

Punjab Land Records Society, Kapurthala Road Jalandhar

Applications are invited from the candidates fulfilling the required qualifications and other conditions for the following posts in the PLRS on or before 07 Sept, 2010 in the office of 'Special Secretary Revenue, room no. 7,3rd floor, Punjab civil Secretariat, Chandigarh Tel -0172-2740173. (Walk-in-interview on 10-09-2010.)

1. **GIS Professionals** -4 posts.(Purely temporary) **(walk-in-interview)**
 - (a) **Qualification**- Graduate of any discipline with 60% marks.
 - (b) **Desirable** – (i) Two years hand on experience in any GIS Project.
(ii) He/ She should have full working knowledge of Arc GIS software.
(iii) He should be willing to work all over the state of Punjab
 - (c) **Work**- Successful candidate will have to undergo a training of two weeks at Chandigarh and proceed to various District HQ for work.
 - (d) **Salary** - As per the proficiency of the individuals, minimum Rs. 10,000/-
2. **Total station & GPS operators/ Instructor** -6 posts. (Purely temporary) **(walk-in-interview)**
 - (a) **Qualification**- Diploma In civil/Mechanical Engineering from recognized polytechnic with 60% and above marks.
 - (b) **Desirable** – He should be willing to work all over the state of Punjab.
 - (c) **Work**- Successful candidates will be imparted training on total station and GPS for about one month and then will proceed to various Districts for work
 - (d) **Salary**- Rs. 10000/- fixed
 - (e) Candidate having working knowledge of total station will be given preference.
3. **Accountant-cum-Typist - 1 post.** (Purely temporary, only short-listed candidates will be invited for interview)
 - (a) **Eligibility**-B.Com from any reputed institution or retired person from Central/ State/Defense Services/PS undertakings or a person from open market should have knowledge of accounts in computerization system. Experience of accounts two years. Knowledge of account package will be preferred.
 - (b) Salary-Rs. 8000/-per month.
 - (c) Location of Duty- HQ, Chandigarh.
 - (d) General: Should have matriculation level proficiency in Punjabi.
4. **Office Executive-cum-Record keeper**-1 post. (Purely temporary, only short-listed candidates will be invited for interview)
 - (a) Eligibility – Diploma holder in office management or B.A/B.Sc /BCA or retired official from Central/ State Govt. /Defense Services/PS Undertaking or a person from open market. Should have knowledge of maintaining office records. Office Executive-cum-Record keeping package will be preferred.
 - (b) Salary- Rs. 8000/- per month.
 - (c) Location of Duty- HQ, Chandigarh.
 - (d) General: Should have matriculation level proficiency in Punjabi.

General :-

1. The applicant may submit his application on the prescribed form and no demand drafts are needed, available on our website www.plrs.org.in
2. The candidate will have to appear for interview only.
3. No TA/DA will be paid for the journeys performed for interview.
4. No benefit of postal delay would be given.
5. Punjab Land Records Society reserves the rights to reject any application(s) without assigning any reason.
6. Incomplete applications will be liable to be rejected.
7. No application fee in the form of demand draft is desired.
8. To reiterate, for GIS professional, Total Station & GPS Operators/Instructors even without submission of application candidates can appear for Interview, for Accountant-cum-Typist & Office executive-cum-record keeper, only short listed candidates will be invited for interview through telephone call/email by 8th Sept. 2010. They should necessarily mention their contact numbers and preferably email-ID.

Note: Interview for above posts shall be held on 10 Sept, 2010, at 1100 AM, in the office of 'Special Secretary Revenue, room no. 7,3rd floor, Punjab civil Secretariat, Chandigarh Tel -0172-2740173.