

PUBLIC NOTICE
DEPARTMENT OF LOCAL GOVERNMENT PUNJAB
(SCO No: 131-132, Sector 17-C, Chandigarh)
(Recruitment Cell)

Advt. No. DLG/RC/2014/1

Applications in the prescribed Proforma are invited Online (through Internet) for following posts to be filled in various Municipal Corporations, Municipal Councils-Nagar Panchayats and Improvement Trusts in the State and Punjab Water Supply Sewerage Board (PWSSB). The information regarding detail of posts, reservation chart, qualifications, and other terms and conditions etc. are given below :-

Reservation Chart

Sr. No.	Name of Post	Code No.	Genl	SC Others	SC Balmiki / Mazbi Sikh	SC Ex SM	SC sports	BC	BC Ex SM	Ex SM Gen	Sports-Man others	Physically Handicapped	Freedom Fighter	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
MUNICIPAL CORPORATIONS														
1	Law Officer	01	03	-	01	-	-	-	-	-	-	-	-	04
2	Chief Sanitary Inspector	02	07	02	02	-	-	01	-	02	-	01	-	15
3	Head Draftsman	03	07	02	02	-	-	01	-	02	-	01	-	15
4	Assistant Divisional Fire Officer	04	02	-	01	-	-	-	-	-	-	-	-	03
5	Fire Station Officer	05	04	01	01	-	-	-	-	01	-	-	-	07
6	Junior Engineer (Civil)	06	21	02	08	02	01	07	01	04	01	02	01	50
7	Junior Engineer (Mechanical)	07	02	-	01	-	-	-	-	-	-	-	-	03
8	Junior Engineer (Electrical)	08	04	01	02	-	-	01	-	01	-	-	-	09
9	Junior Engineer (Horticulture)	09	04	01	01	-	-	-	-	-	-	-	-	06
10	Draftsman	10	12	02	04	01	-	01	-	02	01	01	-	24
11	Accountant Grade-II	11	03	01	01	-	-	-	-	-	-	-	-	05
12	Sanitary Inspector	12	10	03	-	01	-	03	-	02	01	01	-	21
Total													162	
MUNICIPAL COUNCILS & NAGAR PANCHAYATS														
13	Chief Sanitary Inspector	13	02	-	01	-	-	-	-	-	-	-	-	03
14	Head Draftsman	14	01	-	-	-	-	-	-	-	-	-	-	01
15	Assistant Divisional Fire Officer	15	01	-	-	-	-	-	-	-	-	-	-	01
16	Fire Station Officer	16	05	01	02	-	-	01	-	01	-	01	-	11
17	Junior Engineer (Civil)	17	-	02	03	01	01	01	-	01	01	-	-	10
18	Junior Engineer (Electrical)	18	04	01	01	-	-	-	-	-	-	-	-	06
19	Draftsman	19	02	-	01	-	-	-	-	-	-	-	-	03
20	Accountant Grade-II	20	07	01	05	01	01	-	01	02	01	01	-	20
21	Sanitary Inspector	21	08	04	04	01	-	-	01	02	-	01	-	21
Total													76	
IMPROVEMENT TRUSTS														
22	Head Draftsman	22	03	-	01	-	-	-	-	-	-	-	-	04
23	Junior Engineer (Civil)	23	05	01	02	-	-	01	-	01	-	01	-	11
24	Draftsman	24	04	01	01	-	-	01	-	01	-	-	-	08
25	Accountant Grade-II	25	04	02	01	-	-	-	-	01	-	01	-	09
Total													32	
PUNJAB WATER SUPPLY & SEWERAGE BOARD (PWSSB)														
26	Sub Divisional Engineer (Civil)	26	4	1	5	1	-	3	-	2	1	1	-	18
27	Junior Engineer (Civil)	27	12	6	7	2	1	3	2	3	3	2	-	41
Total													59	
Grand Total													329	

(Note:- The above detail of Posts/ Reservation is provisional only)

2. ESSENTIAL QUALIFICATIONS, EXPERIENCE AND PAY SCALE OF POSTS:

Sr. No	Name of posts	Pay Scale	Qualifications/ Experience
Municipal Corporations			
1	Law Officer	10300-34800+4200	Law Graduate and should have at least eight years been an advocate.
2	Chief Sanitary Inspector	10300-34800+4200	Minimum Graduate pass with Sanitary Inspector Certificate from recognized Institution.
3	Head Draftsman	10300-34800+4200	Diploma in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board of Technical Education Punjab or from any other recognized institution with an experience for a minimum period of five years in a Municipal Committee or Department of the Government as Draftsman.
4	Assistant Divisional Fire Officer	10300-34800+4600	Advance Diploma in Fire Engineering from National Fire Service College Nagpur.
5	Fire Station Officer	10300-34800+4200	Diploma in Fire Engineering from the National Fire Service College, Nagpur.
6	Junior Engineer (Civil)	10300-34800+4800	Diploma in Civil Engineering of a recognised Institution.
7	Junior Engineer (Mechanical)	10300-34800+4800	Diploma in Mechanical Engineering of a recognised Institution.
8	Junior Engineer (Electrical)	10300-34800+4800	Diploma in Electrical Engineering of a recognised Institution
9	Junior Engineer (Horticulture)	10300-34800+4800	B.Sc Agriculture with Horticulture (three years course after 10+2 examination) of a recognised University as a special subject
10	Draftsman	10300-34800+4200	Diploma in Civil Engineering or Certificate in Civil Draftsman awarded by State Board Technical Education or any other recognised Institution
11	Accountant Grade -II	10300-34800+4400	B.Com of any recognized University.
12	Sanitary Inspector	10300-34800+3800	Graduation from recognized University/Institution & have also passed the Diploma in Sanitary Inspector course from Govt. approved University/Institution.
Municipal Councils -Nagar Panchayats			
1	Chief Sanitary Inspector	10300-34800+4200	Sanitary Inspector Certificate with an experience for minimum period of two years in a Municipal Committee or a Department of the Government.
2	Head Draftsman	10300-34800+4200	Diploma in Civil Engineering or Certificate in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board of Technical Education Punjab or from any other recognised institution with three years experience in a Municipal Committee, or Department of the Government as Draftsman.
3	Assistant Divisional Fire Officer	10300-34800+4600	Advance Diploma in Fire Engineering from National Fire Service College Nagpur.
4	Fire Station Officer	10300-34800+4200	Diploma in Fire Engineering from the National Fire Service College Nagpur.
5	Junior Engineer (Civil)	10300-34800+4800	Diploma in Civil Engineering of a recognised University or Institution.
6	Junior Engineer (Electrical)	10300-34800+4800	Diploma in Electrical Engineering of a recognised University or Institution.
7	Draftsman	10300-34800+4200	Diploma in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board for Technical Education or by any other recognized institution.
8	Accountant Grade-II	10300-34800+4400	Degree in B. Com from a recognised University or Institution.
9	Sanitary Inspector	10300-34800+3800	Sanitary Inspectors Certificate from recognized University or Institution.
Improvement Trusts			
1	Head Draftsman	10300-34800+4200	Diploma in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board for Technical Education or from any other recognized institution with an experience for a minimum period of three years in a Trust, or Department of the Government as Draftsman.
2	Junior Engineer (Civil)	10300-34800+4800	Diploma in Civil Engineering from a recognized University or Institution.
3	Draftsman	10300-34800+4200	Diploma in Civil Engineering or Certificate in Civil Draftsmanship awarded by the State Board for Technical Education or from any other recognised Institution.
4	Accountant Grade-II	10300-34800+4400	Should have passed B.Com examination from recognized University or Institution.
Punjab Water Supply & Sewerage Board (PWSSB)			
1.	Sub Divisional Engineer (Civil)	Rs 15600-39100+5400	Degree in Civil Engineering from a recognized University/ Institution
2.	Junior Engineer (Civil)	Rs. 10300-34800+4800	Should possess Diploma in Civil Engineering or its equivalent from a recognized University/ Institution or any other equivalent qualification recognized by the Government.

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 want 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 is available on the website.

Age Criteria :-

In the case of Municipal Corporations and Municipal Councils, candidate should not be below 17 years and above 40 years of age as on the last date of receipt of applications.
In the case of Improvement Trusts, candidate should not be below 17 years and above 35 years of age as on the last date of receipt of applications.
In the case of PWSSB candidate should not be below 18 years and above 38 years of age as on the last date of receipt of applications.
The upper age limit is relax-able upto 45 years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.
Upper age is relax-able:- (i) for the SC/BC to the extent of 5 years; and (ii) 10 years for Physically Handicapped.

IMPORTANT INSTRUCTIONS/ INFORMATION :

- (1) Application Form and other details are available at the Department website <http://www.punjabgovt.gov.in> and link 'Department' sub-link "Local Government" and can be filled w.e.f. **20TH JANUARY 2014**.
- (2) Last date for receipt of online applications will be **10TH OF FEBRUARY, 2014**. Application received after the due date will not be entertained. The website for receipt of application will be closed on 11th February, 2014.
- (3) Candidate can apply only under one reserved 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 Category are required to deposit fee of Rs. 500/-. All others are required to deposit fee of Rs. 1000/- in cash through bank challan generated on submission of online application.
- (7) Applications without fees or Incomplete will be rejected without intimation.
- (8) Punjabi upto matric or equivalent is essential.
- (9) Candidate is required to attach one self-attested scanned photograph and scanned signatures on the online application form .(In jpg format size max. of 100 KB each)
- (10) Written test will be held in the **3RD OR 4TH WEEK OF MARCH 2014**. Exact schedule will be displayed on the website by **17TH FEBRUARY 2014**.
- (11) Admit cards can be downloaded from the website w.e.f. **1ST MARCH 2014** in which venue of the exam will also be intimated. The link to print Admit Cards would be sent to all candidates through their registered email w.e.f. 1st March 2014. Further the candidates are advised to keep checking the department website for updates and information, if any.
- (12) No TA/DA will be given for appearing in the test/ interview.
- (13) Government/ Semi Government employees will be required to bring No Objection Certificate from their employer at the time of joining.
- (14) For facilitation of candidates, computer with internet, printing and scanning facilities FREE OF COST is being provided in Municipal Corporation OFFICE BUILDINGS AT AMRITSAR, JALANDHAR, LUDHIANA (Mata Rani Chowk), BATHINDA, PATIALA AND SAS NAGAR. A trained personnel will also be available.

Note :- 1

Each vacancy in an Urban Local Body (ULB) i.e. Municipal Corporation/ Municipal Council/ Improvement Trust/PWSSB is a separate one. Application to one will not entitle the candidate to be considered under the same in different ULB/PWSSB. The candidate has to apply separately for each vacancy in different ULB/ PWSSB.

- 2 Each candidate wishing to apply for different vacancies under different ULB/ PWSSB would select options for such vacancies in the same online application form. Selecting these options will mean the candidate desire to apply for separate vacancies in the separate ULB/ PWSSB. The candidate has to deposit examination fees for more than one vacancy, appropriately, if applying for more than one vacancy.
- 3 Although exam would be common for similar posts under different ULBs/ PWSSB but merit list would be separate category wise for each vacancy in the ULB/PWSSB. For example there would be a single exam for all Junior Engineer (Civil) of Municipal Corporations, Municipal Councils, Improvement Trusts and PWSSB.

Procedure of selection

- i) There will be an objective type test of two (2) hours duration consisting of 100 objective type questions with multiple choice answers.
- ii) Written test will be held for all categories of posts.
- iii) Criteria for written test will be as under:-

Sr. No.	Subjects	Questions
1	English	10
2	General Knowledge/Awareness	20
3	Mental Ability/Aptitude/Numerical Ability	20
4	Job Related (As per the minimum qualifications)	50

- iv) The medium of test will be English.
- v) For every wrong answer, $\frac{1}{4}$ th marks will be deducted.
- vi) Weight-age of written test – 100% marks.
- vii) The question paper with the answer key will be placed on the website on next date of exam for inviting objections to answers, if any.
- viii) The objection to any answer can be filed by the candidates on the website itself on clicking the option of objection. The objections can be filed within three (3) days from the date of exam.
- ix) The Merit list, category wise, would be put on the website.
- x) Selection will be made as per merit prepared on the basis of written test only.
- xi) The candidates qualifying for selection on the basis of written test will be called by the Selection Committee for verification of original documents within 15 days of the declaration or result.
- xii) List of selected candidates will be put on the department website.

Director, Local Government, Punjab.
(Chairman Selection Committee)

IMPORTANT DATES

Starting of online filling of application forms	20 th January, 2014
Last date for filling of online application forms	10 th February, 2014
Display of schedule of exam	17 th February 2014
Web-Link for printing of admit cards	1 st March, 2014
Written Test	3 rd or 4 th week of March, 2014
Filing of objections	Within 3 days of Written test
Display of merit list	Within 10 days of Written test