

# Recruitment for Punjab Education Development Board

SCO No. 104-106, Sec-34-A(2nd Floor) Chandigarh.

0172-2624687 (Fax), 5076025 (Off.)

Secretary, Punjab Education Development Board, Chandigarh invites applications for the following posts on contractual basis / fixed Remuneration for Head Office at Chandigarh by 15-01-2011:-

Name of the Post	No. of Posts	Monthly Remuneration	Qualification
Project Officer	01	20,000/-	Retired / retiring upto 31 March, 2010, Principal of Govt. Senior Secondary School having atleast 3 years officiating / regular experience as such
Executive Engineer (Civil)	01	20,000/-	Retired / retiring upto 31 March, 2010, Executive Engineer (Civil) from Govt. / public sector undertaking having atleast 3 years officiating / regular experience as such
Manager Finance	01	15,000/-	A retired Officer of the SAS Cadre of the Govt. of Punjab having atleast 5 years experience as Deputy Controller Finance & Accounts
Stenographer	01	10,000/-	Graduate possessing knowledge of shorthand @ 100WPM and typing on computer @20WPM in English and Punjabi Or Retires official of the Govt. of Punjab possessing atleast 5 years experience as stenographer or above.
Data Entry Operator	04	6,500/-	Matric (1 <sup>st</sup> Division) or 10+2 (2 <sup>nd</sup> Division) and possessing typing speed of 30 WPM on computer

- The number of posts may vary depending upon requirements.

### General Requirements:

- All the said posts are offered on contractual basis / fixed Remuneration initially for one year to be renewed every year on the basis of performance and attainments. Successful renewal will carry increase in remuneration.
- Only those candidates having passed matriculation with **Punjabi** Subject need to apply.
- Educational qualification must be from a govt. recognized University / Board / Institution.
- Send application in the given prescribed format along with two passport size photographs.
- EPF will be given as per rules, if applicable.
- Applications must accompany the attested proofs of Date of Birth, Qualification, Experience, Residence proof, Matriculation with Punjabi.
- Application forms must accompany a non refundable Bank Draft for Rs 200/- in favour of **Secretary, Punjab Education Development Board, Chandigarh** 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" x 8" size envelope mentioning the name of post applied for).

All the applications on prescribed format should reach the office of **15-01-2011**

**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.**

### Application Performa

Post Applied for (Name of organization)..... Post.....at.....

- Name:
- Father's Name:
- Date of Birth:
- Permanent Address:
- Qualification:

Sr. No.	Exam passed	Uni. / Board / Institution	Year of Passing	% age of marks (aggregate)

(Please mention all the Qualifications from Matriculation Onwards starting with the Highest Qualification first)

7.Relevant Work Experience: \_\_\_\_\_

8. Bank Draft Details:

Name of the Bank	Draft No.	Amount	Dated

9. Mailing Address (In Capital Letters)Full Name and Complete Address to be written in <b>BLACK INK</b> only)	.....	Paste self signed recent Passport size photograph (5 cm x 7 cm)
	District ..... Pin Code.....	
	Phone No.(with STD Code) ..... Mob.....	
	E-mail Address.....	

Declaration: I hereby declare that all statements in application are true and correct to the best of my knowledge and belief. In the event of information being found false or incorrect my candidature / appointment may be considered terminated without any notice.

Signatures of the Candidate:

## Application Performa

Post Applied for (Name of organization)..... Post.....at.....

1. Name:
2. Father's Name:
3. Date of Birth:
4. Permanent Address:
5. Qualification:

Sr. No.	Exam passed	Uni. / Board / Institution	Year of Passing	% age of marks (aggregate)

(Please mention all the Qualifications from Matriculation Onwards starting with the Highest Qualification first)

7.Relevant Work Experience: \_\_\_\_\_

8. Bank Draft Details:

Name of the Bank	Draft No.	Amount	Dated
9. Mailing Address (In Capital Letters)Full Name and Complete Address to be written in <b>BLACK INK</b> only)	..... ..... District ..... Pin Code..... Phone No.(with STD Code) ..... Mob..... E-mail Address.....		Paste self signed recent Passport size photograph (5 cm × 7 cm)
Declaration: I hereby declare that all statements in application are true and correct to the best of my knowledge and belief. In the event of information being found false or incorrect my candidature / appointment may be considered terminated without any notice.			

Signatures of the Candidate:

**Public Notice**  
**Recruitment for Punjab Education Development Board**  
 SCO No. 104-106, Sec-34-A(2nd Floor) Chandigarh.

Secretary, Punjab Education Development Board, Chandigarh invites applications for the following posts on contractual basis / fixed Remuneration for Head Office at Chandigarh by 15.01.2011:-

Name of the Post	No. of Posts	Monthly Remuneration	Qualification
Project Officer	01	20,000/-	Retired / retiring upto 31 March, 2010, Principal of Govt. Senior Secondary School having atleast 3 years officiating / regular experience as such
Executive Engineer (Civil)	01	20,000/-	Retired / retiring upto 31 March, 2010, Executive Engineer (Civil) from Govt. / public sector undertaking having atleast 3 years officiating / regular experience as such
Manager Finance	01	15,000/-	A retired Officer of the SAS Cadre of the Govt. of Punjab having atleast 5 years experience as Deputy Controller Finance & Accounts
Stenographer	01	10,000/-	Graduate possessing knowledge of shorthand @ 100WPM and typing on computer @20WPM in English and Punjabi Or Retires official of the Govt. of Punjab possessing atleast 5 years experience as stenographer or above.
Data Entry Operator	04	6,500/-	Matric (1 <sup>st</sup> Division) or 10+2 (2 <sup>nd</sup> Division) and possessing typing speed of 30 WPM on computer

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

Member Secretary  
**Punjab Education Development Board**  
 SCO-104-106, Sec- 34 A, CHD