

Advertisement No. 11
EMPLOYMENT NOTICE

Applications on prescribed format and annexure (Attached herewith) are invited for filling up 01 **Permanent Post of Driver (General-01)** 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. 5/10/09-5FP1/958-962 dated 15.12.2011**, pay scale of Driver is 5910-20200+2400 (Grade Pay) initial start 9880/- 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 01 General Category post which has fallen vacant due to appointment of employee by way of transfer to other department. As such, in case that employee is repatriated to this department within a period fixed by the Hon'ble Competent Authority, in such situation, the selected/appointed candidate against the post of the aforesaid employee shall be relieved from duty without any prior notice. The appointment to this post is strictly according to this condition. It shall be presumed that Applicants applying against the post have unconditionally accepted the abovesaid conditions.

Age

3. The age of the Applicant shall not be less than 18 years and not more than 37 years as on 01.01.2020 for general category.

Selection Criteria

4. Selection will be made on the basis of Driving Skill Test and an Assessment of General Aptitude, Behavior, Dress as well as Mannerism.

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

Documentation

5. No document is to be attached with the application. The candidate 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. Driving License
- v. 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 entail rejection of candidature. No document 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.

Fee

6. Applicant(s) shall deposit fee of Rs.600/- alongwith the Application Form, by way of Demand Draft in favour of Member Secretary, Punjab State Legal Services Authority, payable at SAS Nagar. The application without fee shall not be accepted by this office.

Last Date

7. The eligible candidates shall submit their application in the prescribed Proforma (Annexure A) duly filled in the office of the Punjab State Legal Services Authority, Site No.126, Sector 69, SAS Nagar (Mohali) on working days up to **09.07.2020 till 5 P.M.** The envelope should be super scribed with the words "**Application form for the post of Driver**". Applications can be submitted personally or through registered post.

Application(s) 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 or otherwise.

Other Instructions

1. Each Applicant in his 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 relating to "Claim of the Candidature" of the Applicant will be treated as final. Once the Application is submitted, the Applicant will not be allowed to make any changes therein. Further, 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 Driving Skill Test and General Assessment.
4. 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.
5. Selected candidate can be posted/ transferred in any District in the State of Punjab.
6. No TA/DA will be paid to the candidates appearing for General Skill Test.
7. 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 non receipt of any information on account of his/her failure to checkup with the official website from time to time.

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

9. How to apply

- Candidates are advised to read the Employment Notice and Application Forms carefully and follow the given instructions carefully. Any diversion from the instructions given in the Employment Notice shall not be tolerated.
- Application(s), if any, incomplete, in any respect, will be rejected summarily without any correspondence.
- Candidate should 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.
- Acceptance of submitted applications does not imply that candidate has fulfilled the entire eligibility criterion. The application/information shall be subject to subsequent scrutiny. Candidature can be rejected at any point of time, if found to be not fulfilling the eligibility criterion.
- All announcement/information relating to this recruitment process will be notified on official website of Punjab State Legal Services Authority www.pulsa.gov.in.
- Applicant(s) 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: 12.06.2020

sd/-
Member Secretary

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. Gender _____
5. Date of Birth (DD/MM/YY) _____
6. Age as on 01.01.2020 _____
7. Contact detail _____
8. Demand Draft No. and date _____
9. Qualification(beginning with matriculation or equivalent)

Examination Degree/Diploma	University/Board	Subject	Year of Passing	% of marks Class/Grade Distinction
Matric				
Graduation				
Diploma				
Post Graduation				
Any other				

10. Details of Driving License

Date of Issue	Issuing Authority	Type of License	Date of Expiry	Driving Experience

11. Whether the applicant is in employment (Write Yes/No): _____
Of Govt./Semi-Govt./Corporation/Boards,
Local Bodies department/Autonomous Body?

12. Was the applicant ever arrested, Detained (Write Yes/No): _____
in Judicial Custody, summoned, Ordered to
be bound down in security proceedings, Convicted,
acquitted, discharges for any offence?

(b) If yes, give details: _____

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

(b) If yes, give details: - _____

14. Whether the applicant had previously (Write Yes/No): _____
Served in any Govt. / Semi-Govt. / Boards/Corporations/
Autonomous Body?

(b) If yes, give details: - _____

Date:

Place:

Signature of Applicant

Declaration by the Applicant

- (i) 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.
- (ii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- (iii) I undertake that if any column is left blank, my application can be rejected.

Date:

Place:

Signature of Applicant