PUNJAB STATE AIDS CONTROL SOCIETY
NATIONAL AIDS CONTROL PROGRAMME
(Department of Health & Family Welfare)
Level IV, Prayaas Building, Sector-38 B, Chandigarh
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OFFICE ORDER
Recruitment Notice for the post of Data Manager

The Punjab State AIDS Control Society (PSACS) invites online applications on prescribed proforma for filling up vacant post of Data Manager on Contractual Basis under National AIDS Control Programme of Punjab State AIDS Control Society (PSACS)) **in Opioid Substitution Therapy (OST) Centre Civil Hospital Kapurthala**. The last date of submission of application is **15-02-2025**.

Number of vacancies: There is **one (1) vacancy at OST Centre Civil Hospital Kapurthala** to be filled strictly based on the reservation roster. Table 1 below provides the total and the category-wise number of vacancies. 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
Data Manager	01	ESM (F)

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 Data Manager shall be paid a consolidated salary of Rs.21,000/- per month.

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

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

Table 2: *Qualifications and Experience for the post of Data Manager*

Name of the post	Qualifications
Data Manager	Graduate Degree in any discipline with one year diploma in Computer Application Or Graduate Degree in Computer Applications/Computer Science/Information Technology **Higher Qualification:** • Masters in Computer Science/Information Technology/Information Science/Mathematics /Statistics

The applicant should fulfill the eligibility requirements on or before the last date of submission of applications i.e. 15-02-2025 (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.

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

Selection Criteria:

1. The selection of candidates is based on essential and higher qualification.

2. Regular degree programmes are given higher scores than correspondence/distance education. Having educational qualification completed as regular or distance/correspondence mode, higher scores are given to regular course and then correspondence/distance.

   Further, if a candidate has higher educational degree 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 objective criteria for essential and higher qualification as shown in Table 3.

Table "3"

Qualification	Mode	
	Regular	**Correspondence/Distance**
Essential	25	23
Higher	15	13
Presentation	All the candidates who will be found eligible after document verification will be called for Typing test/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 (30 WPM English)** 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/ higher 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.
- **Correspondence/Distance education**
  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).

Last date for submission of applications: 15-02-2025 (till 05:00 pm).

Online Link for application for the post of Data Manager

https://forms.office.com/r/05kkjUijqA

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/courier/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. Provisionally eligible candidates from the category as specified in the **Table-1** 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.

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