



## PUNJAB BACKWARD CLASSES LAND DEVELOPMENT AND FINANCE CORPORATION (BACKFINCO)



A Statutory Undertaking of Punjab Government, Department of Welfare for SCs & BCs

Advertisement No. 1/2016

### PUBLIC APPOINTMENTS

Eligible applicants are invited to personally submit online applications on all days during **5<sup>th</sup> August, 2016 to 31<sup>st</sup> August, 2016** for the following categories of posts:

S. No.	Name of the Post	Number of posts	Qualification (from any recognized University/Board)
1	AUDIT OFFICER 10300-34800+4200 (GP)	01	Post Graduate in Commerce
2	SENIOR SCALE STENOGRAPHER 10300-34800+4400 (GP)	01	a. B.A b. At least 5 years' experience in Govt. or semi Govt/ Corporation c. Short hand speed of 100 wpm in Punjabi (transcription at the speed of 20 wpm on Computer) and 60 wpm in English (transcription at the speed of 12 wpm on computer). d. Possesses at least 120 hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO-9001 certified or possesses a Computer Information Technology Course equivalent to 'O' level of Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India.
3	FIELD OFFICER 10300-34800+3800 (GP)	02	Post Graduate in Economics, Agriculture or Commerce
4	SENIOR ASSISTANT 10300-34800+4400 (GP)	04	a. Post Graduate in Commerce, Economics or Agriculture. b. With three years experience of working in an Govt. Office or Corporation on the feeding post. c. Possesses at least 120 hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO-9001 certified or possesses a Computer Information Technology Course

			<p>equivalent to 'O' level of Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India.</p> <p>Computer Test</p> <ul style="list-style-type: none"> <li>• English typing at a speed of 30 wpm (min)</li> <li>• Punjabi typing at a speed of 30 wpm (min)</li> <li>• Use MS excel sheet</li> </ul>
5	<p>SENIOR ASSISTANT (ACCOUNTS) 10300-34800+3800 (GP)</p>	04	<p>a. Post Graduate in Commerce, Economics or Math.</p> <p>b. Possesses at least 120 hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO-9001 certified or possesses a Computer Information Technology Course equivalent to 'O' level of Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India.</p> <p>Computer Test</p> <ul style="list-style-type: none"> <li>• English typing at a speed of 30 wpm (min)</li> <li>• Punjabi typing at a speed of 30 wpm (min)</li> <li>• Use MS excel sheet</li> </ul>
6	<p>JUNIOR AUDITOR 10300-34800+4400 (GP)</p>	02	B. Com
7	<p>FIELD SUPERVISOR 10300-34800+3600 (GP)</p>	06	Graduate with Commerce, Economics, Math or Agriculture
8	<p>CLERK 10300-34800+3200 (GP)</p>	31	<p>a. Graduate</p> <p>b. Typing English and Punjabi 30 wpm</p> <p>c. Possesses at least 120 hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO-9001 certified or possesses a Computer Information Technology Course equivalent to 'O' level of Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India.</p>
9	<p>JUNIOR SCALE STENOGRAPHER 10300-34800+3600 (GP)</p>	02	<p>a. Matric 1st Class or Graduate</p> <p>b. Short hand speed of 100 wpm in Punjabi (transcription at the speed of 20 wpm on Computer) and 50 wpm in English (transcription at the speed of 10 wpm on computer).</p> <p>c. Possesses at least 120 hours course with hands on experience in the use of Personal Computer</p>

			or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO-9001 certified or possesses a Computer Information Technology Course equivalent to 'O' level of Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India.
10	DRIVER 5910-20200+ 2400 (GP)	02	Matric Pass with Punjabi , proficiency in driving at least 5 years' experience in driving with valid LTV driving license.
11	PEON* 4900-10680+ 1650 (GP)	11	Middle pass with some knowledge of Punjabi

GP=Grade pay

\*The candidates with highest qualification upto 10+2 will only be eligible for post (S. No. 11) and the candidates have to submit a self attested declaration of highest qualification possessed by them.

Note :- As per Govt. Of Punjab Personnel Department (Personnel Policy 2 Br.) letter ID no. 12/155/15-5PP2/761986/1-6, dated 25.5.2016, the probation period will be three years and during this period the employee would be entitled to consolidated salary without any enhancement.

The details of qualification, age limit, reservation of posts, pay scale, online application form and other related information is available at [www.govt.thapar.edu](http://www.govt.thapar.edu)

For more details:

Email: [backfinco2016@thapar.edu](mailto:backfinco2016@thapar.edu) Mobile: 8557882876, 8557884676

**EXECUTIVE DIRECTOR**