

GENERAL INFORMATION
FOR THE POST OF PERSONAL ASSISTANT AND
DATA ENTRY OPERATOR

The Punjab Public Service Commission shall conduct a Walk in Interview on **23-10-2013** for recruitment to the following posts (**on contract basis up to 28.2.2014**) for the office of Punjab Public Service Commission, Baradari Gardens, Patiala. The details are :

Sr. No.	Name of the post	No. of post	Pay	Minimum qualification and experience
1.	Personal Assistant (PA)	1	Rs.12,000/- PM (Fixed Salary)	<p><u>Essential Qualification :</u></p> <p>(i) Bachelor's Degree from recognized University.</p> <p>(ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO-9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' Level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.</p> <p>(iii) Should have passed stenography test from a recognized Govt. Institution like ITI, Language Deptt. Punjab etc.</p> <p>(iv) The candidate shall have to qualify stenography test to be conducted by the PPSC in Punjabi (speed of 80 words per minute (minimum) and English (speed of 60 words per minute (minimum)).</p> <p>(v) Punjabi upto Matric Standard.</p>
2.	Data Entry Operator	1	Rs.5,000/- PM (Fixed Salary)	<p><u>Essential Qualification :</u></p> <p>(i) Bachelor's Degree from a recognized University.</p> <p>(ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO-9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' Level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.</p> <p>(iii) The candidate shall have to qualify test in Punjabi/ English Typewriting to be conducted by the PPSC at the speed of thirty words per minute.</p> <p>(iv) Punjabi upto Matric Standard.</p>

Age : 3.1 Candidate should not be below 18 years and above 38 years of age on the 1-1-2013.
3.2 Upper age limit is relaxed up to 45 years for all States/ Central Government employees.

3.3 The Upper age limit is relaxed upto 43 years for Scheduled Castes of all States and Backward Classes of Punjab only.

3.4 Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.

3.5 Upper age limit is also relaxed upto 43 years for Widows, Divorcees and certain other Categories of Women.

3.6 Upper age limit is also relaxed upto 48 years for Physically Handicapped of Punjab.

4. Consolidated monthly salary will be given for full time job as the posts are to be filled on contract basis. Other terms and conditions of the service will be made known at the time of interview.

Applicants must reach the office of Punjab Public Service Commission, Patiala on **23.10.2013** at **9.00 AM** along with complete bio-data, attested copies of certificates and one latest photograph.

Procedure to be adopted in the selection for each post

- (i) On the day of interview, a merit list of all present Applicants (for each post) shall be prepared on the basis of marks obtained in their Graduation degree.
- (ii) As per this merit list, top ten applicants shall be shortlisted (for each post) for stenography/ type test. (Stenography test shall be taken for applicants who have applied for the post of Personal Assistant. Type test shall be taken for the applicants who have applied for the post of Data Entry Operator).
- (iii) The test shall be followed by an interview.

Note : The score of the stenography/ type test shall be calculated by subtracting the number of mistakes from the total marks of the test.

CRITERIA FOR WALK IN INTERVIEW

		<u>Maximum Marks</u>
1.	Graduation Marks	= 40
2.	Stenography Test/ Type Test	= 50
3.	Viva Voce	= 10
	Total Marks	= <u>100</u>

Sd/-
Secretary,
Punjab Public Service Commission,
Patiala