



PUSHPA GUJRAL SCIENCE CITY
Jalandhar-Kapurthala Road, Kapurthala
Telephone No. 01822-501963 & 64

RECRUITMENT

PUSHPA GUJRAL SCIENCE CITY (PGSC) INTENDS TO RECRUIT THE FOLLOWING STAFF ON CONTRACTUAL BASIS. THE QUALIFICATIONS AND REMUNERATIONS OF THE POSTS ARE AS UNDER:

Name of the Posts	Remuneration	Place of Posting	Tenure
Assistant Education Officer – 01 post (Unreserved) Qualification & Experience B.Sc. (Non Medical), B.Ed. with 7 years experience OR M.Sc. Physics, B.Ed. with 5 years experience in teaching Science subjects / research / industry / institutions. Excellent communication skills in English, Punjabi and Hindi are essential.	Salary Rs. 35400/- pm (fixed)	Kapurthala	On contractual basis initially for a period of one year (Extendable)
Assistant Manager (F & A) – 01 post (Unreserved) Graduate in Commerce from a recognized University. or CA (Inter) or 1 st class M.Com degree or SAS. Working knowledge of computerized accounting System is essential. Experience 10 years relevant experience for graduate or 8 years for M.Com/SAS/CA (Inter)	Salary Rs. 35400/- pm (fixed)	Kapurthala	On contractual basis initially for a period of one year (Extendable)

Applications on prescribed proforma, which can be downloaded from pgsciencecity.punjab.gov.in, should reach the Administrative Officer, Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala 144601 preferably by registered post, along with self attested copies of testimonials.

Application Fee: Bank draft (in favour of PGSC, Kapurthala) Non-refundable/ Cash of Rs.500/-. In case of applying online, fee shall be paid online through RTGS/NEFT. The account details are:
Account Number: 20850898685
Bank name & address: Indian Bank, 45 Aman Nagar, Opposite Bhatia Hospital, Kapurthala
IFSC Code: IDIB000K591

Last Date for receipt of applications: 18.03.2025

Eligible candidates are required to bring along original testimonials /certificates as well as required to appear in person for the **Skill Test** in the Administrative Building of PGSC, Kapurthala.

Note: The candidate with incomplete application, without testimonials/original certificates /fee of Rs. 500/- and the candidates whose result is awaited, will not be eligible for Skill Test. The date for conducting Skill Test will be intimated later.

Post wise age limit for candidates:

Assistant Education Officer	Not exceeding 45 years
Assistant Manager (F&A)	
<ul style="list-style-type: none">• The upper age limit is relaxable upto 5 years for serving civilian Govt. employees working in posts which are in the same or in allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the advertised post.	

Skill Test: PGSC will intimate about the date and time of the Skill Test to the shortlisted candidates based on the Screening Committee report.

For any query please reach us on sciencecity@gmail.com or contact at 9988969554

Instructions:

- The candidates are required to attach self attested copies of the following documents along with the application form:
 - Qualifying Degree and detailed mark sheet
 - Experience Certificates
 - Proof of age
- If any document / certificate furnished in a language other than Punjabi or Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.

- In respect of equivalent Clause in essential Qualification, if candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard indicating the Authority (with number and date under which it has been so treated otherwise application is liable to be rejected.
- Applicants who had earlier worked at PGSC will be required to submit good work and conduct certificate issued by PGSC Authority.
- PGSC reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.
- Applications should preferably be sent by registered post as Courier service providers do not deliver letters/documents at Pushpa Gujral Science City, Kapurthala.
- No travelling expense shall be paid or reimbursed for appearing in the Skill Test.
- Incomplete applications without testimonials/photograph/application fee, application received after the due date will summarily be rejected. PGSC will not take any responsibility for any postal delay, whatsoever.