

RECRUITMENT-2016

PUNJAB HOME GUARDS & CIVIL DEFENCE DEPARTMENT

Applicants (both male & female) are invited to submit online application personally during **01.10.2016 to 14.10.2016** in the prescribed online format at <http://recruitment-portal.in> for filling up of the following posts in the Punjab Home Guards & Civil Defence Department.

Sr. No.	Post	Pay Scale	No. of posts	Gen	S.C.		B.C	Physical Disabled			Sports Person			Freedom fighter	Ex-Serviceman/ Ex-Serviceman Dependants			
					M&B	R&O		Blind	Deaf & Dumb	Physical Handicap	Gen.	S.C.(M&B)	S.C.(R&O)		Gen	S.C.(M&B)	S.C.(R&O)	B.C
1.	Clerk	10300-34800+ 3200 G.P.	45	06	11	07	--	-	-	-	03	01	--	01	08	03	02	03
2.	Corporal Instructor	5910-20200+ 1900 G.P	57	23	07	07	07	-	-	-	01	01	--	01	06	02	01	01
3.	Corporal Armourer	5910-20200+ 1900 G.P	01	--	--	--	--	--	--	--	--	--	--	--	--	--	01	--
4.	Bandsman	5910-20200+ 1900 G.P	01	--	--	--	--	--	--	--	--	--	--	--	--	01	--	--
5.	Chowkidar-(Class-IV)	4900-10680 1650/-G.P.	62	33	04	--	10	--	--	--	01	01	--	01	07	02	01	02
6.	Cook (Class-IV)	--do--	16	09	--	--	02	--	--	--	--	--	--	--	03	01	01	--
7.	Sweeper (Class-IV)	--do--	08	--	--	--	04	--	--	01	--	--	--	--	02	01	--	--
8.	Mochi (Class-IV)	--do--	01	--	01	--	--	--	--	--	--	--	--	--	--	--	--	--
9.	Dhobi (Class-IV)	--do--	01	--	--	--	01	--	--	--	--	--	--	--	--	--	--	--
10.	Mali (Class-IV)	--do--	01	01	--	--	--	--	--	--	--	--	--	--	--	--	--	--
11.	Barber (Class-IV)	--do-	01	--	--	--	01	--	--	--	--	--	--	--	--	--	--	--
	Total	---	194	72	23	14	25	--	--	01	05	03	--	03	26	10	06	06

Eligibility Criteria for Clerk:-

Education Qualification:- (1) Bachelor's Degree from a recognized University or Institution.
(2) At least one hundred and twenty hour course with hands on experience in the use of personal computer or Information Technology in office productivity application or Desktop Publishing application 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 Courses (DOEACC) of Govt. of India.
(3) The person will have to qualify a typing test in Punjabi and English on computer at a speed of 30 WPM (thirty words per minute).

Eligibility Criteria for Corporal Instructor:-

Education Qualification:- Matriculation from a recognized board. Preference will, however, be given to part time Home Guards of the organization with at least three years experience and to those who possess N.C.C 'A' or Home Guards/Civil Defence certificate.

Eligibility Criteria for Corporal Armourer:-

Education Qualification:- Ex-Serviceman / Police qualified Armourers, with minimum academic qualifications of Middle standard.

Eligibility Criteria for Bandsman:-

Education Qualification:- Ex- servicemen / Police trained Bandsmen Knowing Side drum, Brass Drum and Bag Pipe, who are Middle pass and possess at least two year experience as such.

Eligibility Criteria for Class-IV

EducationQualification:- Middle Pass from a recognized board/school.

Gen. :- General, R&O- Ramdasia and others, M&B-Mazbi & Balmiki , BC- Backward Class.

- The number of posts may increase or decrease during the recruitment process.

Note: However, pay will be admissible to the successful candidates as per Punjab Civil Services Rules (Rationalization Certain Conditions of Service) Act, 2011 (Punjab Act. No. 8 of 2011) Notification dated 5.04.2011 and will also be included under "Defined Contributory Pension Scheme of the State Government.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION

- The detailed advertisement and information booklet is available on the website <http://recruitment-portal.in>.
- Application will be accepted online (only) from **01.10.2016 to 14.10.2016** on the website <http://recruitment-portal.in>.
- Fill out the form available on the website <http://recruitment-portal.in> by clicking the link "Recruitment in Punjab Home Guards & Civil Defence Department.
- Any correction in the particulars can be made by the candidate himself/herself on the website up to **14.10.2016** For this purpose, candidates to login by entering registration number and password. No correction can be made by the candidate after the closing date.
- a)Thereafter the Candidate shall have to report to the designated banker (any branch of State Bank of Patiala) along with the **downloaded fee challan for the depositing the fee OR** the candidates can pay fee online through Internet Banking (www.onlinesbp.com) through power jyoti fee collection option in the third party payment/transfer, where the fee can deposit only after 36 hours after the submission of the application.
b)The candidates can pay the fee online through Credit/Debit Card of any Bank after the submission of the application.
- The application fee is (non refundable fee). Last date for the submission of fee is 15.10.2016 by 5 P.M. through fee challan of SBP Bank or through Debit/Credit Card of any bank.** candidate will not be considered under General Category as they have not paid fees applicable for candidates of General category.

For the posts mentioned at Sr. No. 01 to 04 (for the posts of Clerk, Corporal Instructor, corporal Armourer and Bandsman)	Rs. 600/- (Rs. 300/- in case of SC/ST)
For the posts mentioned at Sr. No. 05 to 11 (Class-IV)	Rs. 300/- (Rs. 150/- in case of SC/ST)

- All the updates and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information generally be sent through post or other means. Any Information that is uploaded on the above mentioned website will be deemed to have reached the candidates and responsibility for not visiting the site and responding thereto in time, will be entirely by the candidates.
- The candidates can check his/her fee confirmation by visiting the website from **20.10.2016** onwards.
- For any clarification regarding the online filling of the form, the candidate can call at CDAC, Mohali helpline number 0172-6619062-63 on all working days from 9.00 to 6.00 P.M.
- As per Govt. of Punjab, Department of Personnel (P.P-2 Branch)'s letter no. 12/152/2015-5PP-2/720133/1, dated 28.3.2016 no interview will take place for the posts of Group-B (Non-Gazetted), Group-C and Group-D.
- ਨਵੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤ ਕਰਮਚਾਰੀਆਂ ਦਾ ਪਰਖਕਾਲ ਸਮਾਂ 3 ਸਾਲ ਦਾ ਹੋਵੇਗਾ।
- ਨਿਯੁਕਤੀ ਦੀ ਮਿਤੀ ਨੂੰ ਕਰਮਚਾਰੀ ਨੂੰ ਆਸਾਮੀ ਦੀ ਮਿਲਣਯੋਗ ਬੇਸਿਕ ਪੇਅ 3 ਸਾਲ ਤੱਕ ਬਤੌਰ ਬੱਝਵੀ ਤਨਖਾਹ (consolidated salary) ਵਜੋਂ ਦਿੱਤੀ ਜਾਵੇਗੀ ਅਤੇ 3 ਸਾਲ ਦੌਰਾਨ ਉਸ ਵਿੱਚ ਕੋਈ ਵਾਧਾ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ। ਪਰਖਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਉਸਨੂੰ ਗਰੇਡ ਪੇਅ, ਸਾਲਾਨਾ ਤਰੱਕੀ ਜਾਂ ਹੋਰ ਕੋਈ ਭੱਤੇ, ਸਿਵਾਏ ਸਫਰੀ ਭੱਤੇ ਦੇ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੋਣਗੇ।
- After selection, No application of any candidate will be forwarded to any other department for transfer/deputation /new recruitment for first three years. The selected candidates will have to give an affidavit duly attested by 1st Class Magistrate, stating that he/she will not move any application for transfer/deputation/new recruitment in other department.

Sd/- DGP-cum Commandant General,
Home Guards & Director, Civil Defence, Punjab, Chandigarh.