OFFICE ORDER
Recruitment Notice for the post of Assistant Director (Documentation)

The Punjab State AIDS Control Society (PSACS) invites online applications on prescribed proforma for filling up of vacant post of Assistant Director (Documentation) on Contractual Basis under National AIDS Control Programme of Punjab State AIDS Control Society (PSACS).

Number of vacancies: There is only one vacancy to be filled. Since there is only one post to be filled so reservation roster will not be applicable. Table 1 below provides the total number of vacancies.

Table 1: *Total number of vacancies*

Name of the post	No. of Vacancies
Assistant Director (Documentation)	01

Salary: The Assistant Director (Documentation) shall be paid a consolidated salary of Rs. 35000 per month.

Place of posting: Head Office, Punjab State AIDS Control Society, Sec-38 B, Prayaas Building, Chandigarh.

Maximum age limit: The maximum age limit to apply for the post of Assistant Director (Documentation) is 60 years.

Educational qualification: The essential and additional qualification for the post of Assistant Director (Documentation) is show in the Table 2.

Table 2: Qualifications and Experience for the post of Assistant Director (Documentation)

Name of the post	Qualifications
Assistant Director (Documentation)	**Essential qualification:** • B.Tech (Computer.Sc/Electronics Communication & Engineering)/MCA/M.Sc(IT) **Desirable Qualification:** • M.Tech (Computer.Sc/Electronics Communication & Engineering).
	Essential experience: Minimum three years experience of software and tools of graphic design such as short videos, animations, designing of print material, social media pages.

The applicant should fulfill the eligibility requirements on or before the last date of submission of applications i.e. 31.10.2023 (last date of online Registration). No extension shall be given to any applicant to submit documents. If a candidate does not have eligibility documents such as educational degree or experience then they will be declared ineligible.

Note:- **While filing online application form candidate have to give self-assessment score based on his/her assessment of essential/desirable educational qualifications along with work experience after evaluating the scoring sheet as per below selection criteria.**

Selection Criteria:

1. The selection of candidates is based on essential and desirable qualifications and the university in which the candidate has successfully completed his / her education.

2. Regular degree programmes are given higher scores than correspondence / distance education. Having regular/ distance education programme, higher scores are given to central university than private/ deemed university.

   Further, if a candidate has higher and desirable qualification then additional marks are given. Candidates have to assess their own scores based on their educational qualifications.

3. The selection of candidates is based on objectives criteria for essential and desirable qualification as shown in Table 3.

   Table 3:

Qualification & Experience	REGULAR EDUCATION			CORRESPONDENCE EDUCATION		
	Central Universities	State Universities	Private /Deemed Universities	Central Universities	State Universities	Private/ Deemed Universities
a) Essential Qualification						
Post Graduate Degree : • B.Tech (Computer.Sc/Electronics Communication & Engineering)/MCA/M.Sc(IT)	35	30	25	20	15	10
b) Desirable Qualification						
• M.Tech (Computer.Sc/Electronics Communication & Engineering).	25	20	15	10	8	6
Note * Maximum marks assigned for qualification will be 60.						

c) Essential Experience			
	Central (Govt./Private)	**State (Govt./Private)**	**Private (Youth Networks/NGOs)**
• Minimum three years experience of software and tools of graphic design such as short videos, animations, designing of print material, social media pages.	20	15	10
• Over and above 3 years of experience	5 marks per year	3 marks per year	2 marks per year
Note*	**Maximum marks for essential experience will be 30**		
Computer Test: Top 5 candidates will be called in the O/o PSACS to create a page for social media or a poster through tools of graphic design for promoting an event or product. Use the layout, visual elements and content strategy you would use to engage and attract the audience.	10		

4. Self assessed scores of all candidates will be displayed on PSACS website and in public domain. Candidates submitting incorrect information will be debarred and their candidature will be rejected.

5. Candidates will be invited and then documents will be checked and the self evaluated scores and committee evaluated scores will be compared. Candidates must bring all documents and the proof of burden to justify self evaluated score will lie with candidates. In case of any difference of opinion between self-evaluated score and PSACS committee evaluation Project Director, Punjab State AIDS Control Society will be the final authority.

6. Candidates with the highest score will be invited for a computer test as mentioned above in Table 3.

7. If candidates after self evaluation have similar scores, inter-se-merit shall be determined on the basis of their aggregate scores obtained in essential qualification.

Please see below detailed explanation of terms used in Table 3:

- **Regular:**
  Regular education involves attending classes on a physical campus, interacting with professors and peers in person, and participating in various extracurricular activities. It offers a structured curriculum with set schedules for lectures, exams, and assignments.

- **Distance/correspondence/online/open education**
  Open and Distance Learning (ODL) is a system wherein teachers and learners need not necessarily be present either at the same place or same time and is flexible in regard to

modalities and timing of teaching and learning as well as the admission criteria without compromising necessary quality considerations. (Department of Higher Education, Government of India).

- **Central University**

  Central Universities or Union Universities are established or incorporated by a Central Act. As of June 2023, there are 56 Central universities in India. These universities are under the direct purview of the Department of Higher Education (DHE) under Ministry of Human Resource Development (MHRD). They are UGC approved institutes, recognized by the government of India; hence they can grant degrees to the students.

- **State University**

  State Universities are funded by the state government and they are established by local legislative assembly act. They are public universities and run by the state government of each state and territories of India. As per the list consolidated by University Grant Commission (UGC), as, of 16 November 2022 there are 459 state universities in India.

- **Private University**

  Institutions that have gained national importance with their world class education and academic curriculum falls under this category. There are over 430 private universities in India which are approved by the University Grant Commission, as of 25th November 2022. Even though these institutions are not funded by the state or central government, but in order to operate and grant their degree, they have to adhere to the rules and regulations as laid by the UGC. Additionally, the person who heads a private university is called a chairperson or a president, unlike a Chancellor who head state or some central universities.

- **Deemed University**

  A deemed university refer to an institution which is considered to be treated as a university. A deemed to be university are conferred the status of deemed university by the University Grant Commission to those colleges and institutions that have demonstrated a high quality of standard and facilities in areas related to education and research, besides teaching faculty, infrastructure, gymnasium, placement cell, canteen, etc. Deemed universities run only a single college or institutors which are owned by private bodies or a trust. According to the UGC list, there are 126 institutions and colleges that have approved the deemed to be university status in India.

  Candidate can check the list of Central university/State University and Private/Deemed University in India through link below

  https://www.ugc.gov.in/oldpdf/Consolidated_CENTRAL_UNIVERSITIES_List.pdf

  https://www.ugc.gov.in/centraluniversity.aspx?type=2

Last date for submission of applications: 31.10.2023 (till 05:00 pm).

Recruitment Timeline:

No.	Events	Date and Time
1.	Advertisement given	16-10-2023
2.	Last date of submission of applications online	31-10-2023/5:00 pm
3.	Upload the list of self-assessed scores of all the candidates who applied	06-11-2023
4.	Document verification/Computer test of top 5 candidates	09-11-2023
5.	Upload of final merit list after document verification/ Computer test	15-11-2023
6.	Issuing appointment orders as per merit	17-11-2023

Online Link for application for the post of Assistant director (Documentation)

https://forms.office.com/r/z5SLzPLHFe

Before filing online application, candidates are advised to read qualification and experience criteria and other terms and conditions.

Other important terms and conditions:

a. If you any questions (or) require any clarification. Please send your email to punjabsacs@gmail.com and admnpsacs1@gmail.com or call PSACS office number 0172-2625718.

b. The candidate should have passed Punjabi up to Matric standard or its equivalent standard from any recognized institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab.

c. Incomplete applications will be rejected.

d. Only on-line application forms will be entertained i.e. application sent by email/post / in person in the O/o PSACS will not be entertained and will be rejected.

e. All particulars including category once filled by the candidates, could not be modified and no change shall be permitted at any stage of online application form. So, the candidates are advised to fill all their particulars after taking due care and precaution. PSACS shall not be responsible or liable in anyway.

f. The number of posts is subject to **increase or decrease** as per the decision of the Project Director, PSACS.

g. The certificate for the reservation must be issued by the competent authority. The certificate must be latest one i.e. issued on or before the last date of submission of application form. No request for extension of submission of documents will be considered.

h. This post is purely **contractual and temporary for one year**, extendable based on work performance and conduct.

i. Educational qualifications must be from a recognized University/Board. You should have all the requisite original certificates at the time of submission of the application. **Additional time shall not be given to submit the certificates/documents.**

j. Top 5 candidates will be called to appear in person for **document verification. Original certificates/testimonials** will be checked at the time of document verification. **Additional time shall not be given to submit the certificates/testimonials.**

k. If found eligible after document verification, you will appear in person for the computer test in the O/o PSACS on the same day of document verification.

l. If a candidate is found not to be fulfilling the eligibility/selection criteria at any point of time in the entire recruitment process by the screening or selection committee, her candidature will be cancelled/rejected for the said post.

m. Candidates **will not be paid any TA/DA** for document verification.

n. Project Director, PSACS, reserves the **right to cancel/modify** the entire recruitment process at any stage without issuing any further notice.

Sd/-
Project Director
Punjab State AIDS Control Society