

**1. Qualifications for the post of Steno-Typist :-**

- i) Possesses Bachelor's degree from recognized University or Institution.
- ii) Shorthand speed of 80 w.p.m. in English to be transcribed at a speed of 15 w.p.m.
- iii) Shorthand speed of 50 w.p.m. in Punjabi (**Raavi Font**) to be transcribed at a speed of 10 w.p.m.
- iv) Matric level certificate of Punjabi language.
- v) Possesses at least one hundred and twenty hours course with hands and experience in the use of Personal Computer or Information Technology in Office Productivity Applications or Desktop Publishing Applications from 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.

- vi) Age not less than 18 years and not more than 37 years.

**Note:-** Age relaxation and reservation for SC/BC and PH candidates will be given according to Punjab Govt. Policy/instructions.

**1. Qualifications for the post of Clerk :-**

- i) Bachelor's degree from a recognized University or Institution; and
- ii) Possesses atleast one hundred and twenty hours course with hands 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 Courses (DOEACC) of Government of India;

- iii) Knowledge of Punjabi upto matric.
- iv) Typing speed of 30 w.p.m. in English and Punjabi (**Raavi Font**).
- v) Age not less than 18 years and not more than 37 years.

**Age relaxation and reservation :**

Note 1: The age relaxation and reservation for SC/BC and PH candidates will be given according to Punjab Govt. policy/instructions.

Note 2: The selection to the post of Clerk will be made through written test of 100 marks comprising of Punjabi, English, Arithmetics of Matric standard and General Knowledge consisting of 25 marks of each paper shall be prescribed. The candidates will have to qualify the written test with atleast 60% marks in aggregate but minimum 40% marks in each subject. The candidate having passed the written test with the above aggregate shall be required to qualify the type writing test in English and Punjabi with a speed of 30 words per minute on computer before his/her appointment. The merit list of candidates to be selected for appointment shall be prepared on the basis of aggregate marks obtained by them in the written test and having passed the type test both in English and Punjabi (**Raavi Font**) but interview will not be conducted.

Note 3. The pay of the incumbent shall be regulated in terms of the Punjab Govt. circular No. 7/204/2012-4FP.1/66 dated 15.1.2015.