Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab

Vidya Bhavan (Punjab School Education Board), Block – E,
Fifth Floor, Phase-8, SAS Nagar (Mohali)

Public Appointment

Senior Secondary Residential School for Meritorious Students at Ghabdan, Distt. Sangrur (English Medium) is set up by the above Society for providing quality education to meritorious students who have scored 80% or more marks in the Matriculation Examination, to continue their studies for class 10+1 and 10+2. To boost academic achievement of these students and consistently provide leadership to the institution, applications are invited from the eligible candidates for the various posts in this school purely on contractual and non-transferable basis. The applications can be submitted online from 01 September 2016, 9.00 am to 07 September 2016 by 5:00 pm on the website of Guru Nanak Dev University, Amritsar i.e. **www.gndurecruitments.com** Post-wise vacancies, terms and conditions and other information related to the posts are as below:

1. Post-wise vacancies:

Sr. No.	Name of the Post	Number of Vacancies	Category-wise break-up of vacancies			
			SC	GEN	ESM	BC
1.	Principal	-	-	-	-	-
2.	Lecturer English	02	01	01	-	-
3.	Lecturer Punjabi	02	01	01	-	-
4.	Lecturer Math	02	01	01	-	-
5.	Lecturer Physics	04	M&B - 01	03	-	-
6.	Lecturer Chemistry	04	M&B - 01	03	-	-
7.	Lecturer Biology	02	01	01	-	-
8.	Lecturer Commerce	03	M&B - 01	02	-	-
9.	Computer Teacher	03	01	02	-	-
10.	Clerk	01	-	01	-	-
11.	Data Entry Operator	02	01	01	-	-
12.	Library Restorer	01	-	01	-	-
13.	SLA	05	M&B – 01 , R&O - 01	03	-	-
14.	DPE (Male)	01	-	01	-	-
15.	DPE (Female)	01	-	01	-	-
16.	Accountant-cum-Clerk	01	-	01	-	-
17.	Librarian	01	-	01	-	-

Note:- (a) Under category SC where M&B or R&O is not indicated the post is open to both and candidate higher in merit will be selected.

(b) Under category SC where it is mentioned M&B, priority will be given to a candidate who is SC (M&B). If candidate SC (M&B) is not available the post will be allotted to SC (R&O).

2. Description of Post, Eligibility and Salary:

Sr. No.	Name of Post	Minimum Educational Qualifications	Experience	Age in years (as on 01.01.16)	Salary
1.	Principal	i. Post Graduation with atleast 55% marks in any subject of Medical, Non-Medical or Commerce. ii. B.Ed. with atleast 55% marks. iii. Retired Principal from Govt./Army/Navy and Air Force schools can also apply. iv. For ESM as per Society Rules.	Minimum seven years experience as Principal in a recognized Senior Secondary School which has class 10+2 for the entire duration of the above seven years. For ESM as per Society Rules.	Should not be more than 62	For retired persons last pay drawn less pension. For others lump sum Rs. 70,000/- For ESM last pay drawn plus pension from Defence Forces.
2.	Lecturer	i. Post Graduation with atleast 55% marks in the concerned subject. ii. B.Ed. (with teaching of concerned subject) with atleast 55% marks.	-	18-37	Rs. 38750/- flat pm with Rs. 1500/- pm as residential school allowance.
3.	Computer Teacher	60% marks in BCA **or** B.Sc. (IT/CS/Internet Science) **or** BIT **or** B-Level of DOEACC **or** B.E./B.Tech. (IT/Computer Science) **or** BCAM **or** B.Sc. (Information System/ Information Science) **or** BMIT **or** AMIE examination of IETE in Computer Science & Engg. **or** MCA **or** M.Sc. (IT/Computer Science/Software/Software System) **or** MIS or MIT **or** M.Tech. (Computer Science) **or** M.Sc. (Networking and Protocol Designing) **or** M.Sc. (IT)(LE). **Note:** In case of Graduate candidates, the course duration should be three years with computer related full subjects. Graduate candidate with one subject as computer, need not apply. And in case of Post graduate candidates the course duration of two years with computer related full subjects in relevant qualification will be mandatory.	-	18-37	Rs. 35055/- flat pm with Rs. 1500/- pm as residential school allowance.

4.	Clerk	i) Graduation in any discipline and ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of personal Computer or Information Technology in Office Productivity applications or Desktop Publishing from a reputed institution, which is ISO 9001, certified OR Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOFACC) of Government of India. **Note**: The candidate will have to pass test in Punjabi and English typewriting on computer to be conducted by the Society. In case candidate fails in any of the above tests he/she will not be eligible for selection.	-	18-37	Rs. 15000/- pm flat.
5.	Data Entry Operator	i. Graduation in any discipline. ii. One year Diploma in Computer **Note**: The candidate will have to qualify test in Punjabi and English typewriting either on computer or on manual or electronic typewriter, to be conducted by the Society. In case candidate fails in any of the above tests he/she will not be eligible for selection.	-	18-37	Rs. 14000/- pm flat.
6.	Library Restorer	10+2	-	18-37	Rs. 10,000/- pm flat.
7.	SLA	10+2 and must have passed Science subject in Matriculation		18-37	Rs. 12,000/- pm flat with Rs. 1000/- as residential school allowance.
8.	Hostel Warden (Female)	Graduation in any discipline	Two years experience as a Hostel Warden in a residential Institute.	35-50 No age relaxation permitted.	Rs. 30,000/- pm flat.
9.	DPE	Graduate from a recognised University with training in Advance Physical Training Course Degree or Diploma **Or** Candidate should have passed B.P.E. and M.P . Ed Course.	-	18-37	Rs. 35055/- pm flat with Rs. 1000/- pm as residential school allowance.

10.	Accountant-cum-Clerk	B.Com Degree from any Recognised University **Note**: The candidate will have to qualify test in Punjabi and English typewriting either on computer or on manual or electronic typewriter, to be conducted by the Society. In case candidate fails in any of the above tests he/she will not be eligible for selection.	-	18-37	Rs. 18000/- pm flat.
11.	Librarian	10+2 from a Recognised Board and two years Diploma in Information and Library Science or B.Lib., or M.Lib Degree from Recognised University/Institution.	-	18-37	Rs. 13,500/- pm flat with Rs. 1000/- pm as residential school allowance.

3. Age Relaxation:

Age relaxation will be given to the candidates according to the Punjab Govt. Rules. There is no age relaxation for the post of Lady Warden.

4. Relaxation of Marks:

Relaxation of 5% marks will be given to SC/ST/BC/Handicapped candidates in minimum educational qualification and qualifying merit in written test.

5. Brief conditions for declaring a candidate to be ineligible:

a) In case the Society, Punjab School Education Department, Recruitment Board or any other Institution declares the candidate as ineligible.

b) Wrong, incorrect or false information supplied by the candidate in the application.

c) Unfulfilled conditions regarding educational qualification, age, experience, etc.

d) The candidate must have acquired prescribed qualification from a recognized University and his/her course should also be duly recognized by the concerned Institution.

e) Experience Certificate should be signed by the Head of the Institution and counter signed by the District Education Officer (Secondary Education), i.e., DEO (SE) of the concerned district. Experience Certificate not counter signed by DEO (SE) will not be accepted.

6. Description of Fee:

a) General Category and others — Rs. 800/-
b) SC/ST/Handicapped Category — Rs. 400/-
c) Ex-Servicemen-(Self) — No Fee

7. Reservation Certificate:

(i) Only the bonafide residents of State of Punjab shall be eligible to avail the benefits of reservation. The certificates of SC/ST and BC candidates should have been issued by Welfare Department Government of Punjab and in case of Ex-servicemen such certificate should have been issued by the concerned Department as per prevailing instructions.

(ii) The female candidates of SC/ST and BC categories whose certificates are made in the name of their husband(s) after their marriage would have to produce proof at the time of counselling as to what was their maiden name. Either the certificate(s) in which name of their father is mentioned or the certificate of their father defining their category would have to be shown as proof; failing which their candidature would be cancelled.

7 (a) Bond Before Joining: Selected candidates will have to sign a bond that they will not leave the school for atleast three years after joining.

7 (b) All tests (including written and teaching skills test) and Counseling will be held at GNDU, Amritsar in English language. Interview will be held at Chandigarh/Mohali.

8. Selection Criteria:

i. Principal

After scrutinizing the documents of the candidates, provisional merit of the candidates shall be prepared as per the following criteria:

Sr. No.	Qualification	Weightage/Marks
1.	Weightage in marks in Post Graduation (in concerned subject)	35 %
2.	Weightage in marks in B.Ed. (with teaching of concerned subject)	20 %
3.	Higher Qualifications a. M.Ed. 2 marks b. M.Phil. (in concerned subject or Education) 3 marks c. Ph.D. 5 marks	10 marks
4.	Experience After the completion of seven years experience, two marks shall be awarded against one year experience subject to maximum of 20 Marks	20 marks
5.	Interview	15 marks (Minimum 7.5 marks have to be scored to be eligible for selection)
	Total	**100 marks**

- Since this is a residential school, hence, Principal is required compulsorily to stay in the school. The accommodation will be provided by the school.
- All candidates will be called for counseling and merit list will be prepared as per criteria 1 to 5 above.
- Only three times candidates of the number of vacancies advertised will be called for interview who are higher in merit as per the criteria 1 to 5 above. Final selection will be based on merit list as per criteria 1 to 6 above.
- Candidate must be fluent in English.
- In case the Society receives a large number of applications, screening test may be conducted to shortlist candidates.
- Candidates who score less than 50% marks in Interview will not be considered for selection.

ii. Lecturer

Sr. No.	Qualification	Weightage/Marks
1.	Weightage in marks in written test*	40 %
2.	Weightage in marks in Post Graduation (in concerned subject)	10 %
3.	Weightage in marks in B.Ed.	10 %
4.	Higher Qualifications a. M.Ed. 2 marks b. M.Phil. (in concerned subject) 3 marks c. Ph.D. 5 marks	10 marks
5.	Experience 1 mark for each year and 1/2 mark for six months for teaching classes at Sr. Sec. level in concerned subject. No credit will be awarded if the experience is of less than six months. Maximum marks for experience shall be 5.	5 marks
6.	Skill in Teaching in English language less for Punjabi Lecturers a. Effective transaction of content/subject matter 6 marks b. Effective use of T.L.M. 3 marks c. Class control and students participation 3 marks d. Communication Skills 3 marks	15 marks
7.	Interview	10 marks (Minimum five marks have to be scored in Interview to be eligible for selection)
	Total	**100 Marks**

*Syllabus and structure of written test is contained in Appendix-1

On the basis of the merit in the written test candidates six times more than the advertised posts in each category will be called for counselling. After the counselling merit will be made on the basis of criteria 1 to 5. Thereafter, candidates three times more than the advertised posts will be called for Skill in Teaching and Interview. Candidates who score less than 50% marks in interview will not be considered for selection. Candidate must be fluent in English.

iii. Computer Teacher

A written test will be conducted and **minimum pass marks** in the written test will be **55% of the Total Marks.** A provisional merit list will be prepared on the basis of marks secured in the written test of only those candidates who would qualify the test. On the basis of the merit in the written test candidates three times more than the advertised posts in each category will be called for counseling. Final selection list be shall be based on the merit prepared as per the marks secured in the written test. Syllabus and structure of written test is contained in Appendix-1

iv. Clerk and Data Entry Operator

A written test will be conducted and **minimum pass marks** in the written test will be **55% of the Total Marks.** A provisional merit list will be prepared on the basis of marks secured in the written test of only those candidates who would qualify the test. On the basis of the merit in written test candidates six times more than the advertised posts will be called for counseling. After refreshing the merit list post counseling, candidates three times more than the advertised posts will be called as per the refreshed merit list for taking qualifying **Type Test** with a minimum speed of 30 w.p.m. both in English and Punjabi. The date of the type test will be uploaded on the website.

The final selection list will be prepared on the basis of marks secured in the written test of only those candidates who would qualify type test both in English and Punjabi. Syllabus and structure of written test is contained in Appendix-1. If a candidate fails in any of the typing tests, he/she will not be eligible for selection.

v. Library Restorer and SLA

A written test will be conducted and **minimum pass marks** in the written test will be **55% of the Total Marks.** A provisional merit list will be prepared on the basis of marks secured in the written test of only those candidates who would qualify the test. On the basis of the merit in written test candidates three times more than the advertised posts will be called for counseling. The final selection list will be prepared on the basis of marks secured in the written test. Syllabus and structure of written test is contained in Appendix-1

vi. Hostel Warden

Merit of the candidates shall be prepared as per the following criteria:

Sr. No.	Qualification	Weightage/Marks
1.	Weightage to marks obtained in Graduation in any discipline	30%
2.	Weightage to marks obtained in Post Graduation in any discipline	10%
3.	Experience as Warden a. Two years but less than five years 10 marks b. Five years but less than ten years 15 marks c. Ten years and above 20 marks	20
4.	**National Cadet Corps (NCC)** Certificate Grade 'A' 2 marks Certificate Grade 'B' 3 marks Certificate Grade 'C' 5 marks	5
5.	**National Social Service (NSS)** College Level Certificate 2 marks University Level Certificate 3 marks Inter University Level Certificate 5 marks	5
6.	**Sports** Certificate Grade 'C' 2 marks Certificate Grade 'B' 3 marks Certificate Grade 'A' 5 marks	5
7.	Interview	25 (Minimum 12.5 marks have to be scored in Interview for selection)
	Total	**100 marks**

- All candidates will be called for counseling. After counseling, merit list will be prepared based on criteria 1 to 6. Candidates three times more than the advertised posts will be called for interview. The final selection list will be based on the merit prepared on the basis of the total marks secured by the candidate as per the citeria 1 to 7. Candidates scoring less than 50% marks in interview will not be considered for selection.

- Since this is a residential school, hence, Hostel Warden is required compulsorily to stay in the school. The accommodation will be provided by the school.
- In case the Society receives a large number of applications, screening test may be conducted to shortlist candidates.

vii. DPE

Sr. No.	Qualification	Weightage/Marks
1.	Marks Obtained in Written Test.	40%
2.	* Marks in Graduation.	15%
3.	* B.P.Ed	15%
4.	Higher Education MA Physical Education/MP1	10%
5.	** M.Phil (In concerned Subject) **OR**	7 Marks
6.	** P.hd (In concerned Subject) **OR**	8 Marks
7.	** M.Phil Plus P.hd (Both in concerned subject)	10 Marks
8.	Interview	10 Marks (To qualify Candidate must score Minimum 5 marks in Interview)

* Incase Candidate has passed four year BP.Ed Course then weightage for course will be computed to 30% of the marks obtained in the four year integrated course.

** Candidate will be given marks in only one of three qualifications, i.e. Sr. No. 5 or Sr. No. 6 or Sr. No. 7.

- To qualify in written test candidate must score atleast 55% marks.
- Based on merit list of written test candidates six times the number of posts will be called for counseling.
- Based on merit computed as per criteria (1) to (7) above candidates three times the number of posts will be called for interview.
- Syllabus and Structure of written test is contained in Appendix – 1.

viii. Librarian

Sr. No.	Qualification	Weightage/Marks
1.	Written Test	80%
2.	B.Lib.	5 Marks
3.	M.Lib.	5 Marks
4.	Interview	10 Marks (To qualify Candidate must score Minimum 5 marks in Interview)

- Written test will be conducted and minimum pass marks in the written test will be 55 percent of the total marks.
- Based on merit list of the written test candidates six times the number of posts will be called for counseling.
- Based on criteria (1) to (3) above during counseling candidates three times the number of posts will be called for interview.
- Final Selection will be based on criteria (a) to (d) above.
- Syllabus and Structure of written test is contained in Appendix – 1.

viii. Accountant-cum-Clerk

- Written test will be conducted and minimum pass marks in the written test will be 55 percent of the total marks.
- Based on merit list of the written test candidates six times the number of posts will called for counseling.
- After refreshing the merit list post counseling, candidates three times more than the advertised posts will be called for type test with a minimum speed of 30 w.p.m. in both English and Punjabi. Date of type test will be uploaded on the website.
- Final selection list will be prepared on basis of marks scored in written test of only those candidates who would qualify type test both in English and Punjabi.
- If a candidate score less than 55 percent marks in written test or fails in any of the typing test he/she will not be eligible for selection.
- Syllabus and Structure of written test is contained in Appendix – 1.

Note:

1. It is clarified that the jobs in this school are not Govt. jobs but contractual jobs with the Society under which the school is established.

2. Since this is a residential school duty hours of the staff of the school will be applicable as in the case of residential schools.

3. Since this school is English medium school the Principal and Teaching Faculty must be able to comfortably communicate in English.

4. Teaching Faculty must be able to use information and communication technology in their teaching learning process.

5. In case any candidate is found in-eligible because of any discrepancy regarding age, academic qualification etc. at the time of counseling, his/her candidature will be cancelled and next candidate will be considered.

6. Notice regarding the syllabus, scheme of examination date and time of scrutiny of documents process etc. would be displayed separately on the GNDU website: **www.gndurecruitments.com**. Candidates must continuously keep seeing the above website for important dates and information.

7. Written test for Lecturers in all subjects less Punjabi and Computer Teachers will be in English language only as this is an English medium school and teachers are required to teach in English language. Test for Punjabi Lecturers shall in Punjabi. Written test papers for Non-Teaching staff shall be bi-lingual.

7 (a) Teaching skills test will also be in English language. Subject for T.L.M. will be given by GNDU, Amritsar.

9. General Instructions:

i) The candidate(s) selected against the advertised posts would perform their services only in the **Senior Secondary Residential School for Meritorious Students** at **Ghabdan, Distt. Sangrur** and the selected candidates would not be allowed for transfer in any other school during their entire duration of employment.

ii) Initially the appointment for the posts in question is to be made on contractual basis for a period of one year, however selected candidates will be on probation for a period of two years. The offer may be extended for second year of probation and subsequent years as per Society rules depending upon the work, conduct and character of the selected candidate being found to be satisfactory.

iii) It is made clear that the posts in question are to be filled up on purely contractual basis and no benefit, whatsoever, shall be given to the successful candidates for the past service which they may have rendered in any Department of the State or the Central Government.

iv) In case of any mistake is committed in filling the application form, the candidate would be responsible for the same.

v) The prospective applying candidate has to verify himself/herself that he/she fulfils all the eligibility conditions for the post applied. Mere appearing in the examination and qualifying the test will not confer any legal right for being appointed to the post. The selection for appointment shall be made on the basis of his/her eligibility. Verification of original documents shall be done at the time of scrutiny of documents process and repeated for selected candidates only after joining the appointment. The purpose would be to verify different records regarding identification, age, qualifying examination, state of eligibility, category etc. of the candidate. In the absence of any of document the candidate will not be considered for recruitment.

vi) At the time of counselling and interview, the candidates would be required to bring all their original educational/professional qualification certificates, experience certificates and certificates of category etc. along with their self attested copies in a file. All these documents should have been issued before the last date of submissions of applications. Any such certificate which is found to have been issued after the last date of submission of applications will not be considered. The candidate must have fulfilled his/her essential educational qualification on or before the last date of submission of applications. All certificates have to be brought and submitted at the time of counseling. Late submission of documents is not permissible.

vii) In case any of the documents supplied by the candidate is found to be incorrect or forged, his or her name would be excluded from the merit list and an FIR would be registered against him/her.

viii) In case any dispute arises with regard to equivalency of the qualification or eligibility, the decision of Project Director, of the Society shall be final and binding upon all the parties.

ix) In case a candidate fails to produce his or her educational, professional and other documents, his or her candidature shall be rejected out rightly.

x) No TA/DA shall be paid to the candidates for attending examination, counseling and interview.

xi) The candidates are advised to keep in touch with the website regularly for latest updates regarding interview and other important information. No separate information regarding this would be sent to them. They are also advised to go through all the instructions carefully.

xi) In the event of failure to attend any of the tests, Counseling or interview, the candidature of an applied candidate shall be cancelled and no further chance shall be given to him or her in any circumstances, whatsoever.

xii) The prospective candidate must have passed Matriculation examination with Punjabi or any other equivalent examination in Punjabi Language. In the event of selection of an eligible candidate without having passed the Punjabi language upto matriculation standard he or she will have to pass Matriculation examination with Punjabi or any other equivalent examination in Punjabi Language within a period of six months from the date of his/her initial appointment.

xiii) Experience Certificate in respect of all categories will have to be signed by the head of the Department of the Institution and counter signed by DEO (SE) of the district concerned. Experience Certificate which is not counter signed by the DEO (SE) of the district will not be accepted.

10. How to apply online:

(a) The application can be filled online only on the website **www.gndurecruitments.com**

(b) Fill the online Registration form available on the website **www.gndurecruitments.com**

(c) On successful registration, candidates are required to take the print out (Acknowledgement Slip) which will have registration number, password, fee details and designated banker etc. printed on it.

(d) One day after registration, candidates can generate Bank Chalan and deposit the fee in State Bank of Patiala anywhere in India.

(e) The registration of the candidate will be confirmed within 48 hours of depositing the fee in the bank. After confirmation of fee, candidate can fill Online Application form.

(f) Photo and Signature (In Jpeg format) must be uploaded while applying online application form.

(g) Candidates are advised to retain the printout of Online Application form.

Note: Detailed procedure for applying on-line and deposit of fee will be displayed by GNDU, Amritsar on their website.

(h) Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.

(i) The Society reserves the right not to fill up any of the advertised posts.

(j) Candidates already in employment and short-listed for interview are required to submit a "No Objection Certificate" from the employer prior to or on the date of the counselling.

(k) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Society shall be final.

(l) Canvassing in any form will be a disqualification.

(m) The candidates will hereby go through all the terms and conditions of recruitment carefully and apply only thereafter.

Note: **(1)** The candidates can apply for the same post in more than one school but he/she is required to fill preference/priority of schools in his/her application form. Preference/priority of schools once filled can not be changed during any stage of recruitment. Candidates will have to pay fees as per the number of posts he/she is applying for. However, he/she will take only one written test and one counseling and teaching skill test if selected for the same. Each school is a separate identity, hence, registration and registration fee has to be done/paid for each post applied.

(2) Candidates can apply for different post also provided he/she full fill the eligibility criteria required for the post. Candidates will have to pay fees and fill different forms for the number of post applied for.

(3) Candidates should fill their category carefully as they shall not be allowed to change their category later on at any stage of recruitment.

(4) Incase a candidate from SC or BC category is higher in merit than general category candidate then he/she will be considered in open merit. If he/she is selected in general category then vacancy in that category (as applicable) will be filled by the next candidate of the same category. Same will be done after preparation of merit list of written test.

11. Important Dates:

Registration Dates	From 01/09/2016 9:00 am upto 07/09/2016 5:00 pm
Fee Deposit Dates	From 02/09/2016 11:00 am upto 08/09/2016 Banking timing
Submission of Application Form	From 03/09/2016 11:00 am to 11/09/2016 5:00 pm
Written Test	Tentative 24-25 September 2016
Counselling	Tentative 07-09 October 2016
Teaching Skill Test	Tentative 14-15 October 2016
Exact Dates will be displayed on the Website **www. gndurecruitments.com**	

Note:

1. The Medium of instructions in these special schools is English and these schools are affiliated with PSEB.

2. The posts in question are liable to be abolished at any time.

3. The candidates are hereby advised to go through all the terms and conditions of recruitment carefully and apply only thereafter.

4. Helpline Nos. 0183 - 2258802 to 2258809, 0183 - 2450601 to 2450614. Extension 3224, 3536 through Telephone operator.

5. Written test, Counseling and teaching practice (applicable to Lectures only) will be conducted at Guru Nanak Dev University, Amritsar for all posts advertised. Interview of all candidates short listed for the same will be held at Chandigarh/Mohali. Details will be displayed on website by GNDU. Dates for interview will be intimated by e-mail and/or SMS and on website.

Project Director

Annexure A

Syllabus for Test for Lecturers (All Subjects) and Computer Teachers

Structure of Question Paper for the written test of for the posts of Lecturers and Computer Teachers

SCHEME/STRUCTURE AND CONTENT OF TEST:

All questions in the test will be multiple choice questions. Each carrying one mark, with four alternatives out of which one answer will be correct. There shall be no negative marking. Detailed scheme and structure for all three levels is as given here under:

There shall be only one paper in this category. All questions will be Multiple Choice Questions (MCQs) each carrying one mark with four alternatives out of which one answer will be correct.

No. of MCQs–150; Duration of Examination: Two-and-a-half hours.

Structure and Content:

(i) Child Development & Pedagogy (Compulsory)	25 MCQs	25 Marks
(ii) Language I (Punjabi) (Compulsory)	15 MCQs	15 Marks
(iii) Language II (English) (Compulsory)	35 MCQs	35 Marks
(iv) Subject Specific	75 MCQs	75 Marks

NATURE AND STANDARD OF QUESTIONS:

- The test items on Child Development and Pedagogy will focus on educational psychology of teaching and learning, relevant to the age group of 14-17 years. They will focus on understanding the characteristics, needs and psychology of diverse learners, interaction with learners and the attributes and qualities of a good facilitator of learning.
- The test items for language I (Punjabi) will focus on the proficiency related to the medium of instruction relevant to the age group of 14-17 years.
- The Language II (English) will focus on the elements of language, communication and comprehension abilities relevant to the age group of 14-17 years.
- The test items in subject specific will focus on the concepts, problem solving abilities and pedagogical understanding of these subjects. The test items shall be evenly distributed over different divisions of the syllabus of that subject as prescribed for classes IX-XII by the Punjab School Education Board.
- The questions in the test will be based on the topics of the prescribed syllabus of the Punjab School Education Board for classes IX-XII but their difficulty standard as well linkages could be upto the Post-Graduate level.

QUALIFYING MARKS:

This is a screening test being conducted for shortlisting the number of candidates on the basis of performance in the test. There is no minimum qualifying marks in case of the written test for the posts of lecturers. In case of the written test for the post of Computer Teachers there is a condition of securing minimum 55% marks to be qualified for counselling.

NEGATIVE MARKING: There shall be no negative marking.

SYLLABUS FOR DPE
PHYSICAL EDUCATION

Part-A

Concept of Physical Education

1. Meaning and definition of of Physical Education, its aim and objectives
2. Need and importance of Physical Education
3. Misconceptions about Physical Education & its relevance in inter Disciplinary Context

Physiological aspects of physical education

1. Warning up General & Specific & Its physiological basis
2. Effects of exercise on Muscular & Digestive Systems
3. Effects of exercise on Respiratory & Circulatory Systems

Yoga

1. Meaning & importance of yoga
2. Yoga as an Indian heritage
3. Elements of yoga in sports

Nutrition

1. Balanced diet –carbohydrates, fats , proteins, vitamin & water

Personal hygiene

I. meaning of personal hygiene
II. importance of personal hygiene
III. care of eyes ,ears, nose, skin, hands, teeth& hair
IV. role of exercise , rest, sleep, & relaxation maintaining health

Sports injuries

I. common sports injuries –sprain, strain, superficial injuries, muscle pull
II. causes & prevention of sports injuries

First Aid

I. introduction & meaning of first aid
II. principles of first aid
III. qualities of first aider
IV. emergency care of drowning, burns , dislocation, fracture and electric shock

Psychological Foundation

1. understanding the nature of learning, cognitive learning, perception applied practice, critical and creative thinking
2. understanding the psychomotor learning-learning physical skill , motor learning principles law of learning and its applications to situations of playground
3. understanding affective learning attitude ,appreciation, values
4. understanding motivational techniques-extrinsic and intrinsic motivation, enhancing learning experience, classroom managements fitness level , environment, public relations
5. personality ,body concept and physical activities
6. motivation and psycho-metric approach in coaching
7. physical activities and psychological development handicapped
8. reflexes and conditioned reflexes

Sociological Foundation

1. Social nature and learning of man, social change, social value, social groups
2. Sociological aspects of physical education
3. Social institutions and their influence
4. National integration through physical education
5. Leadership and physical education
6. Social recognition and physical education
7. Influence of the group on individual and vise versa
8. Competition and co-operation
9. Socioeconomic status & physical education

Historical Foundation

1. Physical education in Ancient and modern india
2. Physical education in ancient Greece
3. Physical education in ancient Rome
4. Physical education in Sparta and Athens
5. Physical education in RSSR
6. Physical education in Europe
   Germany, Spain, France, Great Britain, Sweden, Denmark
7. Physical education in China and Japan
8. Impact of contribution of Ancient physical education on modern physical education
9. Early beginning and first civilizations

Major Sports Events

1. Olympics Games, winter Olympics, para Olympics
2. Asian Games
3. SAF Games
4. Common Wealth Games

5. World Athletics meet and indoor Athletics Meet
6. World cup Tournament

Health Education

1. Meaning and definition of health education
2. Meaning and concept of health
3. Factors influencing-Health –Exercise, diet, climate, age, surrounding , occupation and heredity
4. Guiding principles of Health and Health Education

School Health Programme

1. School Hygiene –school Building ventilation and light ,seating arrangement , water supply facilities and play grounds
2. School health programme –health instruction ,health supervision, health services and medical examination of students

Officiating and coaching

1. Need and scope of officiating in physical education
   a) Importance and principles in officiating
2. Relation of officials with players and coaches.
   a) effect of spectator on officials
   b) Qualities and duties of officials
3. before during and after in different games and Athletics

Recreation

1. recreation : Definition ,its importance, characteristics and misconception
2. importance of recreation
3. leadership of recreation: meaning and objectives of recreation leadership
   -Types and functions of recreation leaders
   -Qualifications, Qualities and professional traning

PART- B

Following sub topics relate to any one Game/Sports of choice of student out of these disciplines: Badminton, Handball, Hockey, Kabaddi, Kho-Kho, Skating, Swimming & Teakwondo, Athletics, Cricket, Football, Judo, Table Tennis, Tennis & Volleyball

1. history of the Game/Sports
2. latest general rules of the Game/Sports
3. measurement of play fields and specifications of related sports equipments
4. important tournaments and venues
5. fundamental skills of the Game/Sports
6. sports awards

Syllabus for Test for Non-teaching Posts

Syllabus for Clerk:

Office Machines

Meaning and Relevance of Office Automation, Types of Machines used in Office with Special Emphasis on use of Computers in Office, Hardware and Software (MS-Office-MS Word, MS Excel, Types and use of Printers, Scanners, Copiers and other Appliances.

Fundamentals of Information Technology

1. Elements of Computer System: Computer Hardware and Software. Computer

Organization.

2. CPU: Memory Input Devices, Output Devices, Storage Devices, and Communication Devices, Multimedia Devices

3. Introduction to operating system

Introduction to Internet

Concept of Internet, Use of Internet, Requirements of Internet, Internet Domain, Internet Server, establishing connectivity on the Internet, Types of Internet Providers, Constitute of Internet Protocol, Browsing the Internet Tools and Service of Internet, Procedure of opening e-mail account on internet and mail merging.

Formal Letters, Noting and Drafting.

Syllabus for Data Entry Operator:

Office Machines

Meaning and Relevance of Office Automation, Types of Machines used in Office with Special Emphasis on use of Computers in Office, Hardware and Software (MS-Office-MS Word, MS Excel, MS Power Point and MS Outlook), Types and use of Printers, Scanners, Copiers and other Appliances.

Fundamentals of Information Technology

1. Elements of Computer System: Computer Hardware and Software. Computer

Organization.

2. CPU: Memory Input Devices, Output Devices, Storage Devices, and Communication Devices, Multimedia Devices

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Syllabus for Senior Lab Attendant:

Science up to Matric Level (as per the Punjab School Education Board Syllabus)

Syllabus for Library Restorer:

Social Science upto Matric level

Syllabus for Librarian:

LIBRARY ORGANISATION AND MANAGEMENT

1. Libraries: Organisation, purpose and functions of Libraries; Laws of Library Science, Different types of Libraries ; Library Movement in India after 1947; Library Cooperation.

2. Different sections of the Library and their functions : Acquisition, Periodical, Technical, Reference, Circulation and Maintenance; Library Rules. Elementary knowledge of computer application in libraries.

REFERENCE SERVICE AND DOCUMENT BIBLIOGRAPHY

Reference Service

Definition, need and purpose of Reference Service; Initiation of fresh reader ; Kinds of Reference Service ; and Reference and Information Sources, Definition, kinds and uses.

Document Bibliography

Definition, need and purpose of document bibliography ; kinds of document bibliographies ; National Bibliography (I. N. B./ B. N. B.); Subject Bibliography; Trade Bibliography.

ORGANISATION OF LIBRARY MATERIALS

Classification (Theory)

Classification: Definition, need, purpose: Fundamental categories and Facet analysis: Notation; Call Number; Book number and Collection number; Introduction to Dewey Decimal Classification and Colon Classification, Schemes of Library Classification.

Cataloguing (Theory)

Library Catalogue : Definition, need, purpose and functions; Physical forms of catalogues, Types of Catalogues; Kinds of entries and their functions; Parts of entries; Subject headings and chain procedure; filing of entries.

LIBRARY CLASSIFICATION (PRACTICE)

Classification practice of simple titles by the Colon and Dewey Decimal Schemes of Library Classification as per editions of the Schemes prescribed below : (Titles having phase Relations and Classic Devices are omitted).

Colon Classification

Dewey Decimal Classification

LIBRARY CATALOGUING (PRACTICE)

Cataloguing practice of simple books by classified Catalogue Code (5th ed.).

Syllabus for Accountant:

Accounting: Meaning, Scope and Importance, Branches of Accounting, Accounting Concepts and Conventions, Capital, Revenue and deferred revenue expenditure – Capital and revenue receipts Double Entry System, Preparation of Journal, Subsidiary Books including Cash Book, Ledger, Trial Balance, Preparation of Final Accounts of Sole Traders Depreciation Accounting (including provision & reserves)

Cost Accounting: Introduction – Meaning of Cost, costing and Cost Accounting – Comparison between Financial Accounts and Cost Accounts, Cost concepts and Classification of Costs, Cost Unit– Cost Center –Elements of Cost – Preparation of cost sheet, Marginal Costing and its applications, Budgetary Control, Standard Costing

Management Accounting: Origin, Concept, nature and scope of Management Accounting. Distinction between management accounting and financial Accounting Nature, Importance and Limitations of financial statements. Tools of Financial Analysis; Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios). Trend Analysis common size financial statements and comparative financial statements. Funds Flows Analysis, Cash Flow Analysis, Price Level Accounting, Social Accounting, Human Resource Accounting (Concepts only).

Structure of Question Paper for written Test for Non-Teaching Posts

SCHEME/STRUCTURE AND CONTENT OF TEST:

All questions in the test will be multiple choice questions. Each carrying one mark, with four alternatives out of which one answer will be correct. There shall be no negative marking. Detailed scheme and structure for all three levels is as given here under:

There shall be only one paper in this category. All questions will be Multiple Choice Questions (MCQs) each carrying one mark with four alternatives out of which one answer will be correct.

No. of MCQs–100; Duration of Examination: Two hours.

Structure and Content:

(i) General awareness/Intelligence and Reasoning Ability (Compulsory)	20 MCQs	20 Marks
(ii) Language I (Punjabi) (Compulsory)	20 MCQs	20 Marks
(iii) Language II (English) (Compulsory)	20 MCQs	20 Marks
(iv) Post Specific Test	40 MCQs	40 Marks

NATURE AND STANDARD OF QUESTIONS:

- The test items on General Intelligence and Reasoning Ability shall be both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, coding & decoding, etc.. Questions shall aim at testing the candidate's awareness of current events and environment around him/her, besides testing the knowledge of Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, Indian Constitution, etc.
- The test items for language I (Punjabi) will be designed to test the candidate's understanding, correct usage and knowledge of Punjabi Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions, Articles, etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.
- The Language II (English) will be designed to test the candidate's understanding, correct usage and knowledge of English Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions, Articles, etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.

Note: 1) The difficulty level for the post of Library Restorer and SLA will be +2.

2) The difficulty level for the post of Data Entry Operator and Clerk will be Graduation.

- The test items in Post specific test will focus on the working knowledge which a candidate is supposed to have to render his/her duty efficiently.

Qualifying Marks: There is a condition of securing minimum 55% marks in the written test to be qualified for counselling.

NEGATIVE MARKING: There shall be no negative marking.