

PROFORMA FOR PLACING THE REQUISITION FOR STAFF WITH THE
SUBORDINATE SERVICE SELECTION BOARD, PUNJAB, CHANDIGARH.

Name of the Department and its location :		ਡਾਇਰੈਕਟਰ - ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ (ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿੰਗ) ਪਲਾਟ ਨੰ:1-ਏ ਸੈਕਟਰ 36-ਏ ਚੰਡੀਗੜ੍ਹ।
1	Name of the post	ਲਾਇਬਰੇਰੀਅਨ
2	Scale of Pay	Rs 29200/-
3	Allowances	ਸਰਕਾਰ ਦੀਆਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ।
4	Limit (categories for which upper age limit is relaxable be stated)	ਸਰਕਾਰ ਦੀਆਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ।
5	Eligibility of sex:-	ਦੋਨਾਂ ਲਈ (ਪੁਰਸ਼ ਅਤੇ ਇਸਤਰੀ)
	(a) No. of vacancies at Headquarters.	ਨਿੱਲ
	(b) No. of vacancies at Sub-offices.	02
6	(List of offices with location to be appended)	
7	No. of vacancies:-	
	(a) Permanent	02
	(b) Regular/Temporary (posts continuing from year to year basis).	ਕੋਈ ਨਹੀਂ
	(c) Temporary (period for which posts exist to be specified).	--
	(d) Total no. of posts	02
8	(a) No of Vacancies for General Category	--
9	(a) No. of vacancies reserved for:-	--
	(i) Mazbi Sikhs/Balmikies.	01
	(ii) Others Scheduled castes/Tribes.	
	(b) Whether others are eligible in case of suitable candidates belonging to scheduled castes/tribes are not available?	-

		If so, whether no objection certificate forms the department of social welfare obtained?	--
10	(a)	No. of vacancies reserved for backward classes;	01
	(b)	Whether others are eligible in case of suitable candidates belonging to backward classes are not available, if so whether no objection certificate from the department of social welfare obtained?	--
11	(a)	No. of vacancies reserved for Ex-Army personnel.	--
	(b)	Whether others are eligible in case of Ex-Army personnel are not available, if so whether no objection certificate from the department of Defence Services Welfare has been obtained.	--
12		No. of vacancies reserved for Physically handicapped person.	--
13		No. of vacancies reserved for freedom fighter/department of freedom fighters.	--
14		No. of vacancies reserved for sportsman/woman.	--
15		No of Economically Weaker Section.	--
16		Qualified/Experience as prescribed in the Department Service Rules (Certified copy of relevant rules be attached or in the absence of Service Rules a copy of the order laying own the principles of the recruitment	(i) Should possess a degree of Bachelor of Library and information Science from a recognized university or institution; and (ii) Should possess at least one year practical experience in an

		determined in consultation with the Punjab Public Service Commission and Department of Personnel and General Administration be attached.	organization registered under the Factories Act, 1948 or in a State Government or an institute recognized by the Government. OR
17	(a)	Academic (Indicate Division if necessary.	(i) Should possess B.A./B.Sc degree from recognized university or institution;
	(b)	Technical.	(ii) Should possess Diploma in Library Science from a recognized university or institution and
	(c)	Whether knowledge of Punjabi/English typing is essential in the case of Clerks? If so mention its speed as prescribed in the Departmental Services Rules.	(iii) Should possess at least three years practical experience in an organization registered under the Factories Act, 1948 or in a Government or an institute recognized by the Government.
18		If Govt. employees are eligible to apply? State the age limit for the.	ਸਰਕਾਰ ਦੀਆਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਜਾਰੀ ਹੋਵਾਂਗੀ ਅਨੁਸਾਰ।
19		Actual date from which the candidates are required.	1.1.2021

It is certified that the posts in question as per Service Rules fall in the quota of direct recruitment.

21
22
Industrial Training

Note 1:- All correction and alterations in the proforma should be initiated by the Department or the Authority making the requisition.

Note 2:- Demand for the posts of Librarian should be indicated separately in column No. 2.

21a

21
22