



PUNJAB POLLUTION CONTROL BOARD
VATAVARAN BHAWAN, NABHA ROAD, PATIALA

Advertisement No. Admn./SA-1/F.No.832/2011/(2)

Eligible applicants are invited to personally submit online applications on all days during **June 27th 2011 to July 18, 2011 (up to 5.00 p.m.)** in the prescribed online format available at <http://recruitment.cdacmohali.in> for the following categories of posts with payment, mode as prescribed:-

Application Fee:

General: Rs. 400/-

SC/ST: Rs. 100/-

Mode of Payment:-

Application fee to be deposited in the C-DAC Mohali, application fee current account number 3529002100253664 with any branch of Punjab National Bank.

1 Steno-typist 4 Posts 03 = Scheduled Caste
01 = Backward Classes
Scale of Pay (Rs. 5910-20200/- + 2000 Grade Pay)

Qualifications:

Matriculate in 1st Class, 10+2/Intermediate in Second Class or Graduate of a recognized Education Board or University, should possess a minimum speed of 80 w.p.m. in Punjabi Shorthand and 60 w.p.m. in English shorthand and to be transcribed at the speed of 15 w.p.m. and should have atleast 2 years working experience on computer.

Knowledge of Computer:

The candidate must have undergone a computer course of six months duration from a reputed institute.

2 Clerk (Accounts) 4 Posts 02 = Scheduled Caste
01 = Backward Classes
01 = Ex-serviceman
Scale of Pay (Rs. 5910-20200/- + 1900 Grade Pay)

Qualifications:

Atleast 2nd class Bachelor's Degree in Commerce from a recognized university and should have atleast two years working experience on computer. Preference will be given to persons having experience in Accounts Work in a Government Department/Public sector Undertakings/ Large Industrial House.

Knowledge of Computer:

The candidate must have undergone a computer course of six months duration from a reputed institute.

3 Clerk-cum-Data Entry Operator (on contract basis) 11 Posts 03 = Scheduled Caste
05 = Backward Classes
02 = Scheduled Caste Ex-serviceman
01 = Scheduled Caste Sportsman
Scale of Pay (Rs. 5910-20200/- + 1900 Grade Pay)

Qualifications:

"Atleast 1st Class matriculate/Higher Secondary or 2nd Class 10+2 or graduate of a recognized University with a minimum speed of 30 / w.p.m. each in Punjabi and English typewriting and should possess a diploma or certificate in data entry operator course on computer, with experience of atleast 2 years in operating data entry machines/computer."

Knowledge of Computer:

The candidate must have undergone a computer course of six months duration from a reputed institute.

General Information regarding entrance test:

- 1 Entrance test shall be conducted at Mohali only.
- 2 The duration of the entrance test shall be 2 hours.
- 3 The time of start of examination shall be given on the Hall ticket for entrance test.

- 4 The paper will contain 100 questions. All the questions shall be multiple-choice objective type in nature.
- 5 There will be negative marking. 1/4 marks shall be deducted for every wrong answer.

Mode of Selection:

The recruitment shall be strictly made to respective categories only on merit, based on the written test, Punjabi & English shorthand test for the post of stenotypist and Punjabi & English type test on computer for the post of Clerk-cum-Data Entry Operator. The syllabus for written test will be as under:-

SYLLABUS FOR ENTRANCE EXAMINATIONS

For the posts of Steno-typist

Section A

General Awareness

This section may consist of questions on basic Knowledge of the following topics

- Economy
- Science and Technology
- Current Events
- Political Awareness/Polity
- Persons in News
- Places in News
- Important Awards & Honors
- Sports

Quantitative Aptitude

The questions might be based on following topics

- Numbers
- Simplification
- HCF & LCM
- Percentage
- Average
- Ratio & Proportion
- Profit & Loss
- Partnership
- Time and Work
- Time and Distance
- Number Series
- Permutations & Combinations

Reasoning Ability

Reasoning Ability: Under this section questions based on

- Analogy / Analogous Problems
- Classification
- Word formation
- Series
- Ranking/Arrangement
- Coding & Decoding
- Distance and Direction
- Symbol & Notation
- Scheduled Day or Date
- Mathematical problem
- Problem Solving: Data Analysis

Section B

Computer knowledge

- Introduction of Computer and History
- Operating Systems
- PC and System Software
- Computer Net work
- Computer Devices
- Windows ,MS Word: MS Excel
- Internet Programming Language (HTML/DHTML)
- Security Aspects for PC
- e world, Advanced Technology Regarding Computer
- Various Uses of Computer
- Computer of Future

General Punjabi upto Matric standard

General English (Upto Graduation standard)

The questions in this section may be asked from the following topics

- Passage
- Common Errors
- Sentence Improvement
- Fill in the blanks
- Antonyms and Synonyms
- Use of Propositions, Nouns, Adverbs and Adjectives.

For the posts of Clerk (Accounts)

Section A

Financial Accounting

- Concept of Financial Accounting
- Difference between Accounting and Book Keeping
- Accounting Cycle
- Accounting Concepts and Conventions
- Journal
- Ledger
- Cash Book
- Bank Reconciliation Statement
- Preparation of Trial Balance
- Final Accounts

Management and Cost Accounting

- Concept of Cost Accounting
- Concept of Management Accounting
- Basic cost concepts in Decision making
- Budget and Budgetary Control System
- Standard Costing
- Cost Control
- Cost Audit and Management Audit
- Capital Budgeting Decisions
- Activity Based Costing
- Total Quality Management

Principal and Practice of Management

- Concept, nature, process and significance of management
- Development of management thought
- Planning : Concept, process and types
- Decision making: Concept and process.
- Management by objectives
- Organizing :Concept, nature, process and significance
- Authority and responsibility relationships
- Centralization and decentralization
- Organization structures: Forms and contingency factors.
- Motivating and leading people at Work
- Motivation, Concept, Theories : Maslow, Herzberg, McGregor and Ouchi;
- Financial and non-financial incentives.
- Leadership : Concept and leadership styles

- Communication : Nature, process, networks and barriers, Effective communication

Business and Company Law

- Contract Act
- Agency Act
- RTI Act
- Consumer Protection Act
- Environment Act
- Company : Meaning, features, types, promotion and registration;
- Preliminary contracts of Companies; Memorandum of Association; Articles of Association;
- Prospectus; Shares & Share Capital.
- Auditing
- Classes of Audit
- Internal Check and Internal Audit
- Distinction between Audit and Investigation
- Company Auditors : Appointment, Removal, Rights, Duties, and Liabilities;
- Auditor's Report.
- Auditing in Computerized environment, professional Ethics and Regulations.

General Economics and Statistics

- Business Economics
- Law of Demand
- Law of Supply
- Utility analysis
- Investment Multiplier
- Indifference Curve analysis
- Marginal Utility
- Micro and Macro Economics
- National Income
- Problem of Central Tendency: Mean Median Mode
- Correlation
- Index Number
- Regression Analysis

Computer Application In Business

- Computerized Accounting System Vs Manual Accounting System
- Trial Balance and Final Accounts in Computerized System
- Voucher entry in Tally
- Preparing Final Accounts and Bank Reconciliation Statement in Tally

Section B

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For the posts of Clerk-cum-Data Entry Operator

Section A

General Awareness

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General English (Upto Graduation standard)

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The candidates belonging to Rural Areas will be given extra 5 marks as per instructions of the Government of Punjab, Deptt. of Personnel (PP-2 Branch), Chandigarh letter no. 12/21/2010-1PP2/580 dated 4/4/2011.

Special Conditions:

1. The selected candidates will be governed by the provisions of the Punjab Civil Services (Rationalisation of Certain Conditions of Service) Act, 2011 (Punjab Act No. 8 of 2011) and will be initially inducted with the service of the Board for a period of three years.
2. During the period of induction, the selected candidates shall be entitled to receive all-inclusive fixed monthly emoluments equal to the minimum of the pay band of the post to which he/she is appointed, but he/she shall not be entitled to receive the grade pay, if any, attached to the post.

General Conditions:

1. The candidates applying for post must ensure that they fulfill all the eligibility conditions. If on verification at any time before or after appointment, it is found that they do not fulfill any of the eligibility conditions or it is found that the information furnished is false or incorrect their candidature will be cancelled.
2. Reservation under Ex-Serviceman quota is admissible to the bonafide Ex-Serviceman or their dependants. Such Ex-Serviceman/dependant, before issue of appointment letter shall have to produce a certificate issued by the Competent Authority appointed by the Government.
3. Candidate seeking reservation under Sports quota before the issue of appointment letter, shall have to produce a certificate that he/she belongs to the State of Punjab. He/she shall also be required to produce before issue of appointment letter a certificate indicating that he/she has won 1st, 2nd or 3rd position in a team or individual events in the State Level Championship in any of the discipline affiliated to Punjab Olympic Association organized by the State Level Federation. In case of reputed Non-Olympic disciplines such as Cricket and Tennis, a winner should have attained any of the 1st three positions in the State Level Association affiliated to the concerned National Federation. The sports certificate duly graded by the Director of Sports, Punjab shall be a pre-requisite or issue of appointment letters in the case of candidate who applies under Sports quota category.
4. Candidate seeking reservation meant for the members of Scheduled Caste/Backward Classes shall have to produce Scheduled Caste Certificate/Backward Class Certificate as applicable as prescribed by the State Government issued by the Competent Authority before the issue of appointment letter.
5. Candidate belonging to Rural Areas shall have to produce Rural Area Certificate as prescribed by the State Government issued by the Competent Authority before the issue of appointment letter.
6. Candidate seeking reservation under Handicapped quota shall have to produce a medical certificate of 40% permanent/partial disability of upper or lower extremity, deformity but otherwise fit for civil employment against the post applied for issued by the Competent Authority before issue of appointment letter. This certificate must be issued from the following authorities:
 - (a) Class-I Medical Officer of any Government Medical Institution/Hospital
 - (b) PMO, CMO/Civil Surgeon of the District or place of which the applicant is permanent resident.
7. The candidates must have passed Matriculation Examination with Punjabi as one of the compulsory or elective or any other equivalent examination in Punjabi Language.
8. **Age Limit:** 18-37 years as on 18/07/2011. Relaxation in age limit will be given as per policy of the Punjab Government.
 - (a) Relaxation in age by five years for S.C./S.T. and other Backward Classes.
 - (b) To the extent of 10 years for Physical Handicapped persons on production of medical certificate from the Competent Authority.
 - (c) Ex-Servicemen as per Punjab Recruitment of Ex-Servicemen Rules, 1982 as amended from time to time.
 - (d) 45 years of persons already in the employment of Punjab Government, other State Government or the Government of India.

9. Only those Government employees shall be eligible to be issued appointment letters who are certified by the Head of the Department as not having any pending disciplinary proceedings or undergoing punishment under Punjab Civil Services (Punishment & Appeal) Rules, 1970, or any other applicable rules, as the case may be, not undergoing any trial/ prosecution or any other material disqualification in terms of integrity and professional misconduct.
10. The candidate must possess prescribed education qualification and professional qualification for the post applied for on or before the last date of receipt of applications.
11. Lower and Upper age shall be determined as on 18th July, 2011.
12. The calculation details of 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.
13. **The Competent Authority reserves the right not to fill up any or all the posts without assigning any reason. The number of posts is likely to be decreased or increased without any notice.**

How to apply Online:

1. Candidate can apply online from anywhere at home, at any place where there is an access to the Internet.
2. **Fill up the form available on the site <http://recruitment.cdacmohali.in> by clicking at the link “Recruitment of various posts for Punjab Pollution Control Board”.**
3. Every successful registration will be allotted the Registration no. printed on the acknowledgement slip containing the detail of amount to be deposited in the CDAC application fee current account no. 3529002100253664 with any branch of Punjab National bank across Punjab or Chandigarh.
4. Get the print out of the successful registered application form.
5. Thereafter the candidate shall have to report to the designated banker (Punjab National bank) along-with the downloaded application form generated by the computer for depositing fee.
6. In case the candidate fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.
7. Candidates may apply for more than one post by submitting separate application for each post along with separate processing fee.
8. For any problem, help can be taken from the helpline no. 0172-6619054-55 available during working hours.
9. Only Online registered application forms will be entertained.

NOTE:

1. Candidates will be called for original documents inspection as per category wise merit list with 100% extra waiting list on an appointed day in person before a high level committee at a specified place before issue of appointment letters. Failure of any candidate to come personally with all complete original documents shall lead to forfeiture of his claim and the next candidate on merit shall be considered their and then. There shall be NO EXTENSION OF DATE WHATSOEVER UNDER ANY CIRCUMSTANCES.
2. The recruitment SHALL BE MADE SUBJECT TO 100% VERIFICATION of DEGREES & CERTIFICATES 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 candidates suitable criminal proceedings besides civil proceedings to make recoveries of salary and other emoluments paid to such candidates.

**Member Secretary
Punjab Pollution Control Board
Patiala**

PRINT FORM

Punjab Pollution Control Board,
Vatavaran Bhawan, Nabha Road, Patiala

[Click here for New Registration](#)

Name of the Post applied for	
Registration Number	To be allotted automatically.

PERSONAL DETAILS

S. No.	Details	
1	APPLICANT'S NAME	
2	FATHER'S NAME	
3	DATE OF BIRTH as on 18 th July, 2011	___/___/___ YRS MONTHS
4	GENDER	
5	CATEGORY	
6	MOBILE NO.	
7	Email	
8	Address	
	City	
	State	
9	PUNJAB DOMICILE :	
10	PUNJABI IN MATRIC	
	PUNJABI IN EQUIVALENT	
11	EXPERIENCE FROM	
	EXPERIENCE DURATION :	
12	COMPUTER COURSE NAME	
	COMPUTER COURSE INSTITUTE	
	COMPUTER COURSE DURATION	
	TYPING SPEED IN ENGLISH	
	SHORTHAND IN ENGLISH	
	TYPING SPEED IN PUNJABI	
	SHORTHAND IN PUNJABI	
13	WHETHER BELONGING TO RURAL AREA:	
14	HAVE YOU EVER BEEN SUSPENDED FROM GOVT. JOB / FOUND GUILTY BY COURT :	

15 QUALIFICATION DETAILS

Name of the exam Passed with discipline	University / Board	Passing year	Marks obtained	Total Marks	%age

16 EXPERIENCES:

Name & address(es) of the Employer(s) in chronological order	Period with Dates	Nature of Duties

17 Details of fee paid

DD No	Date	Amount	Name of the issuing Bank

DECLARATION

I hereby declare that information filled in above is true to the best of my knowledge and has been filled up by me. In case of any information found incorrect, I will be held responsible.

Dated:

CANDIDATE'S SIGNATURE