

Punjab State Skill Development Society

(Department of Technical Education & Industrial Training, Punjab, Chandigarh)

Expression of Interest (Eoi)

Punjab State Skill Development Society is a registered body under Registration of Societies Act- 1860 of the Department of Technical Education & Industrial Training, Punjab with its office at Plot No.1, Sector-36A, Chandigarh. Punjab State Skill Development Society is in need of staff to be employed on outsourcing basis.

The following Categories of staff are required to be hired in the office of the Punjab State Skill Development Society at Chandigarh. The categories may be increased in future in view of the work of Punjab State Skill Development Society.

SNo.	Category	Qualification	Experience	Age
1	Accounts Executive	M.Com/MBA Finance (with full knowledge of Computer & Tally)	5 Year experience	Min. 18 Years
2	HR Executive	MBA HR (with knowledge of MS office and internet) If not available then MBA (Marketing or Finance).	Minimum 2 years	21 years
3	Supdt./ Section Officer	Retired Officer of Punjab Govt. from the same or Higher Post		---
4	Office Assistant	Graduation in any Stream (with full knowledge of Computers)/or Retd. Employees from the same or higher post	2-3 year for Freshers	Min. 18 Years for freshers
5	Data Entry Operators	10+2/ Diploma in computer Science/ Graduation in any Stream with fundamental Training of Computer.	One Year	Min. 18 Years
6	Steno Typist	Graduation in any Stream with a short hand @ speed of 80 WPM and typing speed of English Language @ Speed at 30 WPM along with fundamental Training of Computers. b) Short hand @ speed of 80 WPM and typing speed of Punjabi Language @ speed at 30 WPM along with fundamental training Computers	3 Years for freshers	Min. 18 Years for freshers.

7	Sr. Technical Executives	Diploma in Engineering or above	Min.5 Year experience in teaching/Training Industry	Min.18Years
8	Technical Executives	Diploma in Engineering/NTC & NAC	Min. 3 Year experience in teaching/Training/Industry	Min. 18 Years
9	Driver /Peon	Matric with Driving License of LMV/ Matric with Computer Knowledge	3-5Year	Min. 18 Years

Therefore offers are invited from interested outsourcing Agencies/firms. Those are in the line of business of providing staff of various/different categories to the Govt.Dept./Organization in sealed cover by 10 /04/2015 up to 3 P.m. regarding % Services Charges to be charged on the remuneration to be paid to each person of each category will be as per the DC rates as applicable to Chandigarh or will be fixed by the Society. The offer can also be sent by Regd. /Speed post/Courier at the following address.

**Chief Executive Officer (PSSDS)**

**Punjab State Skill Development Society, SDI Cell, Room No. 403,**

**Takniki Sikhia Bhawan, Sector 36-A, Chandigarh**

**Email:ditpbsdi@gmail.com, Ph. 0172-5022382, 5022371**

1. The Firms/agency must be registered with any State/Centre Govt.
2. They may also be registered with/or authorized to deduct EPF/ESI etc. as mandatory under Govt. Rules/Instructions.
3. They must have an experience of not less than 3 years.
4. List of clients may also be enclosed as a proof of experience/profile.
5. Service Tax will be applicable as per Govt. of India Norms.

Date: 18-3-2015

Chief Executive Officer (PSSDS)  
-Cum-Director, Technical Education  
& Industrial Training, Punjab