



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

REQUIRES

Steno Typist : Two (SC-1 and Gen-1)

Salary : Rs.17199 (fixed). To be 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 a test in English with shorthand/ typing speed of 80 w.p.m./40 w.p.m. and Punjabi Stenography with shorthand/typing speed of 50 w.p.m./20 w.p.m.
- (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.

Age : Below 45 years.

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

The interested candidates may submit their biodata within 30 days of the publication of advertisement. on prescribed proforma available at website www.pscst.gov.in along with testimonials and latest passport size photograph and demand draft of Rs.100/- in favour of **Punjab State Council for Science & Technology** payable at **Chandigarh**. No fee will be payable by Scheduled Caste candidates. The Council reserves the right to reject any or all applications without assigning any reason.

Assistant Manager (F&A)