

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

ਕੇਂਦਰੀ ਸਹਿਕਾਰੀ ਬੈਂਕ ਵਿੱਚ ਜਨਤਕ ਨਿਯੁਕਤੀਆਂ

ਪੰਜਾਬ ਰਾਜ ਦੇ ਰੋਪੜ ਅਤੇ ਬਠਿੰਡਾ ਜਿਲ੍ਹਿਆਂ ਵਿੱਚ ਸਥਿਤ ਜਿਲ੍ਹਾ ਕੇਂਦਰੀ ਸਹਿਕਾਰੀ ਬੈਂਕਾਂ ਵਿੱਚ ਕਲਰਕ-ਕਮ-ਡਾਟਾ ਐਂਟਰੀ ਆਪ੍ਰੇਟਰਜ਼ (ਤਨਖਾਹ ਸਕੇਲ 5910-20200 + ਗਰੇਡ ਪੇ 1900) ਦੀ ਹੇਠਾਂ ਦਰਸਾਈ ਗਈ ਗਿਣਤੀ ਅਨੁਸਾਰ ਪੱਕੇ ਤੌਰ ਤੇ ਭਰਤੀ ਕਰਨ ਸਬੰਧੀ ਮਿਤੀ 07.11.2011 ਨੂੰ ਲਿਖਤੀ ਪਰੀਖਿਆ ਲੈਣ ਲਈ ਅਰਜ਼ੀਆਂ ਮੰਗੀਆਂ ਜਾਂਦੀਆਂ ਹਨ:-

ਅਸਾਮੀ ਦਾ ਨਾਮ	ਯੋਗਤਾਵਾਂ	
ਕਲਰਕ-ਕਮ-ਡਾਟਾ ਐਂਟਰੀ ਆਪ੍ਰੇਟਰ	<ol style="list-style-type: none"> ਗਰੈਜੂਏਸ਼ਨ (ਦੂਜਾ ਦਰਜਾ) (any stream) ਜਾਂ ਪੋਸਟ ਗਰੈਜੂਏਸ਼ਨ ਪਾਸ (any stream) ਕਿਸੇ ਵੀ ਆਈ.ਐੱਸ.ਓ. ਸਰਟੀਫਿਕੇਸ਼ਨ ਸੰਸਥਾ ਤੋਂ ਘੱਟੋ-ਘੱਟ 6 ਮਹੀਨੇ ਦਾ ਕੰਪਿਊਟਰ ਵਿੱਚ ਡਿਪਲੋਮਾ/ਸਰਟੀਫਿਕੇਟ। ਦਸਵੀਂ ਪੱਧਰ ਦੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਇਮਤਿਹਾਨ ਪਾਸ ਕੀਤਾ ਹੋਵੇ। ਪੰਜਾਬ ਦਾ ਵਸਨੀਕ ਹੋਵੇ। (Domicile of Punjab) 	
ਲੜੀ ਨੰ:	ਜਿਲ੍ਹਾ ਕੇਂਦਰੀ ਸਹਿਕਾਰੀ ਬੈਂਕ ਦਾ ਨਾਮ	ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ
1	ਬਠਿੰਡਾ	44
2	ਰੋਪੜ	32

- * ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ ਵਧਾਈ ਜਾਂ ਘਟਾਈ ਜਾ ਸਕਦੀ ਹੈ।
- * ਉਪਰੋਕਤ ਅਸਾਮੀਆਂ ਲਈ ਸੂਚਨਾ ਅਤੇ ਐਪਲੀਕੇਸ਼ਨ ਫਾਰਮ ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਦੀ ਵੈੱਬਸਾਈਟ www.pseb.ac.in ਤੇ ਉਪਲੱਬਧ ਹੈ।
- * ਯੋਗ ਉਮੀਦਵਾਰ ਆਪਣੀਆਂ ਅਰਜ਼ੀਆਂ ਮਿਤੀ 31.10.2011 ਦੁਪਹਿਰ 1.00 ਵਜੇ ਤੱਕ ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਦੇ ਮੁੱਖ ਦਫਤਰ ਜਾਂ ਰੋਪੜ/ਬਠਿੰਡਾ ਵਿਖੇ ਸਥਿਤ ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਦੇ ਖੇਤਰੀ ਦਫਤਰ ਵਿਖੇ ਹੀ ਜਮ੍ਹਾਂ ਕਰਵਾ ਸਕਦੇ ਹਨ। ਅਰਜ਼ੀਆਂ ਕੇਵਲ ਦਸਤੀ ਰੂਪ ਵਿੱਚ ਹੀ ਜਮ੍ਹਾਂ ਕਰਵਾਈਆਂ ਜਾਣ। ਡਾਕ/ਕੋਰੀਅਰ ਰਾਹੀਂ ਕੋਈ ਵੀ ਅਰਜ਼ੀ ਵਿਚਾਰੀ ਨਹੀਂ ਜਾਵੇਗੀ।
- * ਬੈਂਕ ਵਾਈਜ਼ ਅਸਾਮੀਆਂ ਦਾ ਰਾਖਵਾਂਕਰਨ, ਫੀਸ, ਸ਼ਰਤਾਂ ਅਤੇ ਹੋਰ ਹਦਾਇਤਾਂ ਸਬੰਧੀ ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਦੀ ਵੈੱਬਸਾਈਟ www.pseb.ac.in 'ਤੇ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਸਕੱਤਰ

**CLERK-CUM-DATA ENTRY OPERATORS
IN DISTRICT ROPAR & BATHINDA
CENTRAL COOPERATIVE BANKS
IN THE STATE OF PUNJAB**

INFORMATION BULLETIN AND APPLICATION FORM

Last Date for Submission of Application Form	31/10/2011 (UP TO 1.00 P.M.)
Admit Card will be Available from Website www.pseb.ac.in	04/11/2011
Date of Examination	07.11.2011
Result Date	10.11.2011

PUNJAB SCHOOL EDUCATION BOARD, S.A.S. NAGAR (MOHALI)

Price Rs. 400/- (Four Hundred) Inclusive of Exam Fee

SCHEDULE OF EXAMINATION

Date of Examination	: 07.11.2011
Paper	: I
Timing	: 11.00 AM TO 12.00 NOON
Duration	: 1.00 HOURS

ELIGIBILITY

The following person is eligible for appearing in the Clerk-cum-Data Entry Operator

1. Graduation (2nd Division) (any stream)

OR

Post Graduation Pass (any Stream)

2. Diploma / Certificate (Minimum 6 months) in computers from an Institute having ISO Certification.

3. Should be domicile of Punjab.

4. Punjabi pass at Matriculation Level.

TERMS AND CONDITIONS:

- Education qualification must be from a recognized University / Board as per detail mentioned against the category of post
- Age Limit: Minimum 18 and Maximum 37 years. The upper age shall be 42 years in case of a candidate is a member of Schedule Caste OR already employed in the service of another Cooperative Institution. However, the upper age limit for the candidates employed in The Punjab State Cooperative Bank and those employed in the service of District Central Cooperative Banks shall be 47 years. The upper age limit in all the above cases shall be considered on the last date of submission of application forms i.e. 31-10-2011.
- Bank-wise reservation will be as per applicable rules & Punjab Govt. policy guidelines.
- No TA,DA will be paid for the journey performed for the written test/ counseling.
- After Selection choice of posting station will be strictly bases on merit and station once opted will not be changed in any case.
- Videography of all the centers will done.

NOTE:- After selection of the candidate, but before appointment the selected candidate shall have to undergo 3 months training on the syllabus to be prescribed by the appointing authority subject to the approval of the Registrar, Cooperative Societies, Punjab and qualify the examination to be conducted at the end of training. During the period of training stipend @ Rs.2500/-p.m. shall be given. Those selected candidates who qualify the aforesaid examination shall be appointed on probation as provided in these rules. Those selected candidates who fail to qualify the said examination shall not be appointed.

SCHEME OF WRITTEN TEST

SYLLABUS

- General Awareness
- Quantitative Aptitude
- Reasoning Ability
- Computer Knowledge
- General Punjabi (Upto matric standard)
- General English (Upto matric standard)

SCORING AND NEGATIVE MARKING

- All Objective type questions (four options with single correct answer) would carry one mark for each correct answer.
- More than one answer indicated against question will be deemed incorrect response.
- There shall be negative marking for wrong answers. 1 mark will be deducted for 4 wrong answers or fraction thereof.
- All objective type questions are required to be answered on specially designed OMR answer sheet only.
- Answers are to be marked using ball point pen (Black/Blue) only.
- The paper will consist of 100 objective type questions which carry 1 mark each. i.e. 100 mark total
- Duration of the paper will be 1 hour (60 minutes).

APPLICATION PROCEDURE

Prospectus-cum-Application Form will be available on website (www.pseb.ac.in) of Punjab School Education Board .

The Examination fee is Rs. 400/- (Rupees Four hundred only) for All Category candidates and it will be deposited by cash only at the counter of Sale book Depots (Bathinda, Ropar & S A S Nagar) of Punjab School Education Board. The Address for the submission of Application Form along with prescribed fee (Rs. 400/-) are as below

SNO	DISTRICT	PHONE	ADDRESS
1.	BATHINDA	0164-2222217	Civil Station Bathinda
2.	S A S NAGAR	0172-3047463	Phase – 8, P S E B, S.A.S. Nagar (Mohali)
3.	ROOP NAGAR	01881-222571	Giani Zail Singh Nagar, Ropar

Note: Application forms received after the scheduled date and time will not be entertained under any circumstance.

IMPORTANT DATES TO REMEMBER

Last Date for Submission of Application Form	31/10/2011 (UP TO 1.00 P.M.)
Admit Card will be Available from Website www.pseb.ac.in	04/11/2011
Date of Examination	07.11.2011
Result Date	10.11.2011

THE ABOVE DATES ARE SUBJECT TO ALTERATION / MODIFICATION.
Any Change Candidate are advised to visit the website www.pseb.ac.in
Regularly for any updation.

ADMIT CARD & CENTRE FOR EXAMINATION

- The Exact place and name of the centre for the test shall be communicated along with the admit card.
- No Candidate will be permitted to appear from the centre other than the one allotted to him/her. If any candidate unlawfully appeared from a centre other than the one allotted, his/her candidature will be rejected out rightly and result will be quashed without making any correspondence with him/her in this regard whatsoever.
- Such eligible candidates who do not receive their admit card from website on dated 04/11/2011, would be able to get admit card from Computer Cell, PSEB, Mohali on 05/11/2011 & 06/11/2011. He/She should also bring two copies of photograph along with proof of having deposited the application form (Fee Receipt).

No communication or any queries regarding non receipt of admit card will be entertained on or after 07/11/2011.

IMPORTANT POINTS TO REMEMBER

- The Candidate should fill the application forms as prescribed otherwise, the application will not be entertained.
- Incomplete application will not be summarily, rejected and no correspondence, will be entertained in this regard.
- Do not resort to guessing or cheating /copying. There shall be negative marking for wrong answers. 1 mark will be deducted for 4 wrong answers or fraction thereof.
- Admit Cards showing the name of examination centre.
- The examination centre will not be changed under any circumstances.
- If a candidate fails to appear in the test for any reason, the fee shall not be refunded.
- If a candidate submits more than one application form, his/her candidature shall be liable to cancelled. No communication will be sent in this regard.

In case any candidate is found to have furnished false information with regard to qualification or other information in application form, his/her candidature for admission will be cancelled and legal proceeding will be initiated against him/her.

GENERAL INFORMATION

- In case a candidate does not fulfill eligibility conditions, the application form will be rejected without sending any information.
- In case a candidate is found to have given wrong information, his/her application form will be rejected.
- The candidates shall have to abide by the rules and regulations of the Board regarding this test.
- There is no provision for Re-evaluation /Re-checking of the answer-sheets. Therefore, no request in this regard shall be entertained.
- All legal disputes with regard to this test at the level of Sessions Court are subject to the jurisdiction of S.A.S.Nagar (MOHALI) only.

INSTRUCTIONS REGARDING THE TEST

- The candidates should be present at the Examination centre, as allotted in the admit card, one an hour before the commencement of examination.
- No candidate would be admitted to the centre after the start of the Examination.
- The candidates should not bring any other paper except the Admit Card in the examination centre.
- Candidates found using or attempting to use any unfair means shall stand disqualified, besides other punitive measures.
- No candidate shall be permitted to leave the examination centre earlier than the time fixed for the examination.
- The use of calculation devices is not allowed.
- Candidates must affix their signature on the attendance sheet in the presence of the invigilator in the examination hall.
- Answer Sheet must be returned on the invigilator before leaving the examination hall.
- Calculator/Mobile phones will not be allowed inside the Examination Centre.

INSTRUCTIONS REGARDING ANSWER SHEET (OMR Sheet)

- The candidate must read the instructions given on the Answer Sheet carefully. A sample of the Answer Sheet for the test is given in this Prospectus.
- Use only Black/Blue ball point pen strictly as per directions mentioned on the Answer Sheet.
- In case the candidate finds any defect in the answer sheet, he/she should request the invigilator to change the same.
- Do not fold the Answer Sheet or make any stray marks or do any rough work on it.
- The candidate must sign at the appropriate place on the Answer Sheet with Black/ Ball Pen.
- Answers to the questions are to be given by darkening the relevant oval (circle) completely with black/blue ball point pen.

CANDIDATES CAN CONTACT FOR ANY INFORMATION AT THE FOLLOWING PHONE NO.:

**PUNJAB SCHOOL EDUCATION BOARD, S.A.S. NAGAR. MOHALI
PHONE NO : 0172-3047463, 0172-3047460.**