

GOVERNMENT OF PUNJAB
DIRECTORATE OF GOVERNANCE REFORMS
SCO 193-195, Sector 34-A, Chandigarh

Advt. No.
3

RECRUITMENT OF STAFF IN THE DIRECTORATE OF GOVERNANCE REFORMS

Applications are invited online from eligible candidates for recruitment on regular/ contractual basis for following posts.

Sr.No.	Name of the post & pay scale	No. of Posts	Category	Break up of posts
1.	Research Officers at fixed salary of Rs. 50000/- per month	3 (contractual)	General SC, Punjab	2 1
	Technical posts			
2.	System Manager Pay Scale Rs. 15600-39100 + GP-6600	1 (Regular)	SC, Punjab	1
3.	Assistant Manager Pay Scale Rs. 10300-34800 + GP-5000	2 (Regular)	SC, Punjab	2
4.	Technical Assistant Pay Scale Rs. 10300-34800 + GP-4400	1 (Regular)	SC, Punjab	1
5.	District technical Coordinator Pay Scale Rs. 10300-34800 + GP-4400	11 (Regular)	SC, Punjab B/M Sikh Punjab SC/ ESM/ LDESM Pb. ESM/ LDESM BC, Punjab Visually impaired (Handicapped)	3 2 1 2 2 1
	Total	18		

The Candidates should indicate in the Application Forms, the reserve category for which they want to be considered. The number of vacancies and reservation of posts is liable to alteration without any notice.

2. ESSENTIAL QUALIFICATION & EXPERIENCE OF 18 POSTS:

2.1 Research Officer (Contractual post)

- M.Phil. /Ph.D. with minimum of three (3) years of research experience in a Govt. Recognized University/Institution in the field of Public Administration/ Sociology/ Economics/ Political Science.
OR
- MBA with specialization in Human Resource (HR) process reengineering/ Change management with minimum of three (3) years of research experience in a Govt. Recognized University/Institution in the field of Public Administration/ Sociology/ Economics/ Political Science.

Skill- sets- (a) Working experience in PC environment with word processor, PowerPoint presentation and spreadsheet software application.

(b) Capacity to Write research papers, case studies, conduct surveys, process reengineering research presentation and develop documentation related to e-Governance projects.

(c) Good knowledge of qualitative and quantitative research models.

2.2 System Manager (Regular post)

- M.E. / M.Tech./ Ph.D. in Information Technology (IT) / Electronics and Communication (EC) / Computer Science (CS) with minimum of 60% marks in aggregate in each case and experience of four years in the field of Information & Communication Technology and e-Governance.
OR
- B.E. / B.Tech. /MCA / MBA / M.Sc. in Information Technology (IT) / Electronics and Communication (EC) / Computer Science (CS) with minimum of 60% marks in aggregate in each case and experience of five years in the field of Information & Communication Technology and e-Governance.

2.3 Assistant Manager (Regular post)

- M.E. / M.Tech. / Ph.D. in Information Technology (IT) / Electronics and Communication (EC) / Computer Science (CS) with minimum of 60% marks in aggregate in each case and experience of two years in the field of Information & Communication Technology and e-Governance.
OR
- B.E./B.Tech/MCA/MBA/M.sc.in information Technology (IT)/ Electronics and Communication (EC)/ Computer Science (CS) with minimum of 60% marks in aggregate in each case and experience of three years in the field of information & Communication Technology and e-Governance.

2.4 Technical Assistant /District Technical Coordinators (Regular post)

- M.E/M.Tech. /Ph.D.in Information Technology (IT)/ Electronics and Communication (EC)/ Computer Science (CS) with minimum of 60% marks in aggregate in each case.
OR
- B.E/B.Tech/ MCA/MBA/M.sc.in information Technology (IT)/ Electronics & Communication (EC)/ Computer Science (CS) with minimum of 60% marks in aggregate in each case and experience of one (1) years in the field of information & Communication Technology and e-Governance.

3. Fees for applying the post

Candidates are required to deposit fee as per under for applying the desired post.

- General - Rs. 800/- per post
- SC, ST, BC and Single Girl child - Rs. 400/- per post

Note- Applications without fee shall not be considered and will be rejected without intimation.

4. AGE

Sr. No.	Age Criteria
1.	Candidate should not be below 18 years and above 38 years of age on the 01.01.2014
2.	The upper age limit is relaxed upto 45 years in case of persons already in the employment of the Punjab Government, other state Governments or the Government of India.
3.	Scheduled Castes/ Backward Classes: 5 years over and above the normal recruitment age.
4.	Ex-servicemen: To the extent of Service rendered in the military plus three years. This concession is available for posts which are not to be filled by open competition.
5.	Physically Handicapped: 10 years over and above the normal age.

5. Punjabi upto matric or equivalent is essential.

6. How to apply:

a) Candidates must apply online through the website www.dgrpunjab.gov.in and click on recruitment of staff in the Directorate of Governance Reforms link. Applications received through any other mode would not be accepted and shall be summarily rejected.

b) Those who had already applied for the post of Research officer in response to Advt. No. 1, appeared in various Newspapers in the month of May, 2013, need not apply afresh. Their previous application will be considered.

c) Those who had already applied for these posts in response to Advt. No.2, appeared in various Newspapers in the month of July, 2014, need not apply afresh. Their previous application will be considered.

d) Candidates who wish to apply for more than one post should select/ mark all posts in single application (Online) and pay the fee for all posts in the prescribed manner while applying on-line (www.dgrpunjab.gov.in)

IMPORTANT NOTE: The candidates can ONLY apply by filling Online Application Form. A link of which is available on the website www.dgrpunjab.gov.in. **Applications received through any other mode would not be accepted and shall be summarily rejected.**

7. Procedure of selection

- I. Written test will be held for all five categories of posts.
- II. Separate test will be held for Research Officer (sr.no. 1) and technical posts (Sr. no. 2 to 5)
- III. Scheme of written test of 100 marks would be as under.
 - a) English-10 Questions (Difficulty Level-Graduation)
 - b) General Knowledge/Awareness-20 Questions.
 - c) Mental Ability/Aptitude/Numerical Ability-20 Questions.
 - d) Job Related (As per the minimum qualifications advertised)-50 Questions.
- IV. Note 1: For every wrong answer, 1/4th of that question marks will be deducted.
- V. On the basis of written test, the candidates qualifying this test will then be called for interview.
- VI. Cut off marks for Qualifying the written test :

- a) For General category 40 marks
- b) For Reserved category 35 marks
- VII. Note2: Weight-age of written test- 85 marks (85% of the marks obtained in written test) and interview- 15 marks.
- VIII. At the time of interview, the selected candidates are required to bring original and self-certified/ attested copy of testimonials for verifications.
- IX. Note 3: In Case the testimonials are not found as per the requirement, the candidature of the applicant shall be rejected for interview even if he/she has qualified the written test.

8. Schedule for submission of applications

- I. Date of opening of on-line Registration of application **10-10-2014**
- II. Last date for on-line registration of application **05-11-2014**
- III. Last date for deposit of fee **10-11-2014**
- IV. Last date for submission/completion of on-line filling of application **13-11-2014**

For more details, visit at www.dgrpunjab.gov.in

Telephone No. 0172-2600971

Director