

PUNJAB STATE LEGAL SERVICES AUTHORITY, SAS NAGAR
DETAILED EMPLOYMENT NOTICE FOR THE POST OF DRIVER

EMPLOYMENT NOTICE NUMBER	LAST DATE FOR RECEIPT OF APPLICATIONS (Through Offline Mode)
74/PULSA/2024	03.07.2024

Applications (on prescribed format attached at **Annexure A**) are invited from the eligible candidates through offline mode for filling up **02 Posts of Drivers** in the establishment of Punjab State Legal Services Authority, as per the following details:-

Name of Vacancy	Number of Vacancies
Driver	General -1 Physically Handicapped-1

Note:-

- The Punjab State Legal Services Authority shall reserve the right to increase or decrease the number of posts at any stage.
- The application form complete in all respect must reach in the office on or before the last date i.e. **03.07.2024**, at the below mentioned address:

Member Secretary
Punjab State Legal Services Authority
Site No.126, Opposite GMADA Community Centre
Sector 69, SAS Nagar-160062.

1. AGE LIMIT:

The age of applicant should not be less than 18 years and not more than 37 years as on 01.01.2024.

2. QUALIFICATION & EXPERIENCE

- Applicant must have passed matriculation or equivalent examination with Punjabi as one of the subjects in light of Rule 17 of Punjab Civil Services (Common Conditions of Services), Rules-1994. The Rule is reproduced as under:

“17.Knowledge of Punjabi Language- No person shall be appointed to any post in any service by direct appointment unless

he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language which may be specified by the Government from time to time.”

- Applicant must have a valid driving license of 'Light Motor Vehicle (LMV)'.
- Applicant should not have any criminal case pending in court(s) for negligent driving and has not been convicted by any criminal court.
- Applicant should have minimum two years experience in driving of any Light Motor Vehicle (LMV). The period of two years experience shall count from that date on which the applicant has been issued the driving license by the Competent Authority.
- Candidates belonging to 'Physically Handicapped' category is required to attach disability certificate issued by the competent authority.

NOTE:-

- i. The certificate of driving experience in prescribed format (**Annexure B**) is required to be produced at the time of the '**Assessment of General Aptitude, Behaviour, Dress & Mannerism**' or as and when required.
- ii. The Applicant must fulfill the eligibility conditions of qualification and experience etc. as on the last date of submission of application i.e. **03.07.2024**.

3. DETAILS OF FEE

Applicant(s) shall deposit fee along with the Application Form, by way of Demand Draft in favour of **Member Secretary, Punjab State Legal Services Authority, payable at SAS Nagar**, as per the following details:-

- **General-** **Rs.1000/-**
- **Physically Handicapped-** **Rs.500/-**

NOTE:

- i. The Application Forms received without requisite fee or partial fee shall be rejected straightway.
- ii. Payment of Fee by any other mode shall not be accepted.

4. RESERVATION BENEFIT

Candidates claiming the benefit of reserve category must belong to State of Punjab and required to produce necessary certificate of the category issued by the

competent authority in light of the instructions issued by Department of Social Security Women & Child Development vide Notification No.1/1/2017/3DC/1588894/1 dated 03.10.2019.

5. PAY SCALE

As per the pay matrix issued under 7th Central Pay Commission, the minimum admissible pay would be 21700/- per month, subject to the condition that instructions issued by the State Government vide Letter No.7/204/2012-4FP1/60 dated 15.01.2015 and No.7/204/2012-4FP1/853793 dated 04.10.2016 shall be applicable mutatis mutandis.

6. SELECTION CRITERIA

- Selection will be made on the basis of the '**Driving Skill Test**' and '**Assessment of General Aptitude, Behavior and Dress & Mannerism**'.
- Punjab State Legal Services Authority reserves the right to short list the applications on the basis of criteria fixed by the Competent Authority.

7. HOW TO APPLY

The candidates are required to submit the photocopies (self-attested) of the below mentioned documents along with the Application Form (**Annexure A**):-

- ✓ Matriculation pass certificate;
- ✓ Date of Birth Certificate;
- ✓ Certificates of educational qualification higher than matriculation;
- ✓ Valid driving license (LMV);
- ✓ Demand Draft (**original**);
- ✓ Residence Certificate (in case of reserve category);
- ✓ Certificate pertaining to 'Physically Handicapped' category issued by the competent authority in light of the instructions issued by Department of Social Security Women & Child Development vide Notification No.1/1/2017/3DC/1588894/1 dated 03.10.2019;
- ✓ Experience certificate duly issued by the concerned authority in the format enclosed at **Annexure B**;
- ✓ Copy of No-Objection Certificate issued by Head of Department, if the candidate is applying through proper channel;
- ✓ Affidavit by the candidate (**Annexure C**) original;

8. OTHER TERMS & CONDITIONS

The applicant shall fulfill the following terms and conditions as on date of publication of the advertisement:-

- (i)** The candidates are advised to read the advertisement thoroughly before filling the Application Form;
- (ii)** The candidates applying in the reserve category, must be resident of State of Punjab and copy of the residence certificate is required to be attached with the application form;
- (iii)** Incomplete Application Form shall be rejected outrightly and no correspondence shall be entertained in this regard;
- (iv)** In no case, the application(s) received after the last date be entertained;
- (v)** All the information pertaining to the recruitment of Drivers will be uploaded by the State Authority on the website from time to time. Hence, applicants are required to ensure that they have an access to the internet facility with reasonable speed so to update himself/herself with the latest developments posted on the website of the State Authority from time to time regarding the recruitment;
- (vi)** The State Legal Services Authority shall not be responsible in any manner for non- delivery of information through the digital mode at any stage either due to non-activation of mobile phone or if the same is out of coverage area or is out of order due to some technical fault on part of candidate or its service provider. It shall be the responsibility of the candidate to update himself/herself by visiting the website of the State Authority from time to time for important notifications;
- (vii)** Applicant must check all the information furnished in the Application Form carefully before submission. The applicant shall be personally responsible for correctness of the information so quoted by him/her in the Application Form. In case any of the information quoted by the applicant in the application form is found false, his/her candidature shall stand cancelled;
- (viii)** In no case, the Applicant be allowed to change the contents of the information once filled in the Application Form after submission of the same;
- (ix)** The admission of the candidates at all the stages of the

recruitment process will be purely provisional and subject to satisfaction of all the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification of the credentials of the candidate at any stage i.e. during, before or after the recruitment process or even after the appointment, it has been found that the candidate has given the false information or the candidate is found ineligible, his/her candidature shall be deemed to be cancelled with immediate effect;

- (x) No extra time will be given to the applicant for production of any document. Failure to produce original testimonial/documents on demand will entail rejection of candidature;
- (xi) Document created or procured after last date of submission of Application Form will not be accepted;
- (xii) The instructions issued by the Government of Punjab vide Letter No.7/204/2012-4FP1/66 dated 15.01.2015 as well as other instructions issued by the State Government from time to time regarding payment of emoluments during the probation period and other instructions regulating the service conditions, shall be applicable;
- (xiii) The candidate already working in the other Punjab Government departments, are required to submit their application through proper channel and also enclose the “**No-objection Certificate**” duly signed by the Head of Department;
- (xiv) The employees who are working on contract/adhoc basis in any Department/Corporation/Board/Autonomous Body shall not be considered as employees of State/Central Government;
- (xv) Selected candidates can be posted/ transferred in any District in the State of Punjab;
- (xvi) No TA/DA will be paid to the candidates appearing for Driving Skill Test and an Assessment of General Aptitude, Behavior, Dress as well as Mannerism;
- (xvii) All announcements regarding this recruitment process will be made on the Official Website of Punjab State Legal Services Authority www.pulsa.punjab.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 non-receipt of

any information on account of his/her failure to checkup with the official website from time to time;

(xviii) The competent authority reserves the right to add or delete any of the aforesaid condition subsequently.

sd/-
Member Secretary

Dated:-

Annexure-A

APPLICATION FORM FOR THE POST OF DRIVER

(TO BE FILLED BY THE APPLICANT IN HIS OWN HANDWRITING)

Affix self
attested recent
passport Size
photograph

1. Name of the Candidate (in full) _____
2. Father's Name _____
3. Permanent residential address _____

4. Category _____
(General/Physically Handicapped)
5. Gender _____
6. Date of Birth (DD/MM/YY) _____
7. Age as on 01.01.2024 _____
8. Contact details (Mobile No.) _____
& E-mail ID _____
9. Demand Draft No. and date _____

10. Qualification (Matriculation onwards)

Examination Degree/Diploma	University/Board	Subject	Year of Passing	% of marks Class/Grade Distinction
Matric				
10+2				
Graduation or equivalent				
Any other Qualification				

11. Whether passed Punjabi as one of the subject upto matriculation level. If yes, attach proof.

12. Details of Driving License issued

Date of Issue	Issuing Authority	Type of License	Date of Expiry/Valid upto	Driving Experience

13. Whether the applicant is in employment (Yes/No): _____
of Govt./Semi-Govt./Corporation/Boards,
Local Bodies department/Autonomous Body?
If yes, give details.

14. Was the applicant ever arrested, detained (Yes/No): _____
in Judicial Custody, summoned, ordered to
be bound down in security proceedings, Convicted,
acquitted, discharges for any offence?
If yes, give details:- _____

15. Whether the applicant has ever been found
convicted for negligent driving?
If yes, give details:- _____

16. Whether the applicant has ever been (Yes/No): _____
Discharged, removed, dismissed or dispensed from
Service of any Govt./Semi-Govt./Boards/Corporations/
Autonomous Body?
If yes, give details: - _____

17. Whether the applicant had previously (Yes/No): _____
Served in any Govt. / Semi-Govt. / Boards/Corporations/
Autonomous Body?
If yes, give details:- _____

Date:

Place:

Signature of Applicant

Declaration by the Applicant

- a. I have read and understood all the terms and conditions mentioned in the advertisement uploaded on the website of Punjab State Legal Services Authority and I accept all the terms & conditions.
- b. 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.
- c. I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- d. I undertake that if any of the aforementioned column is left blank, my application be rejected.

Date:

Place:

Signature of Applicant

(LETTER HEAD)
TO WHOM IT MAY CONCERN

I certify that Sh./Smt _____ D/o-S/o Sh. _____
R/o _____ holder of Driving License No. _____ has been
driving Light Motor Vehicle _____ (specify vehicle)
since _____ (Date) to _____ (Date)
with/under _____ (write Name of person or Organization).

Dated:- _____
Place:- _____

Signature:- _____
Name of issuing authority
with Stamp or Seal

(STAMP UNDER LAW)
AFFIDAVIT
(to be attested by Notary / Magistrate)

I, _____ D/o-S/o, Sh. _____ R/o _____ do hereby solemnly affirm
and declare as under:-

1. That I am resident of _____.
2. That I have never been convicted for rash or/and negligent driving under the any law
nor any such proceedings are pending in any Court/Authority against me.

Place:-

Dated:-

Deponent

Verification:-

Verified that the contents of Para No. 1 & 2 are true and correct to the best of my
knowledge and belief and nothing has been concealed therein.

Place:-

Dated:-

Deponent