

PUNJAB WAKF BOARD

Date: 14 February, 2021

Additional document required at the time of document verification and interview for the posts of SRS, LSA and ACC

This is in continuation to the notice uploaded on the website on 10th February, 2021 regarding the document verification and interview for the posts of Section Officer/Estate Officer/Executive Officer/Rent collector/Assistant EO/Clerk/ Senior Assistant (SRS), Accounts Clerk (ACC) and Legal Support Assistant (LSA).

In addition to the documents mentioned in the said notice, candidates are also required to bring the certificate related to *“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 Recognized Institution or a reputed Institution, which is ISO 9001 Certified; Or possess at least 120 Hours working experience in computer application from Recognized Institution or a certificate of 'O' Level from the Department Electronic Accreditation of Computer course (DOEACC);”*

Following two documents are required from the successful candidates at the time of appointment.

- a) Certificate of character from school, or institute last attended, if any, and similar certificate from two responsible persons not being his/her relatives, who are well acquainted with him/her in his private life and are unconnected with him in his/her private life.
- b) A self-declaration to the effect that he/she was never convicted for any criminal offence involving moral turpitude and that he/she was never dismissed or removed from service of any State Government, Government of India other Public Sector Undertakings, at the time of interview, failing which would result in cancellation of his/her candidature.

**Sd/-
CEO, Punjab Wakf Board**