

PUNJAB REMOTE SENSING CENTRE

(A Government of Punjab Enterprise)

PAU Campus, Ludhiana 141004 www.djpsc.gov.in

(Advertisement No. 9/2023 dated 24.09.2023)

Applications are invited from Indian young dynamic eligible candidate who has passion for innovation and work with contemporary technologies such as application of Space and Geospatial and development of ICT tools for various sponsored projects. Selection by short listing of candidates and through Written/Practical and Skill Test purely on contractual basis for the posts of **Lab Executive and Data Entry Operator** (as per detailed advertisement) for a period of six months or specified against item/post likely to be extended further based on candidate's satisfactory performance review and Project Scheme/Centres requirements. The selected candidates shall be posted at any locations (Ludhiana, Chandigarh, SAS Nagar (Mohali) and anywhere in Punjab) as per the requirements. The shortlisted candidate will be informed by email/mobile as given in the applications before test/selection date. However, PRSC cannot take any responsibility in case either of it may be non reachable or contactable for any reason. The candidates may choose to check with the office in this regard if he/she may not receive information.

S. No.	Name of Post(s)	Number of post(s)	Qualifications	Date of submission of application by specified email or post
Geo-Informatics & Information Technology Solutions (GITS)				
1.	Lab Executive (Rs. 12000/- + HRA Rs. 15000/- + HRA in case of 1 year experience in relevant field)	One (01)	Essential : Should possess Diploma (or higher) in Electronics & Communication (EC) / Computer Science (CS) / /Information technology (IT) Engineering Desirable: <ul style="list-style-type: none">• Proficiency in Software Installation, OS Installation, BIOS Configuration, IP Configuration/ Lab Management / Networking Essentials / Troubleshooting of PC and other Hardware Devices, Installation of Printers/Scanners, Assembly of Computer.• Proficiency in administration of systems like computers, printers, servers, storage and networking.	9 th Oct. 23
2.	Data Entry Operator (Rs. 10000/- + HRA)	One (01)	Essential : Should possess graduation (or higher) in Science or Commerce or Engineering. and Possess atleast 120 hours working experience in computer application from a recognized institution or a certificate of 'O' level from the Department Of Electronic Accreditation of Computer Course (DOEACC)	9 th Oct. 23



Eligibility Criteria:

1. Those Candidates who have pursued Professional course through Open and Distance Learning (ODL) are not eligible to apply.
2. In case the candidates are awarded Grades/CGPA instead of marks, the conversion of Grades/CGPA to percentage of marks would be based on the procedure certified by the University from where they have obtained the Degree. The onus of proving the conversion from Grades/CGPA to percentage of marks would rest with the candidate. Candidates must indicate equivalent percentage in relevant column of online application form as per the norms adopted by the University and submit the necessary proof for equivalent percentage (i.e. norms adopted by the University or certified copy from University stating the Equivalent percentage.)
3. Rounding of Percentage of Marks/CGPA Grading is not allowed.

How to apply:

- Mode of submission of applications: By Post and official Email ID: recruitment.prsc@punjab.gov.in. PRSC is not responsible for any delays and late submission such applications will not be considered and summarily rejected.
- Applications that are not in conformity with the requirements indicated in this advertisement and incomplete applications will not be entertained. The Candidates should ensure while applying that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected.

Selection Process:

1. The qualification prescribed is the minimum requirement and possession of the same doesn't automatically make the candidates eligible to be called for interview. A duly constituted Screening Committee shall screen the applications received for the posts based on the given eligibility criteria and may fix criteria as it may consider necessary for short listing the candidates for interview.
2. The percentage of marks obtained by the candidate would be calculated based on the practice as followed by the respective University/Institution. In case of grades/CGPA, the conversion to percentage of marks would be based on the procedure as certified by the respective University/ Institution. If any University/Institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum CGPA and multiplying the result with 100.
3. The screened-in/shortlisted candidates will be called for interview before the Selection Committee. Communication shall be sent only to the screened-in/shortlisted candidates. PRSC will not entertain any correspondence on the issue of short-listing of candidates. The information for the interview to the short-listed candidates will be sent only by e-mail. No communication shall be made to the candidates who are not short-listed/ not screened in.

General Conditions:

1. The positions are temporary and for specific duration.
2. The number of positions indicated above is provisional.
3. Only short listed candidates will be called for Interview.
4. Candidates called for Interview will have to produce all relevant original documents along with a set of self-attested photocopies at the time of Selection Process. If any information furnished online is found to be wrong/false/suppressed the facts at any stage of the recruitment process, the candidate will not be allowed for Interview and no Travelling Allowance shall be paid, and if selected/ appointed, he is liable to be terminated without assigning any reason.
5. The applicants are advised to check their e-mail and visit PRSC website from time to time. PRSC will not take responsibility for non-receipt of intimation regarding call letter/any communication due to technical reasons or whatsoever to the candidates and advised to give correct e-mail address.
6. Candidates possessing Degrees awarded by foreign universities should produce the equivalency certificate issued by the Association of Indian Universities (AIU) New Delhi, at the time of interview/while applying.
7. PRSC reserves the right not to fill up all or any of the positions, if it so decides.
8. Only Indian Nationals need to apply.
9. No interim correspondence will be entertained.
10. Those intending to apply for more than one Post should submit separate application for each post.
11. Last date for receipt of applications will be the cut-off date for all purposes like age, qualification etc.

12. Incomplete applications like those without photograph, signature, mark-sheets, Caste/Category Certificate, Proof of Date of Birth, will be rejected outright.
 13. Selected candidates will be required to join the post on being found fit by the prescribed Medical Authority.
 14. Clearance of appropriate authority will have to be taken before publishing any work/report.
 15. It is for the candidate to ensure that he/she fulfils the eligibility criteria and complies with the requirements and adheres to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.
 16. If any information furnished in the application form is found wrong/false/incomplete, the candidate will not be called for interview.
 17. Canvassing in any form will be a disqualification.
 18. In case of submission of duplicate/multiple applications against a particular position, the latest application submitted before the closing date of submission of application shall be considered for further processing.
 19. It may be noted that corrigendum, if any, related to any modifications to the Essential Qualification Requirements, No. of posts, etc., will be notified in PRSC website only and will not be notified/advertised in newspapers.
- Date for determining the Eligibility of all candidates in every respect shall be the prescribed closing date for submission of recruitment application. The applicants are advised to fill in all their particulars in the recruitment application carefully.
- Shortlisted candidates are required to bring the original application alongwith other documents on the date of Interview which shall be intimated separately.
- Visit PRSC website www.prrsc.gov.in from time to time for latest update.
- For General Enquiries : 0161-2303484; For Email Correspondence : contact@prsc.gov.in

APPLICATION FORM

Prescribed application form, details of required certificates testimonials and supporting documents in response to qualifications and experience can be downloaded from our website www.prrsc.gov.in. The filled in application forms along with one set of attested copies of degrees, certificates, one passport size photographs should reach to us by email/post as per specified against the post above. It is mandatory for all candidates to deposit a non refundable fee of **Rs. 500/- for Lab Executive and Data Entry Operator** by online or Demand Draft (in favour of Director, Punjab Remote Sensing Centre payable at Ludhiana) must be deposited in the office of Punjab Remote Sensing Centre, PAU Campus Ludhiana-141004. In case fee deposit online mode, the details of fee deposited (i.e. Receipt/UTR/Acknowledgement Number is to be mentioned in Application Form and proof of fee deposited attached with the application form. The bank details are as under:-

Name of Bank & Branch : State Bank of India, PAU Branch, Ludhiana
Account No. : 32430207442
IFSC Code : SBIN0001482

Note: Candidates those who cannot produce original degrees (including Provisional Degree Certificate - PDC), Date of Birth, conversion factor of CGPA and Marksheets etc. will not be entertained.

Separate application form along with the non refundable fee as mentioned above is to be filled up in case candidate applies for more than one post.

Candidate having more experience and qualifications in relevant field and meeting all criteria as prescribed against each post shall be given weightage.

Canvassing in any form will lead to summarily rejection of candidature and blacklisting of candidates.

PRSC reserve the right to fill or partially fill or not to fill or may increase or decrease the number(s) of the above positions. In all cases decision of Director, PRSC is final and binding.



