



**PUNJAB STATE COUNCIL FOR SCIENCE &
TECHNOLOGY**

(A State Govt. Undertaking)
Adj. Sacred Heart School
2nd Floor, MGSIPA Complex,
Sector 26, Post Box 727, Chandigarh 160 019
Tel: 0172-2792325, 2793300, Fax: 2793143

Walk-in-Interview

Steno Typist : Two (2) – (SC -1 and General-1)

Salary : Rs.17,199 (fixed). Revised from time to time as per rates approved by the office of Deputy Commissioner, Chandigarh

Qualification & Experience :

- (a) Bachelor's Degree from a recognized University or Institution ;
and
- (b) Qualifies shorthand/type test at a speed of 80/40 wpm in English and 50/20 wpm in Punjabi language.
- (c) Possess at least 120 hours course with hands on experience in the use of Personal Computers or Information Technology in Office Productivity application or Desktop Publishing applications from Govt. recognized Institutions or a reputed Institution, which is ISO 9001 certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Govt. of India.

In case suitable candidates having knowledge of both English and Punjabi shorthand/type are not found, the candidates who will qualify English shorthand/type test at the prescribed speed, will be given one year time for qualifying shorthand/type test in Punjabi language.

Age : 37 years as on 1.1.2018 (Upper age limit for SC/ST/BC/Physically handicapped, Ex-serviceman and Govt. servants is relaxable as per Govt. rules/instructions for this post.

Tenure : The appointment is purely on contractual basis initially for one year (likely to be extended based on performance).

Eligible candidates may attend this office at 9.30 A.M. on 19.01.2018 for shorthand/type test in English/Punjabi and interview along with all original testimonials/documents. Candidates appearing in test/interview must send their resume in advance through e-mail at : pscst_recruitment@yahoo.com..

Joint Director (CC)