	Exam passed	Uni. / Board / Institution	Year of Passing	% age of marks (aggregate)


(Please mention all the Qualifications from Matriculation Onwards starting with the Highest Qualification first)

6.Relevant Work Experience:

7. Mailing Address (In Capital Letters)Full Name and Complete Address to be written in BLACK INK only) District Pin Code..... Phone No.(with STD Code) Mob..... E-mail Address.....	Paste self signed recent Passport size photograph (5 cm × 7 cm)
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Declaration: I hereby declare 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.

Signatures of the Candidate:


Project Director cum DGSE
Punjab Edusat Society