



1	Senior System Manager	1	1	0	0	0	0	0	0	2
2	System Manager	8	5	2	2	1	1	0	0	19
3	Assistant Manager	23	15 (including 2 ex-serviceman & 1 sports person)	7 (including 1 ex-serviceman)	4	2	5	0	1	57
4	Technical Assistant	96	62 (including 9 ex-serviceman & 3 Sports person)	29 (including 5 ex-serviceman)	18	10	24	2	5	246
	<b>Total</b>									<b>324</b>

**Eligibility and educational qualifications:**

<b>Name of the Post</b>	<b>Essential Qualification/Eligibility</b>  The age must be between 18 to 37 years ( <b>as on January 1, 2020</b> ) and the candidate <b>must possess the required educational qualifications</b> as on the date of advertisement.
<b>Senior System Manager (SSM)</b>	(a) Should possess a degree in B.E/B.Tech in Information Technology/Electronics and Communication/Computer Science and MBA from a recognized university or institution with minimum of 50% marks in aggregate in each case and should have an experience of nine years in the field of Information and Communication Technology; OR (b) Should possess a Master's degree in Computer Applications and MBA from a recognized university or institution with minimum of 50% marks in aggregate in each case and should have an experience of eleven years in the field of Information and Communication

	Technology
<b>System Manager (SM)</b>	<p>(a) Should possess a degree in B.E/B.Tech in Information Technology/Electronics and Communication/Computer Science and MBA from a recognized university or institution with minimum of 50% marks in aggregate in each case and should have an experience of four years in the field of Information and Communication Technology;</p> <p>OR</p> <p>(b) Should possess a Master's degree in Computer Applications and MBA from a recognized university or institution with minimum of 50% marks in aggregate in each case and should have an experience of six years in the field of Information and Communication Technology</p>
<b>Assistant Manager (AM)</b>	<p>(a) Should possess a degree in B.E/B.Tech in Information Technology/Electronics and Communication/Computer Science and MBA from a recognized university or institution with minimum of 50% marks in aggregate in each case</p> <p>OR</p> <p>(b) Should possess a Master's degree in Computer Applications and MBA from a recognized university or institution with minimum of 50% marks in aggregate in each case and should have an experience of two years in the field of Information and Communication Technology</p>
<b>Technical Assistant (TA)</b>	<p>(a) Should possess a degree in B.E or B.Tech in Information Technology/Electronics and Communication/Computer Science from a recognized university or institution with minimum of 50% marks in aggregate in each case</p> <p>OR</p> <p>(b) Should possess a Master's degree in Computer Applications from a recognized university or institution with minimum of 50% marks in aggregate and should have an experience of two years in the field of Information and Communication Technology</p>

Apart from the above basic qualifications, a candidate applying for any of the above said posts **must have qualified in Punjabi Language up to matric standard** or its equivalent from any recognized institute/Board or should have passed the Punjabi language proficiency test held by Department of Languages, Government of Punjab.

### 1. Selection Criteria:

The evaluation for post of **Senior System Manager (SSM), System Manager (SM) and Assistant Manager (AM)** shall be as under: -

Sr. No.	Selection Stage	Maximum Marks	Weightage (in %)
1	Written Test – 100 questions in 2 hours	100	80%
2	Final Interview	100	20%
	Total	200	100%

However, the selection of the Candidates of the post of **Technical Assistant** shall be based **on the merit of the written test only**. There will be **no interview for the post of Technical Assistants**.

### 2. Examination Centre:

The examination center would be either be in Chandigarh or SAS Nagar (Mohali). The exact date and time for the examination shall be intimated to all the candidates by email and a notice in this regard shall also be placed on the website ([www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in)). Once the examination center is allotted, no request for any change in the examination center shall be entertained.

### 3. Application fee:

The applications to the advertised posts shall be made online through the web portal ([www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in)). Applications sent by any other mode will not be accepted/ considered and will be summarily rejected without intimation to the sender. The requisite **Non-refundable** fees of **Rs. 1000/- for General Category** candidates, **Rs. 500/- for Physically Disabled Category** candidates and **Rs.250/- for SC/BC Category** Candidates must be deposited online **by 5:00 pm along with** the application. Fee relaxation for SCs/BCs-1/4th of the prescribed fee as per circular no.6961-WG-53-62307 dated 21.08.1953 [Para 2(iii)] and for Physically Disabled Category candidates- 50% of the prescribed fee as per circular no. 7/8/2011-7SS/1015 dated 6.9.2011.

### 4. Age Relaxation:

- i. For SCs/BCs – 5 years over and above the General Category as per circular no.10972-4WGI-65/3205 dated 16.02.1966 and Circular no.2/116/78-8001 dated 24.01.1979
- ii. For Physically Handicapped candidates of State of Punjab only – 10 years over and above the General Category will be given as per circular No. 10/45/98/5SS/623 dated 28.07.1999

## 5. Reservation:-

- a. Reservation will be provided as per State Govt. reservation policy.
- b. Ex-servicemen seats will first be filled by Ex Servicemen candidates, even if the Lineal decedents of Ex-servicemen are higher in merit, provided that the respective Ex-servicemen qualifies the minimum criteria. (As per notification no. No. G.S.R.11/Const./Arts. 309,234 and 318/82, dated 02.02.1982)
- c. Age relaxation equal to the length of Military Service will be given to the Ex-servicemen. A further relaxation of 3 years may also to be provided to the Ex-servicemen. (As per notification no. No. G.S.R.11/Const./Arts. 309,234 and 318/82, dated 02.02.1982)
- d. District Sainik Welfare Officer is the competent authority to issue the certificates (Sample certificate as per **annexure-A**) to the Ex-Servicemen and their Lineal decedents.
- e. The eligibility criteria for disabled applicants is permanent disability of 40% or above. The competent authority to issue permanent disability certificate is Civil Surgeon. Reservation shall be given to the candidates belonging to handicapped category, as per circular no.1/1/2017-3DC/1588894/1 dated 03.10.2019.
- f. For candidates belonging to Freedom Fighter category, reservation in available only up to 3rd generation of Freedom Fighter as per State Govt. instructions. (As per notification no.14/4/2011-ਫਫ/1314 dated 19-10-2012).  
The competent authority to issue such certificate is Deputy Commissioner.
- g. For candidates belonging to Sports category, gradation certificate issued by Director Sports will be considered. The certificates issued by the Universities are also to be graded the Sports Department. (As per notification no.47/26/83-1SS/2036, dated 10.12.1997).
- h. The gradation i.e. A, B & C will be based on the level of players i.e. International, National etc. and also on the basis of having won medals i.e. Gold, Silver etc. The Department of Sports already has issued notification (no.47/26/83-1SS/1457, dated 18.08.2008) on minimum level (International, National and State etc.) as well as achievement level criteria for consideration for a particular level job.

## 6. The Examination

- g. Every candidate will undergo the same written test. The multiple choice questions test paper will have a total of 100 questions of 1 mark each, which are to be attempted in 2 hours. The distribution of marks will be 60% Technical & 40 General as per the syllabus detailed above.
- h. To qualify for the written examination, a candidate would be required to score at least 40% marks from technical section and 40 % in aggregate (both sections combined) which means minimum 24 marks in technical and 40 marks overall.
- i. Each question rightly attempted will carry 1 mark and there will be a negative marking of 0.25 for each wrong answer.
- j. The broad syllabus for the test would as under:-

60% Technical comprising of: -

- Project Management
- Basic Programming
- Solution architecture (Questions will be of B.Tech/B.E level)
- Networking
- Cloud
- OS
- MS office

40% General comprising of:-

- Mental Ability
- Test of Reasoning (Questions will be of Bank PO level)
- English Language

## **7. Shortlisting of Candidates and Interviews**

- a. Candidates equal to three times the number of advertised posts (category wise), out of the candidates, who would qualify the written examination, shall be invited for the Interview in case of the position of SSM, SM & AM.
- b. A category wise waiting list, equal to 25% of the advertised posts, shall be prepared, in addition to the candidates finally selected in the interview.
- c. The final selection list and waiting list shall be displayed on the website. ([www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in)).

## **8. General Terms and Conditions**

- k. 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.

- l. A candidate can apply for more than one technical position, if eligible. Since the technical qualification for all the posts is same, candidates for all the posts will undergo one examination. Separate examinations would not be conducted for separate posts.
- m. An eligible candidate would be considered for all the positions, s/he has applied for. This means that his marks in the written test would be considered for all the positions he has applied and his inter se merit will be separate for all the categories s/he has applied for. However, there will be separate interviews for each position and a qualified candidate shall have to appear in all the interviews separately, if s/he is shortlisted for more than one categories.
- n. Incomplete or forms filled with wrong information the candidature shall stand automatically cancelled/rejected and shall not be considered for further processing
- o. For determining candidature, eligibility, and selection criteria, the decision of the competent authority shall be binding and mere application does not entitle a candidate the right to participate in the selection process. 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 competent authority in this regard shall be binding and final.
- p. The candidates will have to attend the examination/interview at his/her own cost and no TA/DA shall be paid.
- q. Competent authority reserves the right to post/ depute the selected candidates in any of the departments/Government Entities/ Branches/ Districts in Punjab or outside Punjab.
- r. The selected candidates would work on fixed emoluments (consolidated) per month as indicated above for the first year with 6% increase in the second year onwards based on evaluation. After completion of second year, selected appointees would have to undergo an evaluation and on the successful completion of this evaluation, the contract may be renewed on year to year basis, subject to the need/requirement.
- s. Competent authority reserves the right to modify the number of posts advertised and modify or withdraw the recruitment notice without assigning any reason. The decision of the Competent Authority will be absolute and final in this regard.
- t. Competent authority reserves the right to defer, cancel or postpone the selection process at any time without assigning any reasons.

## 9. Online Applications :

- i. The candidates can **only** apply for these posts by filling Online Application Form, a link to which is available on the website of the Department of Governance Reforms ([www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in)).

- ii. All the updates/ information related to this recruitment, including the date of examination, will be posted on [www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in)
- iii. The last date for filing online applications is 5 PM, February 21<sup>st</sup> , 2020. No application submitted later than that will be entertained.

**LINK TO APPLY FOR THE POST: <https://ctestservices.com/DGR/>**

**Director, Governance Reforms  
-cum MS, PSeGS , Mohali**

**Dated:-.....**