

PUNJAB STATE COUNCIL FOR SCIENCE AND TECHNOLOGY

Website: www.pscst.punjab.gov.in

**Punjab Government Initiative under Ghar Ghar Rozgar
Recruitment -2024**

Advertisement No. PSCST/Admn/2024/01
(Last date for receipt of applications: 16.02.2024)

REQUIRES

Sr. No.	Name of the Post	Number of vacancies	Pay Scale (in Rs.)
1.	Receptionist-cum-EPABX Operator	01	Rs. 19,900/- Initial Pay (Level-2)

Last date & time : 16.02.2024 till 17.00 Hrs. IST.

For details log onto : www.pscst.punjab.gov.in.

Note: Any corrigendum(s) to the recruitment notice shall be published on the above website.

Incharge(Admn)



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



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Punjab State Council for Science and Technology (PSCST) invites applications for the following post:

1. Receptionist-cum-EPABX Operator : 01.

Educational Qualifications & Experience:

“Atleast IInd Class Bachelor Degree of recognized University. Fluent in both English & Punjabi speaking, should have pleasing personality and should be having training & work experience of E.P.A.B.X./Fax System/Receptionist etc. for atleast two years.

Punjabi: Should have passed Matriculation examination with Punjabi as one of the compulsory subject or any other equivalent examination in Punjabi language which may be specified by the Govt. from time to time.

Knowledge of Computer:

The candidate must have undergone a computer course of six months duration from a reputed institute.”

Pay Scale : Rs.19,900/- Initial Pay (Level-2)

Note: The minimum pay admissible for the post shall be as per the notification of Finance Department dated 29.10.2020. Letter No. 7/204/2012-4FP1/66-72 dated 15.01.2015 and No. 07/2014/2015-4FP1/853793 dated 04.10.2016 of Deptt. of Finance (FP-I Branch) shall be applicable. On completion of probation period, allowances as admissible to other employees shall be payable as per Govt. instructions issued vide letter no. FD-FP-10PYSC/9/2023-3FP1/166-171 dated 27.06.2023.

Age: As per Punjab Govt. instructions, age limit for the above said post shall be as under:-

- (1) The age of General Category candidates should not be less than 18 years and not more than 37 year as on 01.01.2024.
- (2) In case of candidate belonging to Scheduled Caste and other Backward Classes, the upper age limit shall be 42 years.
- (3) Upper age limit may be relaxed upto 45 years in the case of persons already in the employment of the Punjab Govt., other State Govt. or the Govt. of India.
- (4) In case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

The selection of candidate shall be made on the basis of test on EPABX & computer operations and interaction with candidates for general personality assessment by a Committee.

The interested eligible candidates may apply on the prescribed Application Form, available on our website 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 16.02.2024 through Registered/Speed Post/By Hand**. The name of post applied for must be super scribed at the top of the envelope. PSCST reserves its right to accept or reject any application and to annul the process at any time without any liability and assigning any reason thereof.

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. 16.02.2024. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on the last date of submission of application.
- c. **Only short listed eligible candidates will be called for test & interaction.**
- d. The date of determining the upper age limit shall be 01.01.2024.
- e. 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 one month of the receipt of the appointment orders. The vigilance clearance should also be submitted. However, advance copy of the application may be submitted before the due date.
- f. 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.
- g. Incomplete applications (i.e. without photograph, unsigned and applicable testimonials etc.) will not be entertained and will be summarily rejected.
- h. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

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 all education qualifications certificates as well as mark sheets.
- D. Self-Attested photocopy of Caste issued by the competent authority, in case of reserved category.
- E. Self-Attested photocopy of experience certificates, if any.
- F. All other supportive documents in support of the application.

Incharge (Admn.)