

Sukhmani Society for Citizen Services, Suwidha Centre, D.A.C., Jalandhar

Applications are invited for the following post in prescribed proforma which is available on website www.jalandhar.nic.in. Last date of submission of applications is 30.11.2011 upto 03.00 PM in Suwidha Centre, Jalandhar. These posts are purely temporary and on contract basis:-

Sr. No.	Name of Post	Qualification	No. of Posts	Salary Rs. (Approx) P.M.
1.	Data Entry Operator	1) Graduation in any stream with one-year course in computers/ IT from a recognized institute or PGDCA. 2) Must have passed Punjabi at Matric level. Knowledge of data entry in Gurmukhi & English is must. Minimum typing speed 40 wpm in English and 30 wpm in Gurmukhi (Asees font). 3) Experience - 6 months	03 (one each for Suwidha Centre Nakodar, Shahkot & Jalandhar)	7000/-
2.	Peon	Middle Standard	02 (one each for Suwidha Centre Phillaur & Jalandhar)	As per D.C. rates fixed for this category.

The number of posts can be increased or decreased as per the requirement of the society. The computer type test in Punjabi (Asees font) & English for the post of Data Entry Operator will be held on **03.12.2011** at 10.00 A.M. at Suwidha Center, Jalandhar and written test based on General Knowledge and IQ for this post will also be held on the same day at 12.00 Noon at Suwidha Center, Jalandhar. Interview for all categories will be held on 06.12.2011 at 09.00 A.M. in the office of A.D.C. (Dev.)-cum-Member Secretary, SSCS, D.A.C., Jalandhar.

No. 685/SSCS
Date: 17/11/2011


Addl. Deputy Commissioner (D),
-cum-Member Secretary, SSCS,
Suwidha Centre, Jalandhar.