



**PUBLIC NOTICE**  
**PUNJAB GOVERNMENT**  
**DEPARTMENT OF LOCAL GOVERNMENT PUNJAB**  
(SCO No: 131-132, Sector 17-C, Chandigarh)  
**(Recruitment Cell)**

Advt. No. DLG/RC/2015/1

Dated:- 01-07-2015

Public Notice through Newspapers and website: <http://pmidc.punjab.gov.in/recruitment>  
Applications in the prescribed proforma are invited Online (through Internet) for following posts to be filled in various Municipal Corporations, Municipal Councils-Nagar Panchayats and Improvement Trusts in the State and Punjab Water Supply Sewerage Board (PWSSB). The information regarding detail of posts, reservation chart, qualifications, and other terms and conditions etc. are given below:-

<b>1. RESERVATION CHART</b>															
Sr. No.	Name of Post	Code No.	Genl	SC Others	SC Balmiki /Mazbi Sikh	SC ESM	SC Sports	BC	BC ESM	ESM Gen	Sports Man others	Physically Handicapped	Freedom Fighter	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<b>MUNICIPAL CORPORATIONS CADRE</b>															
1	Assistant Corpn. Engineer (Civil)	01	15	04	04	01	-	03	-	03	01	01 (HH)	-	32	
2	Assistant Corpn. Engineer (Electrical)	02	03	01	01	-	-	-	-	-	-	-	-	05	
3	Accountant Grade-I	03	02	-	01	-	-	-	-	-	-	-	-	03	
4	Legal Assistant	04	01	-	01	-	-	-	-	-	-	-	-	02	
5	Assistant Town Planner	05	01	01	02	-	-	01	-	01	-	01 (HH)	-	07	
6	Junior Engineer (Civil)	06	19	07	05	03	01	04	01	06	02	02 (HH)	-	50	
7	Junior Engineer (O&M) (Civil)	07	21	04	05	01	01	04	01	04	01	01 (HH) 01 (Ortho-OL, OA)	-	44	
8	Building Inspector (Technical)	08	13	01	02	02	01	02	01	02	01	01 (HH)	01	27	
9	Senior Assistant/ Inspector	09	61	13	16	06	02	14	03	12	03	02 (LV) 02 (HH) 01 (Ortho)*	01	136	
* Ortho:- OA, OL, OLA, BL, OAM, BLOA															
10	Sub Fire Officer	10	12	02	03	01	-	02	-	02	01	-	-	23	
11	Chief Sanitary Inspector	11	-	-	-	-	-	-	-	01	-	-	-	01	
12	Sanitary Inspector	12	-	-	-	-	-	-	-	01	-	-	-	01	
13	Draftsman	13	-	-	-	-	-	-	-	02	-	-	-	02	
<b>Total</b>														<b>333</b>	
<b>MUNICIPAL COUNCILS &amp; NAGAR PANCHAYATS CADRE</b>															
14	Executive Officer Class-I	14	05	01	02	-	-	01	-	01	-	01 (LV/B)	-	11	
15	Executive Officer Class-II	15	10	02	03	01	-	02	-	02	-	01 (LV/B)	-	21	
16	Executive Officer Class-III	16	04	-	02	01	-	03	-	02	01	01 (LV/B)	-	14	
17	Assistant Municipal Engineer (Civil)	17	10	01	03	-	-	02	-	02	-	01 (HH)	-	19	
18	Accountant Grade-I	18	07	02	02	-	-	02	-	02	-	01 (HH)	-	16	
19	Accountant Grade-II	19	-	-	-	-	01	-	01	-	-	-	-	02	
20	Junior Engineer (Civil)	20	15	01	05	03	01	07	-	03	-	02 (HH) 01 (Ortho-OL, OA)	01	39	
21	Building Inspector (Technical)	21	07	02	03	-	-	02	-	02	-	01 (HH)	-	17	
22	Senior Assistant/ Inspector	22	21	01	08	03	01	05	02	02	01	01 (LV) 01 (HH) 01 (Ortho)*	01	48	
* Ortho:- OA, OL, OLA, BL, OAM, BLOA															
23	Sanitary Inspector	23	02	-	02	01	01	02	-	02	01	-	-	11	
24	Sub Fire Officer	24	12	02	03	01	-	02	-	02	01	-	-	23	
<b>Total</b>														<b>221</b>	
<b>IMPROVEMENT TRUSTS CADRE</b>															
25	Junior Engineer (Civil)	25	14	02	03	01	-	02	01	03	01	01 (HH)	-	28	
26	Draftsman	26	-	-	-	-	-	-	-	01	-	-	-	01	
<b>Total</b>														<b>29</b>	
<b>Grand Total (M. Corpns.+M. Cs.-NPs.+I.Ts)</b>															<b>583</b>
<b>PUNJAB WATER SUPPLY AND SEWERAGE BOARD CADRE (PWSSB)</b>															
27	Sub Divisional Engineer (Civil)	27	06	-	-	-	01	-	01	-	01	01(HH)	-	10	
28	Junior Engineer (Civil)	28	21	-	06	03	01	05	02	09	-	03(HH)	-	50	
29	Divisional Accountant	29	06	02	02	-	-	01	-	02	-	01(HH)	-	14	
30	Junior Draftsman	30	12	01	03	-	01	02	01	03	01	01(HH)	-	25	
<b>Total</b>														<b>99</b>	
<b>Grand Total (M. Corpns.+M. Cs.-NPs.+I.Ts.+PWSSB)</b>														<b>682</b>	

**Note:-**

- (1) The above details of Posts/Reservation are provisional and it may change/corrected as per requirement & instructions.
- (2) Abbreviations used:- HH= Hearing Impaired, LV= Low Vision, B=Blind, OA=One Arm, OL=One Leg, OLA=One Leg Arm, BL=Both Leg, BLOA=Both Leg One Arm.

<b>2. ESSENTIAL QUALIFICATIONS, EXPERIENCE AND PAY SCALE OF POSTS:</b>			
<b>Sr. No.</b>	<b>Name of posts</b>	<b>Pay Scale +Grade Pay</b>	<b>Qualification/ Experience</b>
<b>MUNICIPAL CORPORATIONS CADRE</b>			
1	Assistant Corporation Engineer (Civil)	15600-39100+5400	Should possess a degree in Civil Engineering from a recognised university or institution.
2	Assistant Corporation Engineer (Electrical)	15600-39100+5400	Should possess a degree in Electrical Engineering from a recognised university or institution.
3	Accountant Grade-I	10300-34800+4800	Graduate in Commerce with C.A. Inter or M.Com of a recognised University or institution. <b>OR</b> Graduate of a recognised university or institution and who possess Diploma in Grade 'A' specified in the Accountants of the Committees (Examination) Rules, 1979.
4	Legal Assistant	10300-34800+4400	Law Graduate from a recognised university or institution.
5	Assistant Town Planner	15600-39100+5400	(a) Post Graduate Degree or Diploma in City and Regional Planning or its equivalent from a recognised university or institution; <b>OR</b> (b) Degree in B.Tech (in Planning) from a recognised University or Institution.
6	Junior Engineer (Civil)	10300-34800+4800	Should possess a Diploma in Civil Engineering from a recognised university or institution.
7	Junior Engineer (O&M) (Civil)	10300-34800+4800	Should possess a Diploma in Civil Engineering from a recognised university or institution.
8	Building Inspector (Technical)	10300-34800+4400	Should have passed Diploma in Architecture from a recognised university or institution.
9	Senior Assistant/ Inspector	10300-34800+4400	Graduate with atleast 50% marks, from a recognised university or institution.
10	Sub Fire Officer	10300-34800+4200	(i) Graduate, preferably in Science subjects, from a recognized university or institution and should have passed Sub-Officer course from the National Fire Service College, Nagpur. (ii) Physical fitness test as per fixed standard norms as under:- a) Minimum Height 5'-5" b) Chest 33.5" unexpanded with 1.5" expansion. c) Eye sight 6/6 both eyes without glasses. d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute. e) Lifting the hook ladder to a vertical position from 3 <sup>rd</sup> and 6 <sup>th</sup> round. f) Climbing a rope or a vertical pipe to a height of 8-10 feet from the ground.
11	Chief Sanitary Inspector	10300-34800+4200	Graduate from a recognized University/Institution and have also passed the Diploma in Sanitary Inspector Course from Govt. approved University/institution.
12	Sanitary Inspector	10300-34800+4200	Graduate from a recognised University/Institution and have also passed the Diploma in Sanitary Inspector Course from Govt. approved University/institution.
13	Draftsman	10300-34800+4200	Diploma in Civil Engineering or Certificate in Civil Draftsman or its equivalent from a recognised university or institution.
<b>MUNICIPAL COUNCILS &amp; NAGAR PANCHAYATS CADRE</b>			
14	Executive Officer Class-I	15600-39100+6600	(i) Degree in Law from a recognised university or institutions; and at least seven years' experience on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking; <b>OR</b> (ii) an Advocate having atleast seven years' practice at the Bar. <b>OR</b> (iii) MBA OR B.Tech degree from a recognized university or institutions with 2 <sup>nd</sup> Division, with an experience for a minimum period of five years on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking.

15	Executive Officer Class-II	10300-34800+4600	(i) Degree in Law, from a recognized university or institutions; and at least five years' experience on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking; OR (ii) an Advocate having atleast five years' practice at the Bar. OR (iii) MBA OR B.Tech degree from a recognized university or institutions with 2 <sup>nd</sup> Division, with an experience for a minimum period of three years on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking.
16	Executive Officer Class-III	10300-34800+4400	(i) Degree in Law, from a recognized university or institutions; and at least three years' experience on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking; OR (ii) an Advocate having at least three years' practice at the Bar. OR (iii) MBA OR B.Tech degree from a recognized university or institutions with 2 <sup>nd</sup> Division, with an experience for a minimum period of one year on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendents, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking.
17	Assistant Municipal Engineer (Civil)	15600-39100+5400	Should possess a degree in Civil Engineering from a recognised university or institutions.
18	Accountant Grade-I	10300-34800+4800	Should have passed degree in Commerce with C.A. Inter Or M.Com of a recognized University or institutions; OR Should have passed degree of a recognised university or institution and should possess Diploma in Grade 'A' specified in the Accountants of the Committees (Examination) Rules, 1979.
19	Accountant Grade-II	10300-34800+4400	Should have passed Degree in B.Com from a recognized university or Institutions.
20	Junior Engineer (Civil)	10300-34800+4800	Should possess a Diploma in Civil Engineering from a recognised university or Institution.
21	Building Inspector (Technical)	10300-34800+4400	Should have passed Diploma in Architecture from a recognised University or Institution.
22	Senior Assistant /Inspector	10300-34800+4400	Should have passed a Graduation degree, with 50% marks, from a recognized university or institutions.
23	Sanitary Inspector	10300-34800+4200	Sanitary Inspector Certificate from recognized University or institution.
24	Sub Fire Officer	10300-34800+4200	(i) Graduate, preferably in Science subjects, from a recognized university or institutions and should have passed Sub-Officer course from the National Fire Service College, Nagpur. (ii) Physical fitness test as per fixed standard norms as under:- a) Minimum Height 5'-5" b) Chest 33.5" unexpanded with 1.5" expansion. c) Eye sight 6/6 both eyes without glasses. d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute. e) Lifting the hook ladder to a vertical position from 3 <sup>rd</sup> and 6 <sup>th</sup> round. f) Climbing a rope or a vertical pipe to a height of 8-10 feet from the ground.
<b>IMPROVEMENT TRUSTS CADRE</b>			
25	Junior Engineer (Civil)	10300-34800+4800	Should possess a Diploma in Civil Engineering from a recognised university or Institution.
26	Draftsman	10300-34800+4200	Diploma in Civil Engineering or Certificate in Civil Draftsmanship awarded by the State Board for Technical Education or by any other recognised Institutions.
<b>PUNJAB WATER SUPPLY &amp; SEWERAGE BOARD CADRE (PWSSB)</b>			
27	Sub Divisional Engineer (Civil)	15600-39100+5400	Should possess a Degree in Civil Engineering from a recognised University/Institutions.
28	Junior Engineer (Civil)	10300-34800+4800	Should possess a Diploma in Civil Engineering or its equivalent from the recognized university or Institution or any other equivalent qualification recognized by the Government.
29	Divisional Accountant	10300-34800+4400	CA Inter or ICWA Inter or M.Com with minimum 60% marks or S.A.S. Qualified.
30	Junior Draftsman	10300-34800+3200	Matriculation with two years Industrial Training Institute Certificate of Draftsman(Civil) from State Board of Technical Education or from any other recognized Institution by the Punjab Government.

Reservation shall be as per the policy/instructions of the Punjab Government. The Candidates belonging to the reserved category shall clearly indicate, in the Registration form, the category under which he/she wants to be considered. The category of reservation once opted will not be allowed to be changed. The benefit of reservation shall only be available to the candidates who are bonafide residents of Punjab State. Copies of relevant rules regarding reservation for various categories are available on the Department website : <http://pmidc.punjab.gov.in/recruitment>

<b>3(a). AGE CRITERIA</b>		
<b>Sr. No.</b>	<b>Cadre</b>	<b>Criteria</b>
1	Municipal Corporations	Candidate should not be below 17 years and above 40 years of age as on the last date of receipt of applications.
2	Municipal Councils-Nagar Panchayats	
3	Improvement Trusts	Candidate should not be below 17 years and above 35 years of age as on the last date of receipt of applications.
4	Punjab Water Supply & Sewerage Board	Candidate should not be below 18 years and above 37 years of age as on the last date of receipt of applications
<b>3(b). Relaxation in age</b>		
1	The upper age limit is relax-able upto 45 years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.	
2	For the SC/BC to the extent of 5 years.	
3	For the Physically Handicapped to the extent of 10 years.	
4	For Ex-Servicemen: For recruitment to any vacancy in State Civil Services whether reserved or not under the rules an ex-serviceman 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 in the concerned Service Rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.	

#### **IMPORATANT INSTRUCTIONS/INFORMATION:**

- (1) Only one Registration/Application form per candidate even applying for more than one vacancy is to be filled.
- (2) The Public Notice and other Government instructions/rules are available at Department website <http://pmidc.punjab.gov.in/recruitment> All important instructions shall be uploaded on this website.
- (3) Registration Form will be available at the website <http://lgp.applyforexam.com> Registration will begin online only w.e.f. **14<sup>th</sup> July, 2015 (Tuesday)**. No other forms by any other medium shall be entertained. Last date for online Registration will be **04<sup>th</sup> August, 2015 (Tuesday)**.
- (4) The candidates can deposit the fees till, **2 PM of 07<sup>th</sup> August, 2015**.
- (5) Candidate can apply only under one reserved category at one time, as applicable.
- (6) Number of posts advertised can vary.
- (7) Reservation will be as per policy of the State Government and the details of posts under various categories mentioned are provisional.
- (8) **Fees:** Candidates belonging to Scheduled Caste and Physically Handicapped Category are required to deposit a fee of Rs. 500/- per vacancy applied. All others are required to deposit fee of Rs. 1000/- per vacancy applied in cash through bank challan generated on submission of online application.
- (9) Applications without fees or incomplete will be rejected without intimation.
- (10) Punjabi upto matric or equivalent is essential.

- (11) Candidate is required to attach one self-attested scanned photograph and scanned signatures on the online application form. (In jpg format size max. of 100 KB each)
- (12) Written test is expected to be held in the 2<sup>nd</sup> or 3<sup>rd</sup> week of September, 2015. Exact schedule will be displayed on the website by 17<sup>th</sup> August, 2015. Centres for the written test will be Chandigarh and adjoining cities only.
- (13) Admit cards can be downloaded from the website w.e.f. 30<sup>th</sup> August, 2015 in which venue of the exam will also be intimated. The link to print Admit Cards would be sent to all candidates through their registered email w.e.f. 30<sup>th</sup> August, 2015. Candidates are further advised to regularly check the department website for updated information.
- (14) For facilitation of candidates, computer with internet, printing and scanning facilities FREE OF COST is being provided in Municipal Corporation OFFICE BUILDINGS AT AMRITSAR, JALANDHAR, LUDHIANA (Mata Rani Chowk), BATHINDA, PATIALA AND SAS NAGAR. A trained personnel will also be available.
- (15)(a) As per Punjab Government's Notification dated 15.01.2015, after the direct recruitment the appointee will be paid fixed emoluments which is equivalent to the minimum of the pay band of the new post of the official during the period of his probation i.e. two years including the probation time if increased and the official will not be entitled grade pay, annual increment or any other emoluments except travelling allowance.
  - (b) After successfully completing the period of probation, appointee will be paid minimum initial pay of post including grade pay and all other allowances under the Rules.
  - (c) The appointee shall be governed by New Defined Contributory Pension Scheme.
- (16) No TA/DA will be given for appearing in the test/ interview.
- (17) Government/Semi Government employees are required to bring "No Objection Certificate" from their employer at the time of verification of certificate/documents.
- (18) Each vacancy in cadres of Municipal Corporation, Municipal Council-Nagar Panchayat, Improvement Trust & PWSSB is a separate one. Application for a vacancy in one cadre will not entitle the candidate to be considered under the same in other cadres. The candidate has to apply separately for each vacancy in different cadres by choosing different posts in the single Registration form only.
- (19) Each candidate wishing to apply for different vacancies under different cadres would select options for such vacancies in the same online Registration form. Selecting these options will mean the candidate desire to apply for separate vacancies in the separate cadres. The candidate has to deposit examination fees for more than one vacancy, appropriately, if applying for more than one vacancy.
- (20) Exam would be common for similar posts under different cadres. But merit list would be separate based on category wise for each vacancy in each cadre. For example there could be a single exam for all cadres of Junior Engineer (Civil) and similarly a single exam for Executive Officers, Class-1, Class-2 & Class-3 etc.
- (21) It is further clarified that if a candidate applies for similar types of posts in different cadres through different online Registration forms and also deposits the requisite fees through different forms, the candidate will not be able to sit and take exam on two separate admit cards. He can take exam only in one case and for other will be treated as absent and would not be considered for selection in different posts in different cadres.

#### **Procedure of selection**

- (i) There will be an objective type test of two (2) hours duration consisting of 100 objective type questions with multiple choice answers.
- (ii) Written test will be held for all categories of posts.

(iii) Criteria for written test will be as under:-

Sr. No.	Subjects	Questions
1	English	05
2	Punjabi	05
3	General Knowledge/Awareness	15
4	Mental Ability/Aptitude/Numerical Ability	15
5	Computer Proficiency	10
6	Job Related (As per the minimum qualifications)	50
	Total	100

- (iv) The medium of test will be English (except questions of Punjabi subject as mentioned at Sr. No. (2) in (iii) above.
- (v) For every wrong answer,  $\frac{1}{4}$ <sup>th</sup> marks will be deducted.
- (vi) Weight-age of written test shall be 100% marks for consideration of merit in selection.
- (vii) The question paper with the answer key will be placed on the website of exam for inviting objections to answers, if any, the next day of exam.
- (viii) The objection to any answer can be filed by the candidates on the website itself on clicking the option of objection. The objections can be filed within three (3) days from the date of exam.
- (ix) The Merit list, category wise, would be put on the website, within 15 days of exam.
- (x) Selection will be made as per merit prepared on the basis of written test only subject to fulfilling of the eligibility criteria.
- (xi) In the case of two or more candidates obtaining equal marks, the candidate older in age shall be placed higher in the order of merit.
- (xii) (a) For the posts of Executive Officer- Class-I, candidates in General Category obtaining below 35 marks in the written test will not be considered for selection.
- (b) For all other posts, candidates in General Category obtaining below 30 marks in the written test will not be considered for selection.
- (c) Relaxation of 5 marks in the written test will be granted to reserve category candidates for selection against posts reserved for such category.
- (xiii) Selection for the post of Sub Fire Officer
- (1) Candidates will have to qualify the test of standard physical fitness norms as under:-
- (a) Minimum Height 5'-5"
- (b) Chest 33.5" unexpanded with 1.5" expansion.
- (c) Eye sight 6/6 both eyes without glasses.
- (d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute.
- (e) Lifting the hook ladder to a vertical position from 3<sup>rd</sup> and 6<sup>th</sup> round.
- (f) Climbing a rope or a vertical pipe to a height of 8-10 feet from the ground.
- (2) The physical fitness test shall be conducted for minimum of four (4) times the vacancy in each category as per merit of candidates as per written test.
- (xiv) The candidates qualifying for selection on the basis of written test shall be called by the Selection Committee for verification of original documents and eligibility as per post only. Eligibility of candidates for concerned post will be determined by the Selection Committee and their decision shall be final.
- (xv) The Department of Local Government, Punjab reserve the right to withdraw any kind of posts or amendment in selection procedure/qualifications of any post mentioned in the advertisement without any notice.
- (xvi) The lists of selected candidates shall be uploaded through the Department website <http://pmidc.gov.in/recruitment>

(xvii) The candidates are requested to regularly check their emails and website of the Department and the Facebook page- INFOPOSTSLOCALGOVT or searching “Recruitment Cell, Local Government, Punjab” on facebook and the candidates can post their queries /clarifications. The candidates may send complaints/queries to email: [lgp@applyforexam.com](mailto:lgp@applyforexam.com)

Chairman Selection Committee  
(Director, Local Government, Punjab).

#### **IMPORTANT TENTATIVE DATES**

Starting of online filling of application forms	14 <sup>th</sup> July, 2015
Last date for filling of online application forms	04 <sup>th</sup> August, 2015
Last date for deposit of fees	07 <sup>th</sup> August, 2015
Display of schedule of exam	17 <sup>th</sup> August, 2015
Web-Link for printing of admit cards	30 <sup>th</sup> August, 2015
Written Test	2 <sup>nd</sup> -3 <sup>rd</sup> Week of September
Filing of objections on questions of written test	Within 3 days of exam
Display of merit list	Within 15 days of exam