

Advertisement No. 2/2017/Peons

EMPLOYMENT NOTICE

Applications on prescribed format and annexure (Attached herewith) are invited for filling up 4 **Permanent Posts of Peon (General Category)** which are likely to fall vacant shortly on Establishment of Punjab State Legal Services Authority by way of Direct Recruitment.

2. The number of vacancies can be increased or decreased without any prior notice. The selected applicant shall be subjected to medical test as may be prescribed. As per Punjab Civil Services (Revised Pay Rules), 2009 read with Punjab Government **letter no. 5/10/09-5FP1/1023-1027 dated 15.12.2011**, pay scale of Peon is 4900-10680 + 1650 (Grade Pay) initial start 6950/- plus usual allowances as may be admissible from time to time by Punjab Government.

Further, as per letter No. 7/204/2012-4FP1/1049 dated 21.12.2015 read with letter No. 7/204-4FP/66 dated 15.01.2015 by Govt. of Punjab the following conditions shall also apply :-

- (a) The probation period of the official shall be initially for 3 years.
- (b) Those employees who get lower salary than DC rates/Labour Rates will get amount equal to salary as per DC rates/Labour Rates during the probation period.
- (c) After successful completion of the probation period, the directly recruited official will be entitled to receive the salary equivalent to the minimum of the pay band of the post including grade pay and all other allowance. The

period of probation including extended period of probation, if any, will not be counted (in service tenure) in the time scale of pay.

(d) If the employee was already working with the Government of Punjab, meaning thereby, if he is having any lien on any post, he will be entitled to receive the pay of the previous post on which he is having a lien.

(e) The period of probation including extended period of probation, if any, will not be counted (in service tenure) in the time scale of pay.

(f) Since the selection process has been initiated for 4 General category posts which are likely to fall vacant consequent upon the appointment of existing 4 employees by way of transfer to other departments. As such, in case those employees are repatriated to this department within a period fixed by the Hon'ble Competent Authority, in such situation, the selected/appointed candidates against the posts of the aforesaid employees shall be relieved from duty without any prior notice. The appointment to these posts is strictly according to this condition. By submitting applications for these posts, it shall be presumed that the applicants had accepted this condition unconditionally.

Qualification and Experience

3. The applicant must have passed the **Middle Standard examination** with the Punjabi language as one of the subject from a recognized institution.

Age

4. The age of the applicant shall not be less than 16 years and not more than 37 years as on 01.01.2017 for general category.

No document except certificate issued by the Registrar of Births and Deaths or educational certificate shall be admissible as a proof of date of birth for all the categories.

Last Date

5. The eligible candidates shall submit their application on the prescribed form/ Specimen form attached herewith as Annexure 1 duly filled to the office of the Punjab State Legal Services Authority, Site No.126, Sector 69, SAS Nagar (Mohali) on working days up to 15.01.2018 till 5 P.M. The envelope should be super – scribed with the words “**Application form for the post of Peon**”. Applications can be submitted personally or sent by registered post to this office.

Any application received after the last date shall not be entertained under any circumstances. The Punjab State Legal Services Authority shall not be responsible for any delay including of postal/Courier services.

Selection Criteria

6. Selection will be made on the basis of the marks obtained in **General Skill Test (practical) And Assessment or general aptitude, behavior, dress as well as mannerism**; weightage shall also be given to the candidates possessing additional educational qualification i.e. Matric, Diploma from a recognized institution and Graduation; and to those having experience of working in Central Govt./ State Govt./ State Govt. undertaking.

The State Legal Services Authority reserve the right to short list the applications on the basis of criteria fixed by competent authority.

Documentation

7. No document is to be attached with the application. The candidates must be in possession of original document/testimonial regarding their eligibility before submission of their application. At the time of appearing for "Assessment of General Aptitude etc" the applicant shall produce the following original certificates :

- i. ID proof
- ii. Date of Birth Certificate
- iii. All certificates regarding Educational Qualification(s)
- iv. Any other certificate relied upon

Self attested copies of the aforesaid certificates shall be submitted at the time of Scrutiny of Documents.

No extra time for production of any document will be given. Failure to produce original testimonial/ documents on demand will be entail rejection of candidature. No documents created or procured after last date of submission of Application Form will be accepted. The admission of the candidates at all stages of the recruitment process will be purely provisional and subject to satisfying all the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time during, before or after the recruitment process or even after appointment it is found that a candidate is/ has been ineligible, his/ her candidature shall stand cancelled without any notice.

Other Instructions

1. Applicants in own interest shall read and follow the instructions given in this employment notice, application form and annexure carefully. For

violation of any instructions, the application shall stand rejected summarily. No further correspondence will be entertained in this regard.

2. Information given in the application form will be treated as final so far as candidate is concerned. No variation or explanation will be entertained.
3. Applicants working in the Government Departments/Semi Government Departments/Corporations/Boards/Local Bodies Department/Autonomous body shall apply on or before the last date fixed, to this office directly like any other candidate, after intimating their department etc. NOC from the concerned Department shall have to be produced at the time of General Skill Test.
4. These posts are against 4 General category posts already ordered to be transferred vide letter no. 1/83/2012-5ਅ5(ਪਫ2)/8861 dated 16.10.2017 from Punjab Government, General Administration Department, (Secretariat Establishment – 5 Branch) with the condition that they can be repatriated to this department. In such situation if any of the employee against whom the post is advertised will be repatriated then the Junior most in the list of 4 selected candidates will be relieved from his duty. If more employees will be repatriated then accordingly seniority wise junior most from bottom will be relieved from his duty.
5. The employees who are working on contract/adhoc are not considered as department employees etc.
6. Selected candidates can be posted/ transferred in any District in the State of Punjab.
7. No TA/DA will be paid to the candidates appearing for General Skill Test.

8. Any other terms and conditions not specifically mentioned above shall be governed in accordance with the Punjab Civil Services (Grade D), Rules 1962 as amended from time to time.
9. All announcements regarding this recruitment process will be made on the Official Website of Punjab State Legal Services Authority www.pulsa.gov.in. The candidates are advised to keep on visiting the said website. Punjab State Legal Services Authority shall not be responsible for missing or no receipt of any information on account of his/her failure to checkup with the official website from time to time.
10. The competent authority reserves the right to add or delete any of the aforesaid condition subsequently.

How to apply

1. Candidates must read the employment notice and application forms carefully and shall follow the given instructions carefully.
2. Applications incomplete in any respect will be rejected summarily without any correspondence.
3. Candidate shall be careful while filing the particulars/information in the Application Form appended as Annexure A. Wrong particulars, misinformation or concealment of the information will lead to rejection of candidature besides other legal consequences. No request for change of any given information would be entertained.
4. Acceptance of submitted applications does not imply that candidate has fulfilled all the eligibility criterion. The application/information shall be subject to subsequent scrutiny. Application can be rejected at any point of time, if found to be not fulfilling the eligibility criterion.
5. All announcement/information relating to this recruitment process will be notified on official website of Punjab State Legal Services Authority www.pulsa.gov.in.
6. All the applicants are advised to regularly visit the website in their own interest. This office shall not be responsible for missing or non receipt of any information on account of his/her failure to check the official website from time to time.

Date:

-sd-
Member Secretary

APPLICATION FORM FOR THE POST OF PEON

**Self attested
photograph**

(To be filled by the applicant in his own handwriting)

Note: No column shall be left blank.

- 1. Name of the candidate
- 2. Father's Name
- 3. Permanent Address
- 4. Gender
- 5. Contact Detail
- 6. Date of Birth (DD/MM/YY)
- 7. Age as on 01.01.2017
- 8. Educational Qualification From Middle Standard onwards

Examination passed	Date of Passing (as given in the DMC)	Total Marks	Marks Obtained	Percentage of Marks obtained
Middle Class				
Matric				
Diploma				
Graduation				
Post Graduation				
Any other (s)				

- 9. Special Skill/ Proficiency or Expertise
(e.g. Driving, Typing, Event Management, Computer Knowledge, Extra Curricular Activities etc.)
- 10. Whether applicant is in employment (Write yes or no).....
of Govt./Semi Govt./Corporation/Boards/
Local bodies department/autonomous
Body? (Write yes or no)
- 11. Was the applicant ever arrested, (Write yes or no).....
detained in judicial custody, summoned
ordered to be bound down in security
proceedings, convicted, acquitted,
discharges for any offence?
(b) If yes, give details

12. Whether the applicant has ever been (Write Yes or No).....
Discharged, removed, dismissed or
Dispensed from service of any
Government/Semi Government/
Board/Corporation/Autonomous
Body?

(b) If yes, give detail

13. Whether the Applicant had previously (Write Yes or No).....
Served in any Government/Semi
Government/Board/Corporation/
Autonomous Body?

(b) If Yes, give detail

Dated:

Signature of the applicant

Place:

Declaration by the applicant

- (i) I have read and understood all the terms & conditions mentioned in the Advertisement uploaded on the website of the Punjab State Legal Services Authority and I accept all the terms and conditions including terms & conditions in para no. 2 (f).
- (ii) I certify that particulars/information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particular(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.
- (iii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- (iv) I understand that if any column is left blank, my application can be rejected.

Dated:

Signature of the applicant

Place: