

#### 4. Clerk-cum-Data Entry Operator

(Category-wise break-up of vacancies to be filled)

Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
		Balmiki/ Majbi sikh	Other		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
73	29	09	09	10	06	03	01	01	01	01	01	01	01

#### **Basic qualification:**

- i) Bachelor's Degree from a recognized University or Institution; and
- ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology Office Productivity Applications or Desktop Publishing Applications from a Govt. recognized institution or 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 (DOEACC) of Govt. of India.

#### **Selection Criteria**

Selection will be based on the qualification and a written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

#### **Written Examination: 120 marks**

A written examination will be conducted for all the eligible candidates in the following format:

- Computer Proficiency including use of modern office automation tools (Fundamentals of Computer and use of specialized software such as MS Office etc) - 25 marks
- Mental Aptitude / Reasoning - 25 marks
- General Awareness - 25 marks
- Mathematical Ability (with Matriculate difficulty level) - 25 marks
- Language Proficiency (Punjabi and English) - 20 marks (10 each)

The question paper will be objective type (120 marks) having 120 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and Punjabi and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e 48 marks out of the total of 120 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of the written examination, preference will be given to the candidate who is older in age.