

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਕਾਲਜਾਂ) ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ ਨਗਰ  
(ਅਮਲਾ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਸਕੱਤਰ,

ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ,


ਐਸ.ਏ.ਐਸ. ਨਗਰ

ਮੀਮੇ ਨੰਬਰ- DP/HE-EST/MS/221/2022-EST-DPS-H.E / 2022/18859  
ਮਿਤੀ ਐਸ.ਏ.ਐਸ ਨਗਰ - 18-05-22

ਵਿਸ਼ਾ- Regarding requisition for the posts.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ ਨਾਲ ਸਬੰਧਤ ਹੇਠ ਦਰਸਾਈਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਸਿੱਧੀ ਭਰਤੀ ਦੀ ਵਿਧੀ ਰਾਹੀਂ ਭਰਨ ਲਈ ਨਿਰਧਾਰਤ requisition forms ਭਰਕੇ ਸਬੰਧਤ ਰੂਲਾਂ ਦੀਆਂ ਕਾਪੀਆਂ, ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀਆਂ ਜਾਂਦੀਆਂ ਹਨ:-

ਲੜੀ ਨੰ:	ਅਸਾਮੀ ਦਾ ਨਾਮ	ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ
1	ਕਲਰਕ ਕਮ ਡਾਟਾ ਐਂਟਰੀ ਉਪਰੇਟਰ	51
2	ਕਲਰਕ (ਲੀਗਲ)	66

  
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਅਮਲਾ)

ਨੱਥੀ: ਪ੍ਰੋਫਾਰਮੇ ਅਤੇ ਰੂਲਾਂ ਦੀਆਂ ਕਾਪੀਆਂ

Annexure

**PERFORMA FOR PLACING THE REQUISITION FOR STAFF WITH THE PUNJAB  
SUBORDINATE SERVICES SELECTION BOARD, MOHALI**

1.	Name of the Department and its location	<u>Director of Public Instructions (Colleges), Punjab, 7<sup>th</sup> Floor, PSEB Complex, E-Block, Sector-62, SAS Nagar</u>
2.	Name of the Post	<u>Clerk cum Data Entry Operator</u>
3.	Pay Scale	<u>19900/- (as per 7th CPC)</u>
4.	Allowances	<u>-as per Govt. Rules-</u>
5.	Age Limit (Categories for which upper age limit is relaxable be stated).	<u>18 to 37 years and relaxation in age as per The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994</u>
6.	Eligibility of Sex	<u>Both Male &amp; Female candidates eligible</u>
7.	a) No. of Vacancies at Headquarters.	<u>12</u>
	b) No. of Vacancies at sub-offices (list of offices with location to be appended)	<u>39</u>
8.	Number of Vacancies:	
	a) Permanent	<u>51</u>
	b) Regular/Temporary (Posts continuing from year to year basis)	<u>-NIL-</u>
	c) Temporary (Period for which posts exist to be specified)	<u>-NIL-</u>
	Total:	<u>51</u>
9.	a) Number of Vacancies reserved for SC/ST/BC/EWS/Women	<u>21</u>
	b) Whether others are eligible in case of suitable. Candidates belonging to SC etc. are not available, if so, whether no objection certificate from the dept. of Welfare obtained?	<u>Not Applicable</u>

<p>10. a) No. of Vacancies reserved for Ex-Army personnel.</p> <p>b) Whether others are eligible in case Ex-Army personnel are not available. If so, whether no-objection certificate from the deptt. of Defence Services Welfare has been obtained?</p>	<p><u>06</u></p> <p><u>Not Applicable</u></p>
<p>11. Qualification/Experience prescribed in the Department Service Rules (Extracts from the relevant rules be attached or in the absence of service rules, a copy of the order laying down the principles of recruitment determined in consultation with PSC and deptt. of Personnel and A.R. be attached)</p> <p>a) Academic (Indicate Division, if necessary)</p> <p>b) Physical Standard</p> <p>c) Technical</p> <p>d) Whether knowledge of Punjabi</p>	<p><u>As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time for the post of clerk.</u></p> <p><u>-NA-</u></p> <p><u>-NA-</u></p> <p><u>Punjabi must be passed at Matriculation level.</u></p>
<p>12. If Government employees are eligible to apply, state the age limit for them</p>	<p><u>Govt. employees are eligible to apply and age limit as per The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994</u></p>
<p>13 Actual date from which the candidates are required.</p>	<p>-----</p>

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

  
**Head of the Department**


**ਸ਼੍ਰੇਣੀ ਵਾਈਜ਼ ਵਰਗੀਕਰਨ**

ਵਿਭਾਗ ਦਾ ਨਾਮ: ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ

ਅਸਾਮੀ ਦਾ ਨਾਮ: ਕਲਰਕ-ਕਮ-ਡਾਟਾ-ਐਂਟਰੀ-ਉਪਰੇਟਰ

Sr. No.	Category	Total no. of Vacancies (mention backlog, if any)	Vacancies reserved for women	
1	GENERAL	20	06	
2	S.C.	(M&B)	06	03
		(R&O)	05	02
3	B.C.	05	02	
4	EXSERVICEMEN	GENERAL	04	02
		SC-M&B	00	00
		SC-R&O	01	00
		BC	01	00
5	SPORTS	GENERAL	01	01
		SC-M&B	01	00
		SC-R&O	00	00
6	PHYSICALLY HANDICAPPED	ORTHO	01	01
		VISUALLY IMPAIRED	01	00
		HEARING IMPAIRED	00	00
		I.D/M.D	00	00
7	FREEDOM FIGHTER	00	00	
8	ECONOMICALLY WEAKER SECTION	05	02	
	TOTAL	51		

ਮਿਤੀ:

  
 ਸਮਰੱਥ ਅਥਾਰਟੀ / ਅਮਲਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ

## Annexure

### PERFORMA FOR PLACING THE REQUISITION FOR STAFF WITH THE PUNJAB SUBORDINATE SERVICES SELECTION BOARD, MOHALI

1.	Name of the Department and its location	<u>Director of Public Instructions (Colleges), Punjab, 7<sup>th</sup> Floor, PSEB Complex, E-Block, Sector-62, SAS Nagar</u>
2.	Name of the Post	<u>Clerk (Legal)</u>
3.	Pay Scale	<u>19900/- (as per 7<sup>th</sup> CPC)</u>
4.	Allowances	<u>-as per Govt. Rules-</u>
5.	Age Limit (Categories for which upper age limit is relaxable be stated).	<u>18 to 37 years and relaxation in age as per The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994</u>
6.	Eligibility of Sex	<u>Both Male &amp; Female candidates eligible</u>
7.	a) No. of Vacancies at Headquarters.	<u>16</u>
	b) No. of Vacancies at sub-offices (list of offices with location to be appended)	<u>50</u>
8.	Number of Vacancies:	
	a) Permanent	<u>66</u>
	b) Regular/Temporary (Posts continuing from year to year basis)	<u>-NIL-</u>
	c) Temporary (Period for which posts exist to be specified)	<u>-NIL-</u>
	Total:	<u>51</u>
9.	a) Number of Vacancies reserved for SC/ST/BC/EWS/Women	<u>28</u>
	b) Whether others are eligible in case of suitable. Candidates belonging to SC etc. are not available, if so, whether no objection certificate from the dept. of Welfare obtained?	<u>Not Applicable</u>



10. a) No. of Vacancies reserved for Ex-Army personnel.

08

b) Whether others are eligible in case Ex-Army personnel are not available. If so, whether no-objection certificate from the deptt. of Defence Services Welfare has been obtained?

Not Applicable

11. Qualification/Experience prescribed in the Department Service Rules (Extracts from the relevant rules be attached or in the absence of service rules, a copy of the order laying down the principles of recruitment determined in consultation with PSC and deptt. of Personnel and A.R. be attached)

a) Academic (Indicate Division, if necessary)

As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time for the post of clerk.

b) Physical Standard

-NA-

c) Technical

Should have passed degree in law from a recognized university or institution.

d) Whether knowledge of Punjabi

Punjabi must be passed at Matriculation level.


12. If Government employees are eligible to apply, state the age limit for them

Govt. employees are eligible to apply and age limit as per The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994

13 Actual date from which the candidates are required.

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



**Head of the Department**


**ਸ਼੍ਰੇਣੀ ਵਾਈਜ਼ ਵਰਗੀਕਰਨ**

ਵਿਭਾਗ ਦਾ ਨਾਮ: ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ

ਅਸਾਮੀਦਾਨਾਮ: ਕਲਰਕ (ਲੀਗਲ)

Sr. No.	Category	Total no. of Vacancies (mention backlog, if any)	Vacancies reserved for women
1	GENERAL	26	8
2	S.C.	(M&B)	08
		(R&O)	06
3	B.C.	07	03
4	EXSERVICEMEN	GENERAL	05
		SC-M&B	01
		SC-R&O	01
		BC	01
5	SPORTS	GENERAL	01
		SC-M&B	01
		SC-R&O	00
6	PHYSICALLY HANDICAPPED	ORTHO	01
		VISUALLY IMPAIRED	01
		HEARING IMPAIRED	00
		I.D/M.D	00
7	FREEDOM FIGHTER	01	00
8	ECONOMICALLY WEAKER SECTION	06	02
	TOTAL	66	

ਮਿਤੀ:

  
 ਸਮਰੱਥ ਅਥਾਰਟੀ / ਅਮਲਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ