

# Punjab Government

## Department of Revenue

### Notice inviting applications to recruit Fard Kendra Executives

Director of Land Records, Punjab, Jalandhar invites applications from Indian Citizens for recruitment of **Fard Kendra Executives** to be posted in 155 Fard Kendra in the State of Punjab on contract basis. Fard Kendras are located in Tehsils and Sub-Tehsils in Punjab. The list of the Tehsils/Sub-Tehsils is given in the web-site of the [www.plrs.org.in](http://www.plrs.org.in)

#### Job-Profile

The Fard Kendra Executives shall perform functions for the smooth working of the Fard Kendras in the Tehsils and Sub-Tehsils. Fard Kendra is a single window service platform for providing land records and registration services to the citizens.

Service include

- all the matter relating to issue of Fards/Nakals of Land records,
- mutations of land records,
- receipt of court orders, and all applications regarding land records etc

The Fard Kendra Executive shall be a computer trained Land professional who will form the backbone of these services. He/She shall be well trained on all Land system matters; on software of the land records and registration; and on all processes of the Fard Kendras and Registration matters. He/She shall have hands on approach in the functioning of the Fard Kendras.

#### Educational Qualifications

1. BCA, B.Sc. (Computer Science) or Three years diploma in Computers.
2. Should have passed Punjabi up to Matriculate standard.
3. Adequate Typing speed in Punjabi Language on Ravi font.
4. Knowledge on land records system.

#### Age Limit

The candidate should aged between 18-37 years as on 1.1.2010.

#### Number of posts

Candidates will be selected for **922** posts in 20 districts of Punjab. Total number of posts per district is given as below:

Sr. No.	Name of the District	Number of posts
1	Amritsar	60
2	Barnala	24
3	Bathinda	32
4	Faridkot	16

<b>Sr. No.</b>	<b>Name of the District</b>	<b>Number of posts</b>
5	Fatehgarh Sahib	22
6	Ferozepur	62
7	Gurdaspur	86
8	Hoshiarpur	84
9	Jalandhar	78
10	Kapurthala	36
11	Ludhiana	88
12	Mansa	26
13	Moga	38
14	Muktsar	26
15	Nawanshahr	36
16	Patiala	52
17	Rupnagar	32
18	Sangrur	54
19	SAS Nagar	24
20	Tarantaran	46
	Total	922

### **Training**

The selected candidates will undergo two months crash course training on Land Records System and application software of Land Records and Registration, Fard Kendra Manual and other important matters in the State Patwar School, located at Jalandhar. The State Patwar School has good hostel facility. The selected candidates shall be eligible for appointment as Fard Kendra Executive only after successful completion of the training for which their abilities will again be tested. Thereafter they shall be eligible for appointment in the respective districts.

### **Salary and perks**

All appointments shall be made on contract basis initially for two years and the consolidated salary shall be 10,000/- (Ten Thousand only) per month along with TA/DA as per the Punjab Government Rules.

### **Contract Terms and Conditions**

As elucidated above, the initial appointment for two years shall be on contract basis. The draft of agreement to be signed between Deputy Commissioner and Fard Kendra Executive is given in [www.plrs.org.in](http://www.plrs.org.in)

### **Reservation**

As per Punjab Government instructions issued vide Social welfare Department (Reservation cell) letter No. 1/9/2004-RS-1/931-934, dated 11-8-2004. The above letter is given at [www.plrs.org.in](http://www.plrs.org.in)

### **Examination and Syllabus**

The selection of the candidate shall be purely made on the basis of two examination papers given as under:

1. Paper-I ( Revenue Law/Manual) ..... 100 Marks
2. Paper-II (Knowledge on Computer Science and applications)..... 50 Marks

Both these exams shall be objective type. The candidate shall have to score at least 50% marks in each of the above papers to be eligible for merit list.

### **Syllabus**

The detailed course material of the syllabus is given in the website [www.plrs.org.in](http://www.plrs.org.in). The candidates are advised to prepare from this course material and they shall be tested from this course material.

### **Examination dates**

The candidates are advised to take the printout of the course material from the website and study and prepare for the examination from the course material. The paper-I shall be based on the course material mentioned in the website. Period of approximately forty five days shall be given to the candidates to prepare for the examination from the 1st October, 2010. The examination dates shall be conveyed to eligible candidate in due course of time.

### **Type test in Punjabi for the selected candidates before joining the training.**

The selected candidates can join the training only after clearance of type test in Punjabi (Ravi font) on Computer. The selected candidates will be given three chances to clear the type test within six months.

### **Allocation of districts**

The Fard Kendra Executives shall be appointed district- wise and their cadre shall also be district -wise. Each candidate shall give preference for three districts of their choice and allotment of districts shall be based on merit and preferences opted for each category of reservation. The merit list for each reservation category shall be made separately and allocation of districts shall be made accordingly without any exception whatsoever. The reservation points shall be filled district wise as per the roster points prescribed by the Government of Punjab from time to time.

### **Application form and fee**

Candidate will send a non refundable Bank Draft for Rs 200/- (Rs 100/- for reserve category Candidates) in favour of "**Member Secretary, Punjab Land Records Society, Punjab**" payable at

**Jalandhar** along with the admit card/ Registration slip. The envelope containing the Application Form should have the title **“Application for the Post of Fard Kendra Executive”**.

### **Last Date of Submission**

The application form complete in all respect should reach on or before 1st October, 2010 to the following address:

Director of Land Records, Punjab

Kapurthala Road, Jalandhar-144002

No benefit of postal delay will be given.

### **Helpline**

0181-6539903

0181-2254935 Extn 253

e mail: plrs\_trglab@yahoo.com

### **Important instructions**

1. The number of vacancy may vary.
2. The merit list prepared will be valid for one year.
3. The posts vacant in various categories will be filled subject to availability of the vacancy in that category.
4. The candidates are advised to fill their category code carefully. Category code once filled will not be changed.
5. Incomplete applications are liable to be rejected.
6. Enclose the self attested photocopies of the certificates of educational qualifications and category reservation certificates etc. Do not attach original certificates.
7. Two recent self attested passport size photographs should be attached with the application.
8. Director of Land Records, Punjab reserve all rights to change the terms and condition of the recruitment and may reject the application without assigning any reason.

Date :

Director of Land Records, Punjab.