



**PUNJAB STATE COUNCIL FOR SCIENCE &  
TECHNOLOGY**

**(A State Govt. Undertaking)**

Adj. Sacred Heart School  
2<sup>nd</sup> Floor, MGSIPA Complex,  
Sector 26, Post Box 727, Chandigarh 160 019  
Tel: 0172-2792325, 2793300, Fax: 2793143

**Walk-In-Interview**

**1. Steno-typist : Two (2)**

**Salary:** Rs.10,000/- + 20% HRA

**Qualification & Experience:** The applicant should be Graduate from a recognized university with a minimum English-shorthand speed of 80 w.p.m. and typing speed of 40 w.p.m. Should have working knowledge of Punjabi, knowledge of office routine filling of papers, drafting routine letters and working on computer (MS Word, Power Point, Excel & Internet). Eligible candidates will have to appear in the short-hand and computer typing test to qualify for the interview.

**Tenure:** The posts shall be on contractual basis on consolidated salary for a period of one year initially.

**Age:** Below 38 years

Candidates having requisite qualifications and experience may appear for a **Walk-in-Interview on 19.12.2013 at 11:00 AM** with filled prescribed performa available at website: [www.pscst.gov.in](http://www.pscst.gov.in) giving full biodata, accompanied by a recent passport size photograph, attested copies of testimonials and demand draft of Rs.100/- in favour of Punjab State Council for Science & Technology, Chandigarh. No fee will be payable by Scheduled Caste candidates. The Council reserves the right to reject any or all applications without assigning any reason.

Assistant Manager (F&A)