



OFFICE ORDER

Recruitment Notice for the post of Divisional Assistant

The Punjab State AIDS Control Society (PSACS) invites online applications on prescribed proforma for filling up of vacant post of Divisional Assistant 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 strictly based on the reservation roster. Table 1 below provides the total and the category-wise number of vacancies. The reservation is strictly as per provisions of the Punjab Government reservation roster.

Table 1: Total and category-wise number of vacancies

Name of the post	No. of Vacancies	Category to be filled as per Punjab Govt. Roster
Divisional Assistant	01	ESM (Female- General) Please note: <ol style="list-style-type: none"> If a candidate of ESM (Female-General) category does not apply for said post then ESM (Male - General) will be considered for the post. If ESM (Male-General) does not apply for the said post then the lineal descendant of Ex-serviceman general category will be considered. If none of the candidates mentioned in point 1 & 2 apply for said post then the post will be filled from the General pool of the general category as per the reservation guidelines of Department of Defence Services Welfare, Government of Punjab.

Salary: The Divisional Assistant shall be paid a consolidated salary of 23,800 per month.

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

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

Educational qualification: The essential and additional qualification for the post of Divisional Assistant is show in the Table 2.

Table 2: Qualifications and Experience for the post of Divisional Assistant

Name of the post	Qualifications
Divisional Assistant	<u>Essential Qualifications</u> <ul style="list-style-type: none"> Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential. <u>Additional qualifications</u> <ol style="list-style-type: none"> Professional Qualification <ul style="list-style-type: none"> B.Tech, BDS, LLB, B.Arch, MBBS etc. Higher Qualification <ul style="list-style-type: none"> Masters in any stream, M.Phil, Ph.D etc.

The applicant should fulfill the eligibility requirements on or before the last date of submission of applications i.e. 07.11.2023 (last date of online Registration). No extension shall be given to any applicant to submit documents. If a candidates does not have eligibility documents such as ESM certificate issued by concerned department of Government of Punjab (or) educational degree then they will be declared ineligible.

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

Selection Criteria:

1. The selection of candidates is based on essential and additional qualification and the university in which the candidate has successfully completed 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 and then private/ deemed university.

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

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

Qualification	Regular			Correspondence		
	National	State	Private / Deemed	National	State	Private
Essential	20	18	16	14	13	11
Additional Qualification						
Professional	10	8	6	4	3	2
Higher	10	8	6	4	3	2
Presentation	Top 5 Candidates will be called to make a presentation on a topic assigned to them which will be evaluated/scored out of 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 presentation on a topic, they will be tested for their typing speed and will be asked to present on a topic using PowerPoint.
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/ professional 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).

- **National 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: 07.11.2023 (till 05:00 pm).

Recruitment Timeline:

No.	Events	Date and Time
1.	Advertisement given	25-10-2023
2.	Last date of submission of applications online	07-11-2023/05:00 pm
3.	Upload the list of self-assessed scores of all the candidates who applied	14-11-2023
4.	Document verification/Typing test/Presentation of top 5 candidates	20-11-2023
5.	Upload of final merit list after document verification/Typing test/Presentation	24-11-2023
6.	Issuing appointment orders as per merit	29-11-2023

Online Link for application for the post of Divisional Assistant

<https://forms.office.com/r/PjhTyXkSJ2>

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 found eligible after document verification, you will appear in person for the computer typing / presentation 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