Performa 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	ਸਟੈਨੋਟਾਈਪਿਸਟ
3	Pay Scale as per 7th CPC / Pay Matrix (Minimum Pay Admissible)	21700/-
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	01
(b)	No. of Vacancies at Sub Offices list of Offices with location to be appended	-
8	No. of Vacancies	01 ਅਸਾਮੀ 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	<u>01 ਅਸਾਮੀ</u>
9 (a)	No. of Vacancies reserved for Scheduled Casts / Tribes and Backward Classes	-
(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 Defense 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	i) Should Possesses the **Bachelor's Degree** from a recognized university and Institution ; and ii) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time ; and iii) Possess at least 120 hours course with hands on experience in the use of Personal Computer or Information Technology in office productivity applications of Desktop Publishing applications form a Government recognized institution or a reputed institution, which is ISO 9001 certified OR Possess a Computer Information Technology Course equivalent to 'O' level Certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of

			Government of India.
(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.	ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ
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 ਜਰੂਰਤ ਹੈ।

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

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HEAD OF DEPARTMENT

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