



OFFICE ORDER

Recruitment Notice for the post of Care Coordinator

The Punjab State AIDS Control Society (PSACS) invites online applications on prescribed proforma for filling up of vacant post of Care Coordinator on Contractual Basis under National AIDS Control Programme of Punjab State AIDS Control Society (PSACS)) in **Anti-retroviral Therapy (ART) Centre Civil Hospital Roopnagar**. The last date of submission of application is **16-02-2024**.

Number of vacancy: There is only one (1) vacancy to be filled strictly based on the reservation roster. Table 1 below provides the detail of the category to be filled. Candidates from other categories shall not be considered. The reservation is strictly as per provisions of the Punjab Government reservation roster.

Table 1: Total and category-wise number of vacancy

Name of the post	No. of Vacancies	Category to be filled as per Punjab Govt. Roaster
Care Coordinator	01	ESM(Female)

Please note:

1. If a candidate of ESM (Female-General) category does not apply for the said post then ESM (Male-General) will be considered for the post.
2. If ESM (Male-General) does not apply for the said post then the lineal descendant of Ex-Serviceman general category will be considered.
3. If none of the candidates mentioned in the point 1 & 2 apply for the above said post then the post will be filled from the General pool of general category as per the reservation guidelines of Department of Defence Services Welfare, Govt. of Punjab.

Salary: The Care Coordinator shall be paid a consolidated salary of **Rs.18,000/- per month**.

Maximum age limit: The maximum age limit to apply for the post of Care Coordinator is 60 years.

Educational qualification: The essential and desirable qualification for the post of Care Coordinator is show in the Table 2.

Table 2: Qualification and Experience

Name of the post	Qualification	Desirable	Essential Experience
Care Coordinator	Should be a PLHIV (People living with HIV/AIDS), with 10+2 Pass from a recognized Board.	Working knowledge of computer, usage of Internet and electronic mail	Working knowledge of English and local language (Punjabi)

The applicant should fulfill the eligibility requirements on or before the last date of submission of applications i.e. 16-02-2024 (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 category certificate issued by concerned department of Government of Punjab (or) educational degree then they will be declared ineligible at the time of document verification.

Selection Criteria:

1. The selection of candidates is based on percentage of marks obtained in the essential qualification (i.e. 10+2). If the candidates have similar aggregate scores, then inter-se-merit shall be determined on the basis of DOB.
2. The list of all candidates who applied on or before 16-02-2024 (last date of online Registration) will be displayed on PSACS website and in public domain. Candidates submitting incorrect information will be debarred and their candidature will be rejected.
3. Top five (5) candidates will be invited for document verification in the O/o PSACS. Candidates must bring all documents and the proof of burden to justify the particulars filled while applying online. In case of any difference of opinion between particulars filled by the candidate online and PSACS evaluation committee, Project Director Punjab State AIDS Control Society will be the final authority.

Last date for submission of applications: 16-02-2024 (till 05:00 pm).

Recruitment Timeline:

S. No.	Events	Date and Time
1.	Advertisement to be given	06-02-2024
2.	Last date of submission of applications online	16-02-2024/05:00 pm
3.	Upload the list of self-assessed scores of all the candidates who applied	19-02-2024
4.	Document verification of top 5 candidates	23-02-2024
5.	Upload of final merit list after document verification	26-02-2024
6.	Issuing appointment orders as per merit	29-02-2024

Online Link for application for the post of Care Coordinator

<https://forms.office.com/r/Y9LNcJ5P6j>

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 admnpacs1@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 **claim of 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. These posts are 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 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, his/her candidature will be cancelled/rejected for the said post.
- l. Candidates **will not be paid any TA/DA** for document verification.
- m. 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