

**SUKHMANI SOCIETY FOR CITIZEN SERVICES,
SUWIDHA CENTRE, JALANDHAR.**

Applications are invited for the following posts in prescribed Performa which is available on website www.jalandhar.nic.in which can be submitted by 31-01-2013 upto 03.00 PM in Suwidha Centre, District Jalandhar. These posts are purely temporary and on contract basis.

S No.	Post, Qualification, Salary and Place of Posting
1	<p><u>Data Entry Operator @ 7000/- pm at Suwidha Centre, Nakodar, Shahkot & Phillaur (No. of Posts-3 (One each))</u></p> <ol style="list-style-type: none">1. Graduation in any stream with one-year course in computers/IT from a recognized institute or PGDCA.2. Must have passed Punjabi at Matric level. Knowledge of data entry in Gurmukhi & English is must. Minimum typing speed 40 wpm in English and 30 wpm in Gurmukhi (Asees font).3. Experience-6 months.
2	<p><u>Assistant Accountant @ Rs. 9500/- p.m. at Suwidha Centre, Jalandhar (No. of Post-1(One))</u></p> <ol style="list-style-type: none">1. B.COM from a recognized University and Punjabi upto Matric level. Must have knowledge of tally software.2. Minimum 2 years desirable experience in similar field.

The number of posts can be increased or decreased as per the requirement of the Society. The selected candidates may be posted at any Sub-Divisional Suwidha Centre under the jurisdiction of SSCS, Jalandhar. The written test will be held on 05-02-2013 at 10:00 AM at Suwidha Centre, Jalandhar. Interview will be held on 08-02-2013 at 10:00 AM in the office of A.D.C. (Dev.)-cum-Member Secretary, SSCS, D.A.C., Jalandhar. Candidates are requested to bring original certificates at the time of interview.

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FOR Member Secretary, SSCS,
Suwidha Centre, Jalandhar.