

Govt. of Punjab
Department of Welfare
(Directorate of Welfare of Scheduled Castes & Backward Classes)
SCO 128-129, Sector 34-A, Chandigarh.

Applications are invited for filling up the following posts on contract basis:-

S. No.	Post	No. of posts	Consolidated wages per month	Qualifications & Experience
1.	Assistant Programme Coordinator	1	25,000	i) MBA(HR or Finance) with at least 60% marks or A grade, having at least 3 years experience in Educational Institution or Development Projects. Age-not more than 38 years. or ii) Retired officer from Punjab Govt. offices/Corporations/Boards, having worked for atleast 5 years in Supervisory capacity with good track of service record. Age-not more than 65 years.
2.	Computer Programmer	1	25,000	MCA/M.Sc(IT)/BE/B.Tech.(IT, Computer Science, CSE) with at least 60% marks, Experience in Web Designing/Programming to be preferred. Age-not more than 38 years.
3.	Counselor (For orientation to students/ schools and colleges)	1	25,000	i) Post-Graduate with at least 60% marks and having 5 years experience in Counselling in any Educational Institution. Age-not more than 38 years. or ii) Retired from Educational Institution as lecturer. Age-not more than 65 years.
4.	Accountant	1	25,000	M.Com with at least 60% marks. With 2 years experience in similar capacity. Age-not more than 38 years. or Retired SAS Cadre Officer in Govt. offices/Corporations/Boards will also be eligible. Age not more than 65 years.
5.	Assistant	1	17,500	i) Graduate with atleast 10 years experience as Junior Asstt./Assistant in Pb. Govt. offices/Corporations/Boards. Age-not more than 38 years. or ii) Retired persons having at least 10 years experience as Assistant can also be considered. Age-not more than 65 years.
6.	Data Entry Operators	7 (Gen-3) (SC-1) (M&B) (BC-1) ESM(G)-1 Handi-capped-1	10,000	i) BCA/B.Sc(IT, Computer Science) or PGDCA or DOEACC 'O' Level Course with at least 60% marks, having typing speed minimum 40 WPM in English. Age- 21 to 38 years. In case of SC 43 years, BC 41 years & Handicapped 48 years.
7.	Clerk	3 (Gen-2) (SC-1) (M&B)	10,000	Graduation with at least 60% marks and having one year diploma in basic Computer and atleast one year working experience in Govt./Semi Govt. Deptt./Board/Corporation. Should having typing speed 30 WPM in English and 25 WPM in Punjabi. Age- 21 to 38 years. In case of SC 43 years.
8.	Driver	1	10,000	10 th Pass+Valid LTV Driving Licence. Age- 21 to 38 years.
9.	Peon	3 (Gen-2) (SC-1) (M&B)	7,000	8 th Pass with knowledge of Punjabi. Age- 18 to 38 years. In case of SC 43 years.

Essential Requirements

- All posts are purely on Contract initially for a period of one year, but services can be dispensed with at any time.
- Should have passed Punjabi at matric level for all posts except Sr. No. 9.
- The candidates should possess all educational qualifications as a regular students from a recognized University/Board/Institute.
- As per the reservation policy if, the requisite number of candidates belonging to Mazhbi Sikhs/Balmikis are not available, vacancies fallen to their share will be filled by the members of other Scheduled Castes.
- Decision of the Selection Committee regarding selection of candidates will be final.
- No TA/DA will be paid for attending interview.
- In case number of applicants in a particular category is large then a screening test will be conducted for which candidates will have to pay fee of Rs. 500/-

Format for Application

Application for the Post of

1. Name :
2. Father's/Husband's Name :
3. Date of Birth :
4. Nationality :
5. Permanent Home address :
6. Address for Correspondence :.....
Pin Code:, Phone No., email ID.....
7. Category (Gen/SC/SC(M&B)/BC/ESM(G)/Handicapped, please attach certificate of the competent authority):
8. Educational Qualifications :

Self attested copy of latest passport size photograph

S. No.	Examination passed	Year of passing	Subjects	Total Marks	Marks obtained	%age	Board/ Uni.
1	8 th (only for Post at S.No.9)						
2	10 th						
3	10+2						
4	Graduation						
5	Post-Graduation						
6	Any other Qualification						

9. Experience, if any

S. No.	Name of Organization/ Department	Post Held	Pay/Allowances (per month)	Period of working		Total Experience
				From	To	
1						
2						
3						

10. Knowledge of Punjabi upto :

11. Attested copies of certificates attached : i).....ii).....iii).....iv).....

Signature of the Candidate

Date :

Place :

Note:- i) The last date for submission of applications is 30-5-2013 upto 5.00 p.m.

ii) "Application for the post of " should be written on envelope containing the application.

Director, Welfare

