



PUNJAB PUBLIC SERVICE COMMISSION

Adv. No. 04

The Punjab Public Service Commission invites Applications from eligible Candidates for recruitment to 05 Posts of Audit Officer in the Cooperation Department of Punjab.

Note: This Advertisement is being published as per requisition received vide their letter No. 61/4/07-C-2(2)/5486 dated 28-07-2011 & No. 61/9/11-C-2(2)/2078 Dated 12/4/2012 from the Government and is subject to any modification or amendment that may be made by the Government subsequently.

1. VACANCIES AND RESERVATION

The number of vacancies is 05 and the breakup is as follows :

| <u>Name of Post</u> | <u>No. of Posts</u> | <u>Category</u> | |
|---------------------|---------------------|-----------------------------|-----------|
| Audit Officer | 05 | General | 02 |
| | | SC, Punjab - | 01 |
| | | B.C., Punjab | 01 |
| | | Physically Handicapped, Pb. | 01 |
| | | Total | 05 |

The Candidates should indicate in the Application Form, the reserve category for which they want to be considered. The number of vacancies and reservation of posts is liable to alteration without any notice.

2. **PAY SCALE: Rs. 10300-34800 + Grade Pay 4400/-**

3. **ESSENTIAL QUALIFICATIONS :-**

- (i) Should possess degree of Chartered Accountants or M.Com. With Auditing and Accounts as one of the subject; or
- (ii) Should possess M. Com. with Cost Accounts and should have an experience of auditing of Commercial Accounts for a minimum period of three years in a reputed firm or institution.
- (iii) Punjabi of Matric or its equivalent Standard.

Qualification of Punjabi is essential for these posts (relaxable for Sikh Migrants upto the extent that they will have to acquire such qualification within two years after joining the service failing which their services shall liable to be terminated). For this purpose a Matriculation or its equivalent certificate for having passed Punjabi will be necessary.

4. **AGE**

- (i) Candidate should not be below 18 years and above 37 years of age on the 1-1-2012.
- (ii) Upper age limit may be relaxed up to 47 years for all States/ Central Government employees.
- (iii) The Upper age limit is relaxable upto 42 years for Scheduled Castes of all States and Backward Classes of Punjab only.
- (iv) 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.

- (v) Upper age limit is also relaxable upto 42 years for Widows, Divorcees and certain other Categories of Women.
- (vi) Upper age limit is also relaxable upto 47 years for Physically Handicapped of Punjab.

5 SUBMISSION OF APPLICATION FORM:

Candidates **MAY DOWNLOAD** the Application Form from the website www.ppsc.gov.in OR obtain the Application Form from the office of Punjab Public Service Commission, Baradari Gardens, Patiala w.e.f **13/6/2012** and submit to the Secretary, Punjab Public Service Commission, Baradari Gardens, Patiala.

Application Form must reach the office of Secretary, Punjab Public Service Commission, Patiala latest by 5.00 pm or before on 11/7/2012 alongwith prescribed fee and documents. Responsibility for any postal delay will be that of the candidate.

Application Forms that are wrongly filled or incomplete or received late, or not accompanied by the requisite fee and attested copies of certificates regarding Date of Birth, Degree, Matriculation Certificate, Proof of marks obtained in Punjabi, Experience other requisite certificates and three identical recent passport size photographs shall be summarily rejected. The Commission's decision in this regard will be final.

6 FEE

- (a) The candidates may obtain an Application Form along with detailed instructions for filling up the Application Form by hand or by post from Secretary, Punjab Public Service Commission, Baradari Gardens, Patiala-147001 w.e.f. **13/6/2012** on payment of requisite fee as mentioned below through a crossed Bank Draft drawn in favour of the Secretary, Punjab Public Service Commission, payable at Patiala. The candidate must write their name and address in Block Capital Letters on the reverse of the bank draft also.
- (b) The Candidates must attach two self addressed duly stamped envelopes (worth Rs. 30/-) each of 24cm.x 11cm. indicating the name of the post on the top left corner of envelope.

1. Cost of Application Form

- i. At Counter (by cash) : Rs. 25/-
- ii. By post (Through Bank Draft) Rs. 75/-

2. FEE

- i. Scheduled Castes/Scheduled Tribes of all States and Backward Classes of Punjab Rs.50/-
- ii. Ex-Servicemen of Punjab No Fee to be paid
- iii. All Others (including Lineal Descendant : of Ex-servicemen, Punjab) Rs. 200/-

The candidates entitled to fee concession/exemption MUST submit with their Application Form, an attested copy of the certificate certifying their claim for fee concession/exemption. Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.

The fee must be submitted alongwith the Application Form through a crossed Bank Draft, in original, drawn in favour of the Secretary, Punjab Public Service Commission, and payable at Patiala. The applications received without a valid Bank Draft or with inadequate fee shall be summarily rejected. **The fee is non-refundable.** Candidates must write their name and address in BLOCK LETTERS on the back side of the Bank Draft.

IMPORTANT NOTE:

- (a) Candidate desirous of applying for any Reserve category are required to attach the requisite certificate in the prescribed performa in respect of Scheduled Castes Punjab, Backward Classes Punjab, Ex-servicemen/LDESM Punjab, Phy.Handicapped Punjab, Freedom Fighter, Punjab & Sports Person, Punjab along with latest Domicile Certificate of Punjab State.
- (b) The Candidates belonging to Backward Classes are required to attach a declaration alongwith Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. Letter No. 10/9/2009-RC1/62 dated 08-1-2010.
- (c) The bank draft attached to the Application Form on account of fee should not have been issued before the date of advertisement.
- (d) Category **once claimed will not be allowed to be changed** under any circumstances.
- (e) **APPLICANTS MUST POSSESS THE REQUISITE QUALIFICATIONS & EXPERIENCE BY THE LAST DATE FOR THE RECEIPT OF APPLICATION I.E. 11/7/2012**
- (f) Prescribed Essential Qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the advertisement is large and if it will not be convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of short listing them by order of their academic merit as per their qualification/higher marks **OR** by holding a screening test.
- (g) Scheduled Caste candidates belonging to other States may fill their category code – 71 i.e General Category.

Sd/-
Secretary