REQUIRES

1. Steno Typist : One (1) – (Reserved for SC Candidate)
Pay Scale : Rs.10300 - 34800 + 3200 Grade Pay + allowance on Punjab Govt. pattern.

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

<p align="center">OR</p>

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 on or before 11.8.2017 on prescribed proforma available at website www.pscst.gov.in along with testimonials and latest passport size photograph. The Council reserves the right to reject any or all applications without assigning any reason.

<p align="right">**Assistant Manager (F&A)**</p>