

**CHANDIGARH CENTRE OF EXCELLENCE IN ROAD SAFETY,
CHANDIGARH ROAD SAFETY SOCIETY,
PUNJAB ENGINEERING COLLEGE, SECTOR-12, U.T. CHANDIGARH**

RECRUITMENT NOTICE

Applications of eligible candidates are hereby invited for the following posts of the Chandigarh Centre of Excellence in Road Safety of Chandigarh Road Safety Society, purely on outsourcing basis for a period of one year initially:

Sr. no	Name of post	Maximum Age	Qualification(Mandatory Requirements)	Salary & Emoluments
1.	(Post Code-CRSS#03) Design Assistant (01 Post)	45 years as on last date for Submission of application	Diploma in Architecture/Civil Engineering from an AICTE recognized Institution with a minimum of one year of work experience preferably in Infrastructure and Transportation related projects.	Rs. 40,000/- per month (Subject to further revision)
2.	(Post Code-CRSS#04) Accountant (01 post)	45 years as on last date for submission of application	<ul style="list-style-type: none">➤ B.Com from a recognized University➤ One year tally Certificate essentially required➤ Immediate of CA/ICWA/CS will be preferred➤ Must have 03 years of minimum experience in maintaining manual accounts books	As per DC Rate

Further, Application Form and other details regarding Qualification, Key Responsibilities, Desirables, Experience, and instructions/guidelines on how to apply etc. are available on the website of Chandigarh Traffic Police (<https://www.chandigarhtrafficpolice.gov.in/>).

Eligible candidates will be shortlisted after the scrutiny of their application forms, subject to their fulfilling of eligibility criteria for further process. **Last date for submission of forms is 24.06.2022. The application form along with self-attested copies of certificates should reach in the office of DSP Traffic (Road Safety), Children Traffic Park, Sector 23-A, Chandigarh – 160023 up to 5:00 PM on 24.06.2022.**

Note: - The requisite education qualification and experience should be completed on or before the closing date for submission of application form.

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Instructions/Guidelines for Filling of Application Form

Following are the general and special instructions with respect to the filling of the application form:

1. Apply well in advance without waiting for last date of submission of application form.
2. Please read the instructions and procedures carefully before filling the Application Form and check all the particulars filled up in application form to ensure the correctness of information before finally submitting the application.
3. Candidates are advised to fill their application form carefully such as Name, Father's/Mother's name, Date of Birth, Qualification, photo, Signature etc. Once the Application Form has been submitted, no request for change of any particular on the application form shall be entertained.
4. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. Candidates who do not fulfill the qualifications/eligibility conditions on cut off date, their application shall not be accepted.
5. The decision of the Chandigarh Road Safety Society in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
6. If during verification at any stage starting from submission of application form till the appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted.

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APPLICATION FORM

- 1. Name of the Applicant: _____
(in block letters)
- 2. Father's/Mother's Name: _____
- 3. Date of Birth _____
- 4. Address for Correspondence:
House No. _____
Village/Sector _____
Police Station _____ District: _____
State _____ Pin Code _____



- 5. Permanent Address: House
No. Village/Sector
Police Station _____ District: _____ State _____
Pin Code _____

6. Mobile and email address: _____

7. Post applied for _____

8. Education Qualification: (Attach self-attested photo copies of Education Certificates, starting from Matriculation and above)

Sr. No.	Exam Passed	Board/University	Passing Year	Marks/ Percentage

9. Details of Experience/ Achievements/ Any other qualification: _____
(Attach photo copy of self-attested certificate, if any)

10. Declaration:

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and believe, if particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice and I have never been convicted by criminal court.

(Signature of Applicant)

Place: _____

Date: _____

Contact Number: _____

Note: Attach your Resume with this form.

Details of the Technical/Non Technical Posts to be filled on outsourcing basis

(1) (Post Code- 03 CRSS) DESIGN ASSISTANT-01 Post:

Key Responsibilities
<ul style="list-style-type: none">Responsible for Drafting and design of various civil, road and street infrastructure, preparation of crash scene sketches with field measurements by established design standards, procedures, and practices under Road Safety Audits and Crash Investigations.Assisting team with road design estimates, bill of quantities and collecting relevant data of the field.Keeps proper files and records related to assigned design activities.Temporal and spatial mapping of road crashes.Analysis of Fatal and Non-Fatal road crashes, detecting patterns/trends of road crashes and predicting high risk road stretches.
Mandatory Qualification
<ul style="list-style-type: none">Diploma in Architecture/Civil Engineering from an AICTE recognized Institution with a minimum of one year of work experience preferably in Infrastructure and Transportation related projects.
Desirables
<ul style="list-style-type: none">Knowledge of Indian Roads Congress road/highways design drawings, raster image vectorization and efficiency to work on MS Office and any database software is desirable.Proficient working knowledge of MS Office, AutoCAD and other CAD platforms and to work on any database software.Proficiency in written and spoken English/Hindi and Punjabi.
Maximum Age Limit
<ul style="list-style-type: none">45 years as on last date of application.

2 (Post Code- 04 CRSS) Accountant - 01 Post

Key Responsibilities
<p>To maintain true and accurate accounts of all money received and expenditures incurred along with a true account of the assets and liabilities of the society.</p> <p>To maintain all the Accounts Books regarding the utilization of the funds of the Society.</p>
Mandatory Qualification
<ul style="list-style-type: none">B.Com from a recognized UniversityOne year tally Certificate essentially requiredImmediate of CA/ICWA/CS will be preferredMust have 03 years of minimum experience in maintaining manual accounts books
Desirables
<ul style="list-style-type: none">Proficiency in operation of computer (word processing and spread sheets)Proficiency in English, Hindi and Punjabi (Reading and writing).
Maximum Age Limit
<ul style="list-style-type: none">45 years as on last date of submission of application.