

PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY

PUDA BHAWAN, SECTOR 62, S.A.S. NAGAR

www.puda.gov.in

Online applications are invited from eligible candidates for the posts mentioned below:-

Sr. No.	Name of Post	Number of Posts	Pay Band
1	Sub Divisional Engineer (Civil)	03	Pay band-15600-39100+5400
2	Sub Divisional Engineer (PH)	02	Pay band-15600-39100+5400
3	Sub Divisional Engineer (Electrical)	03	Pay band-15600-39100+5400
4	Sub Divisional Engineer (Horticulture)	02	Pay band-15600-39100+5400
5	Junior Engineer (Civil)	27	Pay band 10300-34800+4800
6	Junior Engineer (PH)	21	Pay band 10300-34800+4800
7	Junior Engineer (Electrical)	24	Pay band 10300-34800+4800
8	Junior Engineer (Horticulture)	10	Pay band 10300-34800+4800
9	Junior Engineer (Building)	11	Pay band 10300-34800+4800
10	Draftsman (Engineering)	21	Pay band 10300-34800+4600
11	Draftsman (Architect)	04	Pay band 10300-34800+4600
12	Law Officer	16	Pay band 10300-34800+4200
13	Senior Assistant (A/Cs)	09	Pay band 10300-34800+4400
14	Clerk-cum-Data Entry Operator	41	Pay band 10300-34800+3200

Conditions regarding fixed monthly emoluments and other general conditions:

1. On direct recruitment during three years probation period including extended period, an employee shall be paid fixed emoluments, which shall be equal to the minimum of the pay band of the new post and during probation period an employee shall not be entitled to, grade pay, annual increment or any other allowance except travelling allowance.
2. On successful of probation period, an employee shall be paid minimum of the pay band, including grade pay and other allowance admissible to the post.
3. Probation period including extended period, if any, shall not be counted at the time of grant of time scale.
4. If an employee is working in the Punjab Govt. office and his lien has been intacted then during probation period on his new post, he shall be paid the pay which he was drawing on the post on which his lien has been intacted.

The breakup of the posts with basic qualification required and the selection criteria for each post is as follows:-

1. Sub Divisional Engineer (Civil)/(PH)/Electrical/Horticulture)

(Category-wise break-up of vacancies to be filled)

Category	Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
			Balmiki/ Majbi sikh	Others		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
Civil	03	01	01	-	-	01	-	-	-	-	-	-	-	-
Public Health	02	01	01	-	-	-	-	-	-	-	-	-	-	-
Electrical	03	02	01	-	-	-	-	-	-	-	-	-	-	-
Horticulture	02	01	01	-	-	-	-	-	-	-	-	-	-	-

Basic qualification:

SDE (Civil)/(PH)/ Degree in Civil Engineering or equivalent qualification from a recognized University or Institution; and

To pass Departmental Professional examination to be conducted by the Punjab PWD or PUDA as may be decided by the appointing Authority within a period of 2 ½ years from the date of appointment, failing which action will be taken as per provisions made in the Service Regulations.

SDE (Electrical) Degree in Electrical Engineering or equivalent qualification from a recognized University or Institution; and

To pass Departmental Professional examination to be conducted by the Punjab PWD or PUDA as may be decided by the appointing Authority within a period of 2 ½ years from the date of appointment, failing which action will be taken as per provisions made in the Service Regulations.

SDE (Horticulture) Should be a graduate in Agriculture with specialization in Horticulture (in first Division)

OR

Master Degree in Science in Horticulture including Floriculture and Arboriculture.

OR

Master Degree in Science in Botany with Horticulture as one of the subjects from a recognized University or Institution.

Selection Criteria

Selection will entirely be based on written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

Written Examination: 100 marks

A written examination will be conducted for all the eligible candidates in the following format:

- Technical Aptitude - 50 marks
- General Awareness – 20 marks
- Mental Aptitude / Reasoning - 10 marks
- Computer Proficiency - 10 marks
- Language Proficiency (Punjabi and English) – 10 marks (05 each)

The question paper will be objective type (100 marks) having 100 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e. 40 marks out of the total of 100 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of written examination, preference will be given to the candidate who is older in age.

2. Junior Engineer (Civil)/(PH) /(Building)/(Electrical)/Horticulture)
(Category-wise break-up of vacancies to be filled)

Category	Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
			Balmiki/ Majbi sikh	Others		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
Civil	27	06	04	01	04	05	02	02	-	-	01	01	01	-
Public Health	21	04	06	01	01	04	02	01	-	-	01	-	01	-
Building	11	05	02	01	01	01	-	-	-	-	-	01	-	-
Electrical	24	11	03	02	03	02	01	-	-	01	-	01	-	-
Horticulture	10	05	02	01	01	01	-	-	-	-	-	-	-	-

Basic qualification :

JE (Civil)/(PH) / (Building) Diploma in Civil Engineering or its equivalent qualifications recognized by Govt. of Punjab.

JE (Electrical) Diploma in Electrical Engineering or equivalent qualification recognized by Govt. of Punjab.

JE (Horticulture) Should possess a degree in B.Sc. in Agriculture with Horticulture as main subject from a recognized university /Institution.

Selection Criteria

Selection will entirely be based on written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

Written Examination: 100 marks

A written examination will be conducted for all the eligible candidates in the following format:

- Technical Aptitude - 50 marks
- General Awareness - 20 marks
- Mental Aptitude / Reasoning - 10 marks
- Computer Proficiency - 10 marks
- Language Proficiency (Punjabi and English) – 10 marks (05 each)

The question paper will be objective type (100 marks) having 100 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e. 40 marks out of the total of 100 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of written examination, preference will be given to the candidate who is older in age.

3 DRAFTSMAN (ENGINEERING CADRE) / DRAFTSMAN (ARCHITECT)

(Category-wise break-up of vacancies to be filled)

Category	Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
			Balmiki/ Majbi sikh	Others		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
Engineering	21	10	03	02	02	02	01	-	-	-	-	01	-	-
Architect	04	03	01	-	-	-	-	-	-	-	-	-	-	-

Basic qualification

DRAFTSMAN (ENGG. CADRE)

- Diploma in Civil Engineering in First Division awarded by a State Board of Technical Education or any other Institution recognized by AICTE, AND possesses
- (i) At least one hundred and twenty hours course with hands on experience in the use of Personal Computer or information Technology In Office Productivity applications including specialized application software like AUTO-CAD etc. from a Govt. recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Certification in usage of Computers equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India and has working knowledge in specialized application software like AUTO-CAD etc.

Provided that Junior Draftsman who are already in service of PUDA shall be recruited to this service on preferential basis as and when they become eligible for promotion to the post as per the provision of PUDA Employees (Service) Regulations, 1999 i.e. 12 years of service as Junior Draftsman, which is being replaced by this schedule.

DRAFTSMAN (ARCHITECT)

Diploma in Architecture in First Division awarded by a State Board of Technical Education or any other Institution recognized by AICTE AND POSSESSES.

- (i) At least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity Applications including specialized application software like AUTO- CAD etc. from a Govt. recognized Institution or a reputed institution, which is ISO 9001, certified.

OR

Certification in usage of Computers equivalent to 'O' level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India and has working knowledge in specialized application software like AUTO-CAD etc.

Provided that Junior Draftsman who is already in service of PUDA shall be recruited to this service on preferential basis as and when they become eligible for promotion to the post as per the provision of PUDA Employees (Service) Regulations, 1999, i.e. twelve years of service as Junior Draftsman, which is being replaced by this Schedule.

Selection Criteria

Selection will entirely be based on written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

Written Examination: 100 marks

A written examination will be conducted for all the eligible candidates in the following format:

- Technical Aptitude - 50 marks
- General Awareness - 20 marks
- Mental Aptitude / Reasoning - 10 marks
- Computer Proficiency - 10 marks
- Language Proficiency (Punjabi and English) – 10 marks (05 each)

The question paper will be objective type (100 marks) having 100 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e. 40 marks out of the total of 100 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of written examination, preference will be given to the candidate who is older in age.

4. Law Officer

(Category-wise break-up of vacancies to be filled)

Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
		Balmiki/Majbi sikh	Others		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
16	07	02	02	02	02	-	-	-	-	-	01	-	-

Basic Qualification:

Law Graduate with at least three years experience as Advocate or should have held assignment involving legal work for a period of not less than three years.

Selection Criteria

Selection will entirely be based on written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

Written Examination: 100 marks

A written examination will be conducted for all the eligible candidates in the following format:

- Legal Aptitude - 50 marks
- General Awareness - 20 marks
- Mental Aptitude / Reasoning - 10 marks
- Computer Proficiency - 10 marks
- Language Proficiency (Punjabi and English) – 10 marks (05 each)

The question paper will be objective type (100 marks) having 100 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e. 40 marks out of the total of 100 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of written examination, preference will be given to the candidate who is older in age.

5. Senior Assistant (A/Cs).

(Category-wise break-up of vacancies to be filled)

Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
		Balmiki/Majbi sikh	Others		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
09	02	-	-	-	02	01	01	-	01	01	-	01	-

Basic Qualification:

B.Com. from a recognized University with a minimum score of 50% marks AND possesses;

- At least one hundred and twenty hours Course with hands and experience in the use of Personal Computer or Information Technology Office Productivity Applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution, which is ISO 9001 certified.

OR

- (ii) Certification in usage of Computers equivalent to "O" Level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.

Preference will be given to candidates who have done Post Graduation in Commerce and/or have done a Certification Course in the use of accounting software.

Selection Criteria

Selection will entirely be based on written examination. There will be no interview. The merit will be prepared on the basis of the marks obtained by the candidate in the written examination conducted by PUDA.

Written Examination: 100 marks

A written examination will be conducted for all the eligible candidates in the following format:

- Accountancy Skill Test (B.Com difficulty level) - 25 marks
- Mathematical Ability (with Matriculate difficulty level) - 15 marks
- Mental Aptitude / Reasoning - 15 marks
- Computer Proficiency including use of modern office automation tools (Fundamentals of Computer and use of specialized software such as Tally etc.) - 15 marks
- Language Proficiency (Punjabi and English) - 20 marks (10 marks each)
- General Awareness – 10 marks

The question paper will be objective type (100 marks) having 100 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and Panjabi and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e 40 marks out of the total of 100 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of the written examination, preference will be given to the candidate who is older in age.

6. Clerk-cum-Data Entry Operator

(Category-wise break-up of vacancies to be filled)

Total	Gen	SC		BC	ESM			Freedom Fighter	Sports Person		Handi-capped		
		Balmiki/ Majbi sikh	Others		Gen	SC	BC		Gen	SC	Visual	Deaf & Dumb	OPH
41	19	03	03	05	04	04	01	-	01	01	-	-	-

Basic qualification:

- Bachelor's Degree from a recognized University or Institution; and
- Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology Office Productivity Applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution, which is ISO 9001 certified.

OR

Possesses a Computer Information Technology course equivalent to "O" Level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.

- Qualify a test in both of languages i.e. English and Punjabi type at a speed of 30 words per minute.

Selection Criteria

Selection will be based on the written examination & typing test in Punjabi & English languages. Students who qualify the written examination have to clear typing test in Punjabi & English languages & they must possess minimum typing speed of 30 w.p.m in both the languages separately. There will be no interview. The merit will be prepared amongst candidates who qualify typing test in both the languages on the basis of the marks obtained by the candidate in the written examination.

(a) Written Examination: 100 marks

A written examination will be conducted for all the eligible candidates in the following format:

- Computer Proficiency including use of modern office automation tools (Fundamentals of Computer and use of specialized software such as MS Office etc.) - 20 marks
- Mental Aptitude / Reasoning - 20 marks
- General Awareness - 20 marks
- Mathematical Ability (with Matriculate difficulty level) - 20 marks
- Language Proficiency (Punjabi and English) - 20 marks (10 each)

The question paper will be objective type (100 marks) having 100 questions with multiple choices on OMR sheet and each question will carry 1 mark. The question paper will be provided in English and Punjabi and the minimum qualifying marks for candidates of all categories in the written examination will be 40% of the total marks for the examination i.e. 40 marks out of the total of 100 marks.

In case some qualifying candidates obtain equal marks after the aggregate of the score of the written examination, preference will be given to the candidate who is older in age.

Apart from the above basic qualifications, a candidate applying for any of the above said posts must have qualified in Punjabi language of Matric Standard or its equivalent from any recognized Institution/Board or should have pass the Punjabi language proficiency test held by Department of Languages, Government of Punjab.

Age

Candidate should be between 18 to 37 years of age as on 01.04.2018 subject to the following relaxations:

- i. In case of candidates belonging to Scheduled Caste/Backward Caste category the upper age limit will be relaxable to the extent of 5 years.
- ii. In case of candidates belonging to Physically Handicapped category the upper age limit will be relaxable to the extent of 10 years.
- iii. In case of candidates belonging to Ex-Servicemen category, the upper age limit shall be allowed to deduct the period of his service in the Armed Forces of GOI from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy according to government instructions, by more than three years he shall be deemed to satisfied the conditions regarding age limit.
- iv. In case of candidates who are already in Government Service, the eligibility age will be relax able up to 45 years of age as on 01.04.2018.
- v. The applicant will ensure that he/she rightly ticks the category for which application has been made. No further change in category would be allowed at any stage.

Application Fee

(i) Interested candidates who wish to apply for the said post (s) must apply online in the prescribed procedure available on our website www.puda.gov.in along with an Application Fee as detailed below:

- a. Fee for General Category candidates : Rs. 1000/- (Non refundable)
- b. Fee for SC/ST/BC/OPH/Ex Servicemen Category candidates : Rs. 500/- (Non refundable)

- (ii) The requisite application fee should be deposited on line through various payment methods in Punjab National Bank heads authorized by PUDA in the accounts of Punjab Urban Planning & Development Authority, S.A.S. Nagar (Mohali).

APPLICATION BY GOVERNMENT EMPLOYEES

All existing Government employees should apply online along with "**No Objection Certificate**" issued by the competent authority from their concerned department. They will be considered for selection only if their applications are made through proper channel.

SERVICE BOND

Applicant on his selection shall have to execute service bond of three years for sharing the organization. In case of quitting the service during bond period, he/she will have to deposit the entire amount of the left over period.

RESERVATION

- i. Reservation to the posts shall be given as per the provisions of the Punjab Schedule Caste and Backward Class (Reservation in Services) Act 2006 and other policies instructions issued by the State of Punjab from time to time applicable to other categories.
- ii. All applicants who are seeking selection under any category of reservation must specify the category in the online application. While filling the online application form, also submit scanned copies of the requisite certificates on the basis of which reservation to any post is claimed issued by the competent authority as prescribed by the Government of Punjab. In case such scanned documents are not submit with the online applications, the same shall be liable to be rejected without any further intimation to the candidate.
- (iii) In case of candidates seeking reservation under Sportsperson category, the application should be accompanied with sports gradation certificate issued by Director Sports, Punjab in accordance with the latest instructions issued by the Government in this regard.
- (iv) Criteria for selection of candidates from Sportsman Category shall be on the basis of Sports Gradation Certificate.

GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS FOR CANDIDATES:

- I. The Chief Administrator, PUDA reserves the right to modify the number of posts advertised and to modify or withdraw the recruitment notice without assigning any reason. The decision of the Chief Administrator, PUDA will be absolute and final in this regard.
- II. The candidate has to verify himself/herself before applying that he/she fulfil all the eligibility conditions for the post being applied. Request for change/correction in any particulars in the online Application Form shall not be entertained after submission of application form under any circumstances.
- III. Candidates are not required to send hard copies of their applications.
- IV. Mere applying online or submission of application fee or placement higher in the merit of the written examination shall not entitle him/her for appointment to the post. The selection will be subject to his/her found eligible for the post. Verification of original documents would be done at the time of counseling and joining. The purpose would be to verify different records regarding identification, age, original certificates qualifying examination, state of eligibility, category etc. of the candidate. On failing to establish of any of the documents the candidate will not be considered for recruitment.
- V. Candidates may download and print their E-Admit Cards using their PUDA ID and password. Date of downloading the E-Admit Card shall be displayed on PUDA Website. Admit Cards will not be sent by post.
- VI. If the candidate is unable to download the E-Admit Card from the concerned website, he/she must contact through email ID: **recruitpuda@gmail.com**. Please quote your PUDA ID while communicating with the office. No telephonic enquiry shall be attended.

- VII. After the conduct of the written test, the answer key will be uploaded on the website for inviting objections to answers, if any.
- VIII. The objection to any answer can be filed by the candidate on the prescribed objection form available on the website within three days from the date of conduct of the written test. The candidate has to provide a relevant documentary proof in the form of book relevant article etc. in support of his/her objection, otherwise the objection shall not be entertained.
- IX. The candidate has to deposit a fee of Rs.500/- per question for any objection raised by him/her (e.g. fee for objections in 2 questions shall be Rs.1000/-). The fee shall be payable in the form of demand draft in favor of PUDA. The filled in objections form along with the requisite fee shall be submitted AGM (HR), PUDA Bhawan, Sector 62, SAS Nagar, (Mohali) within three days of the conduct of the written test. No objection shall be received after the prescribed period of three days.
- X. Received Objections will be published on PUDA Website and Cross Objections will be invited within a period of 3 Days after the Publish of Objections on PUDA Website.
- XI. The category wise Merit List would be uploaded on the website, within two weeks of written test.
- XII. PUDA will not be responsible for any consequences arising out of furnishing of incorrect or incomplete details in the application form. Such application forms are liable to be rejected.
- XIII. Candidates are requested to visit our website regularly for updates.
- XIV. No relaxation in age in the prescribed limit is permissible for any category of candidates.
- XV. No separate intimation would be made, in case the candidates do not give their active email account and mobile number.
- XVI. The final list of selected candidates shall be displayed on our website after counseling and verification of documents.
- XVII. Applicants can obtain copy of rules applicable to the prescribed post from the following link:

- http://www.puda.gov.in/img/act_files/A.pdf
- [http://www.puda.gov.in/img/act_files/Amendments A.pdf](http://www.puda.gov.in/img/act_files/Amendments_A.pdf)

HOW TO APPLY

1. Visit the following website of PUDA:
<http://www.puda.gov.in>
2. Click on the Registration button which is appearing on the left hand side.
3. Click on "New Registration", if you are applying for the first time.
4. After filling the required information in the "New Registration Form", click on "Submit Button" for getting the PUDA ID. Next upload your digital photo and signature and generate fee challan under or pay the application fee online. The Bank challan can also be generated to deposit the application fee in any branch for PNB Bank (on next working day).
5. After depositing the application fee in PNB Bank, click on "Already Registered Candidate" button by using your PUDA id number and Password.
6. Next update all your details and take the final printout of the application form.

Date of Examination:

The exact date of the examination would be intimated separately through an advertisement in the leading newspapers and our website. The applicants are requested to visit our website for any information in this regard.

Examination Centre (s):

The Examination Centres would be Chandigarh/S.A.S. Nagar (Mohali). Once the Examination Centre is allotted, no request for any change in the examination centre shall be entertained. The candidate shall have to reach the examination centre at his/her own cost and no TA/DA shall be payable by the Authority in this regard.

Important dates :

Sr. No.	Activity	Date
1.	Date of Advertisement	7 th /8 th July 2018
2.	Start date for ONLINE registration of application form	9 th July 2018
3.	Last date for ONLINE registration of application form	25 th July 2018
4.	Last date for submission of fee	27 th July 2018
5.	Tentative Start date of downloading E-Admit card	September 2018
6.	Tentative date of written test	September 2018

CHIEF ADMINISTRATOR