

PUBLIC NOTICE

Employment Generation & Training Department, Punjab, Chandigarh.

(SCO No. 47/1, Sec- 17 E, Chandigarh)

Applications are invited for following vacancies on Contract in the DBEE (District Bureau of Employment and Enterprises) offices in districts. Term of office will be extendable for a such period of time and such number of times as decided by Government, depending on the performance of the candidate. Ex-serviceman and their dependents can also apply for the posts reserved for Ex-serviceman category.

Sr. No.	Name of Post	No. of post	Category	Minimum Qualification & Experience	Age	Salary	Remarks
1	Career Counselor	04	Ex-Serviceman-02 (Gen), Ex-Serviceman-01 (SC), Handicapped - 01	(a) MA (Psychology/Social Work/ Education/ HR), M.Ed. in Guidance and Counseling OR MBA with 2 years experience (b) 1 year experience as a Counselor	Upper age limit 45 years as on 30.06.2020	40,000 pm	Posting may be anywhere in Punjab on contract for 3 years. First six months will be on probation.
2.	Placement Officer	02	Ex-serviceman-01 (Gen) Ex-serviceman-01 (SC)	MBA (HR/Business Management/Marketing with 2 years experience)	Upper Age Limit 45 years as on 30.06.2020	40,000 pm	Posting may be anywhere in Punjab on contract for 3 years. First six months will be on probation.

General Conditions:-

1. Last date to send applications is 17.08.2020 till 5.00 PM.
2. Only Soft copy of the application by post will be acceptable, so no hard copy may be sent.
3. Applications and all required document must be sent through e-mail only. E-mail Id: emprecruitment@gmail.com. Applications received in the form of hard copies shall be summarily rejected.
4. All the details regarding general conditions, job profiles, terms and conditions of recruitment as well as reservation according to Government rules and instructions, application form (Prescribed Performa), supporting documents, norms for contractual recruitment and any other information may be seen at website: www.pbemployment.punjab.gov.in.
4. For administrative reasons, number of vacancies may be increased or decreased later on.
5. Date of interview shall be intimated through e-mail: emprecruitment@gmail.com only, so do mention your Email-id in the prescribed application form. Applications that do not contain e-mail id & mobile number shall be summarily rejected.
6. All candidates have to submit following documents with this application:-
 - i. Mark sheet of graduation in which total marks scored out of total marks is written in the words.
 - ii. All certificates related to their minimum qualification.
 - iii. Caste/Age certificate.
 - iv. Email-Id & mobile number.

v. Experience Certificate.

If candidates do not send above documents along with the application, then their case will be summarily rejected.

7. For Some posts, if the department may feel appropriate, then it will call such number of times the candidates as it may deem fit instead of calling all candidates based on merit. Merit will be made from marks obtained and written in words in graduation mark sheet or post graduation mark sheet whichever is minimum qualification for the post.

Director,
Employment Generation & Training, Punjab.

JOB PROFILES

Job Profile of Career Counsellor (DBEE)

- a. Would work under the control and directions of the Deputy CEO.
- b. Core duty would be to provide counseling w.r.t. employment activities i.e. Vocational, career, educational to enhance employability etc.
- c. Would provide assistance to applicants in preparing to choose, change and adjust to occupational life;
- d. Would assess the strengths and weaknesses of the applicants while using assessment tools.
- f. Would work while in coordination with Placement Officer.
- g. Any other work assigned by the Government.

Job Profile of Placement Officer (DBEE)

- a. Would work under the control and direction of the Deputy CEO.
- b. Core duty would be to identify employment avenues in his area of responsibility and provide employment (placement) to jobseekers.
- c. He would identify and make contact with all potential employers of the district.
- d. Would be the contact person for all the employers and job seekers.
- e. Would work while in coordination with Counsellor.
- f. Any other work assigned by the Government.

Terms and Conditions
for appointment as Counsellor & Placement Officer (DBEE)

1. Period of engagement

The engagement shall be initially for a period of three years which may be extended/curtailed depending upon the performance of Placement Officer & Counsellor with the approval of the DEGT.

>>**No Extension will be granted beyond the age of 65 years.**

2. Contract of Engagement

The selected applicant has to sign an agreement of engagement at Schedule A. The agreement of engagement shall ipso-facto stand terminated on the last working day of the contract and information notice shall not be necessary.

3. Basis of Engagement

Engagement of Placement Officer and Counsellor through this process shall not make them eligible for regularization.

4. Remuneration

As stated in the eligibility criteria. Apart from consolidated monthly fee, no perquisites such as HRA, TA/DA, residential accommodation etc. will be provided. In case the selected applicant remains absent from duty, the remuneration for the same period shall be deducted.

5. Scope of Duties

During the period of such engagement, Placement Officer & Counsellor would be required to perform any work as assigned by the Department of EGT.

6. Leave

Placement Officer & Counsellor would not be entitled to any kind of regular leave. However, they would be entitled to leave of 10 days in a calendar year, to be calculated on pro-rata basis. In special circumstances, Placement Officer & Counsellor could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. DEGT would have the right to give leave beyond 10 days without pay.

7. Office time and working hours

Office time and working hours will be as decided by the appointing/competent authority.

8. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. Confidentially of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for EGT shall remain with EGT. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for EGT, without the express written consent of the office. Placement Officer & Counsellor shall be bound to hand over the entire set of records of assignment to EGT before the expiry of the contract, and before the final payment is released by EGT.

10. Conflict of interest

Placement Officer & Counsellor appointed by Employment Generation and Training Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of Employment Generation and Training Department. No Placement Officer & Counsellor would be permitted to take up any other assignment during the period of engagement.

11. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 30 days. In case, Placement Officer & Counsellor desires to leave the assignment, he/she is to give 30 day's notice which can be curtailed/extended depending upon the workload.

>>In the event any Placement Officer and Counsellor are found unfit on any account or if he is found guilty of any insubordination/ misconduct, his/her services can be terminated immediately without any notice.

1. Employment Generation and Training Department shall not be responsible for any loss, accident, damage; injury suffered by Placement Officer & Counsellor what so-ever arising in or out of the execution of his work including travel.

2. The selected applicant need to join the station of appointment or transfer within the joining time allowed for the purpose. Not joining on time on appointment or transfer will lead to forfeiture of post.

3. Guidelines for the submission of the application

Candidate is required to apply as per Performa A.

Application in prescribed format only along with supporting documents must be submitted to the office of Director, Employment Generation & Training Department, Punjab, S.C.O. 47/1, Sector 17-E, Chandigarh. The last date of submitting the application 17.08.2020, 5.00 PM. Application received late will be summarily rejected. No Communication regarding this will be done.

One applicant can apply against one post only.

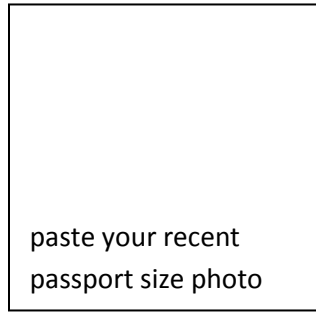
Maximum age for applying against the post of Placement Officer or Counsellor is 45 years (as on last date of application).

4. The selected applicant shall submit the following documents:-

- i) Certificate of medical fitness issued by an MBBS doctor;
- ii) A declaration to the effect that the appointee(s) has not/shall not have more than one spouse or shall not marry a person who have a living spouse.
- iii) Attested copy of 10th , 10+2, Graduation, Post-Graduation detail marks certificate.
- iv) Attested copy of Date of Birth certificate of 10th Class.
- v) Attested copy of experience certificate.
- vi) Attested copy of reservation certificate.

APPLICATION FORM

Performa ' A '



1. Name of the Post Applied for:

Mention any one of the following:-

- 1. Career Counsellor (DBEE) or
- 2. Placement Officer (DBEE) or

2. Full Name of the Candidate:
(in Capitals)

3. Date of Birth:

Day Month Year

4. Gender: (Write '1' for Male, '2' for Female)

5. Marital Status:

6. Father's/Husband's Name:

7. Permanent Address (in block letters):

.....
..... Pin Code:

Tel. No. : Mobile (Compulsory):

E.mail ID (Compulsory):

8. Correspondence Address (in block letters):

.....
..... Pin Code:

Tel. No. : Mobile (Compulsory):

E.mail ID (Compulsory):

9. Nationality:

10. Whether Physical Handicapped? : (Write '1' for Yes, '2' for No)

11. Community (please tick) SC BC Ex-Service man GENERAL

12. All Educational/other professional Qualifications etc:

Sr. No	Exam passed	Marks Obtained /Maximum Marks	Percentage of Marks	Year of Passing	Board/ University	Subject	Subject of Specialization, if any

13. Experience Details

Sr. No.	Office/ Instt. Firm	Post Held	Part time/ Contract Basis/ Ad-hoc/ regular/Temp/ Pmt.	Exact Dates to be given (indicate day, month & year)		Total period (in years)			Gross Salary	Nature of Duties
				From	To	Years	Months	Days		

14. Any other relevant information:

15. Details of Enclosures: 1.....

2.....

3.....

4.....

5.....

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief.

Date:

Signature of Candidate

Place

CONTRACT OF TEMPORARY ENGAGEMENT

Director Employment Generation and Training, Punjab.

(Hereinafter referred to as "the Employer")

With

.....

(Hereinafter referred to as "the Employee")

Employee Details: IDENTITY NUMBER
ADDRESS
TEL. NO. (H) CELL NO.
NEXT OF KIN TEL. NO.

This serves to confirm the terms and conditions of employment agreed upon between the parties:

- DATE OF ENGAGEMENT**
- DURATION OF** This agreement will continue until it terminates on the earliest of any **ENGAGEMENT** of the following dates or events-
 - on; or
 - upon completion of the work :
.....; or
 - upon the completion of the purpose or task(s) for which you are appointed, as stipulated in your job description.
- JOB TITLE** `.....
- BRIEF JOB DESCRIPTION**
- SALARY/WAGE** Deputy CEO Rs. 70,000/- per month (60,000+10,000 TA, DA)
Placement Officer/Career Counsellor Rs. 40,000/- per month (30,000+10,000 TA, DA)
- METHOD OF PAYMENT** Cheque/Bank Transfer (delete inapplicable)
Name of Bank: Bank Branch:
Branch Code: Account No.
Type of Account:
- JOB PROFILE** Job Profile is attached as schedule B.
- HOURS OF WORK** Engagement of the Employee would be on full time basis From Monday to Friday working hours shall be from 10:00 AM to 06.00 PM during working days including half an hour lunch break in between. Saturday is working half day from 10:00 Am to 02:00 PM. The employee will not be allowed to take any other assignment during the period of contractual engagement. The Employee may be called on Sunday /other Gazetted holidays, if required. Employee may be asked to work beyond 06:00 PM if need be.
- MEAL & OTHER INTERVALS** The employee is entitled to a meal interval of 30 minutes, which does not form part of normal working hours.

- 10. OVERTIME** The employee could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.
- 11. DEDUCTIONS FROM INCOME** Employee's tax, PF, ESI and any other deduction as required by law. Where applicable, employee contributions to benefits funds will also be deducted from employee income. In case the selected applicant remain absent from duty, the remuneration for the same period shall be deducted.
- 12. ANNUAL LEAVE** The employee would not be entitled to any kind of regular leave. However, he would be entitled to leave of 10 days in a calendar year, to be calculated on pro-rata basis.
- 13. EMPLOYER PROCEDURES** Employees are required to comply with the Employer's Disciplinary Code and Procedure and Grievance Procedure, as well as all other rules, policies and procedures that may be introduced from time to time.
- 14. TERMINATION** It is specifically mentioned and agreed upon by both the parties that this contract shall ipso-facto stand terminated on the last working day of the contract and information notice shall not be necessary.
Notwithstanding anything to the contrary and subject to the provisions of the Labour Relations Act of 1955, this contract may be terminated:
(a) Without notice, on expiry of the fixed term of employment; or
(b) Prior to the expiry of the temporary purpose for which the employee has been employed is due to come to an end, by either party giving the other written notice period of 30 days.
(c) Subject to the above notice periods, by the Employer, in the event of the employee's incapacity or lack of performance or due to operational requirements; or
(d) Summarily, if the employee is found guilty of a serious disciplinary transgression; or
(e) With or without notice for any other reason recognized by law as sufficient.
- 15. Regularization** The employee will not be eligible for claiming regularization/government job on the basis of this contractual appointment.
- 16. Posting/Joining** The selected applicant need to join the station of appointment or transfer within the joining time allowed for the purpose. Not joining on time on appointment or transfer will lead to forfeiture of post.
17. You will be on probation for a period of six months from the date you take charge of the post, which may be extended depending upon your performance, attendance and bearing at the sole discretion of the department.
18. you will not at any time during the course of your contractual employment or on leaving employment with Department of Employment Generation & Training , Punjab either on account of expiry of contract, resignation or termination from services Department of Employment Generation & Training , Punjab for any reason whatsoever divulge the secrets of Employment Generation & Training , Punjab nor make use of the trade secrets or information obtained or acquired by you during the course of your employment with Department of Employment Generation & Training , Punjab. You will also not pledge the credibility of the Department of Employment Generation & Training, Punjab for any purpose whatsoever.
19. You will be governed by rules/instructions/directions/guidelines issued by Department of Employment Generation and Training, Punjab from time to time.
20. In case you are found absent from duty or take up second employment or carry on any business on your account in the country or abroad, you shall render yourself liable for termination from service of Department of EMPLOYMENT GENERATION & TRAINING, PUNJAB from the date of such absence.
21. All the information given by you in your application form is correct true and complete. If it is found at any time that the information given by you when seeking appointment is not true and /or you have knowingly suppressed any significant information, the Department of Employment Generation & Training, Punjab will have the right to terminate your appointment without any notice and compensation.
22. That you shall submit your educational, professional and experience certificates to this office for verification from the concerned board/university/institution. If at any time such certificate submitted by

you is found to be not genuine, your appointment is liable to be terminated without any notice & compensation and necessary legal action under the law will also be initiated against you.

- 23. You shall have to restore to Department of Employment Generation & Training, Punjab all properties/record of department upon leaving its services.
- 24. The Employer shall not be responsible for any loss, accident, damage, injury suffered by the employee arising in and out of the execution of his work including travel.

The employee confirms that these conditions have been explained to him/her and that he/she understands the contents hereof. The employee acknowledges having received a copy of this contract.

..... Employee Witness Date
..... Employer Witness Date