



PUNJAB PUBLIC SERVICE COMMISSION
BARADARIGARDEN, PATIALA- 147001
WEBSITE : <http://ppsc.gov.in>

Advt. No. 11

1. The Punjab Public Service Commission invites Online Applications from eligible candidates for recruitment to 34 posts Senior Assistants in the Department of Cooperation, Govt.of Punjab.

Note : This Advertisement is being published as per the requisition received from the Department of Cooperation, Government of Punjab vide letter No. 70/34/16--C2(4)/2136 dated 31/5/2016 and vide letter No. 70/34/16--C2(4)/8929 dated 17/9/2018

2. **Reservation of Posts:**

Category Code	Name of Post/Category	No. of Posts
71	General	15
72/73	ESM/LDESM**,Punjab	02
74	Wards of Freedom Fighters,Punjab	01
75	Sports Persons, Punjab	01
76-A	Physically Handicapped, Hearing Impairment	01
77	Scheduled Caster(Others) Punjab	04
78/79	Scheduled Caster(Others) ESM/LDESM**, Punjabh	01
81	Balmiki/Mazbhi Sikhs, Punjab	04
85	Backward Classes, Punjab	04
86/87	Backward Classes,ESM/LDESM** Punjab	01
	Total	34

*The number of vacancies and reservation of posts is liable to alteration without any notice.

** It is also informed that as per Punjab Recruitment of Ex-servicemen Rules, 1982, the posts are reserved for ESM candidates only. LDESM candidates could be considered if ESM Candidate are not available. In case of availability of ESM candidates, LDESM candidates will be considered in their respective basic categories i.e. General/SC Others/Backward Classes.

5. **PAY SCALE: 10300-34800+4400 Grade Pay**

However for the pay scale applicable during the probation period of 3 years, candidates should refer to Para 3.0 of General Information for the Candidates for these posts available on PPSC website.

4. **ESSENTIAL QUALIFICATIONS :-**

- 4.1 (a) Possesses the Bachelor's Degree from a recognized University or Institution; and
(b) Possesses at least one hundred and twenty hours course with hand 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

OR

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

- (c) The persons so appointed as Senior Assistant shall have, before his appointment, passed a test in English and Punjabi respectively, typewriting on Computer to be conducted by the Commission at a speed of **thirty** words per minute:

Provided that in the case of War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the education qualification by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in **Punjabi** typewriting.

4.2 Punjabi of Matric or its equivalent Standard is essential.

5. **AGE**

- (i) Candidates should not be below 18 years and above 37 years of age as on **01-01-2019**.
(Few exceptions)

6. **COMPETITIVE EXAMINATION**

The Commission shall hold Competitive Examination and typewriting test for recruitment to these posts, details of which can be seen in Para 6,7 and 8 of "General information For the Candidates" available on the website <http://ppsc.gov.in>

7. The candidates MUST possess the requisite qualification **before or by 20/02/2019** i.e. The last date of submission of Online Application Forms.

8. Candidates **must** refer to "General Information For the Candidates" available on PPSC website, particularly Para-12 before filling the application form. The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website of Punjab Public Service Commission <http://ppsc.gov.in>

Last date for filling Online Application Form:

20/02/2019

Last date for depositing Online Application Fee:

27/02/2019

Dated : 28/01/2019

**Sd/-
Secretary**