



PUNJAB GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT PUNJAB
(Punjab Municipal Bhawan, Plot No. 3, Sector 35-A, Chandigarh)
(Recruitment Cell)

PUBLIC NOTICE

Advt. No. DLG/RC/2018/01

Dated:- 13-07-2018

Applications in the prescribed proforma are invited for reserved 02 posts of clerk in the category of Physically Handicapped person to be filled in various Improvement Trusts in the State of Punjab. The information regarding detail of posts, reservation chart, qualifications, and other terms and conditions etc. are given below:-

Reservation Chart and Pay Scale

Sr. No.	Name of Post	Post Code No.	Category wise posts of Physical Handicapped			Pay Scale +Grade Pay
			B/VH	HH	Total	
1	Clerk	01	01	01	02	10300-34800+3200

Note:-

- i) First Preference will be given to those who are totally blind and eligible.
- ii) **VH** stands for Visually Handicapped (Persons suffering from blindness or low vision)
- iii) **HH** stands for Hearing Handicapped (Persons suffering from hearing impairment)

Definition

- (a) **Blindness:** "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-
- (i) total absence of sight; or
 - (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
 - (iii) limitation of the field of vision subtending an angle of 20 degree or worse;
- (b) **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 the planning or execution of a task with appropriate assistive device.

Hearing Impairment

"Hearing impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Reservation shall be as per the policy/instructions of the Punjab Government. The Candidates belonging to the reserved category of physical handicapped shall clearly indicate, in the prescribed 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.

2. ESSENTIAL QUALIFICATIONS ON THE LAST DATE OF RECEIPT OF APPLICATION

- (a) Should be Graduate from a recognised University or institution;
- (b) Should qualify Punjabi typewriting test (at a typewriter or a computer) at a speed of 30 words per minute; and
- (c) Possess atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop publishing applications from Government recognized institution or a reputed institution, which is ISO 9001 certified.

OR

Possess a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Government of India.

AGE CRITERIA

Age:- Candidate should not be below 18 years and above 40 years of age as on the last date of receipt of applications for the post.

RELAXATION IN AGE For the Physically Handicapped to the extent of 10 years.

Important instructions/information

- (1) Application Form for the posts of Clerk and other details are available at the Department Website <http://pmidc.punjab.gov.in/recruitment> on 16.07.2018.
- (2) Last date for receipt of application is 30.07.2018 Applications received after the due date will not be entertained.
- (3) Application of the candidates will be received through registered posts or by hand only.
- (4) Candidate can apply only under one category of handicapped at one time, as applicable.
- (5) Number of posts advertised can vary.
- (6) Reservation will be as per policy of the State Government. The benefit of reservation shall only be available to the candidates who are bonafide residents of Punjab State.
- (7) The details of posts under various categories mentioned are provisional.
- (8) Application without prescribed proforma or incomplete will be rejected without intimation.
- (9) Punjabi at the level of Matric OR equivalent is essential.
- (10) Candidate is required to paste one self-attested photograph on the application form and to attach the second with the application form separately.
- (11) Government/Semi Government employees are required to bring "No Objection Certificate" from their employer at the time of verification of certificate/documents.
- (12)(a) As per Punjab Government's Notification dated 15.01.2015, after the direct recruitment the appointee will be paid fixed emoluments which is equivalent to the minimum of the pay band of the new post of the official during the period of his probation i.e. three years including the probation time if increased and the official will not be entitled grade pay, annual increment or any other emoluments except travelling allowance.
- (b) After successfully completing the period of probation, appointee will be paid minimum initial pay of post including grade pay and all other allowances under the Rules.
- (c) The appointee shall be governed by New Defined Contributory Pension Scheme.
- (13) No fees will be charges from the candidates
- (14) No TA/DA will be given to the candidates.

Procedure of selection

- (1) No written test or no interview marks.
- (2) Weight-age of qualification and experience shall be 40 marks for consideration of merit in selection.

- (3) Criteria for selection of candidates on the basis of qualification and experience will be as under:-

Sr. No.	Qualification	Maximum 35 marks
(A) Graduation		
i)	Pass candidate obtained upto 40% marks	Nil
ii)	From 41% to 60% marks	05
iii)	From 61% to 80% marks	10
iv)	Above 80% marks	15
(A) Maximum marks		15
(B) Post Graduate (Higher qualification)		
i)	Pass candidate obtained upto 40% marks	05
ii)	From 41% to 60% marks	10
iii)	From 61% to 80% marks	15
iv)	Above 80% marks	20
(B) Maximum marks		20
Total Maximum marks (A+B)		35
(C) Experience as Clerk/Computer Operator/ Accounts Clerk in Govt. service and Semi Govt. Service (Boards/ Corporations, Municipal Councils- Nagar Panchayats and Improvement Trusts)		Maximum 05 marks
i)	Experience less than one year	Nil
ii)	From one year to five year	01 marks every complete year
iii)	(C) Maximum marks	05 marks
Grand Total of Maximum Marks (A+B+C)		40 Marks

- (4) All candidates shall be called for Punjabi typewriting test as per Rules/ Government instructions.
- (5) Exemption from proficiency in type writing shall be granted as per Government instructions.
- (6) Those candidate who qualify the Type test, the merit list on the basis of qualification and experience, category wise, would be put up on the Department website.
- (7) Selection will be made as per merit prepared on the basis of qualification and experience only subject to fulfilling of the eligibility criteria.
- (8) In the case of two or more candidates obtaining equal marks, the candidate older in age shall be placed higher in the order of merit.
- (9) The short listed candidates on the basis of merit list will be called by the Selection Committee for verification of original documents and eligibility as per post only. Eligibility of candidates for concerned post will be determined by the Selection Committee and their decision shall be final.
- (10) The Department of Local Government, Punjab reserve the right to withdraw any kind of posts OR amendment in selection procedure/qualifications of any post mentioned in the advertisement without any notice. The lists of selected candidates shall be uploaded on the Department website <http://pmidc.punjab.gov.in>


 Chairman Selection Committee-cum-
 Director, Local Government, Punjab