

PUDA BHAWAN, SECTOR 62, S.A.S. NAGAR  
www.puda.gov.in

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of posts</b>	<b>Pay Band</b>
1	Sub Divisional Engineer (Civil)	11	Pay band-15600-39100
2	Sub Divisional Engineer (Public Health)	05	Pay band-15600-39100
3	Junior Engineer (Civil)	82	Pay band 10300-34800
4	Junior Engineer (Public Health)	56	Pay band 10300-34800
5	Senior Assistant (A/Cs)	43	Pay band 10300-34800
6	Clerk-cum-Data Entry Operator	73	Pay band 10300-34800

1. On direct recruitment during three years probation period including extended period, an employee shall be paid fixed emoluments, which shall be equal to the minimum of the pay band of the new post and during probation period an employee shall not be entitled to, grade pay, annual increment or any other allowance except travelling allowance.
2. On successful of probation period, an employee shall be paid minimum of the pay band, including grade pay and other allowance admissible to the post.
3. Probation period including extended period, if any, shall not be counted at the time of grant of time scale.
4. If an employee is working in the Punjab Govt. office and his lien has been intacted then during probation period on his new post, he shall be paid the pay which he was drawing on the post on which his lien has been intacted.

**1. Sub Divisional Engineer (Civil), (Public Health)**

[illegible]

**Basic qualification:**

SDE (Civil/PH) Degree in Civil Engineering or equivalent qualification from a recognized University or Institution; and  
To pass Departmental Professional examination to be conducted by the Punjab PWD or PUDA as may be decided by the appointing Authority within a period of 2 ½ years from the date of appointment, failing which action will be taken as per provisions made in the Service Regulations.

**Selection Criteria**

Selection will be based on the qualification and a written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

**Written Examination: 120 marks**

A written examination will be conducted for all the eligible candidates in the following format:

- Technical Aptitude - 60 marks
- General Awareness - 25 marks
- Mental Aptitude / Reasoning - 15 marks
- Computer Proficiency - 10 marks
- Language Proficiency (Punjabi and English) - 10marks (05 each)

The question paper will be objective type (120 marks) having 120 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e 48 marks out of the total of 120 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of written examination, preference will be given to the candidate who is older in age.

**2. Junior Engineer (Civil),(Public Health)**

(Category-wise break-up of vacancies to be filled)

Category	Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
			Balmiki/ Majbi sikh	Other		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
Civil	82	40	08	08	09	06	03	02	01	01	01	01	01	01
PH	56	28	06	05	06	04	02	01	-	01	01	01	01	-

**Basic qualification:**

JE (Civil/PH) Diploma in Civil Engineering or its equivalent qualifications recognized by Govt. of Punjab.

## Selection Criteria

Selection will be based on the qualification and a written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

### Written Examination: 120 marks

A written examination will be conducted for all the eligible candidates in the following format:

- Technical Aptitude - 60 marks
- General Awareness - 25 marks
- Mental Aptitude / Reasoning - 15 marks
- Computer Proficiency - 10 marks
- Language Proficiency (Punjabi and English) - 10marks (05 each)

The question paper will be objective type (120 marks) having 120 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e. 48 marks out of the total of 120 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of written examination, preference will be given to the candidate who is older in age.

### 3. Senior Assistant (A/Cs),

(Category-wise break-up of vacancies to be filled)

Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
		Balmiki/ Majbi sikh	Other		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
43	21	05	04	04	03	01	01	0	01	01	01	01	

### Basic Qualification:

B.Com. from a recognized University with a minimum score of 50% marks AND possesses;

- (i) At least one hundred and twenty hours Course with hands and experience in the use of Personal Computer or Information Technology Office Productivity Applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution, which is ISO 9001 certified.

**OR**

- (ii) Certification in usage of Computers equivalent to "O" Level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.

Preference will be given to candidates who have done Post Graduation in Commerce and/or have done a Certification Course in the use of accounting software.

## Selection Criteria

Selection will be based on the qualification and a written examination. There will be no interview. The merit will be prepared on the basis of the marks in the written examination conducted by PUDA.

### Written Examination: 120 marks

A written examination will be conducted for all the eligible candidates in the following format:

- Accountancy Skill Test (B.Com difficulty level) - 30 marks
- Mathematical Ability (with Matriculate difficulty level) - 20 marks
- Mental Aptitude / Reasoning - 20 marks
- Computer Proficiency including use of modern office automation tools (Fundamentals of Computer and use of specialized software such as Tally etc) - 20 marks
- Language Proficiency (Punjabi and English) - 20 marks (10 marks each)
- General Awareness – 10 marks

The question paper will be objective type (120 marks) having 120 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and Panjabi and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e 48 marks out of the total of 120 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of the written examination, preference will be given to the candidate who is older in age.

## 4. Clerk-cum-Data Entry Operator

(Category-wise break-up of vacancies to be filled)

Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
		Balmiki/ Majbi sikh	Other		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
73	29	09	09	10	06	03	01	01	01	01	01	01	01

### Basic qualification:

- Bachelor's Degree from a recognized University or Institution; and
- Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology Office Productivity Applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution, which is ISO 9001 certified.

**OR**

Possesses a Computer Information Technology course equivalent to "O" Level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.

## **Selection Criteria**

Selection will be based on the qualification and a written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

### **Written Examination: 120 marks**

A written examination will be conducted for all the eligible candidates in the following format:

- Computer Proficiency including use of modern office automation tools (Fundamentals of Computer and use of specialized software such as MS Office etc) - 25 marks
- Mental Aptitude / Reasoning - 25 marks
- General Awareness - 25 marks
- Mathematical Ability (with Matriculate difficulty level) - 25 marks
- Language Proficiency (Punjabi and English) - 20 marks (10 each)

The question paper will be objective type (120 marks) having 120 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and Punjabi and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e 48 marks out of the total of 120 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of the written examination, preference will be given to the candidate who is older in age.

**Apart from the above basic qualifications, a candidate applying for Any of the above said posts must have qualified in Punjabi language of Matric Standard or its equivalent from any recognized Institution/Board or should have pass the Punjabi language proficiency test held by Department of Languages, Government of Punjab.**

### **Age**

Candidate should be between 18 to 37 years of age as on 01.11.2016 subject to the following relaxations:

- i. In case of candidates belonging to Scheduled Caste/Backward Caste category the upper age limit will be relaxable to the extent of 5 years.
- ii. In case of candidates belonging to Physically Handicapped category the upper age limit will be relaxable to the extent of 10 years.
- iii. In case of candidates belonging to Ex-Servicemen category, the upper age limit shall be allowed to deduct the period of his service in the Armed Forces of GOI from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy according to government instructions, by more than three years he shall be deemed to satisfied the conditions regarding age limit.
- iv. In case of candidates who are already in Government Service, the eligibility age will be relax able up to 45 years of age as on 01.11.2016.
- v. The applicant will ensure that he/she rightly ticks the category for which application has been made. No further change in category would be allowed at any stage.

## **Application Fee**

- (i) Interested candidates who wish to apply for the said post (s) must apply online in the prescribed procedure available on our website [www.puda.gov.in](http://www.puda.gov.in) along with an Application Fee as detailed below:
  - a. Fee for General Category candidates : Rs. 1000/- (Non refundable)
  - b. Fee for SC/ST/BC/OPH/ Ex Servicemen Category candidates : Rs. 500/-(Non refundable)
- (ii) The requisite application fee should be deposited through challan with the Banks authorized by PUDA in the accounts of Punjab Urban Planning & Development Authority, S.A.S. Nagar (Mohali).

## **APPLICATION BY GOVERNMENT EMPLOYEES**

All existing Government employees should apply through online along with “**No Objection Certificate**” issued by the competent authority from their concerned department and must send advance copies of their applications along with the requisite fee and copies of certificates by the prescribed date and they will be considered for selection only if their applications are made through proper channel.

## **RESERVATION**

- i. Reservation to the posts shall be given as per the provisions of the Punjab Schedule Caste and Backward Class (Reservation in Services) Act 2006 and other policies instructions issued by the State of Punjab from time to time applicable to other categories.
- ii. All applicants who are seeking selection under any category of reservation must specify the category in the online application. While filling the online application form, also submit scanned copies of the requisite certificates on the basis of which reservation to any post is claimed issued by the competent authority as prescribed by the Government of Punjab. In case such scanned documents are not submit with the online applications, the same shall be liable to be rejected without any further intimation to the candidate.
- (iii) In case of candidates seeking reservation under Sportsperson category, the application should be accompanied with sports gradation certificate issued by Director Sports, Punjab in accordance with the latest instructions issued by the Government in this regard.
- (iv) Criteria for selection of candidates from Sportsman Category shall be on the basis of Sports Gradation Certificate.

## **Application Procedure**

1. All applications shall have to be made online at our website [www.puda.gov.in](http://www.puda.gov.in)
2. Before making an online application, make payment through atherorised Banks of prescribed Application Fee amounting to Rs 1000/- for General Category candidates, Rs. 500/- for Scheduled Caste Candidates / Backward Caste/ Ex Servicemen Category Candidates in favour of “Punjab Urban Planning & Development Authority” SAS Nagar (Mohali).

3. The payment should be deposited as per the amount applicable for the Category by the Candidate as the Receipt Number, Date and Bank Name details are required in the online form.
4. Fill out the form available on the website [www.puda.gov.in](http://www.puda.gov.in)
5. Since the academic evaluation of the candidate has to be as per the selection criteria prescribed for each posts, scanned copies of the mark sheet of all the relevant years has to be submitted with the online application form. It will be the responsibility of the candidate to submit each and every mark sheet and in case the candidate fails to submit scanned copies of the relevant mark sheet, his candidature is liable to be rejected.
6. Consequent to the examination, the result would be declared on the basis of the selection criteria i.e. after factoring the requisite academic qualification and the marks obtained in the written test.
7. An ADMIT CARD would be generated enabling the candidate to appear for the examination.
8. The last date for online submission of applications would be up to 5 PM of 02.12.2016.
  - (i) If any information/certificates/documents are found false at any stage, the candidate shall be liable for disqualification and prosecution in accordance with the provisions of the law.
  - (ii) All incomplete online applications in any respect shall liable to be rejected.

**Date of Examination:**

The exact date of the examination would be intimated separately through an advertisement in the leading newspapers and our website. The applicants are requested to visit our website for any news in this regard.

**Examination Centre (s):**

The Examination Centres would be S.A.S. Nagar (Mohali). In case the number of candidates is large, the Examination Centres would be established in other main cities of Punjab. The Examination Centre would be allotted as per the address provided in the application and once the Examination Centre is allotted, no request for any change in the examination centre shall be entertained. The candidate shall have to reach the examination centre at his/her own cost and no TA/DA shall be payable by the Authority in this regard.

The Chief Administrator, PUDA reserves the right to modify, alter or withdraw this recruitment notice at any point of time and without assigning any reason.

CHIEF ADMINISTRATOR