

Punjab Waqf Board

SCO 1062-63 Sector 22-B, Chandigarh

Phone No. 0172-2707846, 2707715

Recruitment Notice: Detailed Terms and Conditions

Punjab Waqf Board seeks applications from eligible candidates for the following teaching and non-teaching posts for schools running under the direct management of the Board.

S. No	Post	Subject	Number of Posts	Eligibility Criteria
1	Lecturer PGT	Chemistry	1	The applicant must possess 2 nd class Master's Degree in the concerned subject from recognized University with B.Ed. & Certificate of having qualified Punjab State Teacher Eligibility Test (PSTET-II)
		Commerce	1	
2	TGT	English	12	The applicant must possess 2 nd class Bachelor Degree in concerned subject from recognized University with B.Ed. & Certificate of having qualified Punjab State Teacher Eligibility Test (PSTET-II)
		Social Studies	7	
		Science	11	
		Maths	10	
		Hindi	3	
		Computer Science	4	
		Physical Education	4 (2 Male & 2 Female)	
		Punjabi	6	
		Urdu	6	
3	Teacher	Diniyat	7	The applicant must possess 2 nd class Certificate in Hafiz, Alim, and Fazil.
4	Primary Teacher		9 (5 Female & 4 Male)	The applicant must possess 2 nd class Diploma in Elementary Education relevant subject & Certificate of having qualified Punjab State Teacher Eligibility Test (PSTET-I)
5	Nursery Teacher		6 (4 Male & 2 Female) One Mother Teacher	
6	Clerk		4	2 nd class Bachelor Degree in Commerce
7	Librarian		2	B.A./ B.Sc. with Degree in Library Science from any recognized Uni.
8	Lab assistant		2	Graduation with medical subjects
9	Computer lab attendant		1	Bachelors degree in computer science, BCA/BSc IT or equivalent

Other Mandatory Qualifications:

- ✓ Age: Shall be between 18-37 years as on 1st of July, 2019
- ✓ 3 year experience for teaching posts except for Diniyat and 1 year experience for non-teaching posts shall be mandatory.

Note: Teachers working on contract basis for less than 3 years in schools under direct management of Board shall be permitted to directly appear in the Demonstration cum Interview, provided they fulfill the basic educational qualifications required for the posts.

Selection Criteria and Methodology:

- a. All applications shall be pre-screened for checking the educational and other qualifications and the initial merit of those fulfilling the requisite conditions shall be prepared as per the following criteria.
 1. **PGT:** The weights for percentage of marks in PG, B.Ed and experience shall be 50 points, 40 points and 10 points respectively. Each year of experience beyond mandatory requirement shall be given 2 points subject to a maximum of 10 points.
 2. **TGT:** The weights for percentage of marks in Bachelors Degree, B.Ed and experience shall be 50 points, 40 points and 10 points respectively. Each year of experience beyond mandatory requirement shall be given 2 points subject to a maximum of 10 points.
 3. **Primary Teacher and Nursery teacher:** The weight for for percentage of marks in Bachelors degree, Diploma/Degree in elementary education and experience shall be 50 points, 40 points and 10 points respectively. Each year of experience beyond mandatory requirement shall be given 2 points subject to a maximum of 10 points.
 4. **Diniyat Teacher:** The weight for for percentage of marks in Hafiz, Alim, Fazil course and experience shall be 20 points, 35 points, 35 points and 10 points respectively (2 points for each year subject to maximum of 10).
 5. **Clerk:** The weight for percentage of marks in shall be 50 points for 12th Marks, 40 points for Bachelors degree and 10 points for experience (2 points for each year subject to maximum of 10).
 6. **Librarian:** The weight for percentage of marks shall be 50 points for Bachelors, 40 points for Library science degree and 10 points for experience (2 points for each year subject to maximum of 10).
 7. **Lab Assistant and Computer Lab assistant:** The weight for percentage of marks shall be 80 points for Bachelors degree and 20 points for experience (4 points for each year subject to maximum of 20).
- b. For teaching posts, those higher in order of merit in preliminary merit list shall be called for class demonstration cum interview based on the criteria of 4 candidates per post.

Date, place and time of demonstration cum interview shall be communicated through Board website.

- c. Final merit shall be calculated on the basis of points obtained in preliminary merit list and Demonstration cum Interview which shall have weights of 70 and 30 points respectively.
- d. Wait list of candidates shall also be prepared and shall be valid for a period of 1 year.
- e. For non-teaching posts, the selection shall be based on the preliminary merit and interview with each having a weight of 70 and 30 points respectively. However number of candidates called for interview shall be in the ratio of 1:5.

Salary, Probation and other service conditions:

1. Salary, Probation and service conditions of the recruits shall be governed by the policies approved by the Board vide its resolution no. 8 dated 21.07.2019 . The recruits shall be transferable between the schools under the direct management of Board.

Note:

2. **All communication** with candidates regarding the date, venue and time of test, demonstration cum interview; preliminary list and final selection shall be **through Board website www.pbwakf.org only.**
3. All requisite documents to prove claim of the education, marks and experience must be submitted along with the **application form (Annexure A)** and self certified.
4. Non-submission of the mark sheets to cross verify the entries in the application form shall lead to disqualification and hence such application forms will not be considered.
5. Along with Application form and requisite documents, candidates must pay a processing fee of **Rs 500/- in the form of demand draft** in favor of **Punjab Aukaf payable at Chandigarh**. Application forms without Demand Draft shall not be considered.
6. Application forms due in all respects must be submitted either through speed post or in person at the following address

**Education Development Officer
O/O Chief Executive Officer
Punjab Waqf Board
SCO 1962-63, Sector 22B
Chandigarh- 160022**

7. Application forms complete in all respects in the prescribed format only and received at the above address by or before 5 pm of the 30th September, 2019 shall only be considered.
8. No TA/DA will be paid for written test/interview etc.
9. Board reserves the right to increase or decrease the number of posts.