



PUSHPA GUJRAL SCIENCE CITY
Jalandhar - Kapurthala Road, Kapurthala

RECRUITMENT

Pushpa Gujral Science City intends to prepare a panel for recruitment of following posts on contract basis for one year for General, SC/ST, OBC and Physically Handicapped (Orthopedically) categories. The qualifications and fixed remuneration of the posts will be as under:

Technical Assistant-3 posts (01 from each stream) 3 years diploma in Electronics / Electrical / Mechanical with 2 years' experience in appropriate field. (Persons with minimum 55% marks)	Rs.20,000 per month For a period of one year (Extendable)
Office Executive (Accounts) - 01 Post Graduate in Commerce from a recognized Board / University) with 2 years relevant experience. Working knowledge of Computer is essential. Persons having knowledge of Tally, Excel and experience in Govt. / Semi Govt. / Autonomous Body will be preferred. (Persons with minimum 55% marks)	Rs.20,000 per month For a period of one year (Extendable)
Science Guides – 06 Posts M.Sc. (Physics) / B.Tech. (Electrical) – 2 posts B.Sc. (PCM)/B.Sc. (PCM) with B.Ed.) / M.Sc. (Maths)– 1 post M.Sc. (Env. Science) or B.Sc. (PCB) / B.Sc. (PCB) with B.Ed. – 1 post B.Tech. (Computers) - 1 post B.Sc (Nursing) or 3 years Diploma in GNM with 2 years experience - 1 post (Persons with minimum 55% marks)	Rs. 15000/- for persons with M.Sc./ B.Sc. with B.Ed./B.Tech Rs. 12500/- for persons with B.Sc./ / years Diploma For a period of one year with the provision of extending the term for another year at the most.

Applications on prescribed proforma, which can be downloaded from www.pgsciencecity.org.

Application Fee: Bank draft (in favour of PGSC, Kapurthala) Rs.500/- (Rs.250/- for SC/ST/OBC/PH). In case of applying online, fee shall be paid online through RTGS/NEFT (proof of online fee transferred must be attached with application form). The account details are:
Account Number: 20850898685
Bank name & address: Indian Bank, 45 Aman Nagar, Opposite Bhatia Hospital, Kapurthala
IFSC Code: IDIB000K591

Application fee will not be refunded in any case.

Note: Those who have already submitted their application forms in response to the previous advertisement published on 28.07.2022 need not apply again.

Age: The age of candidate applying for the post of **Technical Assistant & Office Executive (Accounts)** should not exceed 35 years as on last date of receipt of applications. The age relaxation will be as per GoI Rules.

Date of Skill Test : PGSC will conduct Skill Test which will be of qualifying nature. The applicants those who are shortlisted by the screening committee will be called for Skill Test.

The downloaded prescribed Application Form duly filled should reach the Administrative Officer, Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala by **01.09.2022**.

Eligible candidates are required to bring along original testimonials /certificates as well as required to appear in person for the Skill Test in the Administrative Building of PGSC, Kapurthala.

Note: The candidate with incomplete application, without testimonials/original certificates /fee of Rs. 500/- (Rs. 250/- for SC/ST/OBC candidates) and the candidates whose result is awaited, will not be eligible for Skill Test.

Venue: Administrative Building, Jalandhar-Kapurthala Road, Kapurthala

Syllabus for Skill Test: For Science Guide: Knowledge cum Communication Skill Test based on Science (Physics, Biology, Maths, Computers, Electronics and General Science) 10th to 12th standard.

For Technical Assistant (Electrical): Practical aspects of Assembling, evaluating, testing, and maintaining electrical wiring, equipment, appliances, and apparatus. Troubleshooting and repairing malfunctioning equipment, appliances, and apparatus. Constructing and fabricating parts, using hand tools and specifications. **Installing, maintaining, and repairing electrical control, wiring, and lighting systems.** Reading technical diagrams and blueprints. Performing general electrical maintenance. Inspecting transformers, circuit breakers, and other electrical components.

For Technical Assistant (Electronics): Practical aspects of assembling, installing, repairing, troubleshooting, and maintaining electronic components and systems. Sourcing or fabricating replacement parts for electronic systems. Ensuring all power and manual tools are operated in accordance with health and safety regulations. Knowledge of **modifying, repairing, and improving electronic products, equipment.**

For Technical Assistant (Mechanical): Knowledge of resolving hydraulics, pneumatics related issues, using Arc Welding set on MS and SS materials. Knowledge of mechanical workshop tools.

For Office Executive (Accounts) : Knowledge of Book Keeping and accounting basics, EPF, GST and Income Tax, posting of entries in Tally, cash, bank and other vouchers, preparation of cheques, tax challans and employee salary, cash handling and computer work like Tally, MS Word, MS Excel & MS Power Point

Qualifying marks in Skill Test:

60% for General category and 50% for SC/ST/OBC /PH(OH) category

The result declared by Evaluation Committee will be final.

Merit / Panel List: The merit list of only those applicants qualifying Skill Test will be prepared on the basis of percentage of marks (upto two decimal) obtained in their qualifying degree / diploma.

In case Candidates having tie in their qualifying Degree/Diploma, then following criteria in the sequence for ranking will be adopted:

- The candidate with higher qualification will be ranked higher.
- The candidate senior in age will be ranked higher.

The following subject wise panels will be prepared based on reservation category:

FOR SCIENCE GUIDES

Panel 1 (Electrical)	: M.Sc. (Physics)/ B. Tech (Electrical)
Panel 2 (Maths)	: B.Sc. (PCM) / B.Sc. (PCM) with B.Ed. / M.Sc. (Maths)
Panel 3 (Env. Sci).	: M. Sc. (Env. Science) or B. Sc. (PCB)/ B.Sc. (PCB with B.Ed)
Panel 4 (Computers)	: B.Tech. (Computers)
Panel 5 (Nursing)	: 3 years Diploma in GNM with 2 years experience or B. Sc. (Nursing)

FOR TECHNICAL ASSISTANT

Panel 1 (Mechanical)	: 3 Years diploma in Mechanical
Panel 2 (Electrical)	: 3 Years diploma in Electrical
Panel 3	: 3 Years diploma in Electronics

(Electronics)

FOR OFFICE EXECUTIVE (ACCOUNTS)

Panel -1

Graduate in Commerce

The panel list will be valid for one year from the date of declaration of result.

The appointment letters will be issued to the candidates as per requirement of post in respective cadre status.

Instructions:

- The candidates are required to attach self attested copies of the following documents along with the application form:
 - Qualifying Degree and detailed mark sheet
 - Caste Certificate (SC/ST/OBC)
 - Proof of PH (Orthopedically) with minimum 40% disability
- If any document / certificate furnished in a language other than Punjabi or Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- In respect of equivalent Clause in essential Qualification, if candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard indicating the Authority (with number and date under which it has been so treated otherwise application is liable to be rejected.
- Applicants who had earlier worked at PGSC will be required to submit good work and conduct certificate issued by PGSC Authority.
- PGSC reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.