

**DIRECTORATE OF HEALTH AND FAMILY WELFARE PUNJAB,
PARIVAR KALYAN BHAWAN, SECTOR 34-A, CHANDIGARH**

PUBLIC NOTICE Dated 3-10-2013

Online Applications are invited from eligible candidates for the filling up the following posts **on contract basis as per details given below:**

SN	NAME OF THE POST	QUALIFICATIONS/ EXPERIENCE	No of Posts
1	State Coordinator at State Headquarter Consolidate Salary:- Rs. 20000/- Per Month	1) Educational Qualification for State Coordinator : One Post <ul style="list-style-type: none"> • Post Graduate with Statistics / Bio Statistics / Health Statistics / Economics / Mathematics / Commerce / Computer Science / IT/ Social Science / Sociology or Graduated in any branch of Engineering. • Candidate should be well conversant with basic computer knowledge in MS-OFFICE / Open Office, Statistical Tools etc. • 2 Years of experience in surveys and statistical analysis. 	1
2	Data Processing Assistant Consolidate Salary:- Rs. 15,000/- per month.	<ul style="list-style-type: none"> • Graduate Degree from any recognized University. • Non-Computer degree candidates must have Diploma / Certificate in Computers / IT for minimum duration of 1 year from any recognized institute/ Organization. • Must be well conversant with typing on computer. <p>1. 1 Year Experience in relative field like data collection, compilation and data entry etc.</p>	24(1 for each District and 2 for State Headquarter)

Mode of Submission of Applications	:	<p>a) Candidates are requested to submit their online applications on Department's website www.pbhealth.gov.in</p> <p>b) The candidates are requested to fill correct information in the all fields related to Qualification, Age, Experience etc provided in the online format on the basis of which eligibility of the candidates will be determined.</p> <p>c)After successful submission of the online form , One application No will be generated. Candidates are required to send all the desired testimonials on the email hfwrecruitment@gmail.com by mentioning the online generated application id in the subject line and the category of Post .without proper email application form shall be rejected.</p>
Number of post/ Nature of job	:	As mentioned above, these posts are purely on contract basis. Number of posts may increase or decrease. The contract will be of maximum period for one year and the job involve extensive touring.

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1. On line application are invited on contract basis **up to 21.10.2013 at 5:00 PM**. Application received after the last date will not be entertained.
2. The scanned copy of the passport size Color photo and self attested testimonial should be email to **hfwrecruitment@gmail.com upto the last date of submission of online application i.e upto 21-10-2013 at 5.00PM**. **Candidate is requested to mentioned the application ID no. in the subject line while sending emails. application ID number will be generated after the successful submission of online form.**
3. These posts are purely on short term contract basis and will not be entitled to any claims, rights, interest or further benefits in terms of regularization or consideration of further appointment of any post, including any claims for any casual, ad-hoc, temporary or regular services in government.
4. Candidate must fulfill eligibility criteria for the post he/she is applying for as on 01.10.2013
5. Educational qualification must be from a recognized University/ Board as per details mentioned against each post.
6. **Age limit:** Between 18 and 38 years as on ^{1st} Oct., 2013(1.10.2013). Age relaxation as per the rules of Punjab Government.

7. Reservation will be as per applicable rules and Punjab Government Policy Guidelines.
8. **Reservation** :- As per State Govt. Policy(State coordinator-1(General -1) Data Processing Assistant 24 (General-11, Scheduled Caste-5(SC M&B 3 and SC R&O 2), SC EX Service Man (R&O)-1, Backward Class-3, Handicapped-1, Ex SM-2, Sports-1). Number of Posts given in the advertisement for reserve category is provisional.
9. **Relaxation in upper age** for SC/BC candidates is 5 years and for Physically Handicapped is 10 years for candidates for Ex-Servicemen Category, the age relaxation will be as follows: "For recruitment to any vacancy in the State Civil Services whether reserved or not under these rules an Ex-Servicemen shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such vacancy in the concerned Service rules, by examination of Punjab Language equable to Matriculation Standard or he shall have to qualify a test conducted by the language wing of the department of Education of Punjab Govt. within a period of two year from the date of his appointment.
10. The SC/BC Category certificate should be in accordance with the instructions of the Department of Welfare Punjab and the certificate for the Ex- Servicemen and Sports persons categories should be in accordance with the instruction of the Concerned Department as per the following details :-

SC/BC	Certificate as per the instruction of the concerned department
Ex-Servicemen	Lineal Descendant certificate duly issued by the concerned District Ex-Servicemen Welfare Officer.

Sports persons	The certificate regarding gradation issued by the Director, Sports Department, Punjab.
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11. The Candidate should have attained requisite qualification before the date of submission of online application.
12. Candidate Should have good command over Hindi / English & Punjabi
13. Knowledge of Punjabi Language: The candidate must have passed matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language at time of submission of application. In case of Defence Service Personnel, which is a bona fide resident of Punjab State, he shall have to pass such an examination within a period of two years from the date of his appointment.

Other Conditions:

1. The Department of Health and Family Welfare shall not be responsible, if any entry in the online form is incorrectly made by any candidate. It is advised that all entries are cross checked once again by candidates themselves before finally submitting the form.
2. Department of Health and Family Welfare will not be responsible for non receipt of online application of the candidate due to any reason whatsoever.
3. If an applicant wishes to apply for more than one post, he/she should submit separate on-line application for each post.
4. The applicant must read carefully all the guidelines and instructions mentioned on the website before submitting his/her on-line application.

5. In case, any certificate/testimonial of an applicant is found fake at any stage of recruitment or issued by an incompetent authority, the eligibility/appointment of that applicant would be cancelled with immediate effect and a legal action may be taken against him/her. Relaxation in upper age for various categories is as below:
6. Application submitted through Online Form does not imply that candidate has fulfilled all the criteria given in the advertisement and he/she is eligible for the post . Eligibility of the candidate will be determined after thorough scrutiny of the application filled by the candidate.
7. The candidates will be shortlisted on the basis of selection criteria (related to qualification.) in each category of post. Short listing will be done on the basis of online information filled by the candidates.
8. Only shortlisted candidates will be called for the interview and the list of shortlisted candidates will be displayed on the website.
9. Further, no notice for interview would be issued separately to the shortlisted candidates. However Interview dates will be displayed on our website . Candidates are requested to visit our website for any latest updates in connection with recruitment of the posts mentioned above.
10. The Number of post may increase or decrease at any stage of the recruitment process. Department of Health and Family Welfare reserves the right to cancel the entire recruitment process at any stage without issuing any notice or he may cancel recruitment of one or more post due to administrative reasons.
11. Candidates are requested to visit our website for any latest updates in connection with recruitment of the posts mentioned above.
12. No TA/DA will be paid for the journeys performed for the interview.