

**PUBLIC NOTICE**

DEPARTMENT OF GENERAL ADMINISTRATION, PUNJAB

Advt. No. GAD/1/2014

Online applications are invited (through Internet) for following posts to be filled in the Department of General Administration, Punjab. The information regarding detail of posts, reservation chart, qualifications, and other terms and conditions etc. are given below:-

1. Name of the post : Senior Assistant
2. Scale of Pay : 10300-34800+4400 Grade Pay
3. No. of Posts : 94

**Total Number of Posts: 94**

|                        |    |
|------------------------|----|
| General                | 47 |
| SC                     | 19 |
| BC                     | 09 |
| Ex-serviceman(General) | 06 |
| Ex-serviceman(SC)      | 04 |
| Ex Serviceman(BC)      | 02 |
| Physically Handicapped | 03 |
| Sportsman              | 03 |
| Freedom Fighters       | 01 |

Reservation shall be as per the Policy / Instructions of the Punjab Government. The candidates belonging to reserve category shall clearly indicate, in the application form the category under which he/she wants to be considered. The category of reservation once opted will not be allowed to be changed. The benefit of reservation shall only be available to the candidates who are bonafide residents of Punjab State. Copies of relevant rules regarding reservation for various categories are available on the website.

**AGE CRITERIA****18-38 as on 01.01.2014**Upper age is relax-able for the following:

- i) For the SC/BC upto 5 years;
- ii) For physically handicapped upto 09 years.
- iii) Widows and Divorcee upto 4 years
- iv) For State/Centre Govt. employees upto 7 years.
- v) Ex-serviceman of Punjab State 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 a vacancy in the concerned Service Rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.

**MINIMUM QUALIFICATION:**

- a) Applicant should be Graduate in any discipline from a recognized university.
- b) Possesses at least 120 hrs course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from

a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course(DOEACC) of Government of India.

c) He must have passed Punjabi upto Matric or its equivalent level.

**NATIONALITY: -**

Applicant must be an Indian Citizen and must bear a good moral character.

**FEE:**

|                              |       |
|------------------------------|-------|
| General                      | 800/- |
| SC/BC/Physically handicapped | 400/- |

Note:- Examination Fee can be deposited in cash through challan generated on submission of on-line applications.

**IMPORTANT INSTRUCTIONS/INFORMATION:**

1. Application Form and other details are available at the Department's website: -  
<http://www.punjabgovt.gov.in> and link "Departments" sub-link 'General Administration' - 'Recruitment of Senior Assistant'.
2. Applications can be filled w.e.f 29.09.2014. Last date for Registration of online applications will be 21.10.2014. Applications received after the due date will not be entertained. The website for receipt of applications will be closed on 21.10.2014 at 12 midnight. However, the required fee can be deposited by 25.10.2014.
3. Candidate can apply only under one reserve category at one time, as applicable.
4. Number of posts advertised can vary.
5. Reservation will be as per policy of the State Government and the details of posts under various categories mentioned are provisional.
6. Candidates belonging to SC/BC/Physically handicapped categories are required to deposit fee of Rs. 400/-. All others are required to deposit fee of Rs. 800/- in cash through bank challan generated on submission of online application.
7. Applications without fees or incomplete will be rejected without intimation.
8. Candidate is required to upload scanned photograph and scanned signatures with the online application form. (In jpg format size max. of 100KB each.)

9. Written test will be held in December, 2014 (Tentatively). Exact schedule will be displayed on the website by 1<sup>st</sup> week of December, 2014.
10. Thereafter admit cards can be downloaded from the website. The link to print Admit Cards would also be sent to all candidates through their registered email. Further the candidates are advised to keep checking the Department's website for updates and information, if any.
11. No TA/DA will be given for appearing in the test/counseling.
12. Government/Semi Government employees will be required to bring 'No Objection Certificate' from their employer at the time of counseling.
13. The checking of eligibility and verification of original documents will be done of only those candidates who qualify for counseling on the basis of written test. Mere issuance of Admit Card and appearing in the written test will not make candidate eligible for selection.

**PROCEDURE OF SELECTION:**

All the candidates will have to appear in the following two written papers.

**PAPER – I**

**( 2 hrs.)**

| Sr. No. | Subjects                                       | Questions   | Total Marks |
|---------|--|---|-------------|
| 1.      | General Awareness                              | 10- Punjab History & Culture<br>10- Constitution of India<br>10- General Knowledge<br>10-Current Affairs (National & International) | 40          |
| 2.      | Mental Ability/Reasoning & Arithmetic (Matric) | 20  | 20          |
| 3.      | Computer Basics                                | 20  | 20          |
| 4.      | Language Proficiency (Vocabulary & Grammar)    | 20 Punjabi<br>20 English  | 40          |
|         | Total  | 120   | 120         |

**PAPER – II**

**(45 minutes)**

| Sr. No. | Subjects                       | Questions |
|---------|--------------------------------|-----------|
| 1.      | Precis Writing (English)       | 10 Marks  |
| 2.      | Precis Writing (Punjabi)       | 10 Marks  |
| 3.      | Translation English to Punjabi | 10 Marks  |
| 4.      | Translation Punjabi to English | 10 Marks  |
|         | Total                          | 40 Marks  |

On the basis of merit of Paper-I, candidates equal to five times the number of posts advertised in each category, in order of merit will be shortlisted and only their Paper-II will be evaluated. On the basis of combined merit list of

Paper-I and Paper-II, in each category, candidates equivalent to three times the number of posts in each category will be called for computer test. The computer test will be qualifying in nature. Those candidates who will not qualify in computer test shall not be considered for selection irrespective of their merit based in Paper-I and Paper-II.

The qualifying conditions for computer test are: -

1. English Typing at a speed of 30 wpm(Minimum)
2. Punjabi Typing at a speed of 30 wpm(Minimum)
3. To test the capability of candidate to use MS Excel sheet.

Final merit will be prepared on the basis of performance of candidate in Paper-I and Paper-II from amongst those candidates, who qualify in Computer test.

- i) The medium of written test will be English/Punjabi.
- ii) For every wrong answer, 1/4<sup>th</sup> marks will be deducted in Paper-I.
- iii) The question paper of Paper-I with the answer key will be placed on the website on next date of examination for inviting objections to answers, if any.
- iv) The objection to any answer can be filed by the candidates on the website itself on clicking the option of objections. It can be filed within three(3) days from the date of exam.
- v) The merit list, category wise and combined merit list would be put on the website.
- vi) Candidates qualifying the selection on the basis of written and computer qualifying test will be called by the Help Desk in GAD for verification of original documents within 15 days of the declaration of result.
- vii) List of selected candidates will be put on the department's website.

#### **How to Apply:**

1. Candidates are advised to go through the Instructions 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 Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.
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.
3. You are required to apply online through Department of General Administration, Punjab website (<http://www.punjabgovt.gov.in>) and link "Departments" and sub-link 'General Administration' 'RECRUITMENT OF SENIOR ASSISTANT'. No other means/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) will be accepted.
4. First of all ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. You should keep checking the inbox or even the spam box of this email ID regularly during the recruitment process as the Department of General Administration, Punjab may send intimations for written test etc. through this.

5. Please scan your Photograph and Signatures individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb. each, otherwise you will not be able to submit your online application.
6. Please keep following details ready with you before clicking on the registration button for starting your online application.
  - a. Personal demographic details including Date of Birth and Nationality.
  - b. Mobile Number
  - c. Personal Email ID
  - d. Reservation category details
  - e. Graduation percentage
  - f. Soft Copies of Scanned Photograph, Signatures and Bank Challan.

**YOU ARE NOW READY TO APPLY ONLINE.**

7. Go to the website <http://www.punjabgovt.gov.in> and link "Departments" and sub-link 'General Administration' 'RECRUITMENT OF SENIOR ASSISTANT'. Further click the sub-link 'Online Application'. Clicking on this sub-link will open the Online Application form.
8. Carefully fill in these details one by one. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
9. Upload the scanned copies of photograph and signatures.
10. Re-Check that all details are filled correctly.
11. Go through each and every point under the Declaration Para. If you fulfill all those conditions and criteria, then and only then click on 'I Agree' box. Any wrong information may cancel your candidature.
12. Now you are ready to submit the Application form by clicking on the button Submit Form.
13. Once you click the button Submit Form, you will get your login ID and password. Please note these down and keep them safe with you as you will be requiring these while logging into the recruitment portal. In fact you will be required to download the Admit Card from this portal later on by logging through same login ID and password.
14. Click on the link 'BANK CHALLAN' and take a print out of the challan form.
15. Based on the category in which you intend to apply, the following fees will have to be paid through the above generated challan form only;
  - a. SC/BC/Physically Handicapped : Rs.400/-
  - b. All other categories : Rs.800/-
16. It is important to note that the requisite fee can only be deposited in any branch of State Bank of Patiala as department has only nominated State Bank of Patiala for collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.
17. After depositing the fee, you will get two leaflets (Candidate's copy and Department's Copy) out of three leaflets. Bank copy will be kept by the bank where you will deposit the fee.

18. Please take TWO print outs of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.**
19. This application print out with photograph affixed on it will have to be submitted during counseling along with the original copies of the following:-
- a. Relevant Degree and possession of Computer Course Certificate and marks sheet.
  - b. Reserved Category Certificate issued by the Competent Authority (if applicable)
  - c. Original counterfoil of the Fee Payment Challan (Department Copy)
  - d. Proof of Date of Birth Certificate of Matriculation/Higher Secondary.
  - e. Proof of having passed Matric level Punjabi Language.
  - f. Certificate as proof of age relaxation, if claimed.
  - g. Proof of being Govt. Employee, if applicable.
- If you are an ex-serviceman, additional certificate/documents mentioning the following:
- a. Date of Enrolment
  - b. Date of Release/Discharge
  - c. Reason of Release/Discharge
20. To download your Admit Card, you will visit the department website and click the same link Senior Assistant, which will take you to the same recruitment portal where you had filled your online application form. You can click on LOGIN button, put in your login ID and password to download and print your Admit Card. Intimation about when to download the Admit Card will be sent to you through email.
21. Question Paper of Paper-I along with the Answer Key will be posted on the department's website, within one day after the examination, for calling objections, if any, from the candidates. You can submit your objections by logging in with your login ID and password and clicking on "Objections" tab within three days after the display of answer key. The objections will be referred to experts and Key will be finalized.

This key will be used for preparation of final result.

**Conditions which may render you ineligible:**

- a) Insufficient fee;
  - b) Examination fee deposited in a bank other than State Bank of Patiala.**
  - c) Wrong/incomplete information given in the Application Form;
  - d) Candidates debarred by any government department/board/commission;
  - e) Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.
22. For any query candidates may contact Sh. Kulwinder Singh, Senior Assistant, Establishment-1 Branch in the Department of General Administration, Punjab on telephone number 0172-2740611-612, Ext. 4633 on any working day between Monday to Friday between 9:00 AM to 5:00 PM.

Principal Secretary,  
Department of General Administration  
Government of Punjab