

**PUNJAB REMOTE SENSING CENTRE, PAU CAMPUS, LUDHIANA**  
**Advertisement No. 03/2023 Dated: 12 Feb, 2023**

Applications are invited from Indian Nationals through registered/speed posts for the following vacant posts on regular basis:-

Nomenclature of post	Pay Scale*	No. of posts	Non-refundable application fee	Maximum age as on 01.01.2023
Steno-Typist	21700 (level 3)	1 (One)	Rs.1000/-	37 years
Lab. Executive (Electrical/IT Network)	19900 (level 2)	1 (One)	Rs.1000/-	37 years
Junior Engineer (Utilities/Facilities Mgt. and Maintenance)	35400 (level 6)	1 (One)	Rs.1000/-	37 years
Driver	21700 (level 3)	2 (Two)	Rs.1000/-	37 years
Sweeper	18000 (level 1)	1 (One)	Rs.500/-	37 years
Cook-cum-Helper	18000 (level 1)	1 (One)	Rs.500/-	37 years

*\*Government of Punjab has issued a Notification No.7/42/2020-5FPI/741-746 dated 17.7.2020 vide which it is in the process of revising the pay scales of Regular Employees of Government of Punjab as well as Autonomous Bodies.*

*The minimum pay admissible for the ibid posts shall be as per the notification No.7/204/2012-4FPI/66 dated 15.01.2015 and Notification No. 1/6/2016-4PP1/834680/1 dated 07.09.2016, Government of Punjab Department of Personnel PP-1 Branch Chandigarh, fixed emoluments equal to Minimum Pay without any allowance will be paid during probation period of 3 years.*

1) **Steno-Typist:**

**Qualifications:**

- i) possesses Bachelor's degree from a recognized university or institution.
- ii) Short hand speed of 80 w.p.m in English to be transcribed at a speed 15 w.p.m.
- iii) Short hand speed of 50 w.p.m in Punjabi to be transcribed at a speed 10 w.p.m.
- iv) Matric level certificate of Punjabi languages.
- v) Possesses at least 120 Hours Course and experience in the use of Personal Computer or Information Technology in Office Productivity Applications or Desktop Publishing Applications from a recognized institution or a reputed institution, which is ISO 9001 certified.

OR

Possesses at least 120 Hours' working experience in Computer application from a recognised institution or a Certificate of 'O' Level from the Department of Electronic Accreditation of Computer Course (in short DOEACC).

**Selection Process:** Written Test and Typing test as below mentioned:

English Stenography Dictation Test of the candidates for the post of Steno typist will be conducted at a speed of 80 words per minute and the test will have a total of 400 words (two paragraphs of 200-200 words each), which will have to be transcribed at the rate of 15 words per minute and 8 percent errors will be forgivable.

Punjabi Stenography Dictation Test of the candidates for the post of Steno typist will be conducted at a speed of 50 words per minute and the test will have a total of 400 words (two paragraphs of 200-200 words each), which will have to be transcribed at the rate of 10 words per minute and 8 percent errors will be forgivable.

2) **Lab. Executive (Electrical)**

**Qualifications:**

i) Two years I.T.I. Trade certificate in the Electrician from any Govt. /ITI or possess Diploma in Electrical/Electrical & Electronics/Computer Networking

AND

ii) Must have passed Punjabi language examination upto Matric.

iii) Two years experience in electrician trade.

**Selection Process:** Written Test and Skill Test

3) **Junior Engineer (Utilities/Facilities Management and Maintenance):**

**Qualifications:**

i) Diploma of Civil Engineering/PHE or its equivalent qualifications or higher qualifications recognized by Govt. of Punjab with 3 Years Experience in relevant field.

OR

Degree of Civil Engineering or its equivalent qualifications or higher qualifications recognized by Govt. of Punjab with 1 Year Experience in relevant field.

AND

ii) Punjabi of Matric or its equivalent Standard.

Note: Candidate who possess higher education will be considered only if they have minimum qualifications mentioned above.

**Selection Process:** Written Test & Skill test

4) **Driver**

i) Matric pass from a recognized Board

ii) Should have 3 years experience in Car/Jeep driving & maintenance. Valid driving license.

iii) Possession of valid and appropriated Jeep/Car driving License from prescribed Govt. authority.

iv) Should have knowledge of Punjabi upto Matric level.

**Selection Process:** Written Test, Driving Skill Test and an Assessment of General Aptitude, Behaviour, Dress as well as Mannerism.

5) **Sweeper**

Middle Pass Should have knowledge of Punjabi Language upto Middle Standard.

**Selection Process:**

Written test, experience weightage & Skill Test.

6) **Cook-cum-Helper**

i) Middle Pass and should have knowledge of Punjabi upto Middle standard

ii) Must have 2 Years experience of cooking and maintaining a kitchen.

Note: preference will be given to should possess 2 years experience for preparation of Indian and continental meal befitting the status of VIP & VVIP

**Selection Process:**

Written test, experience weightage & Skill Test .

**Age Relaxation\***

1. The Upper age limit may be relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.
2. Upper age limit is also relaxed up to 47 years for Persons with Disability of Punjab
3. Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit

prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.

4. Upper age limit may be relaxed up to 45 years for Punjab Govt. and its Board/Corporation/Commission and Authorities employees as per Punjab Govt. Guidelines.
5. Upper age limit is also relaxed up to 42 years for Widows, Divorcees, and certain other Categories of Women

\*Relaxation in age shall be considered only for the candidates who will submit the required certificate issued by the competent authority and acceptable as per Punjab Govt. norms.

**Other conditions:**

- i) Based on the bio data, screening will be conducted to short-list candidates for interview, written/practical test as may require and applicable.
- ii) If any information furnished is found to be wrong or false, candidature of the candidate will be canceled at any time as and when it comes to the notice.
- iii) The Centre reserves the right not to fill up the post if it decides so.
- iv) Employment terms and conditions are binding as may be decided by Government of Punjab and Governing Body of the center as and when applicable, notified and implemented

Apply through proper channel if already employed or produce "**No Objection Certificate**" from present employer. However, they can send advance copy with testimonials.

Prescribed application form can be downloaded from PRSC website [www.prsc.gov.in](http://www.prsc.gov.in). The filled in application forms complete in all respects along with certificates testimonials and supporting documents in response to qualifications and experience and non refundable application fee (details mentioned above) by Online or Demand Draft (in favor of Director, Punjab Remote Sensing Centre payable at Ludhiana) must be submitted in the office of Punjab Remote Sensing Centre (PRSC), PAU Campus Ludhiana-141 004 on or before the last date of receipt of applications. In case fee is deposited through online mode, the details of fee deposited (i.e. Receipt/UTR/Acknowledgment Number is be mentioned in Application form and proof of fee deposited is to be attached with application Form. Account Details: Account No. 32430207442, State Bank of India, PAU Ludhiana, IFSC Code: SBIN0001482

Candidates are advised to visit PRSC website for any updates/information or change of interview in special circumstances as may be arising. **PRSC reserve the right to fill or not to fill or increase the above position. In all cases decision of Director, PRSC will be final and binding.**

The duly filled in application along with other documents should to reach the office of the Director, PRSC by Post or by hand latest by 06 March, 2023 otherwise the application will be rejected. Appointment to these posts shall be governed by the Terms & Conditions at the time of joining. Any kind of postal delays will not be the responsibility of this office. Interview/written test, call letter shall be issued only to short-listed candidates who fulfils the prescribed qualifications, experience etc.

**No TA/DA will be paid.**

Sd/-  
Director  
10/2/2023