

कार्यालय नगर निगम, पंचकूला

बेज नम्बर 15-16, सैक्टर - 14, नजदीक रैली चौक, पंचकूला।

दूरभाष नम्बर 0172-2583695, 2583794 E-Mail mcpanchkula@gmail.com

अनुबंध आधार पर पदों को भरने हेतु सूचना

नगर निगम, पंचकूला में निम्नलिखित पदों की सेवाएं हरियाणा नगर निगम कर्मचारी (भर्ती एवं शर्तों) सेवानियम, 1998 में निर्धारित योग्यताओं एवं निम्न तालिका के नीचे वर्णित शर्तों के अनुसार ली जानी है:-

क्रमांक	पद का नाम	स्वीकृत पदों की संख्या	योग्यता	प्रति माह दिये जाने वाला वेतन
1	District Town Planner	1	(i) A post-graduate degree or diploma in Town Planning from a recognized University or Institution making the holder eligible for the Associate membership of the institute of Town Planners (India) followed by six years' experience as Assistant Town Planner or equivalent capacity in Town Planning. OR A degree in Civil Engineering or a degree or diploma in Architecture recognized by the Institute of Engineers(India) and the institute of Architects (India) respectively for their membership, followed by nine years' experience in town planning, out of which at least six years' should be as assistant Town Planner or equivalent capacity. (ii) Two years' experience as District Town Planner. (iii) Knowledge of Hindi up to Matric Standard.	23430/-
2	Assistant Town Planner	2	(i) A post-graduate degree or diploma in Town Planning from a recognized University or Institution making the holder eligible for the Associate membership of the institute of Town Planners (India); OR A degree in Civil Engineering or a degree or diploma in Architecture recognized by the Institute of Engineers(India) and the institute of Architects respectively, followed by three years' experience in town planning under a qualified Town Planner. (ii) Knowledge of Hindi up to Matric Standard.	15655/-
3	Assistant District Attorney	1	(i) Law Graduate from a recognized University; (ii) Two years' experience as Assistant District Attorney; (iii) Knowledge of Hindi up to Matric Standard.	14377/-
4	Assistant Public Relation Officer	1	As per DPR Rules	14164/-
5	Manager(I.T.)	1	As per Hartron Rules	15655/-
6	Assistant Manager(I.T.)	2	As per Hartron Rules	14377/-
7	Zonal Taxation Officer	3	(i) Graduate from a recognized University; (ii) Two years' experience as Zonal and Taxation Officer; (iii) Knowledge of Hindi up to Matric Standard.	14377/-
8	Junior Engineer (C)	1	(i) Diploma in Civil Engineering from an institution recognized by the State Govt. (ii) Knowledge of Hindi upto Matric Standard.	13738/-

9	Draftsman (C)	2	(i) Diploma in Civil Draftsman from an institution recognized by the State Govt. (ii) Knowledge of Hindi upto Matric Standard.	13312/-
10	Junior Engineer(E)	1	(i) Diploma in Electrical Engineering from an institution recognized by the State Govt. (ii) Knowledge of Hindi upto Matric Standard.	13738/-
11	Naib Tehsildar	1	(i) Graduate from a recognized University; (ii) Two years experience as Naib Tehsildar of any Department /Board/Corporation of State Govt./Central Govt. (iii) Knowledge of Hindi upto Matric Standard.	13738/-
12	Kanungo	1	(i) Matriculate . (ii) Passed the Kanungo examination held by the Director (ii) Two years experience as Kanungo of any Department /Board/Corporation of State Govt./Central Govt. (iii) Knowledge of Hindi upto Matric Standard.	13312/-
13	Patwari	2	(i) Matriculate . (ii) Qualifies the Patwar Examination after attending the patwar school for a minimum period of one year and after passing the examination undergoes such practical field training for a period of 6 months as may be specified by the Director. (iii) Knowledge of Hindi upto Matric Standard.	8100/-
14	Accountant	4	(i) B.Com from a recognized University. (ii) 7 years experience as Accountant of any Department /Board/Corporation of State Govt./Central Govt. (iii) (iii) Knowledge of Hindi upto Matric Standard.	13312/-
15	Account Clerk	9	(i) B.Com from a recognized University. (ii) Good Knowledge of Tally, Ms Word, Excel. (iii) Knowledge of Hindi upto Matric Standard.	8100/-
16	Assistant Sanitary Inspector	6	(i) Matriculate. (ii) Passed Sanitary Inspector's course from an institution recognized by the State Govt. (iii) Knowledge of Hindi upto Matric Standard.	8100/-
17	Office Superintendent	2	(i) Graduate from a recognized university. (ii) 2 years experience as Office Superintendent OR equivalent post or higher post of any Department /Board/Corporation of State Govt./Central Govt. (iii) Knowledge of Hindi upto Matric standard.	13738/-
18	Legal Assistant	2	(i) Law Graduate from a recognized University. (ii) Two years experience as Legal Assistant OR equivalent post or higher post of any Department /Board/Corporation of State Govt./Central Govt. (iii) Knowledge of Hindi upto Matric standard.	13312/-
19	Office Assistant	4	(i) Graduate from a recognized University. (ii) Two years experience as Assistant OR equivalent post or higher post of any Department /Board/Corporation of State Govt./Central Govt. (iii) Knowledge of Hindi upto Matric Standard.	13312/-
20	Tax Inspector	2	(i) 2 years experience as Tax Inspector OR equivalent post or higher post of any Department /Board/Corporation of State Govt./Central Govt. (ii) Knowledge of Hindi upto Matric Standard.	13312/-
21	Chief Sanitary Inspector	1	(i) Certificate Course of Sanitary Inspector from an institution recognized by the State Govt. (ii) 2 years experience as Sanitary Inspector. (iii) Knowledge of Hindi upto Matric Standard.	13312/-

22	Personal Assistant	1	(i) Graduate from a recognized University. (iii) Two years experience as Personal Assistant OR equivalent post or higher post of any Department /Board/Corporation of State Govt./Central Govt. (iv) Knowledge of Hindi upto Matric Standard.	13312/-
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नियम व शर्तें :-

1. उक्त पदों को केवल सरकारी विभागों/बोर्डों/निगमों से सेवानिवृत्त अधिकारियों अथवा कर्मचारियों से ही भरा जाएगा।
2. अनुबन्ध की अवधि एक वर्ष या उक्त पदों के विरुद्ध नियमित भर्ती तक, जो भी पहले हो, होगी।
3. अनुबन्ध आधार पर सेवाएं देने वाले चयनित प्रार्थी को निर्धारित प्रोफार्मा अनुसार अनुबन्ध करना होगा।
4. अनुबन्ध आधार पर नियुक्त व्यक्ति की सेवायें समय अवधि के समाप्त होने पर स्वतः समाप्त हो जाएंगी तथा वे नियमतीकरण अथवा अग्रिम रोजगार का दावा नहीं करेंगे।
5. साक्षात्कार के समय उम्मीदवार को अपना मैडिकल फिटनेस प्रमाण पत्र प्रस्तुत करना होगा।
6. विभिन्न सरकारी विभागों/निगमों/बोर्डों /नगर निगमों/नगर परिषदों /नगर पालिकाओं से समकक्ष पद या उच्च पद से सेवानिवृत्त कर्मचारियों को प्राथमिकता दी जा सकती है तथा उनकी आयु 07.10.2015 को 61 वर्ष से अधिक नहीं होनी चाहिये। इसके अतिरिक्त वे आवेदन पत्र के साथ सेवानिवृत्ति का प्रमाण पत्र संलग्न करेंगे।
7. उम्मीदवार का चयन आयुक्त, नगर निगम, पंचकूला द्वारा किया जाएगा तथा आयुक्त, नगर निगम पंचकूला द्वारा पदों की संख्या कम या ज्यादा की जा सकती है।
8. इस सम्बन्ध में विस्तृत विवरण नगर निगम, पंचकूला के कार्यालय तथा निगम की वेबसाईट **"mcpkl.ulbhry.org"** पर देखा जा सकता है।
9. आयुक्त, नगर निगम पंचकूला को बिना किसी कारण के साक्षात्कार रद्द करने का पूर्ण अधिकार होगा।

योग्य उम्मीदवार आवेदन पत्र, जन्म तिथि, योग्यता, अनुभव की जानकारी के प्रमाण पत्रों की स्वयं सत्यापित प्रतियां दो पासपोर्ट साईज फोटो सहित नगर निगम, पंचकूला के कार्यालय में 05.10.2015 तक भिजवाना सुनिश्चित करें तथा दिनांक 07.10.2015 को प्रातः 11.00 बजे साक्षात्कार हेतु मूल प्रमाण पत्रों सहित कार्यालय, आयुक्त, नगर निगम, पंचकूला बेज नम्बर 15-16, नजदीक रैली चौक, सैक्टर , 14, पंचकूला में उपस्थित हों।

आयुक्त,
नगर निगम, पंचकूला