

GOVERNMENT OF PUNJAB
DEPARTMENT OF WELFARE OF SCs, BCs & MINORITIES
(DIRECTORATE OF SCHEDULED CASTES SUB PLAN)
SCO NO. 149-152, 3rd FLOOR, SECTOR-17C, CHANDIGARH
PH.NO:0172-2707274, 0172-2706274, Email:dir.scsp@punjab.gov.in

ADVERTISEMENT No. 1 of 2018

Applications are invited for filling up the following post on contract basis under Central Sector Scheme, which is likely to continue upto 28-2-2019.

Qualifications and Emoluments.

Sr	Name of Post	Fixed Emoluments (Rs.)	Number of Post	Location	Qualifications
1	Data Entry Operator	10000/- P.M. (Rs. Ten thousand only)	1 (Gen)	Chandigarh	(i) BCA/B.Sc. (Computer Science/ IT) or PGDCA from a recognized university /Institution. (ii) Typing speed of 40wpm for English typing and 25wpm in Punjabi typing.

Essential requirements:

- The candidate should be a citizen of India.
- The candidate should possess knowledge of Punjabi language upto Matriculation or its equivalent standard.

Age

- Not less than **18 years** or more than **37 years** of age.

General

- The applications, in the enclosed proforma alongwith self-attested copies of relevant certificates and latest photograph, must reach the undersigned by 03.07.2018 before 3.00 pm. The applications received after the stipulated date & time shall not be considered.
- In case of receipt of large number of applications, only shortlisted candidates will be called for typing test/counseling. 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 list of shortlisted candidates will be published by 06.08.2018 at the recruitment section of the website www.welfarepunjab.gov.in
- The typing test/counseling is likely to be held in the 2nd week of August, 2018 in the Directorate of Scheduled Castes Sub Plan, S.C.O No. 149-152, (3rd Floor), Sector-17-C, Chandigarh-160017. The candidates should bring original testimonials at the time of test/counseling.
- No TA/DA will be given for attending the test/counseling.

Check List

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

-Sd/-

Director (SCSP) -Cum-Joint Secretary

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PROFORMA

Application for the Post of Data Entry Operator (ADVERTISEMENT No. 1 of 2018)

1. Name :
2. Father's/ Husband's Name :
(Please ✓)
3. Date of Birth:
4. Nationality:
5. Permanent Home Address:

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.	10 th						
2.	10+2						
3.	Graduation						
4.	Post Graduation						
5.	PGDCA						
6.	Any Other Qualification						

(contd.....2)

9. Experience, if any:

Sr. No.	Name of Organization / Department	Post Held	Pay/ Allowances (per month)	Period of working		Total Experience upto the date 03.07.2018
				From	To	
1.						
2.						
3.						
4.						

10. Knowledge of Punjabi upto:

11. Copies of certificates attached:

Signature of the Candidate

Date:

Place: