

PEPSU ROAD TRANSPORT CORPORATION

GENERAL INFORMATION FOR THE CANDIDATES APPLYING FOR VARIOUS POSTS

Online applications are invited from eligible candidates on all days during **November 10, 2017 to December 12, 2017 (up to 12:00 midnight)** for Recruitment test to fill various posts in PEPSU ROAD TRANSPORT CORPORATION, Patiala, Punjab. The information regarding detail of posts, reservation chart, qualifications, and other terms and conditions etc. are given below: -

DETAILS OF POSTS

i. Name of the post : Junior Engineer (Civil)

Scale of Pay : 10300-34800+3800 Grade Pay

Note: The emoluments, as per Government Instructions issued vide letter No. 12/155/15-5 PP2/761986/1-6 dated 25-05-2016, as amended from time to time, payable for the new recruitments and other conditions will apply. Kindly refer to section "CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS" given below for more details.

Total Number of Posts: 2

CATEGORY	NUMBER OF POSTS
General	1
SC (Punjab)	1
Total	2

ii. Name of the post: Systems Analyst

Scale of Pay : 15600-39100+5400 Grade Pay

Note: The emoluments, as per Government Instructions issued vide letter No. 12/155/15-5 PP2/761986/1-6 dated 25-05-2016, as amended from time to time, payable for the new recruitments and other conditions will apply. Kindly refer to section "CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS" given below for more details.

Total Number of Posts: 1

CATEGORY	NUMBER OF POSTS
General	1
Total	1

iii. Name of the post: Programmer

Scale of Pay : 10300-34800+3800 Grade Pay

Note: The emoluments, as per Government Instructions issued vide letter No. 12/155/15-5 PP2/761986/1-6 dated 25-05-2016, as amended from time to time, payable for the new recruitments and other conditions will apply. Kindly refer to section "CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS" given below for more details.

Total Number of Posts: 3

CATEGORY	NUMBER OF POSTS
General	2
SC (Punjab)	1
Total	3

iv. Name of the post: Computer Supervisor

Scale of Pay : 10300-34800+3200 Grade Pay

Note: The emoluments, as per Government Instructions issued vide letter No. 12/155/15-5 PP2/761986/1-6 dated 25-05-2016, as amended from time to time, payable for the new recruitments and other conditions will apply. Kindly refer to section "CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS" given below for more details.

Total Number of Posts: 4

CATEGORY	NUMBER OF POSTS
General	3
SC (Punjab)	1
Total	4

Reservation shall be as per Policy/Instructions of the Punjab Government. The candidates belonging to reserve category shall clearly indicate, in the application form the category under which he/she wants to be considered. The category of reservation once opted will not be allowed to be changed. The benefit of reservation shall only be available to the candidates, who are bonafide residents of Punjab State.

APPLICATION FEE

Application Fee (Non-refundable)	
All Categories	Rs.1000/- (One Thousand only)

CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS:

The emoluments, as per Government Instructions issued vide letter No. 7/204/2012-4FP1/66 dated 15-01-2015, letter no. 7/204/2012-4FP1/1049 dated 21.12.2015 and 12/155/15-5 PP2/761986/1-6 dated 25-05-2016, as amended from time to time, payable for the new recruitments and other conditions are as under:

- i. On direct recruitment during probation period of **three years** including extended probation period, if any, 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 he/she shall not be entitled to any grade pay, annual increment or any other allowance except travelling allowance.
- ii. On successful completion of probation period, pay of an employee shall be fixed at minimum of the pay band of the post including grade pay. All other allowance admissible to the post shall be payable thereafter.
- iii. The period of probation including the extended period, if any, shall not be counted for the grant of time scale.
- iv. If candidate is working in the Punjab Government office and he/she had lien on some post, then during the probation period of his/her new post, he/she shall be paid the pay which he/she was drawing on the post on which he/she had the lien.
- v. The employee shall however during the probation period be covered under New Defined Contributory Pension Scheme and government matching share will also be provided.
- vi. In case of consolidated pay is less than the prevailing DC rates then selected candidates will be paid emoluments as per prevailing DC rates at that time.

NATIONALITY

A candidate shall be a:

- i. Citizen of India; or

- ii. Citizen of Nepal; or
- iii. Subject of Bhutan; or
- iv. Tibetan refugee who came over to India before the 1st January 1962, with the intention of permanently settling in India; or
- v. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

AGE CRITERIA

Age as on 01.01.2017 (Category Wise)

- i. General: 18 to 37 years
- ii. SC/ST/BC: 18 to 42 years
- iii. Applicants who are already in Government Service: 18 to 45 years. Candidates already in Government service shall be considered for selection only on production "No Objection Certificate" from the department concerned at the time of document verification.
- iv. Physically Handicapped: 18 to 47 years
- v. 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.

EDUCATIONAL QUALIFICATIONS AS ON 12.12.2017

Name of Post	Eligibility
Junior Engineer (Civil)	<ul style="list-style-type: none"> i. Three years Diploma in Civil Engineering from Recognized Boards/University/Institutes ii. Relevant experience for a period of three years
Systems Analyst	<ul style="list-style-type: none"> i. Master's degree with minimum 60% marks in Computer Applications/ Computer Science/

	<p>Computer Engineering/ Information Technology or equivalent. Equivalence certificate must be issued by AICTE.</p> <p>OR</p> <p>i. B.E./B.Tech with minimum 60% marks in Computer Applications/ Computer Science/ Computer Engineering/ Information Technology or equivalent. Equivalence certificate must be issued by AICTE.</p> <p>ii. A minimum post qualification relevant technical experience of 2 years.</p>
Programmer	<p>i. Master's degree with minimum 60% marks in Computer Applications/ Computer Science/ Computer Engineering/ Information Technology or equivalent. Equivalence certificate must be issued by AICTE.</p> <p>OR</p> <p>i. B.E./B.Tech with minimum 60% marks in Computer Applications/ Computer Science/ Computer Engineering/ Information Technology or equivalent. Equivalence certificate must be issued by AICTE.</p> <p>ii. A minimum post qualification relevant technical experience of 1 year.</p>
Computer Supervisor	<p>i. Master's degree with minimum 50% marks in Computer Applications/ Computer Science/ Computer Engineering/ Information Technology or equivalent. Equivalence certificate must be issued by AICTE.</p> <p>OR</p> <p>i. Graduation degree with minimum 60% marks in Computer Applications/ Computer Science/ Computer Engineering/ Information Technology or equivalent. Equivalence certificate must be issued by AICTE.</p> <p>ii. A minimum post qualification relevant technical experience of 1 year.</p>

Important Note:

As per public notice no. UB/04 (01/2011) issued by the All India Council for Technical Education, New Delhi the qualifications acquired through distance education mode at Diploma, Bachelors and Master level's in the field of Engineering Technology, Architecture, Town Planning, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and Post Graduate Diploma in Management (PGDM) are not be recognized for the purpose of employment, AICTE has the policy to consider only MBA and MCA through distance mode for its recognition provided the same has been approved by the tripartite Committee of AICTE, UGC & DEC.

In addition, the candidate should have passed Punjabi upto Matric or its equivalent level. However, if you are an Ex-servicemen or a riot/terrorist victim or one of their dependents, you are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per Punjab Governments latest instructions.

Note- Candidate himself will be responsible for his eligibility in accordance with the minimum qualifications provided above.

MODE OF SELECTION:

Selection of the candidates shall be based on following criteria.

	Component	Weightage
1	Written Test	80 Marks
2	Interview	12 Marks
3	Experience	4 Marks
4	Higher Qualification	4 Marks
	Total	100 Marks

- i. Written test will be held at Patiala only.
- ii. Written test will contain 100 multiple choice questions of one mark each. The paper will be of 120 minutes' duration.
- iii. Minimum qualifying marks will be 50% of total marks of examination. There will be negative marking (1/4th marks shall be deducted for every wrong answer). Selection will be purely based on merit as per the above criteria subject to fulfilling of all eligibility conditions.
- iv. Written test syllabus is available on website www.govt.thapar.edu.
- v. In case of a tie of final calculated marks, the same shall be broken on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at matriculation level shall be ranked higher in order of merit.

IMPORTANT INSTRUCTIONS/INFORMATION:

- i. Application Form and other details will be available at the website:-
www.govt.thapar.edu.
- ii. Candidate can apply only under one reserve category at one time, as applicable.
- iii. Number of posts advertised or the reservation thereof etc., can be increased or decreased without assigning any reason and in this regard, the decision of PRTC shall be binding.
- iv. Reservation will be as per policy of the State Government and the details of posts under various categories mentioned are provisional. Instructions issued by Govt. from time to time regarding reservation will apply in this recruitment.
- v. Candidates are required to deposit application fee of Rs. 1000/- only in cash through bank challan generated on submission of online application.
- vi. Applications without fees or incomplete will be rejected without intimation.
- vii. Admit cards can be downloaded from the website. Further the candidates are advised to keep checking the examination website for updates and information, if any.
- viii. No TA/DA will be given for appearing in the test.
- ix. It is the responsibility of the applicant that he has in-time verified that the University/Institution from which he has acquired the academic qualification is duly approved by the competent authority in the said stream on the date he has acquired the qualification. He must also be conscious about the legal aspects involved here. In the event that the department seeks any information in this regard and the Applicant is not able to in-time-produce the specified documents, his candidature shall be rejected without assigning any further opportunity. Such applicants may however be allowed to appear in the written test subject to the grant of Provisional Admit Card and the entire risk shall be borne by the Candidate.
- x. Mere issuance of Admit Card and appearing in the written test will not make candidate eligible for selection. After publication of final merit lists, department will conduct verification of requisite documents and eligibility conditions, any

violation/wrong information will lead to disqualification of candidature. During Document Checking if any candidate fails to produce the original documents/certificates regarding qualification, category etc. he/she shall cease to have any right for selection and in that case the candidate next in the rank list shall be considered for selection. No claim whatsoever on this account shall be maintainable.

- xi. The recruitment SHALL BE MADE SUBJECT TO 100% VERIFICATION of Documents from issuing authorities within six months and SHALL BE LIABLE TO BE DECLARED NULL AND VOID ABINITIO WITHOUT ANY NOTICE WHATSOEVER IN CASE ANY DOCUMENT IS FOUND FAKE OR FORGED. The department shall also without fail launch against such candidate's suitable criminal proceedings besides civil proceedings to make recoveries of salary and other emoluments paid to such candidates.
- xii. The selection will be subject to any notification /amendments issued by Punjab Government from time to time.
- xiii. Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time will apply in this recruitment.
- xiv. All candidates are required to keep in touch with website www.govt.thapar.edu All contents detailed here on website shall prevail. All subsequent Notices shall also be ONLY displayed on this website.
- xv. Applicants are advised to visit the website www.govt.thapar.edu and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Department should be avoided. The place of exam and admit card will be available on website only.
- xvi. If any information/certificates/documents are found false at any stage, the registered candidate shall be liable for disqualification and prosecution in accordance with the provisions of the law.
- xvii. The PEPSU ROAD TRANSPORT CORPORATION, Patiala, Punjab reserves the right to modify, alter or withdraw this recruitment notice at any point of time and without assigning any reason.

xviii. Some of the important dates are provided as below:

Date of Advertisement	10.11.2017
Date of availability of online form	10.11.2017
Last date for applying online	12.12.2017
Last date for payment of application fee	13.12.2017
Start date of downloading the admit card	20.12.2017
Date of Exam	27.12.2017, 28.12.2017
Uploading of question paper and answer key	29.12.2017
Window for filling objection	29.12.2017 to 04.01.2018
Result of written Examination	08.01.2018

Remaining details about examination dates will be displayed on website.

xix. For any difficulty in (i) Understanding the instructions as above, (ii) Filling the Application Form, (iii) Downloading the Admit Card, and (iv) Any subsequent instructions displayed on Website etc., immediate timely reference should be made to the following:

**Dr. S S Bhatia, Dean of Academic Affairs,
Thapar University, Patiala.
M- 8557882876
E-mail: prtc2017@thapar.edu.**

In case of any further difficulty or **Complaint**; an immediate reference should be in-time made to undersigned.

**General Manager (Admins)
PEPSU ROAD TRANSPORT CORPORATION, Patiala
E-mail: prtc.gma@gmail.com**

HOW TO APPLY

- i. Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the application Form shall not be entertained under any circumstance after the closing of date of receipt of applications. The Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.
- ii. Each Candidate shall fill only one Online Application Form for the post. An attempt by any candidate to fill more than one Online Application Form may result in rejection of all such applications.

- iii. Candidate shall have to apply in one category only. An attempt by any candidate to fill more than one category may result in rejection of all such applications.
- iv. Each Candidate shall fill particulars like name of the candidate, father's name and date of birth etc. as per given in the matriculation or equivalent certificate.
- v. Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.
- vi. Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.
- vii. The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website www.govt.thapar.edu. No other mean/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) shall be accepted.
- viii. The candidate must have the following before attempting to fill Online Application Form:
 - a. A valid email account which has not been used for filling Online Application Form by any other Candidate applying for this Examination. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. Two or more Candidates CANNOT share the same email ID. All future correspondence with the Candidate will be made through the registered email ID.
 - b. A mobile phone number, which may be used to contact the Candidate. It is not necessary that the Candidate must have mobile connection in his/her name. The Candidate may register any mobile number for communication. More than one Candidate may register the same mobile however, information given on that mobile number shall be deemed to have been delivered to all such Candidates.

- c. Scanned copy of a recent passport size photograph (jpg/jpeg format) as per specification given below:
- i. Photograph must be a recent passport size colour photograph with light background.
 - ii. While taking photograph please look straight at the camera with a relaxed face.
 - iii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - iv. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
 - v. Size of file (jpg/jpeg format) should not exceed 50 KB.
 - vi. Photograph not uploaded as per above details can lead to cancellation of candidature.
- d. Scanned copy of the signature of the candidate (jpg/jpeg format), as per specification given below:
- i. The Candidate has to sign on white paper with black/blue ink pen.
 - ii. The Candidate must sign clearly so that the scanned image is clear because the same shall be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to Impersonate, which may lead to rejection of the candidate's candidature and may result in legal action against such a candidate.
 - iii. The scanned image of the candidate's signature will be used for comparison at all stages of examination and Document Checking. The candidate must maintain uniformity in the format of signatures affixed at various stages of selection process. The signature should be of the usual kind which the candidate uses for official purposes. Any attempt to modify or using confusing signature shall be taken as an effort on the part of the candidate to impersonate or of using some other ill intent. If at any stage scanned signature of the candidate does not match with

the signature on any other document, where he/she is required to sign, then the candidature of the Candidate may be rejected without any further enquiry or opportunity being given to the Candidate.

- iv. Size of file (jpg/jpeg format) should not exceed 20 KB
- v. Signatures not uploaded as per above details can lead to cancellation of candidature.
- e. Candidate must keep following details ready with them before clicking on the registration button for starting their online application process
 - i. Personal demographic details including Date of Birth and Nationality.
 - ii. Mobile Number
 - iii. Personal Email ID
 - iv. Reservation category details
 - v. Qualification certificate as per eligibility.
 - vi. Proof of passing of Punjabi
 - vii. Soft Copies of Scanned Photograph and Signatures.
 - viii. Proof of passing of Punjabi.

STEPS TO APPLY

- i. Candidate can apply online at www.govt.thapar.edu from anywhere at home, at any place where there is an access to the Internet.
- ii. Fill the application form.
- iii. Every successful registration will be allotted the Login id and password.
- iv. Fee Challan will be generated after filling the online application form. Go to the nearest branch of SBI Bank and deposit the requisite application fee using this fee challan on next working day. Last date for depositing the application fee is 13/12/2017. Application fee challan will be retained by the candidate.
- v. Upload scanned photo and signature in the application form after the fee is approved.
- vi. Incomplete form or forms filled with wrong information the candidature shall stand automatically cancelled / rejected and shall not be considered for further

processing.

- vii. For any problem, help can be taken from the helpline no. 8557882876 or 8557884676 or Email: prtc2017@thapar.edu available during working hours.
- viii. Only Online registered application forms will be entertained.
- ix. Candidates are not required to send the hard copy of the application form to the Thapar University of Department.

CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:

The following conditions, among others, may render the candidate's ineligible:

- i. Incomplete application and Insufficient application fee;
- ii. Application fee deposited by means other than a Bank Challan through any branch of SBI;
- iii. Submission of form by any other mean than ONLINE
- iv. Wrong/incomplete information given in the application form;
- v. Candidates debarred by the any university/department/ or from other board etc.
- vi. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualification.

INSTRUCTIONS REGARDING RESERVATION

- i. The category once filled will not be allowed to be changed
- ii. Only Scheduled Castes of Punjab domicile are eligible for the benefit of reservation.
- iii. To take benefit of reservation, the reservation certificates/testimonials must be issued by the competent authority on or before 12.12.2017 as per Punjab Government instructions. No extra time will be given for production of these documents.
- iv. SC/ST/BC candidates belonging to other States are required to fill their Post Category as General Category. They are entitled only to age relaxation but not entitled to avail reservation.
- v. The calculation details of General/reserved posts indicated in this advertisement may marginally change in view of Punjab Government instructions. 50% reservation of vacancies of the quota reserved for Schedule Caste shall be

offered to Balmikis and Mazhbi Sikhs, if available, as a first preference from amongst the Schedule Caste as per the Punjab Schedule Castes and Backward Classes (Reservation in Services) Act, 2006. In cases where odd number of SC posts are available, the distribution will be done as under:

Number of SC seats available	Distribution of seats of column 1	
	SC (Mazhbi & Balmiki)	SC(Others)
1	1	0
3	2	1
5	3	2
7	4	3

Punjab Government instructions dated 20.12.2001 state that it has been decided that in direct recruitment to government services the post left unfilled in the quota reserved for Balmikis/Mazhbis, Scheduled Caste Ex-Serviceman and Scheduled Caste Sportsmen, will be reserved up to 2% for the Vimukat Jatis and Bazigar. If no candidate of the Vimukat Jatis/Bazigar is eligible, the said posts will then be filled by other Scheduled Castes.

The reservation categories and their relevant explanation is provided as below:

SCHEDULED CASTE, (PUNJAB)

The competent authorities for issuing Scheduled Castes certificates are:

- i. District Magistrate/ Additional District Magistrate/ Collector / Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of 1st Class Stipendiary Magistrate);
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- iii. Revenue Officer not below the rank of Tehsildar;
- iv. Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- v. Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;

- vi. As per para-3 of Punjab Govt. Instructions No. 1/8/2007-RC-1/815, dated 10th July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parent's service record.
