

**Government of Punjab
Department of School Education**

Order

1.0 A large number of the posts in the clerical cadre are vacant whereas the eligible candidates of class 4 generally wait for the type test before they are considered for promotion. Also it is noticed that the type test is not held regularly and as a result both the Department and the employees suffer.

2.0 Further, to streamline the process, it is decided that the typing test shall be conducted 4 times in a year on the following dates:-

1. Second Saturday of November of every year.
2. Second Saturday of February of every year.
3. Second Saturday of May of every year.
4. Second Saturday of August of every year.

3.0 Next test shall be held on 09.11.2019. This may be circulated among the employees and a copy be placed on the website so that the concerned employee may themselves get prepared for the type test.

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**(Krishan Kumar)
Secretary to Government of Punjab
Department of School Education**

Endst. No. 3/3-2018 ME (6)360929

Dated: 22.10.2019

A copy of the above is forwarded to the following for information and necessary action:-

1. DPI (SE) Punjab
2. All DEOs (SE) & (EE) Punjab
3. All School Heads Punjab


Assistant Registrar
Department of School Education
Punjab
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