

**No: 2/2015-Admin Asstt./**  
**Punjab State e-Governance Society**  
**Directorate of Governance Reforms**  
**SCO 162-64, 3<sup>rd</sup> Floor Sector 34-A, Chandigarh**  
**Phone - 0172-2602164**

**Recruitment Notice**

Punjab State e-Governance Society (PSeGS) under the aegis of Department of Governance Reforms is executing a number of core infrastructure projects and other large scale transformational projects, pertaining to implementation of information technology and e-Governance. Applications are invited from the eligible candidates for filling following positions purely on contract basis initially for a period of 2 years which may be extended on year to year basis, depending upon the performance of the appointee and the requirement of the society:

SN	Name of the Post	No. of vacancies		Gross monthly remuneration
		General	SC/ST	
<b>Non-technical Posts</b>				
1.	General Manager (Admin & Finance)	1	-	Last pay drawn minus pension
2.	Manger HR	1	-	Last pay drawn minus pension
3.	Manager Finance	1	-	Rs.45,000/- per month
<b>Technical Posts</b>				
4.	General Manager	1	-	Rs.1,50,000/- per month
5.	Deputy General Manager	-	1	Rs.1,00,000/- per month
6.	Assistant General Manager	1	1	Rs.70,000/- per month
7.	Manager	2	1	Rs.45,000/- per month
8.	Technical Executive	3	2	Rs.25,000/- per month
<b>Total</b>		<b>10</b>	<b>5</b>	

2. Eligibility and Educational qualifications required for the above said posts are as under:

SN	Name of the post	Essential Qualification/Eligibility
<b>Non-technical Posts</b>		
1	GM-Admin & Finance	Retired IAS / PCS officer
2	Manager (HR)	Retired Class 1 officer from State / GoI / PSU
3	Manager (Finance)	Regular M.B.A. (Finance) / CA-inter / ICWA-inter passed with 4 years of experience in independent handling of Accounts and Finance
<b>Technical Posts</b>		
4	General Manager	B.E./B.Tech and MBA/PGDBM/PGDM or Diploma in Management from a recognized University / Institution

			with minimum of 50% marks in aggregate in each case and experience of ten (10) years in the field of Project Management/ Information & Communication Technology. OR Post Graduate degree in Computer Science/Applications and MBA/PGDBM/PGDM or diploma in Management from a recognized University / Institution with minimum of 50% marks in aggregate in each case and experience of Twelve (12) years in the field of Project Management /Information & Communication Technology.
5	Deputy Manager	General	B.E./B.Tech and MBA/PGDBM/PGDM or Diploma in Management from a recognized University / Institution with minimum of 50% marks in aggregate in each case and experience of eight (8) years in the field of Information & Communication Technology. OR Post-Graduation degree in Computer Science/ Applications and MBA/PGDBM/PGDM or Diploma in Management from a recognized University / Institution with minimum of 50% marks in aggregate in each case and experience of Ten (10) years in the field of Information & Communication Technology.
6	Assistant Manager	General	B.E./B.Tech. in Information Technology (IT) / Electronics and Communication (EC) / Computer Science (CS) degree and MBA degree or equivalent from a recognized University / Institution with minimum of 50% marks in aggregate in each case and experience of six (6) years in the field of Information & Communication Technology. OR Master's degree in Computer Applications and MBA degree or equivalent from a recognized University / Institution with minimum of 50% marks in aggregate in each case and experience of eight (8) years in the field of Information & Communication Technology.
7	Manager		B.E./B.Tech. in Information Technology (IT) / Electronics and Communication (EC) / Computer Science (CS) degree and MBA degree or equivalent from a recognized University / Institution with minimum of 50% marks in aggregate in each case and experience of two (2) years in the field of Information & Communication Technology. OR Master's degree in Computer Applications and MBA degree or equivalent from a recognized University / Institution with minimum of 50% marks in aggregate in each case and experience of four (4) years in the field of Information & Communication Technology.
8	Technical Executive		Should possess a degree in B.E./B.Tech. in Information Technology or Electronics and Communication or Computer Science from a recognized university or institution with minimum of 50% marks in aggregate in each case. OR Should possess a Master's degree in Computer Applications from a recognized university or institution with minimum of 50% marks in aggregate in each case and experience of two (2) years in the field of Information & Communication Technology.

**3. Age Criteria:**

For position No.1& 2	Maximum age up to 61 years as on 01.01.2016
For position No. 3 to 8	Maximum age up to 38 years as on 01.01.2016
For SC/ST candidate	Relaxation of five years over the above mentioned recruitment age.

**4. Application Fees:**

- i. Candidates are not required to deposit any fees for posts at Sr. No. 1 to 7.
- ii. For Sr. No. 8 i.e. Technical Executive post, candidates are required to deposit fee as under in the form of Bank Draft in favor of Punjab State e-Governance Society.

General - Rs.1000/-

SC/ST - Rs. 500/-

Kindly write your name, father's name and mobile no. on the back of the draft.

Application fee can also be deposited in cash in the office of PSeGS on any working day between 9:00 AM to 5:00 PM.

5. Only eligible candidates will be called for to participate in the selection process. Intimation in this regard will be given to the eligible candidates via e-mails and a notice in this regard will also be uploaded on website: [www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in).
6. Separate email needs to be sent for each position for which the candidate wishes to apply.
7. Application forms along with detailed resume and self-attested photocopy of testimonials should be sent at the email: [hr.psegs@punjab.gov.in](mailto:hr.psegs@punjab.gov.in) on or before 28<sup>th</sup> March 2016. The candidates applying for Technical Executive post must ensure that their application fee reaches the office of PSeGS on or before 31<sup>st</sup> March 2016.

**Member Secretary**

# Application Form

Name of the Post applied for \_\_\_\_\_

1. Name of the applicant:

2. Father's Name:

3. Date of Birth:

4. Address:

5. Educational Qualifications:

Qualification	Name of Institute / University	Regular (Y/N)	Year of Passing	%age/CGPA

6. Other skills:

7. In case of retirees:-

(A) Date of retirement:

(B) Last salary drawn:

8. Experience details:-

Organization	Post held	Period of holding the post	Brief nature of duties

9. Candidate must attach their resume to bring out their experience/field of specialization in greater detail.

Date:

Place:

Signature of the Candidate

Mobile No:

Email Id:

Correspondence Address: