

SUKHMANI SOCIETY FOR CITIZEN SERVICES, **SUWIDHA CENTRE, JALANDHAR.**

RECRUITMENT NOTICE

Applications are invited for the following posts in prescribed performa which is available on website www.jalandhar.nic.in Last date of submission of application forms is 28.08.2014 upto 05:00 PM in Suwidha Centre, Jalandhar. Society will not be responsible for any postal delays. These posts are purely temporary and on contract basis.

Sr. No.	Name of Post	Qualification	No. of Posts	Salary Rs. (Approx) P.M.
1.	System Analyst	1) B. Tech (Computer Science)/ MCA/ M.Sc. (IT) from a recognized University with 60% marks and Punjabi upto Matric level. Must have skills of developing software in visual basic, proficiency in MS SQL Server, Crystal Reports, .net and web development knowledge. 2) Minimum 2 Year desirable experience.	01	12000/-
2.	Data Entry Operator	1) Graduation in any stream with one-year course in computers/ IT from a recognized institute or PGDCA. 2) Must have passed Punjabi at Matric level. Knowledge of data entry in Gurmukhi & English is must. Minimum typing speed 40 wpm in English and 30 wpm in Gurmukhi (Asees font). 3) Experience – 6 months	16	7000/-
3.	Peon	1) Middle Standard 2) Experience - 6 months (Desirable)	03	As per D.C. rates fixed for this category.

1. The number of posts can be increased or decreased as per requirement of the society.
2. The computer type test in Punjabi (Asees font) & English for the post of Data Entry Operator will be held on 30.08.2014 at 10:00 A.M. at Suwidha Centre, Jalandhar.
3. The Written Test based on knowledge of IT for System Analyst and General Knowledge and IQ for Data Entry Operator will be held on 06.09.2014 at 10:00 A.M. at Suwidha Center, Jalandhar.
4. Selected Candidates will be called for interview.

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Additional Secretary, SSCS,
Suwidha Centre, Jalandhar.