



Punjab State AIDS Control Society
NATIONAL AIDS CONTROL PROGRAMME
(Department of Health & Family Welfare)
Level IV, Prayaas Building, Sector-38 B, Chandigarh
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OFFICE ORDER

Recruitment Order for the post of Finance Assistant

The Punjab State AIDS Control Society (PSACS) invites applications on prescribed proforma for filling up of vacant post of Finance Assistant under National AIDS Control Organization on Contractual Basis in the O/o Punjab State AIDS Control Society, Chandigarh.

Number of vacancies: There is only one vacancy to be filled strictly based on the reservation roster. Table 1 below provides the total and the category-wise number of vacancies. Candidates from other categories shall not be considered. The reservation is strictly as per provisions of the Punjab Government reservation roster.

Table 1: Total and category-wise number of vacancies

Name of the post	No. of Vacancies	Category to be filled as per Punjab Govt. Roster
Finance Assistant	01	General

Salary: The Finance Assistant shall be paid a consolidated salary of Rs. 23,800/- per month.

Place of posting: Head Office, Punjab State AIDS Control Society, Sec-38B, Prayaas Building, Chandigarh.

Maximum age limit: The maximum age limit to apply for the post of Finance Assistant is 60 years.

Educational qualification: The essential qualification for the post of Finance Assistant is show in the Table 2.

Table-2

Name of post	Qualification	Essential Experience
Finance Assistant	Graduate preferably in Finance & Account / B. Com	3-5 yrs. post qualification experience or experience in state accounts cadre/organized accounts Govt. of India. Working knowledge of computer including experience of working in accounting software and MS Office package - essential.

Last date for receipt of applications: 22-05-2026 (till 05:00 pm). Applications received after closing date will not be entertained.

Selection Criteria:

1. The candidate should have passed Punjabi upto Matric standard or its equivalent standard from any recognized institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab.
2. There will be only written test (50% minimum passing marks).
3. There will also be computer typing (English) (30 wpm) and computer knowledge test (50%) as qualifying criteria for the above-mentioned post.

4.

Finance Assistant Academic qualifications- (Maximum 25 Marks)	B. Com	40-45%= 5 marks 45-50%= 10 marks 50-55%= 15 marks 55-60%= 20 marks 60-65%= 25 Marks
M.Com / Higher qualifications (in Finance and Accounts) (5 Marks)		M.Com / Higher qualifications (in Finance and Accounts) (5 Marks)
Experience (Maximum 10 marks)		1 mark for every year upto 5 years experience. For additional years (2 Marks)

Other important terms and conditions:

- a. Interested candidates having the qualification mentioned against the post may submit their application in the office of Punjab State AIDS Control Society, Prayaas Building, 4th Floor, Sector-38-B, Chandigarh on the prescribed format along with the attested copies of the relevant academic certificates/experience certificates/other relevant documents/testimonials and two recent passport size photographs.
- b. The candidate should have passed Punjabi up to Matric standard or its equivalent standard from any recognized institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab.
- c. Kindly send the applications by Registered/Speed/Ordinary post/Courier or in person in the O/o PSACS. Applications send through email will not be accepted.
- d. Incomplete applications will be rejected.
- e. All particulars including category once filled by the candidates, could not be modified and no change shall be permitted at any stage of application form. So, the candidates are advised to fill all their particulars after taking due care and precaution. PSACS shall not be responsible or liable in anyway.
- f. The number of posts is subject to increase or decrease as per the decision of the Project Director, PSACS.
- g. The post is purely **contractual and temporary for one year**, extendable based on work performance and conduct.
- h. Educational qualifications must be from a recognized University/Board. Candidates must pass the requisite educational qualification on or before last date of filing the application. **Additional time shall not be given to submit the certificates/documents.**
- i. Provisionally eligible candidates will be called for document verification. Original certificates/testimonials will be checked at the time of document verification.

- j. If a candidate is found not to be fulfilling the eligibility/selection criteria at any point of time in the entire recruitment process by the screening or selection committee, his/her candidature will be canceled/rejected for the said post.
- k. Candidates **will not be paid any TA/DA** for document verification.
- l. Project Director, PSACS, reserves the right to cancel/modify the entire recruitment process at any stage without issuing any further notice.
- m. If you any questions (or) require any clarification. Please send your email to punjabacs@gmail.com and admnpacs1@gmail.com or call PSACS office number 0172-2625718.

-Sd/-
Project Director
Punjab State AIDS Control Society