

**No: 2/2015-Admin Asstt./2/2016**  
**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**

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	Monthly remuneration
1.	General Manager (Admin)	1	Last pay drawn minus pension
3.	Manager Finance	1	Rs.45,000/- per month
Total		2	

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

SN	Name of the post	Essential Qualification	Age Criteria
1	GM-Admin	Retired IAS / PCS officer	Maximum age up to 61 years as on 01.01.2016
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	Maximum age up to 38 years as on 01.01.2016

3. Only eligible candidates will be called 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).
4. 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 31<sup>st</sup> May, 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: