

General information for the candidates

1.0 INTRODUCTION:-

Online Applications are invited from eligible candidates for the direct recruitment to various posts in PUNSUP as mentioned below:

2.0 VACANCIES:-

Sr. No	Name of the Post	Total	General	SC Pb. *		BC Pb.	Physically Handicapped	Ex-Serviceman/LDESM			Sportsperson		Freedom Fighter		
				Mazhbhi * Balmiki	SC Others *			Gen.	SC *		BC	Gen		SC*	
									Mazhbhi * Balmiki	SC * Others				Mazhbhi* Balmiki	SC Others*
1	Deputy General Manager (Finance & Accounts)	1	1	--	--	--					--			--	
2	District Manager	4	2	--	--	--	1(OA,OL,OAL)	--	1			--			--
3	Deputy District Manager (Accounts)	5	2	--	--	1	1(OA,OL,BL,OAL)	1	--	--		--			--
4	Manager (Human Resources)	1	1	--	--	--		--				--			--
5	Manager (Information Technology)	1	1	--	--	--		--				--			--
6	Deputy District Manager (Field)	5	2	--	--	1	1(OA,OL,OAL)	--				1	--		--
7	Programmer	1	1	--	--	--		--				--			--
8	Senior Auditor	5	3	--	--	--	1(OA,OL,BL)	1	--	--		--			--
9	Field Officer	9	4	--	1	--	1(HH) 1(OA,OL,OLA)	--	1	-	1	--			--
10	Senior Assistant (Accounts)	56	27	5	5	5	2 (OA,OL,BL) 1(HH)	5	2	1	1	--	1		1
11	Senior Assistant	14	7	1	2	--	1 (BLV)	1	--	1		1	--		--
12	Inspector Grade-I	13	5	2	1	1		1	1	-	1	1	--		--
13	Inspector Grade-II	159	75	15	15	14	3(OA,OL,OLA) 3(HH)	15	4	3	6	3	1	1	1
14	Steno-Typist	11	5	2	1	1		1	--	--		--			1
	Total	285	136	25	25	23	16	25	9	5	9	6	2	1	3

* In such a situation when no eligible "SC (Mazhbhi/Balmiki) candidate" is available, a candidate belonging to " SC Others " subcategory shall be considered for such post & vice versa.

NOTE: The number of vacancies and reservation of posts is liable to alteration without any notice.

3.0 PAY SCALE:-

1. For the post mentioned at Sr.No.1 (15600-39100) Grade Pay 7800 Initial Pay 31520 #
2. For the post mentioned at Sr.No.2 (15600-39100) Grade Pay 5400 Initial Pay 21000#
3. For the posts mentioned at Sr.No.3 to 8 (10300-34800) Grade Pay 4800 Initial Pay 18250#
4. For the posts mentioned at Sr.No.9 to 11 (10300-34800) Grade Pay 4400 Initial Pay 17420#
5. For the post mentioned at Sr.No.12 (10300-34800) Grade Pay 4200 Initial Pay 16290#
6. For the post mentioned at Sr.No.13 (10300-34800) Grade Pay 3600 Initial Pay 14430#
7. For the post mentioned at Sr.No.14 (10300-34800) Grade Pay 3200 Initial Pay 13500#

(In addition to this all other pays and allowances shall be paid as per Government of Punjab Rules)

4.0 ESSENTIAL QUALIFICATIONS:

Sr. No	Name of Post	Qualification and Experience.
1	Deputy General Manager (Finance & Accounts)	1. MBA/M.Com with at least 50% marks from a recognized University OR Chartered Accountant/Costs and Works Accountant 2. Minimum 4 years post qualification experience in Managerial Capacity in Finance & Accounts in a Commercial Organization.
2	District Manager	Post Graduate Degree with minimum 50% marks from a recognized University.
3	Deputy District Manager(Accounts)	MBA (Finance)/C.A./ICWA/M.Com./ MFC with minimum 50% marks from a recognized university and 2 years post qualification experience in Managerial Capacity in any commercial organization.
4	Manager (H.R.)	MBA (H.R./Administration) with at least 50% marks from a recognized University

5	Manager (I.T.)	M.Tech./M.Sc. (Computer Science/Electronics/Information and Technology) / MCA with at least 50% marks from a recognized University
6	Deputy District Manager (Field)	Post Graduate Degree with minimum 50% marks from a recognized University.
7	Programmer	1. Degree in Engineering OR 2. Post Graduation in Science/Mathematics etc. OR 3. Post Graduation in Computer Application from a recognized University
8	Senior Auditor	MBA (Finance) /C.A./ICWA/M.Com. /MFC with minimum 50% marks from a recognized university and 2 years post qualification experience in Managerial Capacity in any commercial organization.
9	Field Officer	Post Graduate Degree with minimum 50% marks from a recognized University
10	Senior Assistant (Accounts)	B.Com degree from a recognized University.
11	Senior Assistant	Bachelor's degree in any stream from a recognized University.
12	Inspector Grade-1	Bachelor's Degree with minimum 50% marks from a recognized University.
13	Inspector Grade-2	Bachelor's Degree with minimum 50% marks from a recognized University.
14	Steno Typist	1 Bachelor's degree with minimum 50% from a recognized university. 2 Having Proficiency in Punjabi Stenography at a speed of 80 w.p.m and to transcribe at a speed of 15 w.p.m. NOTE: Before appointment, all the candidates who qualify the written examination for the post of Steno-typist, shall also have to pass mandatory typing-proficiency-test as per above given specifications, to be conducted by PUNSUP, otherwise he/she will not be given appointment.

Note: In addition to the educational qualifications and experience(if applicable) as mentioned above, the candidates are required to possess the following qualifications as well:

- (a) For all posts mentioned above, the candidates should have passed examination of **Punjabi** language up to **Matric standard**.
- (b) For all posts mentioned above (except Sr. No. 1), the candidates should have successfully passed at least 120 hours course with hands on experience in the use of Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001 certified OR should have done a Computer Information Technology Course equivalent to 'O' level certificate of the Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.
- (c) For all posts mentioned above (except Sr. No. 1), the candidates who possess a degree of Bachelor in Engineering/B.Tech./Master in Engineering/M.Tech./M.B.A./M.C.A. shall be exempted from the requirement of having passed a 120 hours course of Computers.
- (d) The graduation certificate issued by Department of Defence issued to ex-servicemen on account of service rendered by him in the Defence Department shall be acceptable.
- (e) The selected candidate(s) shall have to sign a Surety bond with PUNSUP to serve and not leave until the expiry of five years after the date of joining. The Surety bond shall be for an amount of Rs 200000/- (Two lakhs), valid for five years to be submitted (in prescribed format) before joining the organization.

5.0 AGE:-

Age as on (31.07.2014) (Category Wise)

- a) General : 18 to 38 years
- b) SC/BC : 18 to 43 years
- c) Widows, Divorcees and certain other categories of women : 18 to 40 years
- d) Applicants who are already in Government Service : 18 to 45 years
- e) Physically Handicapped : Maximum 10 years age relaxation will be given.
- f) The upper age limit of an Ex- serviceman of Punjab Domicile shall be calculated by deducting the period of his service in the Armed Forces from his age. If the resultant age still exceeds the upper age limit of 38 years, then a maximum of three years age relaxation will be given. It is reiterated that this relaxation clause is only applicable to Ex-Servicemen of Punjab Domicile (as per Rule 6 of Punjab Recruitment of Ex-servicemen Rules,1982).
- g) Candidates already in Government service shall be considered for selection only on production of 'No Objection Certificate' from the department concerned at the time of counseling.

Any other question as to the eligibility shall be determined in accordance with the rules and instructions issued by the Government of Punjab from time to time.

6.0 NATIONALITY:

A candidate shall be a:

- i. Citizen of India: or
- ii. Citizen of Nepal: or
- iii. Subject of Bhutan: or
- iv. Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India: or.
- v. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya , Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire , Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii),(iii), (iv) and (v) shall be person in whose favour a certificate of eligibility has been issued by the Department of Home Affairs and Justice, Government of Punjab.

7.0 SCHEME OF EXAMINATION AND OTHER IMPORTANT INSTRUCTIONS RELATED WITH EXAMINATION:-

7.1. Scheme of examination:

7.1.a. For posts at Sr.no. 1, 3, 4, 5, 7, 8 written test of 100 marks will be conducted. The question paper will have 100 objective type multiple choice questions, each carrying 1 mark as per details below :-

Language proficiency English:	10 questions
Language proficiency Punjabi (10th Level):	10 questions
General Knowledge:	15 questions
Computers knowledge:	5 questions
Mental ability, logical reasoning and arithmetic skills:	20 questions
Questions as per Job requirement for concerned post:	40 questions

	100 questions

The test will be of 2 hours duration. There shall be no negative marking.

7.1.b. For posts at Sr.no. 2, 6, 9, 10, 11, 12, 13, 14 written test of 100 marks will be conducted. The question paper will have 100 objective type multiple choice questions, each carrying 1 mark as per details below :-

Language proficiency English:	10 questions
Language proficiency Punjabi (10th Level):	10 questions
General Knowledge:	30 questions
Mental ability, logical reasoning and arithmetic skills:	40 questions
Computer knowledge:	10 questions

	100 questions

The test will be of 2 hours duration. There shall be no negative marking.

7.2. Other important instructions related with examination:

- i. The standard of questions would be to test the knowledge as expected of a person who has attained education at least up to graduation level.
- ii. For posts mentioned at Sr. No. 1 & 2 **written test** will be conducted and thereafter an **interview** will be held by the committee. (Weightages for written test and interview are 85% and 15% respectively and final list will be prepared on the basis of merit list prepared by combining the marks of written test and interview. Candidates equal to the three times of the number of posts in respective category shall be called for interview).
- iii. For posts mentioned at Sr. No. 3 to 14, written test will be conducted and merit list will be prepared on the basis of written test only.
- iv. Before appointment, all the candidates who qualify the written examination for the post of Steno-typist, shall also have to pass mandatory typing-proficiency-test as per above given specifications, to be conducted by PUNSUP, otherwise he/she will not be given appointment.
- v. In case of any tie between two or more candidates regarding marks obtained in merit list, the candidate with higher marks in qualifying exam (Post Graduate/Graduate) will be placed higher in merit.
- vi. In case of posts belonging to sports category, the merit list prepared by Department of Sports, on basis of gradation of sportspersons from the list of successful candidates shall be applicable for determining the final merit.

- vii. No candidate shall be considered to have qualified the competitive examination unless he/she obtains 45% marks (read 40% for candidates belonging to Scheduled Castes and Scheduled Tribes).
- viii. All visually impaired category candidates appearing in the examination will be allowed an extra time of 20 minutes per hour. Thus, the visually impaired category candidates will be allowed an extra time of 40minutes for the examination, which will be over and above the duration of 2hours applicable to all other candidates.
- ix. No TA /DA will be admissible to the candidates for appearing in the test /interview.

8.0 Application Fee:-

GENERAL CATEGORY	800/-
OTHER CATEGORIES	400/-

9.0 LAST DATES for submission of application form/fee:-

Last date for ONLINE submission of application form :- 18/9/2014

Last date for submission of fee:- 22/9/2014

10.0 CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:-

The following conditions, among others, may render the candidates ineligible:

10.1 Wrong/incomplete information given in the application form;

10.2 Candidates debarred by the PPSC/other Public Service Commissions/ any Government Department, agencies, boards or corporations.

10.3 Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

11.0 IMPORTANT NOTE

- 11.1 Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Sportsperson of **Punjab domicile** are eligible for the benefit of reservation.
- 11.2 A candidate should indicate the specific category carefully for which he/she wants to be considered and category once opted and submitted after completion of form cannot be changed in any circumstances. Candidate has to produce the relevant certificates when asked. In case of non-production of certificate or found non-eligible on the basis of certificate produced, his/her candidature shall be cancelled, any request to consider him in other category shall not be accepted.
- 11.3 SC/ST Candidates belonging to other States are required to fill their Category as General Category. They are entitled only to age relaxation and fee concession but are not entitled to avail reservation.
- 11.4 Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM) who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM shall be considered against the vacancies for Ex-servicemen only if no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.
- 11.5 The candidature of the candidate shall be provisional till the time of verification of documents of the candidate at the time of counseling, when the candidate shall produce his/her original certificates for verification by the PUNSUP authorities.
- 11.6 If any document/certificate/statement of the candidate is found false or forged at any stage, his/her candidature will be rejected and further action will be taken as per law.

12.0 DEFINITION OF CATEGORIES:

12.1 BACKWARD CLASSES (PUNJAB)

12.1.1 The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93.RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005 and No.1/41/93 RCI/209, dated 24.2.2009 in the Section of prescribed proforma.

12.1.2 The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. letter No. 10/9/2009-RCI/62 Dated 08/1/2010.

12.1.3 The Competent Authorities to issue the necessary certificate are :

12.1.3a Deputy Commissioner.

12.1.3b Additional Deputy Commissioner.

12.1.3c Sub-Divisional Magistrate.

12.1.3d Executive Magistrate (PCS Officers only).

12.1.3e Tehsildar.

12.2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)

Candidates claiming to be son/daughter/ grandson/granddaughter of Freedom Fighters are required to submit a certificate issued by the competent authority (i.e., Deputy Commissioner of the district concerned) as per Punjab Government Instructions No. 9 (13) JP-II -84/5822 dated 4/411985, No.I(I35)-8P -11/7/310/20,dated 19.6.91 and No. 4-3-8 P-11-97110 112 dated 22/8/ 1997.

Only those Freedom Fighters and their son/daughter/grand -son/grand-daughter are eligible for consideration for reservation under this category who:

- a) belong to the State of Punjab, and
- b) have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
- c) are otherwise eligible for the grant of Freedom Fighter pension and Tamra Patra but for any reason whatsoever did not apply for Freedom Fighter pension and Tamra Patra but have obtained Freedom Fighter/ son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

12.3 SPORTS PERSON (PUNJAB)

12.3.1. As per “Punjab Recruitment of Sportsmen Rules, 1988” issued by Punjab Government Notification No. C.S.R. 16/Art.309/88, a candidate can claim reservation under the Sports Person category:-

- FOR CLASS I OR CLASS II POSTS:

- i. if he/ she belongs to State of Punjab; and
- ii. He/ She has won National Championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated to the Indian Olympic Association; or
- iii. He/ She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
- iv. He/ She has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.

- FOR CLASS III POSTS:

- i. if he/ she belongs to State of Punjab; and
- ii. He/ She has won first, second or third position in team or individual events while representing the State of Punjab in a State Level Championship in any of the discipline affiliated to the Punjab Olympic Association organised by the State Level Federation.

(For the purpose of recruitment in PUNSUP, it is clarified that post of Inspector Grade-II is a Class-III post).

12.3.2. If candidate belongs to Sports Person Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be attached with the application form.

12.3.3. Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted as valid Certificate for claim of reservation under the Sports Person (Punjab) category.

12.3.4. Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority failing which would result in cancellation of their candidature.

IMPORTANT: In case of posts belonging to sports category, the merit list prepared by Department of sports from the successful candidates in written test, on basis of gradation of sportsperson shall be applicable for determining the final merit.

12.4 PHYSICALLY HANDICAPPED (PUNJAB)

The definitions as per Government Instructions issued vide Letter No. 10/26/95/5- SS/1252 dated 2-5-97 of the handicapped for purposes of reservation in employment is as under:

A) THE BLIND/ LOW VISION:

The blind are those who suffer from either of the following conditions:-

- a) Total absence of sight.
- b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

LOW VISION : 'Person with low vision' means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for planning or execution of a task with appropriate assistive device.

HOWEVER IT IS CLARIFIED THAT BLIND CANDIDATES ARE NOT ELIGIBLE FOR THE POSTS mentioned at S.no **1to4,6to10,12to14**

B) THE DEAF:

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear or understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) in the conversational range of frequencies.

C) ORTHOPAEDICALLY HANDICAPPED:

The orthopedically handicapped are those who have a physical defect or deformity not less than 40 % which causes an interference with the normal functioning of the bones.

COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE: Competent authority to issue Disability certificate shall be a Medical board duly constituted by Central/State Government. Central/State Government may constitute Medical board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotion/cerebral/visual//hearing disability, as the case may be.

This certificate should be issued by the competent authority of the concerned place of which the candidate is permanent resident.

12.5 EX-SERVICEMEN (PUNJAB)

12.5.1 Recruitment of Ex-servicemen (Punjab) in PUNSUP shall be regulated by the "Punjab Recruitment of Ex-servicemen Rules,1982" issued by Punjab Government Notification No.G.S.R.11/Const./Arts.309,234 and 318/82 amended vide notification No. GSR 9/Const./Arts.309,234 and318/Amd(5)/2003 dated 6.11.002. As per these rules:

"Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non combatant, in the Naval, Military and Air Force of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:

- 1a) retired or released from such service at his or her own request after earning his or her pension; or
- 1b) has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- 1c) been released otherwise than on his own request from such service as a result of reduction in establishment; or
- 1d) been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;

'but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely

- a) Pension holders for continuous embodied service

- b) Persons with disability attributable to military service;
- c) Gallantry award winners.

Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of "Ex-servicemen", may be permitted to apply for re-employment one year before the completion of specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

12.5.2 Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority, failing which will result in cancellation of their candidature.

12.6 LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)

Where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.

In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as "Lineal descendent" only if a certificate to this effect has been issued by the Competent Authority.

As per second proviso appended to Rule 4 of "Punjab Recruitment of Ex-servicemen Rules,1982" issued by Punjab Government Notification No.G.S.R.11/Const./Arts.309,234 and 318/82 amended vide notification No. GSR 9/Const./Arts.309,234 and318/Amd(5)/2003 dated 6.11.002:

'Wife or the dependent child of the ex-servicemen shall be recruited against the reserved vacancy subject to the conditions that:-

- (i) he or she possesses the prescribed qualifications and is within the prescribed age limits;
- (ii) he or she is not already in service;
- (iii) he or she will be eligible to avail the benefit only once in life.'

12.7 SCHEDULED CASTE, (PUNJAB)/ SCHEDULED TRIBES

The competent authorities for issuing Scheduled Castes/Scheduled Tribes certificates are:

- 12.7.1 District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Assistant Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);
- 12.7.2 Revenue Officer not below the rank of Tehsildar;
- 12.7.3 Sub Divisional Officer (C) of the area where the candidate and or his family ordinarily resides;
- 12.7.4 As per para-3 of Punjab Govt. Instructions No. 1/8/2007-RC-1/815, dated 10th July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parent's service record

12.8 WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN

The definitions as per Government Instructions issued vide letter No. 1/50/83-5PP(1368)/3454 dated 23-4-84 as amended from time to time the widows and certain other categories of women for the purpose of relaxation in age are as under:

- 12.8.1 Widows;
- 12.8.2 Women who are legally separated from their husbands or have been divorced;
- 12.8.3 Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- 12.8.4 Women whose husbands have remarried; and
- 12.8.5 Wives of serving military personnel or those who are disabled while in military service.

Note: (1) For any inquiry candidates may contact the PUNSUP office on telephone number 0172-2667132 from Monday to Friday, between 9 AM and 5 PM or by sending email with subject as “QUERY REGARDING THE POST OF _____” at punsupexam2014@gmail.com

Note: (2) Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.

Note:(3) Candidates are advised to go through the General Information and Online Instructions ('How to apply') carefully before filling up Online Application Form. Request of change/correction in any particular in the Application Form shall not be entertained under any circumstance. The PUNSUP shall not be responsible for any consequence arising out of incorrect filling up of Application Form.

PUNJAB STATE CIVIL SUPPLIES CORPORATION LIMITED
(A STATE GOVT. UNDERTAKING)
REGD. OFFICE: SCO 36-40, SECTOR 34-A, CHANDIGARH

Applications are invited for recruitment to the following posts on regular basis in PUNSUP. The full details about qualifications, age, terms and conditions of recruitment, scheme of examination, Online application form and instructions for filling up of form are available on the Website of the Corporation www.punsup.gov.in. Candidates may apply **ONLY ONLINE upto 18-09-2014.**

CATEGORYWISE NUMBER OF POSTS ARE AS FOLLOWS:-

Sr. No	Name of the Post	Total	General	SC Pb. *		BC Pb.	Physically Handicapped	Ex-Serviceman/LDESM			Sportsperson		Freedom Fighter		
				Mazhbhi * Balmiki	SC Others *			Gen.	SC *		BC	Gen		SC*	
									Mazhbhi * Balmiki	SC * Others				Mazhbhi* Balmiki	SC Others*
1	Deputy General Manager (Finance & Accounts)	1	1	--	--	--					--	--			
2	District Manager	4	2	--	--	--	1(OA,OL,OAL)	--	1			--	--		
3	Deputy District Manager (Accounts)	5	2	--	--	1	1(OA,OL,BL,OAL)	1	--	--		--	--		
4	Manager (Human Resources)	1	1	--	--	--		--				--	--		
5	Manager (Information Technology)	1	1	--	--	--		--				--	--		
6	Deputy District Manager (Field)	5	2	--	--	1	1(OA,OL,OAL)	--				1	--		
7	Programmer	1	1	--	--	--		--				--	--		

8	Senior Auditor	5	3	--	--	--	1(OA,OL,BL)	1	--	--	--	--	--	--
9	Field Officer	9	4	--	1	--	1(HH) 1(OA,OL,OLA)	--	1	-	1	--	--	--
10	Senior Assistant (Accounts)	56	27	5	5	5	2 (OA,OL,BL) 1(HH)	5	2	1	1	--	1	1
11	Senior Assistant	14	7	1	2	--	1 (BLV)	1	--	1		1	--	--
12	Inspector Grade-I	13	5	2	1	1		1	1	-	1	1	--	--
13	Inspector Grade-II	159	75	15	15	14	3(OA,OL,OLA) 3(HH)	15	4	3	6	3	1	1
14	Steno-Typist	11	5	2	1	1		1	--	--		--		1
	Total	285	136	25	25	23	16	25	9	5	9	6	2	1

* In such a situation when no eligible "SC (Mazhbhi/Balmiki) candidate" is available, a candidate belonging to "SC Others" subcategory shall be considered for such post & vice versa.

NOTE: The number of vacancies and reservation of posts is liable to be altered without any notice.

PAY SCALE :-

1. For the post mentioned at Sr.No.1 (15600-39100) Grade Pay 7800 Initial Pay 31520#
2. For the post mentioned at Sr.No.2 (15600-39100) Grade Pay 5400 Initial Pay 21000#
3. For the posts mentioned at Sr.No.3 to 8 (10300-34800) Grade Pay 4800 Initial Pay 18250#
4. For the posts mentioned at Sr.No.9 to 11 (10300-34800) Grade Pay 4400 Initial Pay 17420#
5. For the post mentioned at Sr.No.12 (10300-34800) Grade Pay 4200 Initial Pay 16290#
6. For the post mentioned at Sr.No.13 (10300-34800) Grade Pay 3600 Initial Pay 14430#
7. For the post mentioned at Sr.No.14 (10300-34800) Grade Pay 3200 Initial Pay 13500#

(In addition to this all other pay and allowances shall be paid as per Government of Punjab Rules)

NOTE:-

- 1) For the Posts mentioned at Sr. no. 1 and 2, both written test and interview will be conducted and weightage of written test and interview will be 85% and 15% respectively. Appointment shall be made on the basis of merit list prepared by combining the marks of written test and interview. Candidates equal to the three times of the number of posts in respective category shall be called for interview.
- 2) For the Posts mentioned at Sr. no 3 to 14 only written test will be taken, appointment shall be made according to merit list prepared on the basis of test for each post.
- 3) The selected candidate(s) shall have to sign a Surety bond with PUNSUP to serve and not leave until the expiry of five years after the date of joining. The Surety bond shall be for an amount of Rs 200000/- (Two lakhs), valid for five years to be submitted (in prescribed format) before joining the organization.
- 4) Abbreviations in Physically handicapped Category:- OA-One Arm, OL-One leg, BL-Both Leg, OAL-One Arm & Leg, BLOA-Both Leg & One Arm, HH-Hearing Handicap, B.LV: Blind/ low vision

**Managing Director
PUNSUP, Chandigarh.**