Punjab State AIDS Control Society
NATIONAL AIDS CONTROL PROGRAMME
(Department of Health & Family Welfare)
Level IV, Prayaas Building, Sector-38 B, Chandigarh
Ph. No: 0172-2625718, 2636805
E-mail: **admnpsacs1@gmail.com, punjabsacs@gmail.com**

OFFICE ORDER

Recruitment Notice for the post of Assistant Director (Lab. Services)

The Punjab State AIDS Control Society (PSACS) invites online applications on prescribed proforma for filling up of vacant post of Assistant Director (LS) 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 (LS)	01

Salary: The Assistant Director (LS) shall be paid a consolidated salary of Rs.35,000/- 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 Assistant Director (LS) is 60 years.

Educational qualification: The essential, desirable, technical qualification and experience for the post of Assistant Director (LS) is shown in Table 2.

Table 2: *Qualifications and Experience for the post of Assistant Director (Lab. Services)*

Name of the post	Qualifications
Assistant Director (Lab. Services)	**Essential Qualification** • B.Sc. (Microbiology/ Biotechnology/Biochemistry/ Life Sciences/ Bioscience/ Medical Lab Technology/ Biomedical Science) Or B.Tech (Biotechnology) • **Desirable Qualification:** • M.Sc (Microbiology/ Biotechnology/ Biochemistry/ Life Sciences/ Medical Lab Technology/BioScience/Biomedical Science) • M.Tech (Biotechnology) **Technical Qualification** • PG diploma in computers • B. Tech in Computer Science **Work Experience** • 5 years of work experience in medical diagnostic laboratory if B.Sc. or B.Tech in the above subjects is mandatory for consideration for this post. • 2 years of work experience if M.Sc or M.Tech in the above subjects is mandatory for consideration for this post • Candidates with work experience in NABL-accredited labs will be given 5 additional marks.

The applicant should fulfill the eligibility requirements on or before the last date of submission of applications i.e. 28.12.2023 (the 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 an educational degree or work experience document or other relevant documents at the time of submission of the application then they will be declared ineligible.

Note:- While filling online application form candidates have to calculate a self-assessment score based on their assessment of essential/desirable/technical 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, desirable, and technical 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. If the candidate has pursued regular/ distance education programme in government or private colleges/universities, higher scores are given to government universities.

   Further, if a candidate has desirable and technical 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 objective criteria for essential, desirable and Technical qualifications as shown in Table 3.

Table-3

Qualification	Regular Education		Distance Education
	Government University	**Private University**	
a) Essential Qualification			
• B.Sc. B.Sc. (Microbiology/ Biotechnology/Biochemistry/ Life Sciences/ Bioscience/ Medical Lab Technology) • OR B. Tech (Biotechnology)	25	20	10
b) Desirable Qualification			
• M.Sc (Microbiology/ Biotechnology/ Biochemistry/ Life Sciences/ Medical Lab Technology/BioScience/Biomedical Science) • M.Tech (Biotechnology)	5	3	2
c) Technical Qualification			

• PG diploma in computers	3	2	1
• B. Tech in Computer Science	5	4	2
Note *	***Maximum marks assigned for qualification will be 35**		

Experience	Govt. department/ organization/ Lab / Medical College/agency	Private department/ organization/ Lab / Medical College/ agency
• **Minimum 5 years of work experience for candidates with B. Sc. / B. Tech. OR** • **Minimum 2 years of work experience for candidates with MSc/M.Tech.**	25	20
• **Over and above the required minimum years of experience**	4 marks/ year (Maximum 20)	3 marks/ year (Maximum 15)
Note*	***Maximum marks assigned for experience will be 45**	
• **Experience with accredited labs**	Candidates having work experience with NABL-accredited labs will be assigned an extra **5 marks**. The list of NABL accredited labs as on 14th December 2023 is available on this link : https://nabl-india.org/number-of-accredited-laboratories/ Thus, 5 extra marks will be given ONLY if the candidate has minimum work experience in NABL accredited labs as per below criteria. • 5 years experience for candidate who have completed B.Sc/B.Tech • 2 years experience for candidate who have completed M.Sc/M.Tech This score will be checked and confirmed by the document evaluation committee	
• **Presentation**	The top 5 candidates will be called to make a presentation on a topic assigned to them which will be evaluated/scored out of **15 marks**	

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

5. Candidates with the highest self-assessment scores will be invited for document verification by a committee to re-evaluate the scores. Thus, the self-evaluated scores and committee-evaluated scores will be compared and candidates who have incorrectly assessed their scores will not be allowed to participate in the next stages of the selection process. Therefore, at the time of document verification, candidates must bring all documents, and the proof of burden to justify the self-evaluated score will lie with the candidate. In case of any difference of opinion between the self-evaluated score and the PSACS committee evaluation, the Project Director, Punjab State AIDS Control Society will be the final authority.

6. Generally, a minimum of three and a maximum of five candidates with the highest committee-evaluated scores will be invited for a presentation on a topic using PowerPoint. The controller of exams shall determine the exact number of candidates to be considered for presentation, based on the number of eligible candidates.

7. If candidates after self-evaluation/committee evaluation have similar scores, inter-se-merit shall be determined based on their aggregate scores obtained in essential/desirable qualification, whichever is applicable.

Please see below for a detailed explanation of the 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**
  Correspondence and Distance Learning 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).

  Candidates can check the list of Government and Private Universities in India through the 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: 28-12-2023 (till 05:00 pm).

Recruitment Timeline:

No.	Events	Date and Time
1.	Advertisement to be given	18-12-2023
2.	Last date of submission of applications online	28-12-2023
3.	Upload the list of self-assessed scores of all the candidates who applied	29-12-2023
5.	Document verification/Presentation of top 5 candidates	01-01-2024
6.	Upload of final merit list after document verification/Presentation	02-01-2024
7.	Issuing appointment orders as per merit	04-01-2024

Online Link for application for the post of Assistant Director (Lab. Services)

https://forms.office.com/r/Zxdr2FwwUP

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

Other important terms and conditions:

a. If you have 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 online application forms will be entertained i.e. applications sent by email/post / in person in the O/o PSACS will not be entertained and will be rejected. If there is any discrepancy in interpretation between the online form and the recruitment order, the recruitment order shall be considered final.

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

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

g. These posts are purely **contractual and temporary for one year**, extendable based on work performance and conduct.

h. 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.**

i. 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.**

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

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