

PUNJAB STATE CIVIL SUPPLIES CORPORATION LIMITED

(A STATE GOVT. UNDERTAKING)

REGD. OFFICE: SCO 36-40, SECTOR 34-A, CHANDIGARH

Applications are invited for recruitment to the following posts on regular basis in PUNSUP. The full details about qualifications, age, terms and conditions of recruitment, scheme of examination, Online application form and instructions for filling up of form are available on the Website of the Corporation www.punsup.gov.in. Candidates may apply **ONLY ONLINE upto 18-09-2014.**

CATEGORYWISE NUMBER OF POSTS ARE AS FOLLOWS:-

Sr. No	Name of the Post	Total	General	SC Pb. *		BC Pb.	Physically Handicapped	Ex-Serviceman/LDESM			Sportsperson		Freedom Fighter		
				Mazhbhi * Balmiki	SC Others *			Gen.	SC *		BC	Gen		SC*	
									Mazhbhi * Balmiki	SC * Others				Mazhbhi* Balmiki	SC Others*
1	Deputy General Manager (Finance & Accounts)	1	1	--	--	--					--			--	
2	District Manager	4	2	--	--	--	1(OA,OL,OAL)	--	1			--			--
3	Deputy District Manager (Accounts)	5	2	--	--	1	1(OA,OL,BL,OAL)	1	--	--		--			--
4	Manager (Human Resources)	1	1	--	--	--		--				--			--
5	Manager (Information Technology)	1	1	--	--	--		--				--			--
6	Deputy District Manager (Field)	5	2	--	--	1	1(OA,OL,OAL)	--				1	--		--
7	Programmer	1	1	--	--	--		--				--			--
8	Senior Auditor	5	3	--	--	--	1(OA,OL,BL)	1	--	--		--			--
9	Field Officer	9	4	--	1	--	1(HH) 1(OA,OL,OLA)	--	1	-	1	--			--
10	Senior Assistant (Accounts)	56	27	5	5	5	2(OA,OL,BL) 1(HH)	5	2	1	1	--	1		1
11	Senior Assistant	14	7	1	2	--	1(BLV)	1	--	1		1	--		--
12	Inspector Grade-I	13	5	2	1	1		1	1	-	1	1	--		--
13	Inspector Grade-II	159	75	15	15	14	3(OA,OL,OLA) 3(HH)	15	4	3	6	3	1	1	1
14	Steno-Typist	11	5	2	1	1		1	--	--		--			1
	Total	285	136	25	25	23	16	25	9	5	9	6	2	1	3

* In such a situation when no eligible "SC (Mazhbhi/Balmiki) candidate" is available, a candidate belonging to "SC Others" subcategory shall be considered for such post & vice versa.

NOTE: The number of vacancies and reservation of posts is liable to be altered without any notice.

PAY SCALE :-

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|----|------------------------------------------|-------------------------------------------------|
| 1. | For the post mentioned at Sr.No.1 | (15600-39100) Grade Pay 7800 Initial Pay 31520# |
| 2. | For the post mentioned at Sr.No.2 | (15600-39100) Grade Pay 5400 Initial Pay 21000# |
| 3. | For the posts mentioned at Sr.No.3 to 8 | (10300-34800) Grade Pay 4800 Initial Pay 18250# |
| 4. | For the posts mentioned at Sr.No.9 to 11 | (10300-34800) Grade Pay 4400 Initial Pay 17420# |
| 5. | For the post mentioned at Sr.No.12 | (10300-34800) Grade Pay 4200 Initial Pay 16290# |
| 6. | For the post mentioned at Sr.No.13 | (10300-34800) Grade Pay 3600 Initial Pay 14430# |
| 7. | For the post mentioned at Sr.No.14 | (10300-34800) Grade Pay 3200 Initial Pay 13500# |

(In addition to this all other pay and allowances shall be paid as per Government of Punjab Rules)

NOTE :-

- 1) For the Posts mentioned at Sr. no. 1 and 2, both written test and interview will be conducted and weightage of written test and interview will be 85% and 15% respectively. Appointment shall be made on the basis of merit list prepared by combining the marks of written test and interview. Candidates equal to the three times of the number of posts in respective category shall be called for interview.
- 2) For the Posts mentioned at Sr. no 3 to 14 only written test will be taken, appointment shall be made according to merit list prepared on the basis of test for each post.
- 3) The selected candidate(s) shall have to sign a Surety bond with PUNSUP to serve and not leave until the expiry of five years after the date of joining. The Surety bond shall be for an amount of Rs 200000/- (Two lakhs), valid for five years to be submitted (in prescribed format) before joining the organization.
- 4) Abbreviations in Physically handicapped Category:- OA-One Arm, OL-One leg, BL-Both Leg, OAL-One Arm & Leg, BLOA-Both Leg & One Arm, HH-Hearing Handicap, B.LV: Blind/ low vision.

**Managing Director
PUNSUP, Chandigarh.**

4.0 ESSENTIAL QUALIFICATIONS:

Sr. No	Name of Post	Qualification and Experience.
1	Deputy General Manager (Finance & Accounts)	1. MBA/M.Com with at least 50% marks from a recognized University OR Chartered Accountant/Costs and Works Accountant 2. Minimum 4 years post qualification experience in Managerial Capacity in Finance & Accounts in a Commercial Organization.
2	District Manager	Post Graduate Degree with minimum 50% marks from a recognized University.
3	Deputy District Manager(Accounts)	MBA (Finance)/C.A./ICWA/M.Com./ MFC with minimum 50% marks from a recognized university and 2 years post qualification experience in Managerial Capacity in any commercial organization.
4	Manager (H.R.)	MBA (H.R./Administration) with at least 50% marks from a recognized University
5	Manager (I.T.)	M.Tech./M.Sc. (Computer Science/Electronics/Information and Technology) / MCA with at least 50% marks from a recognized University
6	Deputy District Manager (Field)	Post Graduate Degree with minimum 50% marks from a recognized University.
7	Programmer	1. Degree in Engineering OR 2. Post Graduation in Science/Mathematics etc. OR 3. Post Graduation in Computer Application from a recognized University
8	Senior Auditor	MBA (Finance) /C.A./ICWA/M.Com. /MFC with minimum 50% marks from a recognized university and 2 years post qualification experience in Managerial Capacity in any commercial organization.
9	Field Officer	Post Graduate Degree with minimum 50% marks from a recognized University

10	Senior Assistant (Accounts)	B.Com degree from a recognized University.
11	Senior Assistant	Bachelor's degree in any stream from a recognized University.
12	Inspector Grade-1	Bachelor's Degree with minimum 50% marks from a recognized University.
13	Inspector Grade-2	Bachelor's Degree with minimum 50% marks from a recognized University.
14	Steno Typist	1 Bachelor's degree with minimum 50% from a recognized university. 2 Having Proficiency in Punjabi Stenography at a speed of 80 w.p.m and to transcribe at a speed of 15 w.p.m. NOTE: Before appointment, all the candidates who qualify the written examination for the post of Steno-typist, shall also have to pass mandatory typing-proficiency-test as per above given specifications, to be conducted by PUNSUP, otherwise he/she will not be given appointment.

Note: In addition to the educational qualifications and experience(if applicable) as mentioned above, the candidates are required to possess the following qualifications as well:

- (a) For all posts mentioned above, the candidates should have passed examination of **Punjabi** language up to **Matric standard**.
- (b) For all posts mentioned above (except Sr. No. 1), the candidates should have successfully passed at least 120 hours course with hands on experience in the use of Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001 certified OR should have done a Computer Information Technology Course equivalent to 'O' level certificate of the Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.
- (c) For all posts mentioned above (except Sr. No. 1), the candidates who possess a degree of Bachelor in Engineering/B.Tech./Master in Engineering/M.Tech./M.B.A./M.C.A. shall be exempted from the requirement of having passed a 120 hours course of Computers.
- (d) The graduation certificate issued by Department of Defence issued to ex-servicemen on account of service rendered by him in the Defence Department shall be acceptable.
- (e) The selected candidate(s) shall have to sign a Surety bond with PUNSUP to serve and not leave until the expiry of five years after the date of joining. The Surety bond shall be for an amount of Rs 200000/- (Two lakhs), valid for five years to be submitted (in prescribed format) before joining the organization.

5.0 AGE:-

Age as on (31.07.2014) (Category Wise)

- a) General : 18 to 38 years
- b) SC/BC : 18 to 43 years
- c) Widows, Divorcees and certain other categories of women : 18 to 40 years
- d) Applicants who are already in Government Service : 18 to 45 years
- e) Physically Handicapped : Maximum 10 years age relaxation will be given.
- f) The upper age limit of an Ex- serviceman of Punjab Domicile shall be calculated by deducting the period of his service in the Armed Forces from his age. If the resultant age still exceeds the upper age limit of 38 years, then a maximum of three years age relaxation will be given. It is reiterated that this relaxation clause is only applicable to Ex-Servicemen of Punjab Domicile (as per Rule 6 of Punjab Recruitment of Ex-servicemen Rules,1982).
- g) Candidates already in Government service shall be considered for selection only on production of 'No Objection Certificate' from the department concerned at the time of counseling.

Any other question as to the eligibility shall be determined in accordance with the rules and instructions issued by the Government of Punjab from time to time.

6.0 NATIONALITY:

A candidate shall be a:

- i. Citizen of India: or
- ii. Citizen of Nepal: or
- iii. Subject of Bhutan: or
- iv. Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India: or.
- v. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya , Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire , Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii),(iii), (iv) and (v) shall be person in whose favour a certificate of eligibility has been issued by the Department of Home Affairs and Justice, Government of Punjab.