

PUNJAB EDUSAT SOCIETY

E&F Block, Text Book Cell, Vidya Bhawan, 1st floor, Phase-VIII, SAS Nagar.
P.no. 0172-5218801-16 e-mail: edusat.punjab@punjabeducation.gov.in

To

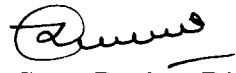
The Deputy Manager (MIS)
Sarva Shiksha Abhiyan Authority
E Block, 5th floor, PSEB Bldg,
SAS Nagar, Punjab.

Memo No:- 24/40/2008/PES/Recruitment/28047
Dated, Chandigarh 10th July 2018

Sub:- Uploading of advertisement alongwith Terms and conditions on the website of SSA Punjab.

1.0 The advertisement for recruitment of various posts amongst the sanctioned posts under Punjab Edusat Society is going to be publish in different newspapers on dated 11th July 2018.

2.0 It is therefore, requested to upload general terms and conditions required with prescribed performa for filling up of the posts mentioned in advertisement to be published on the website of SSA Punjab which is attached herewith for information and its immediate necessary action please.


Deputy State Project Director
Punjab Edusat Society


Recruitment for Punjab Edusat Society . Department of School Education
Government of Punjab, E. & F Block, PS-13 Building, Phase 8, SAS Nagar.

Director General School Education –cum- Project Director Punjab Edusat Society, Punjab invites candidates for Walk-in-interview for the following posts on contractual basis on dated 13th July 2018:-

Name of the Post	No. of Posts	Monthly Remuneration	Qualification
Assistant General Managar (Fin.)	01	Consolidated pay of Rs. 35,000/-	Serving or retired officer of Govt in the rank of ACFA. OR CA having experience of 3 years in handling financial matters related to Govt. department / projects and expertise in latest Tally software.
Data Entry Operator	03	Consolidated pay of Rs. 13500/- + DA as admissible to Govt. Employees in pay scale Rs. 10300-34800+3200	Graduate (1 st Division) Possessing type speed on 30 w.p.m on computer. Possessing knowledge of MS Office
Camerman	01	Consolidated pay of Rs. 13500/- + DA as admissible to Govt. Employees in pay scale Rs. 10300-34800+3200	ITI certificate holder with atleast 5 years experience of Professional Camera shooting
Creative Auteur	01	Consolidated pay of Rs. 17420/- + DA as admissible to Govt. employees in the pay scale of Rs. 10300-34800 +4400	B.Sc.(IT) with 5 years experience of animation & designing, Production of the broadcast episode/work in studio
Accountant	01	Consolidated pay of Rs. 13500/- + DA as admissible to Govt. Employees in pay scale Rs. 10300-34800+3200	B.Com (2nd Division) and having knowledge of Tally Software


Note:-

- **The General Terms & conditions, requirements and prescribed performa may be downloaded from our website i.e www.ssapunjab.org**
- **Registration of the applicants alongwith their applications for the above said posts will be held on 13th July 2018 from 9:30AM to 12:00 Noon only.**


Project Director cum DGSE
Punjab Edusat Society

“General Terms and Conditions & Requirements

- *The number of posts may vary depending upon 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.
 - (ii) Only those candidates having passed matriculation with **Punjabi** subject need to apply.
 - (iii) Educational qualification must be from a recognized University / Board / Institution.
 - (iv) Come alongwith 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 self attested proofs of Date of Birth, Qualification, Experience, Residence proof, Proof of Matriculation with Punjabi.
 - (vii) In case of retired persons, the age of the candidate must not be exceeded 65 years. The maximum age limit for the other applicants is 37 years on the date of walk-in-interview.
 - (viii) Project Director cum DGSE, Punjab Edusat Society reserves the right to cancel the above said posts at any Stage.
 - (ix) The posts will be filled up as per Punjab Govt. rules and guidelines.
 - (x) The candidate applying for the post of accountant must have certificate of atleast 6 months Tally software course.
 - (xi) The candidates applying for the post of Data Entry Operator must have typing speed of atleast 30 WPM. and type 300 words in 10 min. (two paragraphs) in English and Punjabi (**In Unicode Compliant Ravi Font**). The shortlisted candidates will be called for typing test. The date of typing test will be intimated on the official website i.e www.ssapunjab.org. The candidates may keep check by themselves from time to time on the said website.
 - (xii) No TA/DA will be given to the candidates appearing for walk in interview/ test.
 - (xiii) The list of shortlisted/ selected candidates will be uploaded on the said website.
 - (xiv) The reservation will be applicable as per Punjab Govt. Rules.
- Incomplete applications will not be entertained. Interested and eligible candidates are required to come alongwith 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).
- Walk in interview alongwith prescribed format shall be held in the office of Director General School Education –cum- Project Director, Punjab Edusat Society, Punjab School Education Board Building, E&F Block, 5th floor, Phase 8, SAS Nagar, Mohali (Punjab) on dated 13th July 2018.”


Project Director cum DGSE
Punjab Edusat Society

Application Performa

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

Post.....at.....

1. Name:
2. Father's Name:
3. Date of Birth:
4. Age as on 1st July 2018:
5. Category :
6. Permanent Address:
7. Punjabi Passed in Matriculation (Yes/ No)
8. 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)

9.Relevant Work Experience:

<p>10. Mailing Address (In Capital Letters) Full Name and Complete Address to be written in BLACK INK only)</p>	<p>..... District Pin Code..... Phone No.(with STD Code) Mob..... E-mail Address.....</p>	<p>Paste self signed recent Passport size photograph (5 cm × 7 cm)</p>
<p>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.</p>		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Signatures of the Candidate:

**Project Director cum DGSE
Punjab Edusat Society**