



Punjab Waqf Board

SCO. 1062-63 Sector 22-B, Chandigarh

No: No.3(207)/Estab.III/6836

Date: 22/04/2021

GUIDELINES FOR JOINING

In view of the current COVID situation, it has been felt that the joining formalities of the newly recruited staff of the board is required to be appropriately planned so as to avoid overcrowding in the office and to protect the health of the staff. Accordingly following guidelines are issued for completion of joining formalities in a smooth manner.

1. Punjab Waqf Board will display schedule for joining on TIET (govt.thapar.edu) and board website (waqf.punjab.gov.in) which will mention the date, time and place of joining batch wise.
2. The joining dates are likely to fall in the last week of the current month.
3. Selected candidates are expected to get the medical fitness certificate from the concerned civil surgeon/medical superintendent before the date of joining.
4. Candidate shall visit the place mentioned in schedule to be displayed at the exact time along with all the requisite documents.
5. Each candidate should submit his documents in a proper file which should have following details.
 - a. NAME
 - b. FATHER'S NAME
 - c. ADDRESS
 - d. POST
6. Annexure-A placed herewith should be prefilled and all the documents, duly signed along with original degree, DoB, computer course and other certificates should be placed in the file as per the index (page 1 of annexure A).
7. Candidates are expected to bring the file complete in all respects to ensure early completion of joining formalities.
8. Candidates should bring along 8 passport size photographs in an envelope attached to the file.
9. All candidates **MUST** have proper masks and should maintain distance in the hall/auditorium while completing their joining formalities. All COVID protocols must be strictly adhered to.

Candidates should keep visiting the TIET and Board website for any further updates.

Enclosed: Annexure-A

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Chief Executive Officer
Punjab Waqf Board