

**Punjab State e-Governance Society**  
**O/o Directorate of Governance Reforms, Punjab**  
**Plot No. – D 241, Industrial Area, Near Quark City,**  
**Phase – 8B, Sector - 74 Mohali – 160062**  
**E-mail Id: - [dgr@punjab.gov.in](mailto:dgr@punjab.gov.in)**

**Reference number: PSeGS/Recruitment/2018/4**

**Recruitment notice**

Punjab State e-Governance Society 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 for a period of 2 years initially which may be extended on year to year basis, depending upon the performance of the appointee and the requirement of the society:

S.N	Name of the Post/Position	No. of vacancies	Gen	Reserved for SC	Reserved for other categories	Gross monthly remuneration (In Rs.)
1.	Manager Technical	1	-	1	-	45,000/-
2.	Dot Net Developers	1	-	1	-	40,000/-
3.	Web developer	1	1	-	-	40,000/-
4.	Technical Executive	3	1	1	1(Ex-Serviceman)	25,000/-
5.	Technical Office Executive	6	4	2	-	25,000/-
6.	District e-Governance Coordinator	22	11	6(including 1-Ex-Serviceman)	2 Ex-servicemen 2 BC 1 handicapped	25,000/-
7.	Assistant District e-Governance Coordinator	22	11	6(including 1-Ex-Serviceman)	2 Ex-servicemen 2 BC 1 handicapped	22,500/-
8.	Law Officer	1	1	-	-	70,000/-
9.	Office Manager	1	1	-	-	50,000/-
10.	Admin Assistant	1	1	-	-	20,000/-

2. Eligibility and educational qualifications required for the above said positions are as under:

S. No.	Name of the Post/Position	Essential Qualification/Eligibility	Age Criteria
1.	<b>Manager Technical</b>	<p>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 minimum experience of two (2) years in the field of information &amp; Communication Technology.</p> <p>OR</p> <p>Master 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 minimum experience of four (4) years in the field of information &amp; Communication Technology.</p>	Not exceeding 37 years as on the date of advertisement.
2.	<b>Dot Net Developer</b>	<p>B.E. in IT or Computer Science / B. Tech. in IT or Computer Science / M.Sc. in IT or Computer Science / MCA from recognized university or institution with minimum 60% in aggregate in each case.</p> <p><b>Experience:</b> Minimum 4 years relevant experience in software development, designing, database handling and having strong programming skills in OOP, C#, .net framework.</p> <p>The candidate must have experience with Entity Framework and MVC. Must have ability to develop web-portal components using most current technologies.</p>	Not exceeding 37 years as on the date of advertisement.
3.	<b>Web developer</b>	<p><b>Qualification:</b></p> <p>B.E in IT or Computer Science/ B. Tech in IT or Computer Science / M. Sc. in IT or Computer Science /MCA from recognized university or institution with 60% in aggregate in each case.</p>	Not exceeding 37 years as on the date of advertisement.

		<p><b><u>Experience:-</u></b>  Minimum 4 years relevant experience in web development/ designing, database handling, web hosting and maintenance using ASP.Net and MS SQL Server. The candidate is required to have hands on experience of Ajax, HTML/ Bootstrap/ CSS and j-query skill.  Preferable: An additional experience in application software testing will be preferred.</p>	
4.	<b>Technical Executive</b>	<p>B.E. / B. Tech in IT or Electronics and Communication (EC) or Computer Science (CS) from a recognized University/ Institution with minimum of 50% marks in aggregate in each case  OR  MCA from a recognized University/ Institution with minimum of 50% marks in aggregate in each case.  Experience: Minimum of two (2) years in the field of information &amp; Communication Technology.  Candidates with teaching/training experience shall be preferred.  Preference will be given for having working knowledge of Office Suite.</p>	Not exceeding 37 years as on the date of advertisement.
5.	<b>Technical Office Executive</b>	<p><b><u>Qualification:</u></b>  Minimum BE/ B. Tech. (Computer Science/ECE/IT) or MCA from a recognized institute/University with at least 60% marks or equivalent CGPA.</p> <p><b><u>Experience:</u></b>  At least 3 years, preferably in large companies or public-sector undertakings with expertise of MS Office. Must have a typing speed of 30 wpm in English. Knowledge of Punjabi typing will be an added advantage.  Proficiency in the accounting/ office administration and computers/ IT will be an added advantage.</p>	Not exceeding 37 years as on the date of advertisement.

6.	<b>District e-Governance Coordinator</b>	<p><b><u>Qualification:</u></b> B.E/ B. Tech (preferably in Computer Science/ IT/ Electronics &amp; Communication) or MCA. Knowledge of English and Punjabi.</p> <p><b><u>Experience:</u></b> Minimum of (2) two years of work experience preferably in IT/ e-Governance related field.</p>	Not exceeding 37 years as on the date of advertisement.
7.	<b>Assistant District e-Governance Coordinator</b>	<p><b><u>Qualification:</u></b> B.E/ B. Tech (preferably in Computer Science/ IT/ Electronics &amp; Communication) or MCA with at-least 60% marks or equivalent CGPA. Knowledge of English and Punjabi.</p> <p><b><u>Experience:</u></b> Minimum of 1-2 years of work experience preferably in IT/ e-Governance related field.</p>	Not exceeding 37 years as on the date of advertisement.
8.	<b>Law Officer</b>	<p><b><u>Qualification:</u></b> Minimum qualification will be Graduation in Law from a recognised Institute/University. Candidate with higher qualification of LLM shall be preferred.</p> <p><b><u>Experience:</u></b> At least 5(Five) years' experience, with at least 2(Two) years' experience in handling the Corporate and Contract Law.</p>	Not exceeding 37 years as on the date of advertisement.
9.	<b>Office Manager</b>	<p><b><u>Qualification:</u></b> Minimum B.E/ B. Tech (Computer Science/ECE/IT) with at least 70% marks &amp; MBA from a recognized institute/ University with at least 60% marks or equivalent CGPA.</p> <p><b><u>Experience:</u></b> At least 3 years, preferably in charge companies or public-sector undertakings. Proficiency in the office administration, IT, Social media and project management tools will be an added advantage.</p>	Not exceeding 37 years as on the date of advertisement.
10.	<b>Admin Assistant</b>	<p><b><u>Essential:</u></b> Post Graduate degree in Management/ Human Resource(HR)/ Commerce with minimum 50% marks in aggregate and minimum 3 years of experience in HR, Personnel, Establishment and administration in</p>	Not exceeding 37 years as on the date of advertisement.

		<p>the reputed institute/ Government Sector/ PSUs</p> <p>OR</p> <p>Bachelor degree in Management/ Human Resource(HR)/ Commerce with minimum 50% marks in aggregate and minimum of 4 years of experience in HR, Personnel, establishment and administration in the reputed institute/ Government sector/ PSUs</p> <p>Desirable:</p> <p>Post Graduate diploma in office management and procedures</p> <p>required skill set:</p> <p>Well versed with Management Presentations, reports, handling emails, database. Good knowledge of Power point, Excel and Word.</p> <p>Should be able handle correspondence independently.</p>	
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3. The applications on the web portal (link available on [www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in)) must be filled online as per the format available. The requisite fees of Rs. 500/- (Non-refundable) must be deposited through NEFT in the ICICI Bank, Sector 34 A Chandigarh account of Punjab State e-Governance Society bearing no. 040301000156 (IFSC code ICIC0000403) and the UTR no. and a scanned copy of the receipt must be uploaded to the online portal <http://104.211.157.199/register-candidates.php> on or before 29/10/2018 by 5 PM to complete the application.

4. Those candidates who had applied in response to earlier advertisement dated 8<sup>th</sup> September 2018 shall be allowed to adjust their earlier fee deposit against the newly advertised post.

5. Only eligible candidates will be called to participate in the selection process. Intimation in this regard will be given via emails and a notice in this regard will also be uploaded on website: [www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in). The applicants may, therefore, go through all the terms and conditions carefully before applying for the post.

6. A candidate can apply for more than one technical positions, if eligible. However, there will be separate evaluation for position and the qualifying candidate shall have to apply for & appear in all the tests/evaluations separately.

7. Applications without the proof of deposit of fee and/or not reflecting in the PSeGS account are liable to be rejected summarily without any intimation. Incomplete/ineligible applications are also liable for rejection without intimation.

8. A physical copy of the Application form on prescribed format along with detailed resume and scanned self-attested copies of the testimonials and fee deposit shall be required to be submitted by eligible candidates on the day of the test.
9. For candidates having CGPA instead of percentage in any of the qualifying examination, CGPA to percentage conversion formula, should be provided while submitting the application form.
10. For determining candidature, eligibility, and selection criteria, the decision of the PSeGS shall be binding and mere application does not entitle a candidate the right to participate in the selection process. Only the candidates found to be eligible by the scrutiny committee shall be called to appear for the written test and only qualifying candidates shall be allowed to undergo further evaluation process and final interview. Any candidate found to be lacking the basic qualifying criteria can be disqualified at any stage. No communication for rejection of candidature shall be issued. The decision of the Member Secretary in this regard shall be binding and final.
11. PSeGS reserves the right to defer, cancel or postpone the selection process at any time without assigning any reasons.

**Member Secretary**