

PUBLIC NOTICE

Recruitment in Punjab Edusat Society

Project Director-cum-Director General School Education, Punjab Edusat Society invites applications for the following posts on Contractual Basis by 27.09.2010 upto 5 PM.

Posts	No. of Posts	Eligibility	Consolidated Salary (in Rs)
Accountant	01	B.Com (2nd Division) having knowledge of TALLY software	10,000.00
Office Assistant	01	Graduate with atleast 5 years experience in Govt./ Public Sector undertaking or retired Assistant/ Supdt. of the State Govt./ Public Sector Undertaking.	10,000.00
Stenographer	02	Graduate who qualifies test in shorthand at a speed of 100 W.P.M and typing on computer @ 20 WPM in Punjabi and having proficiency in English typing also.	10,000.00
Data Entry Operator	02	Graduation with one year computer course having proficiency in Punjabi & English typing.	7,500.00

- Detailed Terms and Conditions as well as application form can be downloaded from website: www.ssapunjab.org. Alternatively, hardcopy can be collected at the following address.

Project Director-cum-
Director General School Education
Punjab Edusat Society
SCO-104-106, Sec- 34 A, CHD

- *The number of posts may vary depending upon requirements.*

General 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. Successful renewal will carry increase in remuneration.
- (ii) Only those candidates having passed matriculation with **Punjabi** Subject need to apply.
- (iii) Educational qualification must be from a govt. recognized University / Board / Institution.
- (iv) Send 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 attested proofs of Date of Birth, Qualification, Experience, Residence proof, Matriculation with Punjabi.
- (vii) Application forms must accompany a non refundable Bank Draft for Rs 200/- in favour of "**Project Director-cum-Director General School Education, Punjab Edusat Society**" payable at Chandigarh.

Incomplete applications will not be entertained. Interested and eligible candidates are required to send 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).

All the applications on prescribed format should reach the office of **Project Director-cum-Director General School Education, Punjab Edusat Society**, SCO 104-106, 2nd Floor, Sector-34A, Chandigarh Ph.0172- 5076025 latest by **27.09.2010 upto 5.:00PM**

Note: No applications shall be entertained after 5 p.m. on the last day of applying. In case last day is a holiday in Punjab, the next working day shall be treated as the last day.

**Project Director-cum-
Director General School Education
SCO-104-106, Sec- 34 A, CHD**

