

## OFFICE ORDER

### **Recruitment Notice for the post of Divisional Assistant**

The Punjab State AIDS Control Society (PSACS) invites online applications on prescribed proforma for filling up of vacant post of Divisional Assistant under National AIDS Control Organization on Contractual Basis in the O/o Punjab State AIDS Control Society, Chandigarh.

**Number of vacancies:** There is only one vacancy to be filled strictly based on the reservation roster. Table 1 below provides the total and the category-wise number of vacancies. Candidates from other categories shall not be considered. The reservation is strictly as per provisions of the Punjab Government reservation roster.

**Table 1:** *Total and category-wise number of vacancies*

Name of the post	No. of Vacancies	Category to be filled as per Punjab Govt. Roaster
Divisional Assistant	01	GEN (EWS) (Female)

**Salary:** The Divisional Assistant shall be paid a consolidated salary of Rs. 23,800/- per month.

**Place of posting:** Head Office, Punjab State AIDS Control Society, Sec-38B, Prayaas Building, Chandigarh.

**Maximum age limit:** The maximum age limit to apply for the post of Divisional Assistant is 60 years.

**Educational qualification:** The essential qualification for the post of Divisional Assistant is show in the Table 2.

**Table 2:** *Qualifications and Experience for the post of Divisional Assistant*

Name of the post	Qualifications
Divisional Assistant	<ul style="list-style-type: none"><li>Graduate degree in any discipline with ability to manage assigned task of the division.</li><li>Basic knowledge of computer essential.</li><li>Preference will be given to the candidates from community (KP or PLHIV) who fit the eligibility criteria</li></ul>

**The applicant should fulfill the eligibility requirements on or before the last date of submission of applications i.e. 11.07.2025 (Till 05.00 PM) (last date of online Registration). No extension shall be given to any applicant to submit documents. If a candidate does not have requisite documents such as category certificate issued by concerned department of Government of Punjab (or) educational degree then they will be declared ineligible.**

**Online Link for application for the post of Divisional Assistant**

<https://forms.office.com/r/q7cs7f42bg>

Before filing online application, candidates are advised to read qualification and experience criteria and other terms and conditions.

**Other important terms and conditions:**

- a. The candidate should have passed Punjabi up to Matric standard or its equivalent standard from any recognized institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab.
- b. Incomplete applications will be rejected.
- c. Only on-line application forms will be entertained i.e. application sent by email/post /courier in person in the O/o PSACS will not be entertained and will be rejected.
- d. All particulars including category once filled by the candidates, could not be modified and no change shall be permitted at any stage of online application form. So, the candidates are advised to fill all their particulars after taking due care and precaution. PSACS shall not be responsible or liable in anyway.
- e. The number of posts is subject to **increase or decrease** as per the decision of the Project Director, PSACS.
- f. The certificate for claim of **reservation** must be issued by the **competent authority**. The certificate must be latest one i.e. issued on or before the last date of submission of application form. No request for extension of submission of documents will be considered.
- g. This post is purely **contractual and temporary for one year**, extendable based on work performance and conduct.
- h. Educational qualifications must be from a recognized University/Board. You should have all the requisite original certificates at the time of submission of the application. **Additional time shall not be given to submit the certificates/documents.**
- i. Provisionally eligible candidates will be called for document verification. Original certificates/testimonials will be checked at the time of document verification. The candidates who are found eligible after document verification will be called for written test and computer / typing test.
- j. If a candidate is found not to be fulfilling the eligibility/selection criteria at any point of time in the entire recruitment process by the screening or selection committee, his/her candidature will be cancelled/rejected for the said post.
- k. Candidates **will not be paid any TA/DA** for document verification.
- l. Project Director, PSACS, reserves the **right to cancel/modify** the entire recruitment process at any stage without issuing any further notice.
- m. If you have any questions (or) require any clarification. Please send your email to [punjabacs@gmail.com](mailto:punjabacs@gmail.com) and [admnpacs1@gmail.com](mailto:admnpacs1@gmail.com) or call PSACS office number 0172-2625718.

Sd/-  
**Project Director**  
**Punjab State AIDS Control Society**