PUNJAB LAND RECORDS SOCIETY
HEAD OFFICE: DIRECTORATE OF LAND RECORDS PUNJAB
KAPURTHALA ROAD, JALANDHAR
PHONE:0181-2254018

Recruitment Notice

1. Punjab Land Records Society (PLRS) under the aegis of Department of Revenue is executing a number of computerization, core infrastructure and other large scale transformational projects pertaining to computerization of Revenue Services. Applications are invited from the eligible candidates for filling the following positions in PLRS, depending upon the performance of the appointee and the requirement of PLRS:-

S.No.	Name of the Post	No. of vacancies
1.	Project Director	01
2.	Director (HR)	01
3.	Additional Chief Information Security Officer (CISO)	01
4.	System Administrator (Linux)	01
5.	Web Designer	01
6.	Data Base Administrator	01
7.	Advisor	01
8.	Personal Assistant	01
9.	Financial Controller	01
10.	District System Manager (DSM)	12
11.	Assistant System Manager (ASM)	61
12.	Programmer	03
13.	Data Entry Operator	02

2. Eligibility, Educational qualifications required and remuneration package for the above said posts are as under:

S.No.	Name of Posts	Qualification and Remuneration	Selection Process
1.	Project Director	**Minimum Educational Qualifications:** • The candidate should have regular first class B.Tech/MCA from recognized University.	Evaluation of Qualification, experience and Interview

| | | Candidate having additional MBA degree also from recognized University shall be preferred.
• Should have passed Punjabi upto matriculation level.
Minimum Experience and Skill Set:
• Must have at least 10 years of working experience in Government Sector/PSU/Society/ Board/Corporation etc.
• Must have proven track record of successful delivery of atleast two projects related Computerization of Land Records/ Registration Services/E-Governance Projects at State/Central Government level.
• Strong leadership and decision-making skills are essential for guiding project teams and making critical decisions.
• Excellent communication and interpersonal skills are vital for interacting with stakeholders, team members, and vendors.
• Proficiency with State/Central Government Softwares and Project Management Softwares.

Remuneration Package:

Rs. 1,75,000 – Rs. 2,00,000/- per month. | |
| 2. | Director (HR) | **Minimum Educational Qualifications:**
• The candidate should have first division in MBA from recognized University. Candidate having additional PHD(Management) degree also from recognized University shall be preferred.
• Should have passed Punjabi upto matriculation level.
Minimum Experience and Skill Set:
• Must have at least 6 years of working experience in Government Sector/PSU/Society/ Board/Corporation etc.
• Must have experience in organizing trainings and seminars etc.
• Excellent communication and interpersonal skills are vital for interacting with stakeholders, | Evaluation of Qualification, experience and Interview |

		team members, and vendors. • Effective management of HR activities, including handling multiple projects, prioritizing tasks, and meeting deadlines. • Strong leadership skills to guide the HR team and collaborate with organizational leaders. **Remuneration Package:** Rs. 1,50,000 – Rs. 1,75,000/- per month.	
3.	Additional Chief Information Security Officer (CISO)	**Minimum Educational Qualifications:** • **Bachelor's degree** in Computer Science, Information Security, Cyber Security, IT, or a related field. • **Master's degree (optional but preferred)** in Cyber security, Business Administration (MBA), Information Security, or a related field. • Should have passed Punjabi upto matriculation level. **Professional Certifications (Highly Recommended)** • CISP, CISM, CEH, CCISO, ISO 27001 Lead Auditor/Implementer, PMP **Minimum Experience** • At least 5 years of experience in IT security, senior management roles. • Hands-on experience in security architecture, risk assessment, and compliance audits. • Proven track record of developing and implementing security policies and frameworks. **Remuneration Package:** Rs. 90,000 – Rs. 1,20,000/- per month	Evaluation of Qualification, experience and Interview
4.	System Administrator (Linux)	**Minimum Educational Qualifications:** • **Bachelor's degree** in Computer Science, Information Technology, or a related field (preferred but not always required). • Should have passed Punjabi upto matriculation level. **Essential Skills and Expertise:**	Evaluation of Qualification, experience and Interview

		Linux System Administration, PHP Administration and Web Hosting, Postgre SQL Database Administration, Backup and Disaster RecoveryCertifications (Recommended)RHCA, RHCE, PostgreeSQL Certification. **Minimum Experience:** At least 6 years of working experience at junior as well as senior level. **Remuneration Package:** Rs. 50,000 – Rs. 75,000/- per month.	
5.	Web Designer	**Minimum Educational Qualification:** - A Bachelor's or Master's degree in Web Design, Graphic Design is required. - Should have passed Punjabi upto matriculation level. **Essential Skills and Expertise:** Web Design & UI/UX, Front-End Development, Graphic Design & Branding, Web Performance & SEO, Web Accessibility & Security. **Recommended Tools & Software** - Design Tools: Figma, Adobe XD, Photoshop, Illustrator, Canva. - Front-End Development: VS Code, CodePen, GitHub. **Certifications (Optional)** Google UX Design Certificate (for UI/UX design), Adobe Certified Expert (ACE) (for Photoshop, Illustrator), HubSpot Content Marketing Certification (for SEO & digital marketing), Udemy/Coursera Web Design Certifications. **Minimum Experience:** At least 6 years of working experience at junior as well as senior level. **Remuneration Package:** Rs. 50,000 – Rs. 75,000/- per month.	Evaluation of Qualification, experience and Interview
6.	Data Base Administrator	**Minimum Educational Qualifications:** - The candidate should possess first class degree in BE/B.Tech in Computer Science/ Electronics or MCA from a reputed Institution. - Should have passed Punjabi upto matriculation level. **Minimum Experience:** (i)Total experience in IT for a minimum period of 3 years;	Evaluation of Qualification, experience and Interview

		(ii) The candidate should have worked as DBA or Programmer for at least for two projects. **Remuneration Package:** Rs. 50,000 – Rs. 75,000/- per month	
7.	Advisor	**Minimum Qualification and Experience:** • Retired PCS Officers/Retired Grade-1 Officer of Punjab State/Central Government having minimum experience of 7 years in dealing with Government matters or serving in any other organization either under direct control of Government of Punjab or in any Board or Corporation of the Government of Punjab for a minimum period of 10 years. • Should have passed Punjabi upto matriculation level. **Remuneration Package:** Retired officer shall be paid salary as per instructions issued vide Finance Department letter No. 6/287/91FP2/841 dated 23.01.1992 (last pay drawn minus pension) and in case of others, the salary will be Rs.60,000/- (consolidated) per month. The upper age limit for this post is 65 years.	Evaluation of Qualification, experience and Interview
8.	Personal Assistant	**Minimum Educational Qualifications:** • Graduate in any discipline from a recognized university. • Should have passed Punjabi upto matriculation level. **Minimum Experience:** Serving/Retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of PS/PA/Equivalent post. **Or** Should have an overall experience of 7 years in Stenography/Computer typing with proficiency in English typing (40 wpm). **Nature of Experience** Should have working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications.	Evaluation of Qualification, experience and Interview

		Remuneration Package:Rs. 50,000/- per month or Last Pay drawn minus pension in case of retired employee.	
9.	District System Manager (DSM)	**Minimum Educational Qualification:** The applicant should be (a) M.E./M.Tech in Computer Science/Engg with first class or minimum 60% marks in aggregate or (b) B.E./B.Tech/MCA in Computer Science/Engg with first class or minimum 60% marks in aggregate. I Should have passed Punjabi upto matriculation level. **Minimum Experience:** i. For candidate having M.E./M.Tech degree, he may not have any experience; ii. For other candidates, they may have one year experience. **Remuneration Package: Rs. 35,000/-** **Stipend:** During training the stipend will be given to the successful candidates only.	Evaluation of Qualification, experience and written examination
10.	Assistant System Manager (ASM)	**Minimum Educational Qualification:** • First class Diploma in Computer Science or Diploma in Computer Engineering from Punjab Govt recognized Polytechnic or First-class 3 Year Degree Course in Computer Application (BCA) from a recognized University. • Should have passed Punjabi upto matriculation level. **Minimum Experience:** The candidate should have relevant experience of one year. **Remuneration Package: Rs. 20,000/-**	Evaluation of Qualification, experience and written examination
11.	Financial Controller	**Minimum Educational Qualification:** The Candidate should be a SAS from Punjab Government or a Chartered Accountant. Should have passed Punjabi upto matriculation level. **Minimum Experience:** The Candidate should have at least 20 years of experience in any Government organization or a public undertaking. **Desirable** 1. The candidate should have	Evaluation of Qualification, experience and Interview

		knowledge of Accounts in computer systems.	
		2. The candidate should have knowledge of software's like TALLY.	
		3. The candidate should be a retired financial controller in any Central/State Government or from a Public Undertaking.	
		Remuneration: Rs. 65,000/- per month or Last Pay drawn minus pension in case of retired employee. The candidate's age should not be more than 65 years.	
12.	Programmer	**Minimum Educational Qualifications:** • B.E or B.Tech in Information Technology or Computer Science/M.SC in IT or Computer Science or MCA or higher qualifications from recognised university. • Should have passed Punjabi upto matriculation level. **Essential Skills and Expertise:** • Knowledge of technologies and programming languages like Bootstrap, Ajax, Jquery, Nodejs, Angularjs, Python, Java, C++, JavaScript, Linux System Administration, Postgre SQL, Open Source Technology. • Familarity with the software development lifecycle icluding planning, coding, testing and deployment is essential. **Minimum Experience:** At least 02 years of relevant working experience. **Remuneration Package:** Rs. 35,000/- per month.	Evaluation of Qualification, experience and Interview
13.	Data Entry Operator	**Minimum Educational Qualifications** • Graduate in any discipline from a recognised university. • Should have passed Punjabi upto matriculation level. **Qualifying Service** • Must have minimum 01 year experience of working in State/Central/PSU on the equivalent post.	Evaluation of Qualification, experience and Interview

		• Should have Computer typing with proficiency in English and Punjabi typing (30 wpm). **Nature of Experience** • Should have working knowledge of computer with exposure to word processing, spread sheet, presentation. **Remuneration:** Rs. 12,000/- per month	

Note: **Location of Duty**: In the State of Punjab.

3. **ApplicationFeesareasunder:**

S.No.	Category	Feesdetail
1.	SC	Rs.1000/-
2.	General and Others	Rs.2,000/-

Candidates are required to deposit fees through NEFT in the bank account of Punjab Land Records Society (**State Bank of India Account No.41321576949, IFSC Code SBIN0008008**). The applications should be submitted at the office of Member Secretary, PLRS, Kapurthala road Jalandhar by hand or through Speed Post. Applications received through any other moder will be rejected without intimation to the sender. The application submission is mandatory to be completed on or **before 28.04.2025 by 5:00 PM.**

4. Importantinstructionsforcandidates:-

   a.   Only eligible candidates will be called to participate in the selection process. Intimation in this regard will be given via emails. A notice in this regard will also be uploaded on the website: https://revenue.punjab.gov.in/, https://plrs.org.in The applicants may, therefore, go through all the terms and conditions carefully before applying for the post.

   b.   A candidate canapply for more than one position, if eligible. Separate applications and fees need to be submitted for each position for which the candidate wishes to apply.

   c.   Applications without the proof of deposit of fee (non-refundable) and / or not reflecting in the account of PLRS are liable to be rejected summarily without any intimation. Incomplete/ineligible applications are also liable for rejection without intimation.

   d.   For determining candidature, eligibility and selection criteria, the decision of the PLRS shall bebindingandmereapplicationdoesnotentitleacandidatetherighttoparticipateinthefinal selection process. Only the candidates found to be eligible shall be called to appear forfurther written examination (in case of DSM and ASM)/evaluation process and interview (all other posts). Any candidate found to be lacking the basic qualifying criteria can be disqualified at any stage. No communication for rejection of candidature shall be issued. The decision of the competent authority of PLRS in this regard shall be binding and final.

   e.   PLRS reserves the right to defer, cancel or postpone the selection process at any time without assigning any reasons.

Joint Member Secretary, PLRS