

Municipal Corporation Patiala

PUBLIC NOTICE FOR CONTRACTUAL ENGAGEMENT OF SENIOR SURGEON/SURGEON/PARAVET

1. POSITION DETAILS

Designation	No. of Posts	Monthly Remuneration	Age Limit	Contract Duration (extendable annually)
Project Manager / Senior Surgeon	1	95,000	Up to 45 years	1 year
Assistant Project Manager/ Surgeon	2	65,000	Up to 45 years	1 year
Paravets	2	25,000	Up to 45 years	1 year

2. ELIGIBILITY CRITERIA

A. Project Manager/ Senior Surgeon

Educational Qualification

- Master of veterinary Science in veterinary surgery (MVSC (Surgery) from Recognised university of India.
- Should be registered with Veterinary Council of India as well as State Veterinary Council (Mandatory)

Experience

- Minimum **5000 surgeries in Animal Birth Control (Mandatory)**.
- **Preferred:** Having good clinical skills and experience in surgeries (Mandatory).

Desirable

- Functional proficiency in Punjabi, English, Hindi.
- Prior work with ULBs/Smart Cities

B. Assistant Project Manager/ Surgeon

Educational Qualification

- Bachelor's of veterinary Science & Animal Husbandry (BVSC & AH from Recognised university of India.
- Should be registered with Veterinary Council of India as well as State Veterinary Council
- *Preference:* Master's degree or higher degree in veterinary surgery/ gynaecology

Experience

- Minimum **1000 surgeries in animal birth control (Mandatory)**.
- **Preferred:** Having good clinical skills and experience in surgeries (Mandatory).

Desirable

- Functional proficiency in Punjabi, English, Hindi.
- Prior work with ULBs/Smart Cities

C. Paravets

Educational Qualification

- Diploma in veterinary Science from Recognised university of India.

Experience

- **Preferred:** Having good clinical skills in small animal.

Desirable

- Functional proficiency in Punjabi, English, Hindi.
Prior work with ULBs/Smart Cities

Special Note: Experience certificate will be verified, if found fake legal action will be taken against the concerned persons.

3. SCOPE OF WORK

- Senior Surgeon/ Surgeon:- Should be able to perform minimum 15 surgeries (male/female) per day in a time bound manner.
- Paravets:-
 1. Treatment of small animal
 2. Preparation of animal for surgery
 3. Post operative care after surgery
 4. preparation of surgical packs.
- Sweeper:-
 1. Cleaning of dog kennels
 2. Cleaning of Operation Theatre
 3. Washing of utensils/ instruments
 4. Familiar with dogs

4. MODE OF APPLICATION

Applications must be submitted through the prescribed Google Form (PDF uploads only):

- CV
 - Education & Experience/Fellowship Certificates
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5. SELECTION PROCEDURE

- **Stage 1: Document-Based Evaluation (50 Marks)**
- **Stage 2: Interview Assessment (50 Marks)**
Refer **Annexure I** for evaluation matrix.

Special Note for Surgeon/ Assistant Surgeon: Surgeon can be asked to perform surgery in front of the selection committee panel.

Special Note for Paravets: Paravets can be asked to perform clinical procedures in front of the selection committee panel

6. GENERAL CONDITIONS

Outlined below are the principal general conditions applicable to the contractual engagement of Project Coordinators under this recruitment notice:

- **Termination of Contract:** Either party may terminate the contract by serving one (01) month's notice or by paying one (01) month's consolidated remuneration in lieu thereof. In cases of misconduct or non-performance, the contract may be terminated without notice, subject to approval of the competent authority.
- **Place of Posting:** The selected candidates may be posted at the Municipal Corporation Headquarters or at any designated field office, project site, or ward under the jurisdiction of the Municipal Corporation Patiala, as per administrative requirement.
- **Travel and Allowances:** No Travel Allowance (TA) or Dearness Allowance (DA) shall be paid for appearing in any stage of the recruitment process or for joining the position if selected.
- **Authority to Modify Process:** The Municipal Corporation Patiala reserves full right to modify, postpone, withdraw, or cancel the recruitment process in full or in part at any stage without assigning any reason thereof.
- **Shortlisting Not Guaranteed:** Mere fulfillment of the eligibility criteria does not guarantee shortlisting or selection. The decision of the selection committee shall be final and binding.
- **Disqualification on Influence:** Any attempt to influence the selection process or canvassing in any form will lead to immediate disqualification from the selection process.
- **Jurisdiction:** All disputes arising from this engagement shall fall under the legal jurisdiction of competent courts situated in Patiala, Punjab.
- **Equal Opportunity Clause:** The Municipal Corporation Patiala is an **equal opportunity employer** and welcomes applications from individuals regardless of gender, caste, disability, religion, or socio-economic background, including those from marginalised and underrepresented communities.
- **Code of Conduct:** All personnel shall adhere to standards of ethical behavior, professionalism, and confidentiality. Disciplinary action, including termination, may be initiated for any misconduct or breach of protocol.
- **Data & Intellectual Property Rights:** All materials generated during engagement remain the intellectual property of the Municipal Corporation Patiala. Use of any non-sensitive content for academic or professional purposes is subject to prior written approval.

- **Reporting & Compliance:** Project Coordinators shall report to the Joint Commissioner or designated officer and are expected to submit monthly reports and data in approved formats. Persistent non-compliance may impact contract renewal.
 - **Waitlist Validity:** MCP may retain a waitlist of suitable candidates valid for six (06) months post-selection, which may be used to fill future vacancies as per requirement.
 - **Nature of Engagement:** This engagement shall be purely contractual and time-bound. It shall not, under any circumstances, confer any right, claim, or expectation of regular appointment or continued engagement beyond the terms specified.
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7. ADVERTISEMENT / DISCLOSURE CLAUSE

- It is expressly agreed by the Employee that this Bond shall remain valid for a period of one (1) year from the date of joining/employment. In the event of non-fulfillment of the terms of this Bond, including but not limited to unauthorized absence, premature resignation, misconduct, or breach of contractual obligations during the said period, the Employer reserves the right to initiate appropriate legal or administrative action.
 - Further, the Employer shall be entitled, at its sole discretion, to publish or disclose the name and particulars of the defaulting Employee in any manner deemed appropriate, including but not limited to notices on official notice boards, circulars, websites, newspapers, or any other public domain, for the purposes of ensuring transparency, safeguarding public interest, or informing other government bodies or prospective employers.
 - The Employee expressly waives any right to raise objection or claim damages in respect of such publication or disclosure made in good faith pursuant to this Clause."
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8. NO ENGAGEMENT WITH OTHER GOVERNMENT DEPARTMENTS

- The Employee declares and confirms that at the time of entering into this Bond, he/she is not employed, engaged, or serving in any capacity with any Government Department, Government Undertaking, Autonomous Body, Public Sector Undertaking, or Local Authority under the Central Government, State Government, or any Union Territory.
- Further, during the entire validity period of this Bond, the Employee shall not accept, seek, or engage in any such employment, contractual assignment, consultancy, deputation, or association — whether full-time, part-time, or honorary — with any of the above-mentioned entities, without obtaining prior written permission from the Employer.
- Any violation of this Condition, either by misrepresentation at the time of entry into this Bond or unauthorized engagement during the bond period, shall constitute a material breach of this Bond, and shall make the Employee liable to disciplinary/legal action, including but not limited to termination, forfeiture of bond amount, and recovery of dues, as well as publication of the breach in the public domain as per applicable service rules."

Stage 1: Document-Based Evaluation (50 Marks) for Project Manager/ Senior Surgeon

Parameter	Criteria	Max Marks
Educational Qualification	PhD – 20; Master’s (MVSC -- surgery) – 15;	20
Work Experience	1000 surgeries - 10; 2000 surgeries - 15, >2000 surgeries -20	20
Govt/ULB Experience		10

Stage 2: Interview Assessment (50 Marks)**Stage 1: Document-Based Evaluation (50 Marks) for Assistant Project Manager/ Surgeon**

Parameter	Criteria	Max Marks
Educational Qualification	PhD – 20; Master’s (Surgery - Gynae) – 15; Bachelor’s – 10	20
Work Experience	1000 surgeries - 10; 2000 surgeries - 15, >2000 surgeries -20	20
Govt/ULB Experience		10

Stage 2: Interview Assessment (50 Marks)**Stage 1: Document-Based Evaluation (50 Marks) for Paravets**

Parameter	Criteria	Max Marks
Educational Qualification	Diploma	35
Work Experience		15

Stage 2: Interview Assessment (50 Marks)

ਜਨਤਕ ਸੂਚਨਾ (ਕੁੱਤੇ ਫੜਨ ਵਾਲੇ/ ਸਫਾਈ ਸੇਵਕ) ਦੀ ਭਰਤੀ

1. ਪੋਸਟਾਂ ਦੀ ਡਿਟੇਲ

ਅਹੁਦਾ	ਪੋਸਟਾਂ ਦੀ ਗਿਣਤੀ	Monthly Remuneration (ਮਹੀਨਾਵਾਰ ਮਿਹਨਤਾਨਾ)	Age Limit (ਉਮਰ)	Contract Duration (extendable annually) (ਕੰਟਰੈਕਟ ਦਾ ਸਮਾਂ)
Dog Catcher (ਕੁੱਤਾ ਫੜਨ ਵਾਲਾ)	12	21,000	45 ਸਾਲ ਤੱਕ	1 Year
Sweeper (ਸਫਾਈ ਸੇਵਕ)	3	15,000	45 ਸਾਲ ਤੱਕ	1 Year

2. ELIGIBILITY CRITERIA (ਯੋਗਤਾ ਮਾਪਦੰਡ)

A. DOG CATCHER (ਕੁੱਤੇ ਫੜਨ ਵਾਲਾ)

ਤਜਰਬਾ

- ਕਿਸੇ ਵੀ ਐਨੀਮਲ ਬਰਥ ਕੰਟਰੋਲ/ ਪਸ਼ੂ ਹਸਪਤਾਲ ਵਿੱਚ ਕੰਮ ਕਰਨ ਦਾ ਅਨੁਭਵ

B. SWEEPER (ਸਾਫ ਸਫਾਈ ਵਾਲਾ)

ਤਜਰਬਾ

- ਕਿਸੇ ਵੀ ਜਾਨਵਰਾਂ ਦੇ ਹਸਪਤਾਲ ਵਿੱਚ ਕੰਮ ਕਰਨ ਦਾ ਅਨੁਭਵ

ਜ਼ਰੂਰੀ ਨੋਟ: ਤਜਰਬਾ ਸਰਟੀਫਿਕੇਟ ਦੀ ਵੈਰੀਫਿਕੇਸ਼ਨ ਕੀਤੀ ਜਾਵੇਗੀ। ਜੇਕਰ ਸਰਟੀਫਿਕੇਟ ਨਕਲੀ ਪਾਇਆ ਗਿਆ ਤਾਂ ਉਸ ਵਿਅਕਤੀ ਵਿਰੁੱਧ ਕਾਨੂੰਨੀ ਕਾਰਵਾਈ ਆਰੰਭੀ ਜਾਵੇਗੀ।

3. SCOPE OF WORK (ਮੁੱਖ ਕਾਰਜ)

- Dog Catcher (ਕੁੱਤਾ ਫੜਨ ਵਾਲਾ):-**
 - ਸ਼ਹਿਰੀ ਇਲਾਕਿਆਂ 'ਚ ਘੁੰਮਣ ਵਾਲੇ ਆਵਾਰਾ ਕੁੱਤਿਆਂ ਦੀ ਪਛਾਣ ਕਰਨਾ।
 - ਮਨੁੱਖੀ ਤਰੀਕੇ ਨਾਲ ਕੁੱਤੇ ਫੜਨ ਅਤੇ ABC ਕੇਂਦਰ ਤੱਕ ਲਿਜਾਣ ਦੀ ਕਾਰਵਾਈ।
 - ਫੜਨ ਦੌਰਾਨ ਸੁਰੱਖਿਅਤ ਜਾਲ, ਪੰਜਰੇ ਜਾਂ ਹੋਰ ਉਪਕਰਨ ਵਰਤਣੀ।
 - ਟੀਕਾਕਰਨ, ਨਸਬੰਦੀ ਜਾਂ ਇਲਾਜ ਤੋਂ ਬਾਅਦ ਕੁੱਤੇ ਨੂੰ ਉਸ ਦੀ ਮੂਲ ਜਗ੍ਹਾ 'ਤੇ ਛੱਡਣਾ।
 - ਫੜਨ ਅਤੇ ਛੱਡਣ ਦੀ ਵਿਧੀ ਦੀ ਫੋਟੋ/ਵੀਡੀਓ ਰਿਕਾਰਡਿੰਗ।

6. ਫੀਲਡ ਸਟਾਫ, ਵੈਟਨਰੀ ਟੀਮ ਅਤੇ ਨੇਡਲ ਅਧਿਕਾਰੀ ਨਾਲ ਤਾਲਮੇਲ ਬਣਾਈ ਰੱਖਣਾ।

7. ਕਿਸੇ ਜਖਮੀ ਜਾਂ ਬਿਮਾਰ ਕੁੱਤੇ ਦੀ ਸੂਚਨਾ ਤੁਰੰਤ ਸੰਬੰਧਤ ਅਧਿਕਾਰੀ ਨੂੰ ਦੇਣੀ।

8. ਨਿਸ਼ਚਿਤ ਰੂਟ ਮਾਪਣ, ਨਕਸ਼ਾ ਅਨੁਸਾਰ ਗਤੀਵਿਧੀ।

9. ਰੋਜ਼ਾਨਾ ਰਿਪੋਰਟ ਤਿਆਰ ਕਰਨੀ ਅਤੇ ਲਾਗਬੁੱਕ ਭਰਨੀ।

• **Sweeper (ਸਫਾਈ ਸੇਵਕ):-**

1. ABC ਸੈਂਟਰ ਅੰਦਰੂਨੀ ਅਤੇ ਬਾਹਰੀ ਸਥਾਨਾਂ ਦੀ ਨਿੱਘੀ ਸਫਾਈ।

2. ਓਪਰੇਸ਼ਨ ਥੀਏਟਰ, ਕੁੱਤਿਆਂ ਦੇ ਕੈਜ, ਵੈਟਨਰੀ ਖੇਤਰ ਅਤੇ ਦਵਾਈਆਂ ਵਾਲੀ ਥਾਂ ਦੀ ਸੈਨੀਟਾਈਜ਼ੇਸ਼ਨ।

3. ਬਾਇਓ-ਮੈਡੀਕਲ ਅਤੇ ਕੁੱਤਿਆਂ ਤੋਂ ਆਉਣ ਵਾਲੇ ਕਚਰੇ ਨੂੰ ਨਿਯਮਤ ਢੰਗ ਨਾਲ ਨਿਪਟਾਰਾ।

4. ਰੋਜ਼ਾਨਾ ਹਾਜ਼ਰੀ ਦੇਣਾ ਅਤੇ ਸਫਾਈ ਰਜਿਸਟਰ ਵਿੱਚ ਅੰਦਰਾਜ਼ ਕਰਨਾ।

5. ਨਸਬੰਦੀ ਤੋਂ ਬਾਅਦ ਕੁੱਤਿਆਂ ਦੇ ਕੈਜ ਦੀ ਸਫਾਈ ਅਤੇ ਖੁਰਾਕ/ਪਾਣੀ ਦੀ ਜ਼ਿੰਮੇਵਾਰੀ।

4. MODE OF APPLICATION (ਫਾਰਮ ਭਰਨ ਦਾ ਤਰੀਕਾ)

ਫਾਰਮ ਆਨਲਾਈਨ ਨਗਰ ਨਿਗਮ ਪਟਿਆਲਾ ਦੀ ਵੈੱਬਸਾਈਟ ਤੇ ਭਰਿਆ ਜਾਵੇ।

5. SELECTION PROCEDURE (ਚੁਣਨ ਦੀ ਵਿਧੀ)

- Stage 1: Interview Assessment (ਇੰਟਰਵਿਊ)
- Stage 2: Practical (ਵਿਹਾਰਕ)

6. ਸਧਾਰਣ ਹਦਾਇਤਾਂ (General Instructions):

- ਦੋਹਾਂ ਕਰਮਚਾਰੀ ਪੂਰੀ ਸੁਰੱਖਿਆ ਕਿਟ (ਗਲੋਵਜ਼, ਮਾਸਕ, ਜੂਤਾ ਆਦਿ) ਵਰਤਣ।
 - ਮਾਸਿਕ ਮੈਡੀਕਲ ਜਾਂਚ ਅਤੇ ਰੋਬੀਜ਼ ਟੀਕਾਕਰਨ ਲਾਜ਼ਮੀ।
 - ਵਿਵਹਾਰਕ ਅਤੇ ਨੈਤਿਕ ਆਚਰਣ ਦੀ ਪਾਲਣਾ।
 - ਸਰਕਾਰੀ/ਨੇਡਲ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਦਿੱਤੀਆਂ ਵਿਸ਼ੇਸ਼ ਹਦਾਇਤਾਂ ਦਾ ਪਾਲਣ।
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