



SARVESH KAUSHAL, IAS
Principal Secretary to Govt. of Punjab
Tel / Fax : 0172-2741346

Member Secretary,
Punjab State Commission for Women,
714, Punjab Mini Secretariat, Sector - 9,
Chandigarh.

D.O. No. PA/MS-PSWC/193
Dated 26 JUN 2007

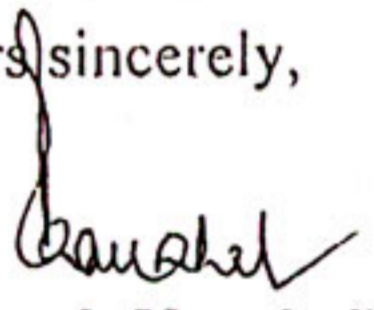
Subject:- Staff requirement for smooth functioning of Punjab State Commission for Women.

My dear

Kindly refer to the earlier decision to hold a preliminary discussion before finalising a detailed proposal for staff requirement for smooth functioning of Punjab State Commission for Women, for which meetings were scheduled to be held on 16.5.2007 and 25.5.2007. However, due to pre-occupations and frequent changes in incumbency of the post of Secretary Social Security and Women & Children Development, such a meeting could not materialize.

I shall be grateful if you could kindly grant suitable date and time for the above said meeting in your office. The draft proposal is enclosed to serve as background paper for the meeting.

Yours sincerely,

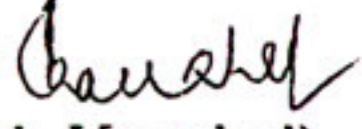
o/c

(Sarvesh Kaushal)

Shri Narinderjit Singh, IAS
Secretary to Government of Punjab,
Department Social Security and
Women & Children Development,
Chandigarh.

Endst. No. PA/MS-PSWC/07/194

Dated : 26 JUN 2007

A copy of the above along with enclosure is sent to Mrs. Rakhee Gupta Bhandari, IAS, Director Social Security, Punjab, for information and necessary action.

o/c

(Sarvesh Kaushal)

DRAFT ADMINISTRATIVE & FINANCIAL PROPOSAL

No	Description of Post	Qualifications	Mode of Recruitment	Monthly Emoluments	Annual Financial Liability
1.	ADMINISTRATIVE OFFICER (Contractual – for 3 years, with 10% annual hike, extendable)	Graduation with not less than II Division with LL.B, or M.B.A, with efficient working knowledge of computers for management of office, with at least 15 years experience of administrative work in Government / Board / Corporation/ defence /paramilitary services or in private sector. Minimum Age – 40 years, No upper age limit.	Walk in interview to be conducted by the Recruitment Committee set up by the Commission	Rs. 15,000 =00 (Fixed)	Rs.1,80,000=00
2.	COMPLAINTS OFFICER Incharge, Complaint Cell (Contractual – For 3 Years, with 10% annual hike, extendable)	Graduation with not less than First Division, with an efficient working knowledge of computers with at least 10 years experience of public dealing in Government / Board / Corporation/ defence /paramilitary services or in private sector. Minimum Age – 35 years, No upper age limit.	Walk in interview to be conducted by the Recruitment Committee set up by the Commission	Rs. 12,000 =00 (Fixed)	Rs. 1,44,000=00
3.	LAW OFFICER Incharge Legal Cell	Graduation with not less than II Division with LL.B. not less than	Walk in interview to be conducted by	Rs. 12,000 =00 (Fixed)	Rs. 1,44,000=00

	Contractual – For 3 Years, with 10% annual hike, extendable)	II Division. with at least 10 years experience of dealing with legal matters in Government / Board / Corporation/ defence /paramilitary services or in private sector. Minimum Age – 35 years, No upper age limit.	the Recruitment Committee set up by the Commission		
4.	RESEARCH & STATISTICAL OFFICER (Contractual – for 3 years, with 10% annual hike, extendable)	Post Graduation in Mathematics / Statistics with sound knowledge of working of computers and computer application in the related fields Minimum Age – 35 years, No upper age limit.	Walk in interview to be conducted by the Recruitment Committee set up by the Commission	Rs. 12,000 =00 (Fixed)	Rs. 1,44,000=00
5.	I.T. Assistant (Contractual – for 3 years, with 10% annual hike, extendable / or to be Outsourced	Graduate with Three Year Diploma in Computer Applications, Or PGDCA or M.Sc. IT / B.Sc. I.T. or M.C.A. / B.C.A., with typing speed not less than 30 w.p.m.	Walk in interview to be conducted by the Recruitment Committee set up by the Commission	Rs. 8,000=00 (Fixed)	Rs. 96,000=00
6.	P.S. to Chairperson (Contractual – for 3 years, with 10% annual hike, extendable)/ or to be outsourced	Graduate with I Division, with very efficient proficiency in shorthand stenography and typing, use of computers and office management	Walk in interview to be conducted by the Recruitment Committee set up by the Commission	Rs. 8,000=00 (Fixed)	Rs. 96,000=00
7.	P.S. to Member Secretary	Graduate with I Division, with	Walk in interview	Rs. 8,000=00	Rs. 96,000=00

	(Contractual – for 3 years, with 10% annual hike, extendable) / or to be outsourced	very efficient proficiency in shorthand stenography and typing, use of computers and office management	to be conducted by the Recruitment Committee set up by the Commission	(Fixed)	
8.	Three Computer Operators cum clerks, one each for Administrative Officer, Complaint Officer and Law Officer (Contractual – for 3 years, with 10% annual hike, extendable)/ or to be outsourced	Graduate with Diploma in Computer Applications Or P.G.D.C.A., having knowledge of MS-Office, and typing speed not less than 40 w.p.m.	Walk in interview / Typing Test to be conducted by the Recruitment Committee set up by the Commission	Rs. 6,000=00	Rs. 72,000=00
9.	Record Keeper (Contractual – for 3 years, with 10% annual hike, extendable)/ or to be outsourced	Graduate with an excellent knowledge of use of computers for office management and indexing.	Walk in interview to be conducted by the Recruitment Committee set up by the Commission	Rs. 5,000=00	Rs. 60,000=00
10.	Driver for Member Secretary (Contractual – for 3 years, with 10% annual hike, extendable)/ or to be outsourced	Matriculate with at least 10 years experience in driving of LMV/ MMV	Walk in interview to be conducted by the Recruitment Committee set up by the Commission	Rs. 6,000=00	Rs. 72,000=00



SARVESHI KAUSHAL, IAS
Principal Secretary to Govt. of Punjab
Tel / Fax : 0172-2741346

Member Secretary,
Punjab State Commission for Women,
714, Punjab Mini Secretariat, Sector - 9,
Chandigarh.

D.O. No. _____

Dated _____

Subject:- Staff requirement for smooth functioning of Punjab State Commission for Women.

My dear

Kindly refer to the earlier decision to hold a preliminary discussion before finalising a detailed proposal for staff requirement for smooth functioning of Punjab State Commission for Women, for which meetings were scheduled to be held on 16.5.2007 and 25.5.2007. However, due to pre-occupations and frequent changes in incumbency of the post of Secretary Social Security and Women & Children Development, such a meeting could not materialize.

I shall be grateful if you could kindly grant suitable date and time for the above said meeting in your office. The draft proposal is enclosed to serve as background paper for the meeting.

Yours sincerely,
Sd/-
(Sarvesh Kaushal)

Shri Jagpal Singh, IAS
Secretary to Government of Punjab,
Department Social Security and
Women & Children Development,
Chandigarh.

Endst. No. *PAfMS-DSWC/07/202*

Dated : *03 JUL 2007*

A copy of the above along with enclosure is sent to Mrs. Rakhee Gupta Bhandari, IAS, Director Social Security, Punjab, for information and necessary action.

Sarvesh Kaushal
(Sarvesh Kaushal)

Sarvesh Kaushal, IAS
Principal Secretary to Govt. of Punjab

Tel/Fax : 0172-2741346
E-mail : sarveshkaushal@hotmail.com

Member Secretary,
Punjab State Commission for Women
R.No 114, 7th Floor, Main Secretariat Building,
Sector 9, Chandigarh

D.O No PA/MS-PSWC/279

Dated 24 SEP 2007

**Subject:- Staff requirement for smooth functioning of Punjab State
Commission for Women.**

My dear *Shri Jagpal Singh,*

Kindly refer to my D.O. letter No. PA/MS-PSWC/07/201,
dated 03.07.2007, on the subject cited above.

I shall be grateful if you could kindly convey the decision at
the earliest for the information of the Commission.

With warm regards
Yours sincerely,

Kaushal
(Sarvesh Kaushal)

Shri Jagpal Singh, IAS
Secretary to Government of Punjab,
Department of Social Security and
Women & Children Development,
Chandigarh.



Sarvesh Kaushal, IAS
Principal Secretary to Govt. of Punjab

Tel./Fax : 0172-2741346
E-mail : sarveshkaushal@hotmail.com

Member Secretary, ✓
Punjab State Commission for Women
R.No. 714, 7th Floor, Mini Secretariat Punjab
Sector 9, Chandigarh.

D.O. No. PA/MS-PSWC/07/30
Dated 21 NOV 2007

Subject:- Staff requirement for smooth functioning of Punjab State Commission for Women.

REMINDER-II

My dear *S. Jagpal Singh,*

Kindly refer to my D.O. letter No. PA/MS-PSWC/279, dated 24.09.2007, on the subject cited above.

I shall be grateful if you could personally look into the matter and kindly convey the decision at the earliest for the information of the Commission.

With warm regards

Yours sincerely,

Sarvesh Kaushal
(Sarvesh Kaushal)

Shri Jagpal Singh, IAS
Secretary to Government of Punjab,
Department of Social Security &
Women and Child Development,
Chandigarh.