

IMPORTANT INSTRUCTIONS / INFORMATION FOR APPLYING ONLINE FOR THE POST OF OFFICE ASSISTANT III (EQUIVALENT TO CLERK)

Post: Office Assistant Grade III (equivalent Clerk) - General Category - Regular post (One No.)

ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

1. Possesses the Bachelor's Degree from a recognized University or Institution;
and
2. Possesses at least 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 a Government recognized 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
3. The candidate will have to qualify a typing test in Punjabi and English on computer at a speed of 30 (thirty words) per minute.
4. Candidate should have passed Matriculation standard examination of Punjabi as one of the compulsory or elective subjects from a recognized Board or institution or any other equivalent examination in Punjabi language which may be specified by the Government from time to time.

Pay Band: Rs. 5910-20200/- + Rs. 1900/- Grade pay.

Salary: As per DC Rates for 3 years of *probation period.

AGE CRITERIA

The Candidate should be between 18-37 years as on 31.10.2019.

As per letter no. 18/65/2012-4P.P.1/900986/1 dated 28.12.2016 enclosing a notification no.G.S.R..85/Const./Art.309/Amd. (!9)/2016 dated 20.12.2016 the relaxation in upper age limit up to 45 years shall be applicable for direct entry in the case of persons already employed in Punjab Government or Boards, Corporations, Commissions or Authority under it, other State Government or the Government of India.

***PERIOD OF PROBATION**

The period of probation shall be three years as per the Punjab Government's Notification No. G.S.R.56/Const./Art.309/Amd. (18)/2016 dated 05.09.2016.

During the period of probation of 3 years and extended period of probation, if any, the selected Candidates will draw emoluments as per Government of Punjab Notification No.7/204/2012-4FP1/60 dated 15.01.2015 and letter No.7/204/2012-4FP1/66 dated 15.1.2015 and Government of Punjab letter No. 7/204/2012-4F.P.1/1049 dated 21.12.2015 as mentioned below: -

1. The newly recruited employees will be paid Fixed Monthly Emoluments which will be equivalent to the minimum of the pay band of the post or DC rate, whichever is higher during three years' period of probation and the extended period of probation, if any. No Grade Pay, increment or any other allowances except travelling allowance will be payable.
2. After completion of period of probation successfully, the employee will be entitled for minimum pay in pay band, including Grade Pay and all other allowances.
3. Period of probation and extended period of probation, if any, will not be countable towards period of service in the time scale.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

1. The detailed advertisement and instructions are available on the website <http://recruitment-portal.in>
2. The candidates have to apply only 'ONLINE' on the web-site <http://recruitment-portal.in> from **5th December, 2019 till 26th December, 2019 (up to 5:00 PM)**.
3. Before applying online, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement as well as instructions /information on the website. The candidate must have a scanned copy of a passport size photograph. Without the scanned copy of photograph, the candidate cannot apply for the advertised post. Size of the scanned photograph should be less than 120 KB and greater than 90 KB. The scanned photograph must be .jpg, .gif or .png format.

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4. The Candidate have to apply online on the mentioned website, and generate his/her registration number. Once his/her registration number is generated, he/she should get the print of the form. The allotted registration number is printed on the acknowledgement slip containing the details (Registration number and Password). The candidates are advised to keep their registration number and password with him/her confidentially. This should not be shared with anybody, Punjab Information & Communication Technology Corporation Limited, Chandigarh shall not liable for any breach done by anyone using the registration number and password shared by the candidate.
5. Candidates working in Government/Semi Government organizations will have to fill up online application form for the post(s) applied and send a hard copy of the same through proper channel to: Executive Director (HR), Punjab Information & Communication Technology Corporation Limited, Udyog Bhawan, Sector 17, Chandigarh.
6. The candidates have to pay an amount of Rs.800/- as fee online through Credit/Debit Card of any bank after the submission of the application. **The application fee is Non-refundable and the last date for submission of fee is 27th December, 2019 (Upto 4 PM) through Credit/Debit Card of any bank.**
7. In case any candidate fails to deposit the fee, his/her application stand automatically cancelled/rejected and shall not be processed further.
8. If by mistake, the candidate has filled in wrong data, he/she can correct the data from **5th December, 2019 till 26th December, 2019 (up to 5:00 PM)**. For this purpose, he/she has to login by entering his/her registration number and password. Thereafter, data will be locked and no change will be acceptable/ allowed.
9. For any clarifications regarding the online filling of the form, the candidate can call help-line numbers 0172-6619062,6619063 on all working days from 9:00 am to 5.00 pm.
10. The Venue, date and time of written test and typing test on computer will be available on the website <http://recruitment-portal.in>. Candidates will download and print their Admit Cards using their Registration number and Password. **Admit Cards will not be sent by post. Candidates are advised to visit the site on regular basis for updates. No individual /separate intimation through post etc . will be sent.**
11. No request for change of examination centre will be entertained.

SELECTION PROCEDURE:

1. The written test shall be conducted for the successful candidates, who submit the required fee.
2. The mode of written test will be in English except Punjabi language proficiency.
3. The question paper & the answer key of written test shall be uploaded on the website on the next day of the examination for inviting objections, if any, from the candidates, who can submit their objections within three days through e-mail with proof. Thereafter, a team of experts will resolve the objection(s) / counter objection(s) and then final result shall be displayed on the website <http://recruitment-portal.in>
4. Minimum qualifying marks for candidates shall be 40% (Forty percent) of total marks of the written test.
5. Final result shall be prepared on the basis of marks obtained in the written test and will be uploaded on the website and on the basis of merit.
6. The candidates who qualifies the written test will be called for Typing Test for the said post equal to 10 times of number of vacancies i.e. in the ratio of 1:10 in first batch. If required number of candidates fail to qualify the typing tests, then next batch of candidates in the ratio of 1:10 will be called for typing test on Computer unless the required numbers are filled.
7. Typing test (Skill test) in English and Punjabi will be conducted on Computer only. Punjabi typing skill test shall be in 'Raavi' font.
8. Final Merit list will be prepared on the basis of marks in written test (of those candidates who qualify type test) will be uploaded on the website & on the basis of said merit, candidates will be called for scrutiny of original documents and checking up eligibility conditions. The merit list shall be valid for 6 months.
9. Candidature of registered candidates is liable to be rejected at any stage, if any information provided by the candidate is found false or is found not to be in conformity with eligibility criteria mentioned in the advertisement as well information on the website and Punjab Infotech will NOT be responsible for any consequence of furnishing of such wrong / false information. Applicants need to mention all details very clearly & correctly.
10. As per Government of Punjab, Department of Personnel (Personnel Policies 2 Branch) letter no. 12/152/2015-5PP-2/720133/1 dated 28.3.2016, **there will be no interview for the said post,**

Content and Tentative Number of Questions in Written Test (120 minutes)

Written Test will have 100 objective type questions with multiple choice answers, each carrying one mark (there will be no negative marking), as per details below: -

- | | |
|--|----------------|
| 1. Language Proficiency (Punjabi - 20 questions + English -20 questions) | = 40 questions |
| 2. General Knowledge / awareness | = 15 questions |
| 3. Mathematical Skill (Matric level) | = 15 questions |
| 4. Mental Ability/ IQ determination | = 15 questions |
| 5. Computer Fundamentals | = 15 questions |

OTHERS

1. No TA or other expenses will be admissible to the candidates for appearing in the interview.
2. The Managing Director, Punjab Infotech reserves the right to modify the number of posts advertised and modify or withdraw the recruitment notice without assigning any reason. The decision of the Managing Director, Punjab Infotech will be absolute and final in this regard.
3. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:
 - (i) using unfair means or
 - (ii) impersonating or procuring impersonation by any person or
 - (iii) misbehaving in the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
 - (iv) resorting to any irregular or improper means in connection with his / her candidature or
 - (v) obtaining support for his/her candidature by unfair means, or
 - (vi) carrying mobile phones (even in switched off mode) or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device in the examination hall, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable
 - a) to be disqualified from examination for which he/she is a candidate
 - b) to be debarred either permanently or for a specified period from any examination conducted by Punjab Infotech.

The decision of the Punjab Infotech management shall be final.

4. In case of any dispute, legal jurisdiction shall be at Chandigarh.
