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

<u>Recruitment Notice for the post of Deputy Director (Lab. Services)</u>

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

Salary: The Deputy Director (LS) shall be paid a consolidated salary of Rs.50,680/- 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 Deputy Director (LS) is 60 years.

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

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

Name of the post	Qualifications
Deputy Director (Lab. Services)	**Essential Qualification** • M.Sc. (Microbiology/ Biotechnology/Biochemistry/ Life Sciences/ Bioscience/ Biomedical Science) **Desirable Qualification:** • PhD (Microbiology/ Biotechnology/ Biochemistry/ Life Sciences/ Bioscience/ Biomedical Science) **Technical Qualification** • PG diploma in computers • B. Tech in Computer Science **Experience** • 5 years of work experience for candidates with M. Sc. **OR 3** years of experience of working in medical diagnostic laboratory for candidates with PhD. • Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred

The applicant should fulfill the eligibility requirements on or before the last date of submission of applications i.e. 20.11.2023 (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 filling online application form candidate have to give self-assessment score based on your assessment of essential/desirable educational qualifications alongwith work experience after evaluating the scoring sheet as per below selection criteria.

Selection Criteria:

Qualification	Regular Education	Distance Education
a) Essential Qualification		
• M.Sc. (Microbiology/ Biotechnology/ Biochemistry/ Life Sciences/ Bioscience/ Biomedical Science)	30	20
b) Desirable Qualification		
• PhD (Microbiology/ Biotechnology/ Biochemistry/ Life Sciences/ Bioscience/ Biomedical Science)	10	7
c) Technical Qualification		
• PG diploma in computers	4	0
• B. Tech in Computer Science	5	0
Note * ***Maximum marks assigned for qualification will be 45**		

Experience	Laboratories in Govt. Hospital/ Govt. Medical College	Laboratories in Private Hospital/ Private Medical College	Private Commercial Laboratories
• **Minimum 5 years of work experience for candidates with M. Sc.** **OR** • **Minimum 3 years of work experience for candidates with PhD.**	25	15	12
• **Over and above the required minimum years of experience**	4 marks/ year (Maximum 12)	2 marks/ year (Maximum 10)	2 marks/year (Maximum 8)
• **Work Experience with accredited labs or those labs who have applied for accreditation**	8	6	4
Note*	***Maximum marks assigned for experience will be 45**		
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.		

Last date for submission of applications: 24-11-2023 (till 05:00 pm).

Recruitment Timeline:

No.	Events	Date and Time
1.	Advertisement to be given	14-11-2023
2.	Last date of submission of applications online	24-11-2023
3.	Upload the list of self-assessed scores of all the candidates who applied	29-11-2023
5.	Document verification/Presentation of top 5 candidates	04-12-2023
6.	Upload of final merit list after document verification/Presentation	07-12-2023
7.	Issuing appointment orders as per merit	12-12-2023

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

https://forms.office.com/r/kNw0bNi17Z

Before filling online application, candidates are advised to read 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 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 **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 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, his/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