

Society for Promotion of Quality Education **for Poor and Meritorious Students of Punjab**

Vidya Bhawan (Punjab School Education Board Complex) E-Block, 4th Floor, PHASE-8, S.A.S.NAGAR(MOHALI)

Recruitment of Computer Teachers and Data Entry Operators

Applications are invited from eligible candidates for recruitment of (a) **Computer Teachers** and (b) **Data Entry Operators** to be posted in School established by “**Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab**” on contractual basis in the district Patiala. The terms & conditions related to these posts are available in detail on the website www.ssapunjab.org

Project Director
Society for Promotion of Quality Education
for Poor and Meritorious Students of Punjab

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1. Terms and conditions:

- (a) All posts are offered on Contract basis initially for 1 year likely to be renewed further on the basis of work, conduct and performance and these posts are of **Non-transferable nature**.
- (b) Number of posts may vary depending upon the actual requirement.
- (c) Reservation for various categories will be as per Govt. policy.
- (d) Candidates should apply online from 06/05/2014.
- (e) **Fee:** Rs.250/- for SC/ST/Handicapped and Rs.500/- for General & others (Non refundable). **No fee for Ex-Serviceman-(Self)**
- (f) For any problem/clarification, help can be taken from the help line no. **0172-5212318 & 5212319** available during working hours.
- (g) Candidates have to apply for each category with requisite fee.
- (h) Only online applications will be accepted. Candidates need not send any hard copy of the application.
- (i) Posts will be filled school wise. The candidates willing to apply for more than one school, should submit separate application for each school with requisite fee.
- (j) Merit list will be prepared school wise from a common written test.

Pay Scale:

Name of Post	Pay Scale
Computer Teacher	Rs.38,227/- per month (Lump-sum)
Data Entry Operator	Rs.13,500/- per month (Lump-sum)

2. Senior Secondary Residential School for Meritorious Students, Patiala

No. of Posts required school wise and Eligibility Criteria:

Name of District	No. of Computer Teachers	No. of Data Entry Operators	Eligibility Criteria
PATIALA	3 (2-Gen. 1-SC)	2 (1-Gen. 1-SC)	<p>(a) Educational Qualification for Computer Teachers: BCA or B.Sc. (IT/CS/Internet Science) or BIT or B-Level of DOEACC or B.E. / B.Tech. (IT/Computer Science) or BCAM or B.Sc. (Information System/ Information Science) or BMIT or AMIE examination of IETE in Computer Science & Engg. or MCA or M.Sc. (IT/Computer Science /Software /Software System) or MIS or MIT or M.Tech. (Computer Science) or M.Sc. (Networking and Protocol Designing) or M.Sc. (IT)(LE).</p> <p>Note: In case of Graduate candidates, the course duration should be three years with computer related full subjects. Graduate candidate with one subject as computer, need not apply. And in case of Post graduate candidates the course duration of two years with computer related full subjects in relevant qualification will be mandatory.</p> <p>(Educational qualification must be from a recognized University/ Board with at least 60% marks.)</p> <p>(b) Educational Qualification for Data Entry Operators: Minimum qualification is Graduation with at least 60% marks and One year Diploma in Computer with a typing speed of minimum 30 w.p.m. in English and Punjabi .</p>

- (a) **Age Limit:** Minimum 18 years and Maximum 38 years as on 01.01.2014 (Age relaxation as per Govt. policy).
- (b) Candidate should have passed Punjabi in Matriculation or higher examination.
- (c) Reserve Category benefits will be given to Punjab residents only.
- (d) The candidate must have completed his/her essential educational qualification on or before the last date of submission of application.

3. How to apply online:

- (a) The application can be filled online only on the website www.ssapunjab.org
- (b) Fill the online Registration form available on the website www.ssapunjab.org
- (c) On successful registration, candidates are required to take the print out (Acknowledgement Slip) which will have registration number, password, fee details and designated banker etc. printed on it.
- (d) One day after registration, candidates can generate Bank Challan and deposit the fee in State Bank of Patiala.
- (e) The registration of the candidate will be confirmed within 48 hours of depositing the fee in the bank. After confirmation of fee, candidate can fill Online Application form.
- (f) Photo and Signature (**In Jpeg format**) must be uploaded while applying online application form.
- (g) Candidates are advised to retain the printout of Online Application form.

4. Written Test

(a) Dates for written test :

For Computer Teacher : 15.06.2014 (E)
For Data Entry Operator : 15.06.2014 (M)

- (b) For written test, candidates can download their **ADMIT CARDS** by visiting the website entering their registration number and password (generated during online submission of application). Admit cards can be downloaded after 25.05.2014. In case a candidate is unable to get the admit card, he/she must contact on 0172-5212318, 5212319 or visit personally upto **12.06.2014** by 5pm.
- (c) The written test will be conducted and **minimum passing marks** in the written test will be **50% of Total Marks**.
- (d) The result of the written test will be uploaded on the website www.ssapunjab.org

5. Type Test for the post of Data Entry Operator:

The candidates who qualify the written test will be called to qualify a **Type test** with a speed of 30 w.p.m.in English and Punjabi. The date of the type test will be available on the website

6. Selection Procedure:-

- (a) A final merit list will be prepared School wise on the basis of marks obtained in the written test for both the posts i.e. Computer Teacher and Data Entry Operator.
 - (i) In case of Computer Teacher, Candidates 3 times in number of the posts advertised school wise, will be called for counseling (School wise) from the candidates successful in written test on the basis of their merit in the written test.
 - (ii) In case of Data Entry Operator, the candidates who qualify the written test will be called to qualify a **Type test**. Candidates 3 times in number of the posts advertised school wise, will be called for counseling from the successful candidates in the type test on the basis of their merit in the written test.
- (b) The counseling dates will be available on the website www.ssapunjab.org The list of selected candidates will be available on the website.
- (c) Candidates will be informed about the counseling and result only through website and by no other means.

7. General Instructions:

1. The candidates are advised to fill their **Category and District** very carefully, once filled will not be changed.
2. The candidate has to verify himself that he/she fulfils all the eligibility conditions for the post applied. Appearing in the examination and qualifying the test does not entitle him/her for appointment to the post. Verification of original documents would be done at the time of counseling. The purpose would be to verify different records regarding identification, age, qualifying examination, state of eligibility, category etc. of the candidate. On failing to furnish any of the documents, the candidate will not be considered for recruitment and liable for criminal action.
3. The candidates should reach the examination centers one hour before the start of the examination. At the examination centre, the candidate has to produce his/her admit card along with identity proof, which may be Driving license, Voter ID Card, Ration Card, Aadhar Card, Passport or PAN Card.
4. The Question Paper will be of objective type with multiple choice on OMR sheet with one correct answer of each question. The duration of the paper will be **2 HOURS**.
5. No candidate will be allowed to appear in the examination without Admit Card.

6. Candidates should bring with them BLUE or BLACK Ball Pens only. Books, written notes, calculator, mobile phones and other electronic devices etc. will not be permitted to be carried in the examination hall.
7. The Syllabus for the written test will be available on the web site.
8. Candidates are advised to visit the website www.ssapunjab.org regularly.

8. Important Dates:

- Last date for Online Registration : **20.05.2014**
- Last date for deposit of fee: **22.05.2014**
- Last date for filling Online Application Form : **25.05.2014**

**Project Director,
Society for Promotion of Quality Education
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