



**PUNJAB STATE COUNCIL FOR SCIENCE &
TECHNOLOGY**

(A State Govt. Undertaking)

2nd Floor, MGSIPA Complex, Institutional Area,
Sector 26, Chandigarh- 160 019

Website: pscst.punjab.gov.in

Tel: 0172-2792325, 2793300, Fax: 2793143



Punjab Government initiative under Ghar Ghar Rozgar

RECRUITMENT-2021

Advertisement No.PSCST/Admn/2/2021

(Last date for receipt of Applications:08.03.2021)

Punjab State Council for Science and Technology (PSCST) is a Scientific & Industrial Research Organization recognized by DSIR, Govt. of India. It has conceptualized and brought in world class S&T infrastructure in the State, provided cleaner technologies for mass replication by small and medium industries and demonstrated several technological solutions for socio-economic development at grass root level. Under Mission Innovate Punjab, PSCST strives to assess, synergize and augment STI ecosystem in the State. In order to champion the functions envisioned under this Mission, PSCST invites applications from enthusiastic, motivated young Indian nationals for the post of :

1. Junior Accounts Executive (Senior Assistant Accounts) : 01

Essential Educational Qualifications:

- (i) **Bachelor's Degree in Commerce** from a recognized University or Institute;
- (ii) The candidates should have passed Punjabi of Matric or its equivalent standard.
- (ii) The candidate should Possess at least one hundred and twenty hours course with hand on experience in the use of Personal Computer or Information Technology in office productivity applications or desktop publishing applications from a Govt. recognized institution or a reputed institution, which is ISO 9001 certified. **OR**
Computer Information Technology course equivalent to 'O' Level certificate of department of Electronics Accreditation of Computer course (DOEACC) of Government of India.
- (iii) Shall qualify Competitive Examination/Written Test of Multiple choice questions to be conducted by PSCST. The selected candidate will have to qualify Type writing test in English and Punjabi on computer at a speed of 30 wpm.

War Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, shall not be required to qualify the test in Punjabi type-writing.

Pay Scale: Rs.35,400/- Initial Pay

Note: The minimum pay admissible for the post shall be as per the notification of Finance Department dated 29.10.2020 (**Annexure-I**) and as per Notification no.7/204/2012-4FP1/66, dated 15.01.2015, fixed emoluments equivalent to minimum pay without any allowance will be paid during the probation period of three years, which at present is Rs.35,400/-.

Age: The candidate should not be below 18 years and above 37 years of age as on 01.01.2021.

Age Relaxations:

- a. In case of candidate belonging to Scheduled Caste and other Backward Classes, the upper age limit shall be such as may be fixed by the Govt. from time to time.
- b. 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.
- c. 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 Competitive Examination/Written Test to be conducted by PSCST.

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. The applications complete in all respect, along with testimonials, experience certificate etc. must reach this office **latest by 08.03.2021, through Registered Post/By Hand**. The name of post applied for 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. 08.03.2021. 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. **In case of receipt of large number of applications, only short listed candidates will be called for Competitive Examination/written test. The criterion for short listing the candidates will be on the basis of marks obtained by a candidate in the minimum prescribed qualifications and/or experience in the relevant field.**
- d. The date for determining the upper age limit shall be 01.01.2021.
- 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, in case of reserved category.
- E. Self-Attested photocopy of experience certificates, if any.
- F. All other supportive documents in support of the application.

Additional Director (Admn.)



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



Punjab Government initiative under Ghar Ghar Rozgar

RECRUITMENT-2021

Advertisement No.PSCST/Admn/2/2021
(Last date for receipt of Applications:08.03.2021)

REQUIRES

Junior Accounts Executive (Senior Assistant Accounts) : 01

Pay Scale: Rs.35,400/- Initial Pay.

Note: The minimum pay admissible for the post shall be as per the notification of Finance Department dated 29.10.2020 (Annexure-I) and as per Notification no.7/204/2012-4FP1/66, dated 15.01.2015, fixed emoluments equivalent to minimum pay without any allowance will be paid during the probation period of three years, which at present is Rs.35,400/-.

Age: The candidate should not be below 18 years and above 37 years of age as on 01.01.2021.

The detailed advertisement indicating educational qualification, relaxations in age etc. may be seen at our website: pscst.punjab.gov.in.

The interested eligible candidates may apply on the prescribed Application Form available on our website latest by 08.03.2021, alongwith copy of testimonials, demand draft worth Rs.100/- drawn in favour of Punjab State Council for Science & Technology payable at Chandigarh, through registered post/By hand. The applications received after the due date will not be entertained at all. PSCST reserves its right to reject any or all applications without assigning any reason thereof.

Additional Director (Admn.)