

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF WELFARE  
(DIRECTORATE OF SCHEDULED CASTES SUB PLAN)  
ADVERTISEMENT No. 2 of 2010**

Applications are invited for filling up the following posts on contract basis upto 28-2-2011 which are likely to continue thereafter.

**Qualifications and Emoluments.**

Sr	Name of Post	Fixed Emoluments (Rs.)	Number of Posts	Location	Qualifications
1	Data Entry Operator	5000/- P.M.	1 (Reserved for SC)	Chandigarh	(i) BCA/B.Sc. (Computer Science/ IT) or PGDCA from a recognized University /Institution.  (ii) Typing speed of 40wpm in English and 25wpm in Punjabi.
2	Driver	5000/- P.M.	1	Chandigarh	(i) Matriculation from a recognized Board or Institution and knowledge of Punjabi language. (ii) Four years experience of Driving Light Motor Vehicles/Utility Vehicles.
3	Peon	4000/- P.M.	1	Chandigarh	8th pass from a recognized Board/ Institution and knowledge of Punjabi language.
	Total		3		

**Essential requirements:**

- The candidate should be a citizen of India.
- The candidates for post at Sr. No. 1 should possess knowledge of Punjabi language upto Matriculation or its equivalent standard.
- The candidates for the post at Sr. No. 2 should possess a valid driving license.

**Age**

- For posts at Sr. No. 1 and 2 not less than 18 years or more than 37 years of age as on 01.07.2010.
- For post at Sr. No. 3 not less than 16 years or more than 37 years of age as on 01.07.2010.

Relaxation in age limit will be provided as per Punjab Government instructions.

**General**

- Single application will be entertained for one post only. Candidates desirous of applying for more than one post should submit separate applications.
- The applications, in the enclosed proforma alongwith self-attested copies of relevant certificates and latest photograph, must reach the undersigned by 3.00 P.M. on 19-07-2010. The applications received after the stipulated date & time shall not be considered.
- In case of receipt of large number of applications for any post, only shortlisted candidates will be called for test/interview. The criterion for shortlisting the candidates will be on the basis of marks obtained by a candidate in the minimum prescribed qualifications and/or experience gained in the relevant field.
- The candidates may confirm their participation in the interview only after checking about the status of their candidature as a shortlisted candidate at the notice board of this office or through communication at phone numbers 0172-2662393, 2606274 and 2661170 on 23-07-2010 between 10:00 AM-4:00 PM.
- The interviews are likely to be held on 26-07-2010 and 27-07-2010 from 10.00 AM onwards in the Directorate of Scheduled Castes Sub Plan, S.C.O No. 124-125, (3<sup>rd</sup> Floor), Sector-34-A, Chandigarh – 160034. The candidates should bring original testimonials at the time of test/interview.
- No TA/DA will be given for attending the test/interview.

**Check List**

1. Application form.
2. Proof of date of birth.
3. Copy of relevant educational certificates (with marks card).
4. Caste Certificate, in case applied for SC category.
5. Punjabi- Matriculation or equivalent certificate.
6. Copy of valid driving license.
7. Character Certificate from two responsible persons not being relative, who are well acquainted with the candidate in his/her private life.

-Sd/-  
Director (SCSP)

**Directorate of Scheduled Castes Sub Plan**  
(S.C.O. 124-125, Sector 34 A, Chandigarh)

**PROFORMA**

**Application for the Post of \_\_\_\_\_**

1. Name :
2. Father's/ Husband's Name :
3. Date of Birth:
4. Nationality:
5. Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_ PIN Code:

Self attested copy  
of latest passport  
size photograph

6. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_
- Pin Code: \_\_\_\_\_ Phone No. \_\_\_\_\_, email ID \_\_\_\_\_

7. Category (SC/General, please attach certificate of the competent authority):

8. Educational Qualifications:

Sr. No.	Examination passed	Year of passing	Subjects	Marks obtained	Divn.	%age	Board/ University
1	8 <sup>th</sup> Standard (for post at Sr. No. 3 only)						
2	10 <sup>th</sup>						
3	10+2						
4	Graduation						
5	Post graduation						
6	PGDCA						
7	Any Other Qualification						

9. Experience, if any:

Sr. No.	Name of Organization/ Department	Post Held	Pay/ Allowances (per month)	Period of working		Total Experience
				From	To	
1						
2						
3						
4						

10. Knowledge of Punjabi upto:

11. Copies of certificates attached:

Signature of the Candidate

Date:

Place: