

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF REVENUE, REHABILITATION AND  
DISASTER MANAGEMENT**

**APPOINTMENT ON PURELY CONTRACT BASIS**

1. Applications are invited for the following posts of Professional Graduate and Accountant (on purely contract basis and with fixed remuneration) at State Head Office under the State Disaster Management Authority (SDMA) and Professional Graduate in each district under the District Disaster Management Authority (DDMA) which are non-transferable and preference will be given to the resident of that district. Applications should reach in the office of Director Disaster Management Punjab, Room No. 3, Third Floor, Punjab Civil Secretariat Building, Sector -1, Chandigarh by post along with Demand Draft of Rs. 800/- in case of General Category and Rs. 300/- for SCs' in favor of Director Disaster Management payable at Chandigarh by or before 15 June, 2020.

**Name of the Post - Professional Graduates**

Number of Post: 24 (Twenty Four)

Qualification: Graduation in any discipline of Engineering or MBA or MCA or Master's Degree in any discipline, including but not limited to geography, mathematics or statistics from a recognized Institute/University. (Preferably in Disaster Management).

Remuneration Rs. 50,000/- (Fifty Thousand) per month only.

Age Limit Candidate should not below 25 years and above 37 years as on 01.04.2020

**Name of the Post - Accountant**

Number of Post: 01 (One)

Qualification: B.Com with 50% of Marks, working knowledge of Accounting and Tally software

Remuneration Rs. 35,000/- (Thirty Five Thousand only) per month only.

Age Limit Candidate should not below 25 years and above 37 years as on 01.04.2020

- Note:** 1) Tenure of these posts will be initially for a period of 12 months which can be further extended, if the work and conduct of the incumbent is found satisfactory and as per the extension granted by NDMA for the schemes.
- 2) Government has a right to terminate the services of Professional Graduates and Accountant at any time.
- 3) Candidate will not claim for regularization of his/her service.
- 4) Candidate must have passed Punjabi up to metric level.

### **Instructions for Candidates:**

1. Applicants are requested to send their applications in the prescribed Performa alongwith their attested copies of all certificates, mark-sheets, recent passport size photo, relevant experience certificates etc. for engagement on contract basis.
2. The applicants will have to appear for written exam and an interview.
3. No TA/DA shall be paid to the candidate for exam and interview.
4. Candidates not having requisite essential qualifications for the posts are liable to be summarily rejected. Candidates will have to produce the proof of details furnished in their applications, in original as and when required.
5. The Department also reserves the right to accept or reject any application without assigning any reason thereof.
6. Canvassing in any form will lead to summary disqualification.
7. The applicant should clearly mention the name of the post and district applied for on top of the envelope containing the application.
8. Application received after the due date, unsigned applications, applications where the post name is filled incorrectly and applications incomplete in any respect will not be considered.
9. No application will be received through email/fax.
10. It may be noted that if, at any stage, it is found the applicant willfully concealed or misrepresented the facts, the candidature will be summarily rejected and the employment will be terminated.
11. The applications must be sent in neatly typed-out form in A-4 size paper.
12. Applicants have to send their applications to Director Disaster Management, Punjab, Room No.- 3, Third Floor, Punjab Civil Secretariat Building, Sector -1, Chandigarh by or before 15 June, 2020.
13. Applicants must apply in the format given below and send their applications clearly mentioning the post applied for, on the envelope.

**PROFORMA FOR THE APPLICATION**

1. Post applied for :  Professional Graduate  Accountant
2. Name of the Applicant : .....
3. Mother's Name : .....
4. Father's Name : .....
5. Date of Birth : .....
6. Nationality : .....
7. Category : .....
8. Permanent Address : .....
9. Correspondence Address : .....
10. Mobile/Telephone : .....
11. Email ID : .....

12. Educational Qualifications – Graduation onwards

Examination Passed	Subject	Marks Obtained	Total Marks	% of Marks	Year of Passing	University /Board	Remarks
Graduation							
Post Graduation							
Any Other							

13. Particulars previous employment (after completing essential qualification) :

Name of Employer	Date of Joining	Date of leaving	Position & Nature of duties	Salary & Grade	Reasons for leaving the job, if any

(Please attach a separate sheet, if required)

**Note: The candidate shall attach self attested copies of the documents in support of their academic qualification, date of birth and experience (if any).**

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is found that any attempt has been made by me to willfully conceal or misrepresent that facts, my candidature will be rejected and employment will be terminated.

**(Signature of the applicant)**