



**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:**

<b>Name of the Posts</b>	<b>Remuneration</b>	<b>Place of Posting</b>	<b>Tenure</b>
<b>Assistant Education Officer – 01 post (Unreserved)</b>  <b>Qualification &amp; Experience</b> 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.	<b>Salary</b> Rs. 35400/- pm (fixed)	Kapurthala	On contractual basis initially for a period of one year (Extendable)
<b>Assistant Manager (F &amp; A) – 01 post (Unreserved)</b> Graduate in Commerce from a recognized University. or CA (Inter) or 1 <sup>st</sup> class M.Com degree or SAS. Working knowledge of computerized accounting System is essential.  <b>Experience</b> 10 years relevant experience for graduate or 8 years for M.Com/SAS/CA (Inter)	<b>Salary</b> 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](http://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:**

<b>Assistant Education Officer</b>	Not exceeding 45 years
<b>Assistant Manager (F&amp;A)</b>	
<ul style="list-style-type: none"><li>• 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.</li></ul>	

**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](mailto: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.