



PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY
(A State Govt. Undertaking)
2nd Floor, MGSIPA Complex, Institutional Area,
Sector 26, Chandigarh- 160 019
Tel: 0172-2792325, 2793300, Fax: 2793143
Website: pscst.punjab.gov.in



RECRUITMENT NOTICE

(Last date for receipt of Applications: 03.11.2023)

PSCST invites applications for **one post of Information Technology Officer** under the scheme "Environmental Information, Awareness Capacity Building & Livelihood Programme" to be filled up purely on contractual basis. The selected candidate will be initially given appointment for a period of one year, which may be extended on the basis of performance and availability of funds.

1. **Monthly emoluments** : Rs.34,000/-
2. **Age** – 35 Years.
3. **Essential Qualifications & Experience:**

Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.) with 2 years' experience.

Roles & Responsibilities:

IT Officer will be responsible for maintenance and updation of website and other databases of the Centre. He/She will be responsible for all IT related matters including mobile or web based applications and infographics etc. He/She will be involved in IT related matters in organization and management of any mega/regional event and other activities under Mission LiFE and SAP.

The interested eligible candidates may apply in the prescribed performa available on our website: www.pscst.punjab.gov.in, along with self-attested testimonials, experience certificates, if any, and demand draft worth Rs.100/- drawn in favour of Punjab State Council for Science and Technology payable at Chandigarh. No fee is payable by SC category candidates. The applications complete in all respect, along with testimonials, experience certificate etc. must reach this office **latest by 03.11.2023 through Registered/Speed Post/By Hand. The name of post applied for and name of the project must be super scribed at the top of the envelope.** PSCST reserves its right to reject any or all applications without assigning any reason.

General Information & Conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of application i.e. **03.11.2023**. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of submission of application.
- c. In case of receipt of large number of applications, only short listed candidates will be called for written test and interview. The criterion for short listing the candidates will be on the basis of marks obtained by a candidate in the essential qualifications and experience. The list of short listed candidates will be uploaded on the website of PSCST under 'Job Opportunities'.

- d. In case of Universities/Institute awarding CGPA etc. candidates are requested to convert the same into percentage based on the formula as per their University/Institute guidelines. Copy of conversion factor to be attached.
- e. The application for the said post should accompanied by self-attested copies of the relevant educational qualification, experience certificate. The prescribed qualifications should have been obtained through recognized Universities/Institutions etc. Incomplete applications received without the required certificates/documents are liable to be rejected.
- f. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected, will be relieved within 15 days of the receipt of the appointment orders. However, advance copy of the application may be submitted before **03.11.2023**, 17.00 Hrs. IST.
- g. Candidates should specifically note that the applications received after the closing date for any reason, whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by Council.
- h. Incomplete applications (i.e. without photograph, unsigned and applicable testimonials etc.) will not be entertained and will be summarily rejected.
- i. The decision of PSCST in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written test and interview will be final and binding on the candidates.
- j. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

RELAXATIONS:

- a. The upper age limit is relaxable upto 05 years for SC/BC category candidates as per Government orders in force on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- b. Upper age limit is also relaxable upto five years for the employees working in Council, Govt. Departments, autonomous bodies and public sector undertakings. This relaxation is admissible to such of the government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the posts, recruitment to which has been advertised.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:

- A. Coloured photograph pasted on the form and signed across in full.
- B. Self-Attested photocopy of 10th/12th class certificate indicating Date of Birth.
- C. Self-Attested photocopies of Degree and Mark Sheets of Graduation, Post Graduation and Ph.D., if any.
- D. Self-Attested photocopy of reservation issued by the competent authority.
- E. Self-Attested photocopy of experience certificates, if any.
- F. Self-attested copies of list of publications, NET/GATE qualifications certificates, Award etc., if any.
- G. All other supportive documents in support of the application.

Incharge (Admn.)