



## Advertisement for website

Office of Additional Deputy Commissioner (Dev.),  
Amritsar



### EMPLOYMENT NOTICE

Applications purely on contractual basis are invited from eligible candidates for the following posts under Punjab State Rural Livelihood Mission (PSRLM). Applications along with the Demand Draft (of Rs. 200/- for General Candidates & Rs. 100/- for SC Candidates) in the favour of Addl. Deputy Commissioner (Dev.), Amritsar in Punjab Gramin Bank, Verka, Amritsar should reach to the District Bureau of Employment & Enterprises, District Administration Complex, Near District Courts, Amritsar latest by 28.12.2020 till 4:00p.m. along with self attested copies of educational qualifications and required experience certificates. These posts are purely on contractual basis

Sr. No.	Name of the post	No. of Posts required	Desired Educational Qualification and Experience	Proposed Remuneration as per HR Manual (In Rs.)
1.	Accountant	1	Post Graduation in Commerce or Other related field. Having 3 years of experience in accounts, finance or auditing in well Known Government or Public sector organization, Proficiency in data entry, computer MS-Office work and /or Knowledge of Tally, Accounting and other Accounting Software. Candidate should have passed Punjabi language at Matric Level.	20,000/-
2.	Block Programme Manager	2 (General-1, SC-1)	Post Graduation in Rural Development/ Management / Business Administration/ Agri Business Management/ Social Work/ Agriculture & Allied Disciplines like Horticulture, Floriculture etc/ Veterinary Sciences & Allied Disciplines like Dairying, Poultry, Sheep Breeding, Piggery etc. with 1 <sup>st</sup> Division. He/She should have atleast 2 years post qualification of relevant work experience of working with community institution, their federations and producer groups on livelihoods issues. Person having practical experience in preparation, technical and financial appraisal and implementation of livelihood projects at the national or state level will be given due weightage. Candidate should have passed Punjabi Language at Matric Level.	25,000/-
3.	Cluster Coordinator	4 (General-3, SC-1)	Graduation /Diploma in Rural Development/ Management / Agri Business Management/ Social Science. Experience: 1-2 years of experience in working with poor in the area of social mobilization, Institutional building and capacity building will be preferred. A local candidate will be preferred. Knowledge of MS office application and internet is required. A combination of the following attributes will be desirable. S/he should have passion for working with poor, S/he should have a commitment to undertake grassroots level assignments and stay with rural poor community, S/he should have ability to work in/with teams, S/he should have good academic career, S/he should be proficient in Punjabi. Candidate should have passed Punjabi language at Matric Level.	18,000/-
4.	MIS Manager	3 (General-2, SC-1)	BCA/MCA/BE- (IT or CS) / Commerce Graduate or Post Graduate with PGDCA. High Level computer operational skill is essential with minimum 30 WPM typing speed in English and Punjabi Language. Commerce graduate out of simple Graduation and Post	20,000/-

			Graduation may be given preference for selection. Having 3 year working experience in rolling out MIS and data uploading for development projects. Candidates with prior experience of working with Govt. projects will be given more weightage. Proficiency in data entry, computer MS-Office work. Candidate should have passed Punjabi language at Matric Level.	
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You may download the Application form as well as other terms and conditions/Information. For any clarification, you may contact us at 0183-2226868 during the working hours. Corrigendum, if any, will be issued on the website only and no separate notification will neither be given in any of the newspaper nor by post. It is further notified that the:-

1. Maximum age limit for the above mentioned posts is 55 years.
2. Candidate should have passed Punjabi language at Matric Level.
3. Applicant can send his application by post or may apply in person along with the Demand Draft in the favour of Addl. Deputy Commissioner ( Dev.), Amritsar in Punjab Gramin Bank, Verka, Amritsar should reach to the District Bureau of Employment & Enterprises, District Administration Complex, Near District Courts, Amritsar latest by 4.00 P.M. on 28.12.2020 along with self attested copies of educational qualifications and required experience certificates. Any delay caused by the postal department after the due date will cause rejection of the application.

#### **Other Terms & Conditions**

1. No application form will be entertained after the due date i.e 28.12.2020 up to 4.00 P.M. Delay due to postal department will not be the responsibility of the department.
2. Candidates are required to apply on the prescribed application form attached herewith, which can be downloaded.
3. Undersigned has the right to increase/decrease or cancel the posts or cancel the advertisement without assigning any reason thereof.
4. Scrutiny of the Application forms received in proper format along with the required documents, will be done on the basis of academic qualifications after which the merit will be prepared.
5. Only those candidates will be invited for the written test/interview which meets the selection criteria approved by the Government.
6. The merit list of the candidates qualifying for the written test will be displayed on the website only.
7. The details of the date for the written test/interview will be notified later on the given website only.
8. Candidates applying for MIS post will have to qualify for typing test both in English and Punjabi with typing speed of 30 WPM.
9. No TA/DA will be given for attending the required test and the interview. When notified on the website, the candidates are requested to come with their self attested and original copies of educational and experience certificates along with two recent passport size photographs.
10. It is mandatory for all the selected candidates to bring their all original certificates at the time of interview without which, such candidates will not be interviewed and will be considered rejected.
11. Since the last advertisement dated 18.11.2019, more than a year has been passed and there might be an expected increase in the educational qualification as well as experience of the already applied candidates, they should apply afresh.

Additional Deputy Commissioner  
Amritsar.

## ਉਮੀਦਵਾਰ ਲਈ ਅਰਜੀ ਦਾ ਪ੍ਰੋਫਾਰਮਾ

ਪੰਜਾਬ ਰਾਜ ਦਿਹਾਤੀ ਆਜੀਵਿਕਾ ਮਿਸ਼ਨ ਅਧੀਨ ਜਿਲ੍ਹਾ/ਬਲਾਕ ਪੱਧਰ ਤੇ ਵੱਖ-ਵੱਖ ਅਸਾਮੀਆਂ ਭਰਨ ਲਈ ਉਮੀਦਵਾਰ ਦਾ ਬਾਇਓਡਾਟਾ :

ਅਸਾਮੀ ਦਾ ਨਾਮ

- 1 ਉਮੀਦਵਾਰ ਦਾ ਨਾਮ
- 2 ਪਿਤਾ ਦਾ ਨਾਮ
- 3 ਜਨਮ ਮਿਤੀ
- 4 ਉਮਰ (28-12-2020 ਤੱਕ) .....ਸਾਲ.....ਮਹੀਨੇ.....ਦਿਨ
- 5 ਕੈਟੇਗਰੀ
- 6 ਮੋਬਾਇਲ ਨੰ/ਟੈਲੀਫੋਨ
- 7 ਰਿਹਾਇਸ਼ ਦਾ ਪਤਾ
- 8 ਈ.ਮੇਲ
- 9 ਵਿਦਿਅਕ ਯੋਗਤਾ 10ਵੀਂ ਤੋਂ (ਨਾਲ ਨੱਥੀ ਕੀਤੇ ਜਾਣ)

ਵਿਦਿਅਕ ਯੋਗਤਾ (ਵਿਸ਼ਾ ਸਮੇਤ ਦੱਸਿਆ ਜਾਵੇ)	ਸੰਸਥਾ ਵਿਦਿਅਕ ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੈ)	(ਜਿੱਥੋਂ ਯੋਗਤਾ ਕੀਤੀ ਹੈ)	ਸਾਲ ਜਿਸ ਵਿੱਚ ਯੋਗਤਾ ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੈ	ਪ੍ਰਾਪਤ ਅੰਕ/ ਕੁੱਲ ਅੰਕ	%	ਨੱਥੀ ਪੰਨਾ ਨੰ

10 ਤਜਰਬੇ ਦਾ ਵੇਰਵਾ (ਤਸਦੀਕਸ਼ੁਦਾ ਸਰਟੀਫਿਕੇਟ ਨਾਲ ਨੱਥੀ ਕੀਤੇ ਜਾਣ)

ਵਿਭਾਗ ਦਾ ਨਾਮ	ਅਹੁਦਾ	ਕਦੋਂ ਤੋਂ	ਕਦੋਂ ਤੱਕ	ਕੰਮ ਦਾ ਵੇਰਵਾ	ਨੱਥੀ ਪੰਨਾ ਨੰ

ਉਕਤ ਅਨੁਸਾਰ ਮਿਤੀ 28-12-2020 ਤੱਕ ਕੁੱਲ ਤਜਰਬਾ .....ਸਾਲ.....ਮਹੀਨੇ.....ਦਿਨ

11 ਜੇਕਰ ਉਮੀਦਵਾਰ ਹੋਰ ਕਿਸੇ ਵਿਸ਼ੇਸ਼ ਉਪਲੱਬਧੀ ਬਾਰੇ ਦੱਸਣਾ ਚਾਹੁੰਦਾ ਹੈ ਤਾਂ ਉਸਦਾ ਵੇਰਵਾ ਹੇਠਾਂ ਦਿੱਤਾ ਜਾਵੇ ਅਤੇ ਸਬੰਧਤ ਦਸਤਾਵੇਜ਼ ਨਾਲ ਨੱਥੀ ਕੀਤੇ ਜਾਣ

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12 ਡਿਮਾਂਡ ਡ੍ਰਾਫਟ ਦਾ ਵੇਰਵਾ

ਬੈਂਕ ਦਾ ਨਾਮ	ਡਿਮਾਂਡ ਡ੍ਰਾਫਟ ਨੰਬਰ	ਰਾਸ਼ੀ	ਮਿਤੀ

ਮੈਂ ਇਹ ਘੋਸ਼ਿਤ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਮੇਰੇ ਵੱਲੋਂ ਉਕਤ ਦਿੱਤਾ ਗਿਆ ਸਾਰਾ ਵੇਰਵਾ ਮੇਰੀ ਜਾਣਕਾਰੀ ਦੇ ਮੁਤਾਬਿਕ ਸਹੀ ਹੈ। ਮੇਰੇ ਵੱਲੋਂ ਤਜਰਬੇ ਦੇ ਸਰਟੀਫਿਕੇਟ, ਵਿਦਿਅਕ ਯੋਗਤਾ ਅਤੇ ਪੰਜਾਬੀ ਪਾਸ ਦਾ ਸਰਟੀਫਿਕੇਟ ਨੱਥੀ ਕੀਤਾ ਗਿਆ ਹੈ। ਇੰਟਰਵਿਊ ਦੌਰਾਨ ਮੇਰੇ ਵੱਲੋਂ ਉਕਤ ਲਿਖੇ ਅਸਲ ਸਰਟੀਫਿਕੇਟ ਪੇਸ਼ ਨਾ ਕੀਤੇ ਜਾਣ ਜਾਂ ਸਲੈਕਸ਼ਨ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਜਾਂ ਬਾਅਦ ਇਸ ਵਿੱਚ ਤਰੁੱਟੀ ਪਾਏ ਜਾਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਮੈਂ ਖੁੱਦ ਉਸ ਦਾ/ਦੀ ਜਿੰਮੇਵਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ। ਇਸ ਅਰਜੀ ਪ੍ਰੋਫਾਰਮੇ ਦੇ ਨਾਲ ਕੁੱਲ..... ਪੰਨੇ ਨੱਥੀ ਹਨ।

ਮਿਤੀ

ਉਮੀਦਵਾਰ ਦੇ ਹਸਤਾਖਰ

ਸਥਾਨ