

Proforma for placing the Requisition for staff with the Subordinate Service Selection Board, Punjab

1	Name of the Department and Its Location	ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ, ਐਸ.ਸੀ.ਓ ਨੰ. 102-103, ਸੈਕਟਰ -34 ਏ, ਚੰਡੀਗੜ੍ਹ।
2	Name of the Post	ਕਲਰਕ
3	Pay Scale as per 7 th CPC / Pay Matrix (Minimum Pay Admissible)	19900/-
4	Allowances	ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ
5	Age Limit (Categories for which upper Limit is relaxable)	ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ
6	Eligibility of Sex	ਇਸਤਰੀ / ਪੁਰਸ਼
7 (a)	No. of vacancies at headquarters	-
(b)	No. of Vacancies at Sub Offices list of Offices with location to be appended	55 ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਜਿਲ੍ਹਿਆਂ ਵਿੱਚ
8	No. of Vacancies	55 ਅਸਾਮੀਆਂ ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ।
(a)	Permanent	-
(b)	Regular/ Temporary (Posts Continuing From year to year basis)	-
(c)	Temporary (Period for which posts exists to be specified)	-
	Total	55 ਅਸਾਮੀਆਂ (ਸ਼੍ਰੇਣੀਵਾਈਜ ਵਰਗੀਕਰਣ ਨਾਲ ਨੱਥੀ ਹੈ)
9 (a)	No. of Vacancies reserved for Scheduled Casts / Tribes and Backward Classes	ਉਕਤ ਅਨੁਸਾਰ
(b)	Whether others are eligible in case of Suitable candidate belonging to Scheduled Casts etc. are not available. If so, whether no objection certificate from the Deptt. of Welfare obtained?	ਲਾਗੂ ਨਹੀਂ
10 (a)	No. of vacancies reserved for Ex-Army Personnel	-
(b)	No. of vacancies reserved for freedom fighter	-
(c)	No. of vacancies reserved for Sportsman	-
(d)	No. of vacancies reserved Handicapped Person	-
(e)	No. of vacancies Non reserved	-
(f)	Whether other are eligible in case Ex-Army personnel are not available. If so, whether no objection on certificate from the Department of Defence Service Welfare has been obtained	ਲਾਗੂ ਨਹੀਂ

11	Qualification / Experience as prescribed in the Departmental Service Rules (Extract from the relevant Rules be attached or in the absence of service rules a copy of the order laying down the principle of recruitment development in consultation with the PCS and Deptt. of Personnel and A.R. be attached	<p>1. Should be a Graduate from a recognized university/ institution.</p> <p>2. Possess at least 120 hours course with hand on experience in the use of Personal Computer or information Technology in Office productivity applications of Desktop publishing applications from a Government recognized institution or a reputed institution or a reputed institution, which is ISO 9001 certified</p> <p style="text-align: center;">OR</p> <p>Possess a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>3. The person so appointed as Clerk in terms of sub-rule (1) Shall have to qualify a type test in English and Punjabi on computer to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.</p>
(a)	Academic Indicate Division, if necessary	--
(b)	Technical	--
(c)	Whether knowledge of Punjabi/ English Typing is essential in the case of Clerks? If so, mention its speed as prescribed in the Department Service Rules.	Yes as per Government instructions/ Rules.
12	If Government employees are eligible to apply state the age limit for them.	ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ
13	Actual date from which the candidate are required	ਤੁਰੰਤ ਭਰਨ ਦੀ ਜ਼ਰੂਰਤ ਹੈ।

It is certified that the posts in question as per service Rules fall in quota of Direct Recruitment.

Sd/-
HEAD OF DEPARTMENT

Note1. All corrections and alteration in the proforma should be initialed by Head of the Department or the Authority making the requisition.

ਸ਼੍ਰੇਣੀਵਾਈਜ਼ ਵਰਗੀਕਰਣ

ਵਿਭਾਗ ਦਾ ਨਾਮ : ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ ।

ਅਸਾਮੀ ਦਾ ਨਾਮ : ਕਲਰਕ

Sr. No.	Category		Total No. of Vacancies (Mention backlog if any)	Vacancies Reserved for Women
1	General		21	6
2	S.C	(M & B)	6	3
		(R &O)	5	2
3	B.C		6	2
4	Ex- serviceman	General	5	3
		SC- M&B	1	-
		SC-R&O	1	-
		BC	1	-
5	Sports	General	1	1
		SC- M&B	1	
		SC-R&O	-	
6	Physically Handicapped	Ortho	1	1
		Visually Impaired	-	
		Hearing Impaired		
		I.D/ MD	-	
7	Freedom Fighter		1	
8	Economically Weaker Section		5	1
Total			55	19

ਸਹੀ/-

ਮਿਤੀ :- 06.04.2022

ਸਮਰੱਥ ਅਥਾਰਟੀ/ ਅਮਲਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ