

## Department of Food, Civil Supplies & Consumer Affairs, Punjab Public Appointments (Group C)

Applications are invited from eligible candidates for the recruitment against following vacancies in Department of Food, Civil Supplies & Consumer Affairs, Punjab as per Performa appended below:

1. **Junior Scale Stenographer (9);**  
General 4, SC (Balmiki/ Mazhabi) 2, PH(Ortho) 1, ESM (Gen) 1, BC 1,  
Pay Scale 10,300-34,800 Grade Pay 3,200
2. **Steno Typist (11);**  
General 6, SC (Ramdasia & others) 2, SC (Balmiki/ Mazhabi) 1, ESM (Gen) 1, ESM (BC) 1,  
Pay Scale 10,300-34,800 Grade Pay 3,600
3. **Essential Qualification :**
  - (i) Candidate Should be Graduate of a recognized University.
  - (ii) Candidates should possess at least 120 hours course with working experience in the use of Personal Computers or Information Technology in office Productivity applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution which is ISO 9001 certified OR A computer Information Technology Course equivalent to 'O' level certificate of DOEACC of Govt. of India.
  - (iii) Candidate should have passed Punjabi subject upto Matric standard. However in the case of Ex-servicemen, the person if selected will have to pass Punjabi of Matriculation standard within six months from the date of joining the service, if they do not possess it already.

**The candidate should possess the above mentioned qualifications on or before the last date of receipt of applications. Candidates not possessing the essential qualification shall not be considered.**
4. **Age Limit :**

Candidates should be between 18 to 37 years as on 01.01.2011. Upper age Limit is relaxable for Scheduled Castes / Tribes / Backward Classes and physically handicapped persons as per Punjab Government instructions. An Ex-servicemen shall be allowed to deduct the period of his service in the Armed Forces of the 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 according to Govt. instructions, by more than 3 years he/she shall be deemed to satisfy the condition regarding age limit. Applicants in Govt. service shall be eligible upto 45 years of age. Govt. Servants must send advance copies of their applications in the prescribed form alongwith requisite / fee and copies of certificates by the prescribed date. However they will be considered for selection only if their applications through proper channel are received or "No Objection Certificate" from the department concerned is furnished at any time before the selection process.
5. **Selection Procedure:**

Selection will be made on the basis of a test in Punjabi / English Stenography to be held by the appointing authority at a speed specified by the Government of Punjab. In need be, a written test may be conducted amongst the candidates who successfully clear the stenography test, in order to prepare final merit list.
6. **Fees**
  - (a) **General Category & other categories except SC & ESM** : ₹ 700/-
  - (b) **Scheduled Caste** : ₹ 350/-
  - (c) **Ex-Serviceman: All the ex-servicemen of Punjab are exempted from the payment of fee. In case a candidate applies under Ex-Serviceman (Dependent) category, he/ she will be required to deposit as per his/ her category. However, such candidates will be considered for selection only if no ex-serviceman candidate is eligible for appointment.**

The requisite fee should be in the shape of crossed bank draft /pay order / bankers cheque in favour of Director Food and Civil Supplies Payable at Chandigarh. Candidate should write his/her name and address on back side of the draft, pay order / bankers cheque.
7. **How to Apply**
  - a. If a candidate desires to apply for more than one post, he/ she should apply with separate application for each post, along with separate fee.
  - b. The completed application Form should be sent by registered post/courier by hand to the Director Food and Civil Supplies, Jeevandeep Building (LIC), Sector 17B, Chandigarh. On the top of envelope containing the application form **Application for the post of \_\_\_\_\_ should be written in bold letters.**
  - c. The last date of Submission of Application in the appended Performa shall be 6th January, 2012 upto 5:00 PM. in the Office of Director Food and Civil Supplies, Punjab at Jeevandeep Building (LIC), Sector 17B, Chandigarh. No application shall be entertained after this date and time. The department will not be responsible for any postal delay.
  - d. A recent (not earlier than three months from the date of application) color passport size photographs with clear front view of the candidate without cap and sunglasses should be pasted (not stapled) on the application form, Xerox copy of photographs is not permitted.
  - e. Handicapped persons who are suffering from less than 40% of disability shall not be eligible for the posts in handicapped category.
  - f. The candidates can send their applications either on neatly typed Performa (as per specimen appended with this advertisement) or the Performa downloaded from the departmental website [www.foodsuppb.nic.in](http://www.foodsuppb.nic.in).
8. **The list of eligible candidates, alongwith the details of stenography test to be held on 16th January, 2012 in the committee room in the office of Director Food and Civil Supplies, Punjab at Jeevandeep Building (LIC), Sector 17B, Chandigarh will be uploaded on the Department's website on 9th January, 2012.**
9. No traveling allowance would be admissible for appearing in the test.
10. Successful candidates will have to produce their original certificates / testimonials in person as and when required by the Director Food and Civil Supplies, Punjab.
11. It is clarified that if any information, certificate document is found false at any stage, the candidate shall be liable for disqualification and prosecution.
12. The incomplete application form in any respect shall be rejected.
13. Director Food and Civil Supplies, Punjab reserves the right to modify or withdraw the recruitment notice without assigning any reason.

**Director,**  
**Food, Civil Supplies & Consumer Affairs, Punjab**

