



PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY

(A State Govt. Undertaking)

2nd Floor, MGSIPA Complex, Institutional Area,
Sector 26, Chandigarh

REQUIRES

1. Personal Assistant (SC Category): One

Pay Scale: Rs.10300-34800 + 4800 Grade Pay + allowances on Punjab Government Pattern. The selected candidate will be paid salary during probation period as per Punjab Govt. instructions.

Essential Qualifications: Bachelors Degree of a recognized University. Should have passed Punjabi upto Matric level.

Experience: Must have atleast 7 years experience as Senior Scale Stenographer. The candidates must have undergone a computer course of 6 months duration from reputed institute.

Age: The upper age limit for this post (being reserved for SC category) shall be 42 years as on 01.01.2019. However, in case of persons already in the employment of the Punjab Government, other State Government or the Government of India shall be relaxable upto 45 years.

Skill Test: The candidates will have to qualify shorthand test in English at a speed of 100 w.p.m. to be transcribed at a speed of 20 w.p.m. and in Punjabi at a speed of 80 w.p.m. to be transcribed at a speed of 15 w.p.m.

2. Data Entry Operator-cum-Field Assistant: One

Essential Qualification: Graduate from recognized University and Diploma in Computer Education with typing speed in English 35 w.p.m. on Computer. Should have passed Punjabi upto Matric level.

Consolidated salary: Rs.15,000/- (including EPF and HRA) per month.

Experience: One year relevant experience.

Age: 37 years as on 01.01.2019. However, in case of persons already in the employment of the Punjab Government, other State Government or the Government of India shall be relaxable upto 45 years.

The candidates fulfilling the above qualification and experience may apply on the prescribed proforma, available on our website www.pscst.gov.in, along with copy of educational as well as experience certificate(s) and one recent passport size photograph **latest by 10.06.2019 (upto 05.00 P.M.)**. The candidates applying for the post of **Data Entry Operator-cum-Field Assistant** should also attach demand draft of Rs.100/- issued in favour of '**Punjab State Council for Science & Technology payable at Chandigarh**'.

The applications received after due date will not be considered at all. In case of receipt of large number of applications, the short listed candidates will be called for test. PSCST reserves its right to reject any or all applications without assigning any reason.

Joint Director (CC)/Admn