



RECRUITMENT – 2012 PUNJAB HOME GUARDS & CIVIL DEFENCE DEPARTMENT

Applicants (both male & female) are invited to submit **online** application personally during **10-12-2012 to 26-12-2012** in the prescribed online format at <http://recruitment.cdacmohali.in> for filling up of the following posts in the Punjab Home Guards & Civil Defence Department.

#.	Post	Pay Scale	No. of Posts	Genl.	SC/ST		BC	Ex-Serviceman				Sports				Freedom Fighter	Handi-capped
					R&O	M&B		Genl.	R&O	M&B	BC	Genl.	R&O	M&B	BC		
1.	Platoon Commander	10300-34800 + 3600 GP	100	51	10	10	10	07	02	02	02	04	01	-	-	01	-
Eligibility Criteria: A Graduate in any discipline from a recognised University. The persons having the following qualifications will be preferred:- (a) N.C.C. 'C' or 'B' Certificate; (b) International Sportsmen or All India Sportsmen.																	
2.	Draftsman	10300-34800 + 3800 GP	01	01	-	-	-	-	-	-	-	-	-	-	-	-	-
Eligibility Criteria: Matriculate with 2-year Diploma Course in Draftsmanship of the Industrial Training Institute or of a recognised institution.																	
3.	Clerk	10300-34800 + 3200 GP	36	18	04	04	03	03	-	01	01	01	-	-	-	-	01
Eligibility Criteria: (1) Bachelor's Degree from a recognised University or Institution; (2.) At least One Hundred and Twenty Hours Course with hands on experience in the use of personal computer or Information Technology in office productivity application or Desktop Publishing application from a Government recognised institution or a reputed institution, which is ISO 9001 certified. OR Possess a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Government of India. (3) The person will have to qualify a test in Punjabi typewriting either on computer or on manual/electronic typewriter at a speed of thirty words per minute before appointment.																	
4.	Radio Wireless Operator (Sergeant)	5910-20200 + 2400 GP	04	-	-	-	-	03	-	01	-	-	-	-	-	-	-
Eligibility Criteria: Ex-Servicemen/Police trained Wireless Operators, who are Matriculates.																	
5.	Driver	5910-20200 + 2400 GP	62	33	07	06	06	05	01	01	01	01	-	01	-	-	-
Eligibility Criteria: Persons who can read and write Punjabi and possess valid driving license for Light & Heavy Vehicles with at least five years' experience as Drivers.																	
6.	Dispatch Rider	5910-20200 + 1900 GP	30	15	03	04	03	03	01	-	-	01	-	-	-	-	-
Eligibility Criteria: Matriculates and possess valid motor cycle driving license. Preference will be given to part-time volunteers.																	
7.	Band Man	5910-20200 + 1900 GP	16	-	-	-	-	10	02	02	02	-	-	-	-	-	-
Eligibility Criteria: Ex-Servicemen/Police trained Bandsmen knowing Side Drum, Brass Drum and Bag Pipe, who are Middle pass and possess at least two years' experience as such.																	
8.	Radio Wireless Mechanic	5910-20200 + 1900 GP	04	-	-	-	-	03	-	01	-	-	-	-	-	-	-
Eligibility Criteria: Ex-Servicemen/Police trained Wireless Mechanics, who are Matriculates.																	
9.	Radio Wireless Operator (Corporal)	5910-20200 + 1900 GP	08	-	-	-	-	05	01	01	01	-	-	-	-	-	-
Eligibility Criteria: Ex-Servicemen/Police trained Wireless Operators, who are Matriculates.																	
10.	Motor Mechanic (Corporal)	5910-20200 + 1900 GP	06	04	01	01	-	-	-	-	-	-	-	-	-	-	-
Eligibility Criteria: Ex-Servicemen/Police experience Mechanics or Industrial Training Institute qualified Mechanics, who possess academic qualifications of Middle standard and hold a valid driving license.																	
11.	Armourer (Corporal)	5910-20200 + 1900 GP	06	-	-	-	-	04	01	01	-	-	-	-	-	-	-
Eligibility Criteria: Ex-Servicemen/Police qualified Armourers, with minimum academic qualification of Middle standard.																	
12.	Carpenter	5910-20200 + 1900 GP	01	01	-	-	-	-	-	-	-	-	-	-	-	-	-
Eligibility Criteria: Middle Pass with at least three year experience in carpentry.																	
13.	Class-IV	4900-10680 + 1650 GP	12	06	01	02	01	01	-	-	-	-	-	-	-	-	01
Eligibility Criteria: Middle pass.																	
Total			286	129	26	27	23	44	08	11	06	07	01	01	-	01	02

Genl.- General; R&O- Ramdasia Sikh and Others; M&O- Mazhabi Sikh & Others; BC- Backward Class

* The number of posts may increase or decrease during the recruitment process.

Note: However, pay will be admissible to the successful candidates as per Punjab Civil Service Rules (Rationalization Certain Conditions of Service) Act, 2011 (Punjab Act No. 8 of 2011) Notification dated 5.04.2011 and will also be included under 'Defined Contributory Pension Scheme of the State Government

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS

- The detailed advertisement and information booklet is available on the website <http://recruitment.cdacmohali.in>.
- Applications will be accepted online (only) from **10.12.2012 to 26.12.2012** on the website <http://recruitment.cdacmohali.in>.
- Fill out the form available on the website <http://recruitment.cdacmohali.in> by clicking at the link "Recruitment in Punjab Home Guards & Civil Defence Department".
- Any correction in the particulars can be made by the candidate himself/herself on the website up to **27.12.2012 upto 5:00 P.M.** For this purpose, the candidate has to log in by entering registration number and password. No correction can be made by the candidate after the closing date.
- The candidate must take printout (2 copies) of the filled form after the registration number is generated and the application form has a registration number, password that needs to be remembered and has to be kept secret by the candidate to view or edit the application form in future.
- Application fees (non-refundable) amounting to as shown below will be payable through challan, generated after online filling of application. Candidates belonging to SC/ST category must ensure that they have valid caste certificate issued by the competent authority. In case, at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid fees applicable for candidates of General category.

For the posts mentioned at S.No. 1 to 11	Rs. 600/- (Rs. 300/- in case of SC/ST)
For the posts mentioned at S.No. 12 and 13	Rs. 300/- (Rs. 150/- in case of SC/ST)

- All the updates and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information generally be sent through post or other means. Any information that is uploaded on the above mentioned website will be deemed to have reached the candidates and responsibility for not visiting the site and responding thereto in time, will be entirely by the candidates.
- The candidates can check his/her fee confirmation by visiting the website from **04.01.2013** onwards.
- For any clarification regarding the online filling of the form, the candidate can call at CDAC, Mohali helpline number 0172-2237052-53 on all working days from 9:00 A.M. to 6:00 P.M. or mail at recruitment@cdacmohali.in.

**DGP-cum-Commandant General,
Home Guards & Director, Civil Defence, Punjab, Chandigarh.
(Chairman, Departmental Selection Committee)**