

PUNJAB REMOTE SENSING CENTRE, PAU CAMPUS, LUDHIANA
Advertisement No. 07/2021

Applications complete in all respects are invited by 11.10.2021 from Indian Nationals for filling up the following post on regular basis, directly or on deputation as per PRSC rules.

| Nomenclature of the post | Pay Scale | No. of post | Non-refundable application fee | Maximum age as on 1.1.2021 |
|---------------------------------|------------------------|--------------------|---------------------------------------|-----------------------------------|
| Accounts Officer | Rs.44900/- Initial Pay | 1 | Rs.1500/- | 37 years |

The minimum pay admissible for the ibid posts shall be as per the notification No.7/204/2012-4FP1/66 dated 15.01.2015 and Notification No. 1/6/2016-4PP1/834680/1 dated 07.09.2016, Government of Punjab Department of Personnel PP-1 Branch Chandigarh, fixed emoluments equal to Minimum Pay without any allowance will be paid during probation period of 3 years.

Essential Qualifications:

- CA/ICWA/MBA (Finance)/M.Com with 1 year experience in financial & accounting matters
OR
- B. Com. First class plus Intermediate Chartered Accountant with 2 years experience in financial & accounting matters
OR
- B. Com First Class plus Intermediate Cost & Works Accountant (ICWA) with 2 years experience in financial & accounting matters
AND
- Must have passed Punjabi language examination up to Matric or its equivalent.

Desirable:

- Should have working knowledge of computers and accounting software like Tally
- Should be well versed with dealing with Govt. of Punjab and Govt. of India policies and related matters like GST, Taxes, PFMS etc.
- Preferably Should have experience in similar organization of Government systems on accounts and administrative matters. The incumbent will head the office matters from Account, finance, purchases and administration manner.

Age Limit: Candidate should not be below 18 years and above 37 years of age as on 01.01.2021.

Age Relaxation *:

1. The Upper age limit may be relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.
2. Upper age limit is also relaxed up to 47 years for Persons with Disability of Punjab
3. Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of 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 Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.
4. Upper age limit may be relaxed up to 45 years for Punjab Govt. and its Board/Corporation/Commission and Authorities employees as per Punjab Govt. Guidelines.

5. Upper age limit is also relaxed up to 42 years for Widows, Divorcees, and certain other Categories of Women

*Relaxation in age shall be considered only for the candidates who will submit the required certificate issued by the competent authority and acceptable as per Punjab Govt. norms.

Other conditions:

- i) Based on the biodata, screening will be conducted to short-list candidates for interview, written/practical test as may require and applicable.
- ii) If any information furnished is found to be wrong or false, candidature of the candidate will be cancelled at any time as and when it comes to the notice.
- iii) The Centre reserves the right not to fill up the post if it decides so.
- iv) Employment terms and conditions are binding as may be decided by Government of Punjab and Governing Body of the center as and when applicable, notified and implemented
- v) Apply through proper channel if already employed or produce **“No Objection Certificate”** from present employer at the time of interview. However, they can send advance copy with testimonials.

Prescribed application form can be downloaded from PRSC website www.prsc.gov.in. The filled in application forms complete in all respects along with certificates testimonials and supporting documents in response to qualifications and experience and non-refundable fee of Rs. 1500/- for the post of Accounts Officer by Demand Draft (in favour of Director, Punjab Remote Sensing Centre payable at Ludhiana) must be submitted in the office of Punjab Remote Sensing Centre (PRSC), PAU Campus Ludhiana on or before the last date of receipt of applications. Fee may also be paid through RTGS/NEFT/Online Transfer in the account of Director PRSC. In case fee is deposited through online mode, the details of fee deposited (i.e. Receipt/UTR/Acknowledgement Number) is to be mentioned in Application form and proof of fee deposited is to be attached with application Form. Account Details: Account No. 32430207442, State Bank of India, PAU Ludhiana, IFSC Code: SBIN0001482

Candidates are advised to visit PRSC website for any updates/information or change of interview in special circumstances as may be arising. **PRSC reserve the right to fill or not to fill the above position. In all cases decision of Director, PRSC will be final and binding.**

The duly filled in application along with other documents should reach the Director latest by **11.10.2021**. Any kind of postal delays will not be the responsibility of this office. Candidate may send advance scanned soft copy by email on Email ID: dirprsc@punjab.gov.in along with proof of payments made clearly mentioning in subject line on Application for the post of Accounts Officer. The application with duly signed by candidate, attested copies of supporting documents and payment received will only be considered. Partial, incomplete without payment by due date application will be summarily rejected and not considered for any reason whatsoever and shall not be entertained. Interview/written test, call letter shall be issued only to short-listed candidates who fulfils the prescribed qualifications, experience etc.

No TA/DA will be paid.

Sd/-
Director, PRSC

PUNJAB REMOTE SENSING CENTRE
(A Govt. of Punjab Enterprises)
PAU Campus, LUDHIANA- 141004

RECENT
PASSPORT
SIZE
PHOTO

APPLICATION FORM

1. Post Applied For : **Accounts Officer (Advt. No. 07/2021)**
2. Advertisement No. : _____
3. Detail of application fee : DD No./UTR/Transaction Ref. No

Date _____ Rs. _____
4. Name in Full : _____
(In Capital letters & underline Surname)
5. Name of Father/Husband : _____
6. Address for Correspondence : _____

_____ Pin _____
7. Email Address : _____
8. Phone Number (Mob. & Landline) : _____
9. Date of Birth : _____
10. Nationality : _____
11. Whether SC/ST/OBC (Attach Proof) : _____
12. Married / Single : _____ 13. Male/Female _____
14. Educational Qualifications (Starting from Xth):-

| Certificate/Degree | College Univ./Institute | Year of Passing | % of Marks | Class Obtained |
|--------------------|-------------------------|-----------------|------------|----------------|
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15. Professional Qualifications:-

| Certificate/Degree | College Univ./Institute | Year of Passing | % of Marks | Class Obtained |
|--------------------|-------------------------|-----------------|------------|----------------|
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16. Professional Experience (Previous Employment) related with the post (if any)

| Organization | Position Held | Date of Joining | Date of Leaving | Salary Drawn |
|--------------|---------------|-----------------|-----------------|--------------|
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17. How in your opinion do you meet the job requirement as advertised:-

18. Any special characteristic that are not mentioned above:-

19. Two References of reputed persons not related with candidate preferably from head of employers with email address and phone number:-

| 1. | 2. |
|----|----|
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| | |

DECLARATION

I affirm that the information given in this application is true and correct to the best of my knowledge and belief. I also fully understand that if at any stage it is discovered that an attempt has been made by me to willfully conceal or misrepresent the facts, my employment may be terminated along with any other legal action deemed fit under the law.

Date: _____

Place: _____

Signature of the Applicant

List of enclosures (Self attested copies of all the certificates should be attached):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Verified by PRSC authorized signatory

Signature:

Name: _____

Designation: _____

Dated: _____