



Punjab Medical Council

Medical Education Bhawan, Sector 69, Mohali, Pin: 160062
(Tel: 0172-2971015, 2971016)
www.punjabmedicalcouncil.com
Email: pmc_chd@yahoo.com

PUBLIC NOTICE

Applications are invited from the eligible candidate's alongwith two recent identical passport size photograph, strictly on the prescribed proforma till 12.11.2021 at 5:00pm for filling up 2 posts of Clerks on Regular basis as per Punjab Government letter No. 7/204/2012-4FP1/ 66 dated 15.01.2015, 07/204/2012-4FP1/ 1049 dated 21.12.2015, No. 7/42/2020-5FP1/ 746-746 dated 17.07.2020 & 07/87/2020-5FP1/1145 dated 29-10-2020. The application fee will be Rs. 500/- by Demand Draft in favour of Registrar, Punjab Medical Council, Payable at Mohali.

2. The details and eligibility criteria for the posts is as under:-

Sr. no.	Name of post	No. of post	Education and other qualifications	Pay	Age
1	Clerks	2	<p>i) The applicants should have graduate and also having knowledge of Punjabi upto Matric std.</p> <p>ii) Typing speed 30 w.p.m. in Punjabi and 40 w.p.m. in English</p> <p>iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>iv) Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	Minimum Rs. 19900/- level II	The candidate should be between 18 to 37 years on 01.10.2021, relaxation shall be admissible as per the norms of Punjab Government.

Note :-

1. The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without any prior notice to the candidates, by adopting due process.



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2. Applications giving full details alongwith two recent passport size photographs and attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. must be attached with the application, for the above said post, should reach this office before 5:00pm on 12.11.2021 through Registered/ Speed Post. No application will be entertained thereafter. This office will not be responsible for any postal delay or wrong delivery, whatsoever. Incomplete applications as well as the applications received after 5:00pm on 12.11.2021 either by post or otherwise shall not be entertained.
3. Before applying to the above said post, the candidates should ensure that he/ she fulfils eligibility criteria. The office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidates shall be removed from the service.
4. The higher qualification will be preferred. The shortlisted candidates on merit will be called for test/ interview at Punjab Medical Council, Medical Education Bhawan, 2nd Floor, Sector 69, Mohali.
5. The selection shall be made by conducting typing test with the speed 30 w.p.m. in Punjabi and 40 w.p.m. in English.
6. All the candidates must get their original testimonials certificates with them, at the time of interview/ test. No T.A./ D.A. will be paid to the candidates appearing for test/ interview, and no separate information regarding interview/ test will be given.
7. In case of cancellation/ postponement of interview/ test for the aforesaid test, due to any reason, this office will not be responsible.
8. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This office reserves the right to alter/ modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
9. The Punjab Medical Council (Employees Conditions of Service) Bye Laws 200 and Punjab Civil Services (General and Common Conditions of Service) Rules 1994 amended 2016 shall be applicable.


Registrar,
Punjab Medical Council.

**APPLICATION FOR THE POST OF CLERK IN THE
O/O PUNJAB MEDICAL COUNCIL
(ON REGULAR BASIS)**

1.	Name (in Block Letters)	
2.	Father's Name	
3.	Mother's Name	
4.	Date of Birth	
5.	Nationality	
6.	Permanent Address	
7.	Correspondence Address	
8.	Contact No.	
9.	Email address	
10.	Whether passed Matriculation Examination with Punjabi as one of the subject Yes/ No	
11.	Experience (attach experience certificate)	

Education Qualification :

Name of the examination	Board/ university	Year of passing	Marks secured	Total marks	% of Marks
Matric					
10+2					
Graduation					
Post Graduation					
Any other					

Declaration :

1. I have never been debarred/ dismissed/ disqualified/ expelled/ discharged from service in any department of Punjab Government / Semi Government/ Public Service/ Selection Commission etc.
2. I have never been convicted by any court of law in any case and no case is court of law.

I have read all the terms and conditions of the advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature is liable to be rejected. I further certify that the attested copies of the certificates/ documents attached with the application are correct and true copies.

Place.....

Date.....

(Signature of Applicant)

List of documents to be attached:

1. Proof of Date of Birth
2. Certificate of Matriculation examination with Punjabi as one of compulsory or elective subject.
3. All the educational certificates.
4. Experience certificate, if any.
5. Two identical photographs.
6. Demand Draft for Rs. 500/- in favour of Registrar, Punjab Medical Council Payable at Mohali.