



**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 Order for post of Cluster Prevention Officer under DISHA**

The Punjab State AIDS Control Society (PSACS) invites online applications on prescribed proforma for filling up posts of Cluster Prevention Officer (CPO) on Contractual Basis under National AIDS Control Programme in District Integrated Strategy for HIV/AIDS (DISHA) clusters of Punjab State AIDS Control Society (PSACS).

**Number of vacancies:** There are three vacancies to be filled under DISHA programme 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.

**Table 1: Total and category-wise number of vacancies**

S.No	Name of the post	Number of posts to be filled	Category to be filled as per Punjab government 100 point roster	Vacant Stations
1.	Cluster Prevention Officer (CPO)	03	SC(F)	Bathinda
			Gen(F)	Ferozepur
			SC	Amritsar

**Salary:** The CPO shall be paid a consolidated salary of Rs.45,000/-per month.

**Maximum age limit:** The maximum age limit to apply for the post of CPO is 45 years.

**Qualifications and experience:** The essential and desirable qualification and the essential experience for the above said post are shown in Table 2.

**Table 2: Qualifications and Experience for the post of CPO of DISHA programme**

Name of the post	Qualification
<b>Cluster Prevention Officer (CPO)</b>	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"><li>Master degree in Social Sciences/ Public Health/Management with 3 years of work experience, out of which 2 years of experience at supervisory level in State or District in any Health Program.</li></ul> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"><li>The candidate should be familiar with the organization and functions of the state and local public health systems/ State AIDS Control Societies.</li><li>He should have excellent written and verbal communication skills in local languages and the ability to work well in an inter-disciplinary team.</li><li>Knowledge of Local language and English (Speaking, Reading and Writing).</li><li>Previous experience in the State/ UT is desirable.</li><li>Well versed in Computer and internet (Word, Excel, Power Point, internet etc.)</li><li>Strong analytical and negotiation skills.</li><li>Willingness to travel extensively.</li></ul>

The applicant should fulfill the eligibility requirements on or before the last date of submission of applications i.e. **18.1.2025** (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 educational degree or experience then they will be declared ineligible.

**Online Link for application for the post of Cluster Prevention Officer (CPO)**

<https://forms.office.com/r/uSh9Miekft>

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

**Selection Criteria:**

- 50 percent weight age for written test (minimum 50 % marks to qualify)
- 20 percent weight age for Computer test (minimum 50 % marks to qualify) and computer typing test (30 WPM) qualifying criteria.
- 10 marks for higher qualification
  - M.Phil in Sociology/Social Work/Psychology
  - Ph.D in Sociology/Social Work/Psychology
- Total 10 marks for experience
  - (In case of experience of working in Targeted Intervention Project /LWS / OST - 1/2 mark for 1 year- Maximum 5 marks)
  - In case of experience of working in SACS/TSU/SETU/DISHA/DAPCU - 1 mark for 1 year experience- Maximum 5 marks)
- 10 marks for Interview

**Other important terms and conditions:**

- a. If you any questions (or) require any clarification. Please send your email to [punjabpsacs@gmail.com](mailto:punjabpsacs@gmail.com) and [admnpasacs1@gmail.com](mailto:admnpasacs1@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. Shortlisted eligible candidates will be called for document verification. Original certificates/testimonials will be checked at the time of document verification.
- k. Provisionally eligible candidates will be called for document verification. Original certificates/testimonials will be checked at the time of document verification. The candidates who are found eligible after document verification, will be called for written test, interview and computer / typing test.
- 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**