

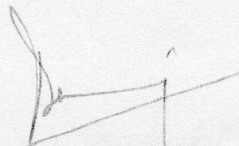
**Punjab Skill Development Mission**  
**SCO No. 149-152, 2<sup>nd</sup> Floor, Sector-17 C, Chandigarh**

**Public Notice for Recruitment**

Punjab Skill Development Mission invites applications for 2 posts of Executive Assistant, Accounts (1 for SC and 1 for General) from retired SOs/ Accountants/ACFAs of Punjab Government/Accountant General/State PSUs who are not more than 65 years of age to be filled on contractual basis.

Last date for Submission of applications is 18<sup>th</sup> June, 2019 upto 5:00 PM.

For details, Qualification, experience, remuneration and application Performa kindly visit our website [www.psdm.gov.in](http://www.psdm.gov.in). Corrigendum, if any, will be issued on website only.



Member Secretary



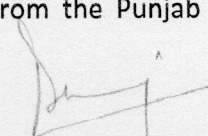
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SN	Post	No. of Posts	Qualifications and Experience	Remuneration (Monthly)
1	Executive Assistant, Accounts	2 (1 for SC, 1 for General)	Retired SO/Accountant/ACFA from Punjab Government / Accountant General/State PSUs. Should not be more than 65 years of age.	Last pay drawn minus pension

- Candidates with Graduate and or/Post Graduate in Accounts/Commerce/Finance will be preferred.
- In General, candidates should have basic knowledge of MS Word/MS Excel and operating computers and TALLY.
- Applications in the prescribed Performa may be submitted by 18<sup>th</sup> June, 2019 up to 5:00 PM on the above-mentioned address of the Mission. Detailed qualifications, experience, selection criteria and Performa for submission of application may be down loaded from the Punjab Government website [www.psdm.gov.in](http://www.psdm.gov.in).

  
**Member Secretary**



**Performa of Application for the Post of Executive Assistant, Accounts in  
Punjab Skill Development Mission**

1. Name of the Post .....
2. Name of the applicant .....
3. Father's Name .....
4. Date of Birth .....
5. Permanent Address .....
- .....
- .....
6. Correspondence Address .....
- .....
- .....
7. E-Mail address .....
8. Telephone No./Mobile No. ....
9. Category .....
10. Education Qualification (Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

11. Professional/Desirable/ additional qualification ( i.e. graduate and or/ post graduate in accounts /commerce/ finance(Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

12. Work Experience(Please attach self-attested copies of certificates of experience)

SN	From Date	To Date	Designation of the Post	Office/Department
1.				
2.				
3.				

13. Experience in the Domain Area for the applied position: (Please attach self-attested copies of certificates of experience)

Period From (DD:MM:YY)	Period To (DD:MM:YY)	Total work experience in number of years/months/days	Name of Employer/ organization	Title/ Position	Brief description of functions/ responsibilities

14. Languages known and proficiency:

Language	Read	Write	Speak

I, the undersigned, certify that to the best of my knowledge and belief the above information is correct.

Signature of the applicant