

**Directorate of Governance Reforms, Punjab**  
**Plot No. – D 241, Industrial Area, Phase-8B,**  
**Sector – 74, Mohali – 160062**

**Advance information for**  
**recruitment of IT Cadre Posts**

The department intends to advertise 293 positions of IT Cadre within 15 days for inviting applications. This is an advance information to the prospective candidates for preparing to submit applications within 15 days after publishing of advertisement.

**Posts** **and** **Remuneration**

Sr. No.	Name of Post	Gross Monthly Remuneration (In Rs.)
1	Senior System Manager (SSM)	1,25,000/-
2	System Manager (SM)	85,000/-
3	Assistant Manager (AM)	55,000/-
4	Technical Assistant (TA)	35,000/-

**Category wise breakup of posts:**

S. No	Name of the post	No. of Posts (Category-wise)								
		General	SC	BC	Ex-serviceman	Handicapped	EWS (Gen)	Freedom Fighter	Sports person	Total
1	Senior System Manager	1	1	0	0	0	0	0	0	2
2	System Manager	6	5	2	2	1	1	0	0	17

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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	75	59 (including 9 ex-serviceman & 3 Sports person)	27 (including 5 ex-serviceman)	18	9	22	2	5	217
	<b>Total</b>									293

**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, 2021</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>B.E/B.Tech</b> Information Technology/Electronics and Communication/Computer Science and <b>MBA</b> <b>OR MCA and MBA</b> from a recognized university or institution with minimum of 50% marks in aggregate in each case, with minimum of 50% marks in aggregate. (b) Should have an experience of <b>nine (9) years</b> in the field of Information and Communication Technology
<b>System Manager (SM)</b>	(a) Should possess a degree in <b>B.E/B.Tech</b> Information Technology/Electronics and Communication/Computer Science and <b>MBA</b> <b>OR MCA and MBA</b> from a recognized university or institution with minimum of 50% marks in aggregate in each case.

	(b) should have an experience of <b>four (4) years</b> in the field of Information and Communication Technology
<b>Assistant Manager (AM)</b>	(a) Should possess a degree in <b>B.E/B.Tech</b> in Information Technology/Electronics and Communication/Computer Science OR <b>MCA</b> from a recognized university or institution with minimum of 50% marks in aggregate in each case. (b) should have an experience of <b>three (3) years in the field of Information and Communication Technology</b> .
<b>Technical Assistant (TA)</b>	(a) Should possess a degree in <b>B.E or B.Tech</b> in Information Technology/Electronics and Communication/Computer Science OR <b>Master's degree in Computer Applications</b> from a recognized university or institution with minimum of 50% marks in aggregate in each case.  OR (c) Candidates appeared for final exam/final semester of <b>B.Tech/B.E in IT/EC/CS or MCA</b> from a recognized university or institution with a minimum of 50% marks in aggregate in each case, can also apply, subject to the condition that he/she would have to submit final semester passed certificate/degree/marks card at the time of <b>joining, failing which his/her candidature will be rejected.</b>

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. The Examination:-

- i. 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 65% Technical & 35% General as per the syllabus detailed below.
- ii. To qualify for the written examination, a candidate would be required to score at least 40 % in aggregate (both sections combined) which means minimum 40 marks to qualify.
- iii. Each question rightly attempted will carry 1 mark and there will be a negative marking of 0.25 for each wrong answer.
- iv. The broad syllabus for the test would as under:-
  - 65% Technical comprising of: -
    - Project Management
    - Basic Programming
    - Solution architecture (Questions will be of B.Tech/B.E level)
    - Networking
    - Cloud
    - OS
    - MS office
  - 35% General comprising of:-
    - Mental Ability
    - Test of Reasoning (Questions will be of Bank PO level)
    - English Language

## 3. 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.dgrpg.punjab.gov.in](http://www.dgrpg.punjab.gov.in)).

4. **General Terms and Conditions:-**

- d. 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.dgrpg.punjab.gov.in](http://www.dgrpg.punjab.gov.in). The applicants may, therefore, go through all the terms and conditions carefully before applying for the post.
- e. 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.
- f. 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 (except for the position of TA where the selection of the Candidates shall be based **on the merit of the written test only** and a qualified candidate shall have to appear in all the interviews separately, if s/he is shortlisted for more than one category.
- g. Incomplete or forms filled with wrong information, the candidature shall stand automatically cancelled/rejected and shall not be considered for further processing.
- h. 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.
- i. The candidates will have to attend the examination/interview at his/her own cost and no TA/DA shall be paid.
- j. 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.

- k. 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 onward 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.
- l. 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.
- m. Competent authority reserves the right to defer, cancel or postpone the selection process at any time without assigning any reasons.

5. **Online Applications: -**

- 1. The candidates can **only** apply for these posts by filling Online Application Form, a link to which shall be made available on the website of the Department of Governance Reforms (**[www.dgrpg.punjab.gov.in](http://www.dgrpg.punjab.gov.in)**).
- 2. All the updates/ information related to this recruitment, including the date of examination, will be posted on **[www.dgrpg.punjab.gov.in](http://www.dgrpg.punjab.gov.in)**

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

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