



**PUNJAB PUBLIC SERVICE COMMISSION  
BARADARIGARDEN, PATIALA- 147001**

**GENERAL INFORMATION  
REGARDING RECRUITMENT TO 66 POSTS OF  
SECTION OFFICER (GROUP-A)**

**IN THE DEPARTMENT OF FINANCE, (TREASURIES AND  
ACCOUNTS) GOVERNMENT OF PUNJAB.**

## TABLE OF CONTENTS

GENERAL INFORMATION FOR THE CANDIDATES .....	3
RECRUITMENT TO 66 POSTS OF SECTION OFFICER (GROUP A) IN THE DEPARTMENT OF FINANCE (TREASURIES AND ACCOUNTS), GOVERNMENT OF PUNJAB.....	3
1. INTRODUCTION.....	3
2. NUMBER AND RESERVATIONS OF THE POSTS .....	3
3. INITIAL PAY: Rs. 35,400/- .....	4
4. ESSENTIAL QUALIFICATIONS: .....	4
5. AGE.....	4
6. PATTERN AND SCHEME OF COMPETITIVE EXAMINATION FOR SELECTION.....	5
6.1 PROCEDURE FOR SELECTION .....	5
6.2 PATTERN OF THE WRITTEN COMPETITIVE EXAMINATION.....	5
6.3 DURATION OF EXAMINATION .....	6
6.4 SYLLABUS OF THE WRITTEN EXAMINATION.....	6
6.5 MODE OF EXAMINATION .....	6
6.6 INFORMATION ABOUT EXAM CENTRE .....	6
6.7 ELIGIBILITY AND SCRUTINY OF APPLICATION FORMS AND TESTIMONIALS .....	6
6.8 INTERVIEW .....	7
7. NATIONALITY: .....	7
8. SUBMISSION OF APPLICATION FORM .....	8
9. APPLICATION AND EXAMINATION FEE.....	9
10. CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE .....	12
11. SELECTION OF CATEGORIES .....	13
12. DEFINITIONS OF CATEGORIES .....	15
12.1 EX-SERVICEMEN (PUNJAB).....	15
Definition of War Hero .....	16
12.2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB).....	17
12.3 SPORTS PERSON (PUNJAB).....	17
12.4 WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN.....	18
12.5 PERSONS WITH DISABILITIES, (PUNJAB) .....	18
12.6 SCHEDULED CASTES, (PUNJAB)/ SCHEDULED TRIBES .....	19
12.7 BACKWARD CLASSES (PUNJAB) .....	20
12.8 ECONOMICALLY WEAKER SECTIONS (EWS) .....	20
ANNEXURE (I) – Reservation of Posts for Women.....	22
ANNEXURE(II)- The Schedule for Specified Disability .....	27
ANNEXURE (III)- Performa For Scribe .....	29
ANNEXURE (IV)- Certificate regarding Physical limitation in an examinee to write .....	30
ANNEXURE (V)- Affidavit by Candidate for Scribe .....	31
ANNEXURE (VI)- Self Declaration From BC Candidates.....	32
ANNEXURE (VII)- Sportsperson Rules .....	33



## **GENERAL INFORMATION FOR THE CANDIDATES**

### **RECRUITMENT TO 66 POSTS OF SECTION OFFICER (GROUP A) IN THE DEPARTMENT OF FINANCE (TREASURIES AND ACCOUNTS), GOVERNMENT OF PUNJAB.**

#### **1. INTRODUCTION**

*The Punjab Public Service Commission (PPSC) has been established under Article 315 of the Constitution of India, with the basic purpose of recruiting officials in various departments of the Government as per the requisitions sent by the Government in this regard from time to time.*

**The Punjab Public Service Commission invites Online Application Forms from eligible candidates for recruitment to 66 Posts of Section Officer (Group A) in the Department of Finance (Treasuries and Accounts), Government of Punjab.**

**Note:** This advertisement is being published as per requisitions received from the Department of Finance, Govt. of Punjab vide letter No. TA(S-3-PPSC recruitment)/2022/3410 dated 18.05.2022 & letter No. TA(S-3-PPSC recruitment)/2022/4876 dated 15.07.2022.

#### **2. NUMBER AND RESERVATIONS OF THE POSTS**

Category Code	Category	Total No. of Posts	No of posts reserved for Women
71	General	40	13
92	General Economically Weaker Section, Punjab	06	02
72/73	Ex-Serviceman/ LDESM	05	02
75	Sports Persons, Punjab	02	01
76	Person with Disability Deaf and Hard of Hearing- <b>76-B</b>	02	-
	Locomotive Disability - <b>76-C</b> (including Cerebral palsy, Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy)	02	01
81	Balmiki/Mazbhi Sikhs, Punjab	01	01
82/83	Balmiki/Mazbhi Sikhs ESM/LDESM Punjab	01	-
84	B/M Sikh, Sports Persons, Punjab	01	-
85	Backward Classes Punjab	05	02
86/87	Backward Classes Ex-Serviceman/ LDESM Punjab	01	-
	<b>Total</b>	<b>66</b>	<b>22</b>

- Note 1** The number of posts may be increased or decreased by the Government at any time before the selection process is complete without giving any prior notice to the candidates.
- Note 2** The Punjab Civil Services (Reservation of posts for women) Rules 2020 issued by the Department of Social Security and Women & Child Development that provides for 33% reservation for women of Punjab is attached as **Annexure-I** with General Information for candidates.

### **3. INITIAL PAY: Rs. 35,400/-**

The minimum pay admissible for the ibid posts shall be as per notification no 7/204/2012-4F.P.1/66 dated 15/01/2015 Government of Punjab, Department of Finance (Finance Personnel-I Branch) Chandigarh; and Notification No.1/6/2016-4P.P.1/834680/1 dated 07/09/2016 Government of Punjab, Department of Personnel PP-I Branch Chandigarh and letter no. 7/2004/2012-4F.P.1/853793/1 dated 04/10/2016, Fixed emolument equal to minimum pay without any allowance, will be paid during the probation period of 3 years.

### **4. ESSENTIAL QUALIFICATIONS:**

- 4.1 M.Com degree in first division

#### **OR**

B.Com with (ICWA) inter or C.A. inter or C.S. inter from a recognized University/Institution

Provided that the person appointed against the direct quota, shall have to pass a departmental examination in three attempts in terms of the provisions of rule 7 of Appendix-C.

- 4.2 Should have passed Punjabi of Matric or its equivalent Standard.

Provided further that where a ward of Defence Service Personnel, who is a bonafide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment. Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him and his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess afore said knowledge of Punjabi language:

**IMPORTANT NOTE:** The candidates MUST possess the requisite qualification before or by **04/08/2022**.

### **5. AGE**

- 5.1 **Candidates should not be below 18 years and above 37 years of age as on 01/01/2022.**
- 5.2 The upper age limit may be relaxed up to 45 years for Punjab Government employees, the employees of its Boards/Corporations/Commissions and Authorities, and all States/ Central Government employees.
- 5.3 The upper age limit is relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.

5.4 Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.

5.5 The upper age limit is also relaxed up to 42 years for widows, divorcees and certain other categories of women.

5.6 The upper age limit is also relaxed up to 47 years for "Persons with Disability" of Punjab.

**Note:** Provisions mentioned in Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 amended from time to time may be considered

## **6. PATTERN AND SCHEME OF COMPETITIVE EXAMINATION FOR SELECTION**

### **6.1 PROCEDURE FOR SELECTION**

The procedure for selection of candidates for the post of Section Officer (Group-A) in the Department of Finance (Treasuries and Accounts), Government of Punjab will be as per the following details:-

Subject Matter	No. of Questions	Total Marks
Written Competitive Examination	120	480
Interview	-	60
Total Marks	-	<b>540</b>

The written competitive examination for the post will be scheduled soon.

### **6.2 PATTERN OF THE WRITTEN COMPETITIVE EXAMINATION**

The pattern for written competitive examination comprising of 120 questions (@ 4 marks for each question) is as follows:

S..No.	Topic	No. of Questions	Marks (Each Question carries 4 marks)	Type of Questions
1.	Questions from the Subject (Part A of Syllabus)	100	400	MCQs (Multiple Choice Questions)
2.	Questions from General Knowledge& Current Affairs, General Mental Ability, Logical Reasoning & Quantitative Aptitude. (Part B of Syllabus)	20	80	
<b>Total</b>		<b>120</b>	<b>480</b>	

#### ***The important points to note:***

- I. ***The Question Paper will be in English language only.***
- II. ***Each question carries 4(four)marks and, for each correct answer candidate will get 4 (four)marks.***
- III. ***There will be Negative Marking (One Mark for each question) in the written examination for questions wrongly answered i.e. for each incorrect answer, 1 (One)mark will be deducted from the total score.***
- IV. ***To answer a question, the candidate has to find, for each question, the correct answer/best option.***
- V. ***Answer key will be uploaded on the PPSC website (after written examination), and the candidates will be permitted to raise objections (if any). Candidates will be given four***

*days to deliberate before putting up the objections.*

- VI. Unanswered/Unattempted questions will be given no marks. In case, a question is withdrawn, all candidates will be given **four(04) marks** irrespective of the fact whether the question has been attempted or not attempted by the candidate.**

### **6.3 DURATION OF EXAMINATION**

The exam will be of two(02)hours duration.

### **6.4 SYLLABUS OF THE WRITTEN EXAMINATION**

Syllabus for the written examination will be uploaded on the website soon.

### **6.5 MODE OF EXAMINATION**

The examination is a pen and paper-based, to be answered on the specially designed machine gradable OMR sheet using ball point pen.

### **6.6 INFORMATION ABOUT EXAM CENTRE**

Information about the examination center(s) will be mentioned on Admit Cards of all candidates. The Public Notice to download the Admit cards will be given on the website of the Commission.

### **6.7 ELIGIBILITY AND SCRUTINY OF APPLICATION FORMS AND TESTIMONIALS**

**6.7.1** All candidates who apply for the ibid posts will be treated "provisionally eligible" for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers by PPSC does not indicate acceptance of candidature by the PPSC, since there is no scrutiny of documents before the written exam.

**6.7.2** The scrutiny of application forms shall be done after the conduct of the examination. During the process of scrutiny, the application forms and other relevant documents, certificates, etc. of the candidates shall be examined to determine their eligibility **as on 04/08/2022**. Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.

**6.7.3** The candidates applying for the Competitive Examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Competitive Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on checking at any time before or after the Competitive Examination, it is found that they do not fulfill any of the eligibility conditions their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission or the civil court. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/ her liable for disqualification and disciplinary action.

## **6.8 INTERVIEW**

- 6.8.1** Candidates not more than **two** times the total number of posts as mentioned at (in their order of merit of written examination) who have scored a minimum of 40 percent marks in written examination (35% for candidates of Scheduled Castes of Punjab and Backward Classes Punjab) will be short-listed for appearing in the interview. However, this number shall be subject to variation if two or more candidates at the bottom of this list (the number at the end) get equal marks. In such case, then all of them will be considered for appearing in the Interview (subject to eligibility), warranting the corresponding increase in the stipulated ratio.
- 6.8.2** No candidate shall be eligible to be shortlisted for interview unless he/she obtains 40% marks in the written competitive examination (read 35% for the candidates belonging to Schedules Caste of Punjab and Backward Classes of Punjab) and no candidate shall be eligible to be appointed unless he/she obtains at least 40% marks in the aggregate i.e., competitive examination including interview (read 35% for the candidates belonging to Schedules Castes of Punjab and Backward Classes of Punjab).
- 6.8.3** The aim of the Interview is to assess the candidate's suitability for the job in terms of his personal qualities by the Interview Panel

## **6.9 FINAL RESULT**

- 6.9.1** Final result shall be prepared on the basis of the grand total of the marks obtained by the candidates in the Written Competitive Examination and the Interview. The marks of written competitive examination obtained by the candidates or cut off marks for interview will not be disclosed at the time of short listing the candidates for interview, to avoid the same influencing the interview panel. However, the complete details of written marks and interview marks will be available on the website of Commission after compiling the final result.
- 6.9.2** Category wise merit list will be drawn on the basis of grand total of marks obtained by the candidates in the Written Competitive Examination and the Interview.
- 6.9.3** Government of Punjab, Department of Personnel (Personal Policies-I Branch) Notification No. GSR 40/Const./Art.309/Amd. (2)/2020 dated 20/07/2020 (Annexure VII) prescribes the criteria required to be met by candidates for being considered under the "Sportsperson" category. All candidates qualifying as "Sportsperson" under this notification will be treated equally in the compilation of final merit list under this category

## **7. NATIONALITY:**

A candidate shall be a:

- (i) Citizen of India; or
- (ii) Citizen of Nepal; or
- (iii) Subject of Bhutan; or

- (iv) Tibetan refugee who came over to India before the 1<sup>st</sup> January 1962, with the intention of permanently settling in India; or.
- (v) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

## **8. SUBMISSION OF APPLICATION FORM**

- 8.1** The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website of the Commission <http://ppsc.gov.in>. No other mode of application will be accepted.

<b>Process</b>	<b>Step</b>	<b>Last Date</b>
Last date for filling online Application forms, depositing the Application Fee and Examination fee	(Step-1)	<b>04/08/2022</b> <b>By 11:59:00 PM</b>

- 8.2 Candidates are advised to fill their details in the online application form carefully e.g., Name, Father's Name, Date of Birth, Category for post, Qualification, Experience, Photo and Signature, Category for fee, etc. After the final submission of online application form by the candidate, no change will be allowed, and the candidate will be responsible for any mistake in the data filled in the online application form.**
- 8.3 Submission of printed copy of the application form:- The candidates are NOT REQUIRED to send the hard copy of the Online Application Form to the Office of Punjab Public Service Commission.** However, the candidates must take copy in soft form or the print out of the Application Form at the time of applying, as he/she will not be able to take out the copy at a later stage. He/she must retain the hard/soft copy of online application form along with all eligibility documents ready to be sent at a short notice to PPSC, whenever required by PPSC.
- 8.4** However, candidates applying under the Sports Category will send a hard copy of **Online Application Form' along with Sports Gradation Certificate issued by the Department of Sports, Punjab, latest Punjab Residence Certificate, Reserve Category Certificate issued by the competent authority (if applicable)**by post or by email at [sectionofficer66@gmail.com](mailto:sectionofficer66@gmail.com) or by hand at the reception counter of PPSC **by 31/08/2022** to establish his/her eligibility under the sports category
- 8.5** Also, "Persons with Disabilities" must submit the hardcopies of Disability Certificate and request for scribe, if any and other eligibility documents by post or by email at [supdt.exam@ppsc.gov.in](mailto:supdt.exam@ppsc.gov.in) or by hand at the reception counter of PPSC **by 31/08/2022**for any assistance, Persons with disabilities may contact Superintendent

Examination: **0175-5014832, 0175-5014833**. The candidate who applies as PWD must carry the ORIGINAL DISABILITY CERTIFICATE on the day of examination.

**8.6** *The following **SELF ATTESTED CERTIFICATES** shall be submitted by candidates along with printout of online application form when asked for at short notice:*

- i) Proof of Date of Birth: Certificate of Matriculation/Higher Secondary
- ii) Proof of having passed Punjabi language
- iii) Relevant Degree and DMC Certificate
- iv) Reserve Category Certificate issued by the competent authority (if applicable)
- v) Latest Punjab Residence certificate (all reserve categories) issued by competent authority.
- vi) Experience certificate issued by competent authority (if applicable)
- vii) For ESM, certificates/documents mentioning the following:-
  - a) Date of Enrolment
  - b) Date of Release/Discharge
  - c) Reason of Release/ Discharge
- viii) Certificate as proof of age relaxation claim (if applicable)
- ix) Certificate as proof of fee concession (if applicable)
- x) Proof of being a government employee (if applicable)
- xi) Copy of Bank Challan (PPSC Copy only)

**The Candidates SHALL sign the declaration on the last page of the printout of Online Application Form before submitting the same.**

**9. APPLICATION AND EXAMINATION FEE**

- 9.1** The candidates are required to pay the application fee as per Government Letter No. 10/26/2007-3.P.P.3/540 dated 15-07-2022 as mentioned below: -

Name of Category	Online Application charges	Examination Fee	Total
Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab State only.	Rs. 500/-	Rs. 250/-	<b>750/-</b>
Ex-Serviceman of Punjab state only	Rs. 500/-	No Fee to be paid	<b>500/-</b>
Economically Weaker Sections (EWS), Persons with Disabilities (PWD) and Lineal Descendants of Ex-Serviceman (LDESM) Punjab	Rs. 500/-	No Fee to be paid	<b>500/-</b>
All Other Categories i.e., General, Sports Persons of Punjab and Wards of Freedom Fighters, Punjab.	Rs 500/-	Rs. 1000/-	<b>1500/-</b>

- 9.2** The candidates entitled to fee concession/exemption MUST submit with their Application Form, a self-attested copy of the certificate certifying their claim for fee concession/exemption. Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.
- 9.3** Candidate should carefully fill the details in the Online Application Form and click on the "SUBMIT" button at the end of the Online Application Format. Before pressing the

"SUBMIT" button, candidates are advised to verify every detail filled in the application.No Change/Edit will be allowed after submitting the Application Form.

- 9.4 Application fee and examination fee will be accepted via online mode only. The fee is non-refundable.Guidelines for online submission of fee are given below. A copy of Guidelines is also uploaded on respective advertisement page.

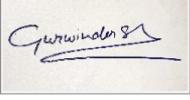
### **GUIDELINES TO PAY FEE ONLINE**

#### **STEP-1: UPON SUCCESSFUL REGISTRATION FOLLOWING PAGE WILL BE SHOWN.**

<b>About Us</b> <a href="#">Regulations</a> <a href="#">Other Service Commission Links</a> <a href="#">Punjab Civil Service Executive Branch Class 1 Rules 1976</a> <a href="#">Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments</a> <a href="#">Nodal Officer For The Implementation Of Hims Project</a> <a href="#">Punjab Public Service Commission Conferred With Best E-Governance Project Award</a> <a href="#">Punjab Civil Service Rules 2009 With Amendments</a>	<p><b>Back</b> <b>Edit Photo and Signature</b></p> <p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1 Enter Your Registration Number.</li> <li>2 Enter your Corresponding Password in Password box.</li> <li>3. Password will be encrypted when you leave the box.</li> <li>4. If You want to change the password, completely remove and type again.</li> <li>5. Captcha needs to be entered as shown in figure and is not Case Sensitive.</li> <li>6. Dont Refresh or Press Back Button.</li> </ol> <p>Mr/Miss RAHUL You have been successfully Registered / Updated your first step. Please Upload Photo and Signature on or before the 16/07/2022 for final Submission of your application form. You have applied for the post of EXCISE AND TAXATION OFFICER on 15/07/2022 under the category GENERAL. Your Registration number is [REDACTED] and the last date for Payment is on or before 17/07/2022. Regards PPSC.</p> <p>Registration Number <input type="text" value="REDACTED"/></p> <p>Password <input type="password"/></p> <p>Enter the code shown <input type="text" value="13F7H6"/> <a href="#">Change Image</a></p> <p><b>Submit</b> <b>Cancel</b></p>	<a href="#"> OPEN ADVERTISEMENT</a> <a href="#"> CLOSED ADVERTISEMENT</a> <a href="#"> APPLY FOR THE POST</a> <a href="#"> UPLOAD PHOTO SIGNATURE</a> <a href="#"> EDIT APPLICATION</a> <a href="#"> RESET YOUR PASSWORD</a> <a href="#"> PRINT BANK CHALLAN</a> <a href="#"> PRINT APPLICATION</a> <a href="#"> DOWNLOAD ADMIT CARD</a>
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#### **STEP-2 : UPLOAD PHOTO AND SIGNATURE**

It is mandatory to upload the photo and signature after registering online as per STEP-1.

<b>About Us</b> <a href="#">Regulations</a> <a href="#">Other Service Commission Links</a> <a href="#">Punjab Civil Service Executive Branch Class 1 Rules 1976</a> <a href="#">Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments</a> <a href="#">Nodal Officer For The Implementation Of Hims Project</a> <a href="#">Punjab Public Service Commission Conferred With Best E-Governance Project Award</a> <a href="#">Punjab Civil Service Rules 2009 With Amendments</a>	<p><b>Back</b> <b>Upload Photograph and Signature</b></p> <p><b>Upload Photograph and Signature( Allowed Signature Size - 10KB to 40KB)</b></p> <p>Photo of the candidate* <input type="file" value="Choose File"/> No file chosen <b>Upload</b> </p> <p>Signature of the candidate* <input type="file" value="Choose File"/> No file chosen <b>Upload</b> </p> <p>Enter the code shown <input type="text" value="T8R3M2"/> <a href="#">Change Image</a></p> <p><b>Submit</b> <b>Cancel</b></p>	<a href="#"> OPEN ADVERTISEMENT</a> <a href="#"> CLOSED ADVERTISEMENT</a> <a href="#"> APPLY FOR THE POST</a> <a href="#"> UPLOAD PHOTO SIGNATURE</a> <a href="#"> EDIT APPLICATION</a> <a href="#"> RESET YOUR PASSWORD</a> <a href="#"> PRINT BANK CHALLAN</a> <a href="#"> PRINT APPLICATION</a> <a href="#"> DOWNLOAD ADMIT CARD</a>
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Once the candidate clicks on the "Submit"button after uploading the photo and signature, below screen is shown.

#### **STEP-3: CANDIDATE FEE DETAIL PAGE**

<b>About Us</b> <a href="#">Regulations</a> <a href="#">Other Service Commission Links</a> <a href="#">Punjab Civil Service Executive Branch Class 1 Rules 1976</a> <a href="#">Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments</a> <a href="#">Nodal Officer For The Implementation Of Hims Project</a> <a href="#">Punjab Public Service Commission Conferred With Best E-Governance Project Award</a> <a href="#">Punjab Civil Service Rules 2009 With Amendments</a>	<p><b>Fee Payment Details</b></p> <table border="1"> <tr> <td>Registration No.:</td> <td><input type="text" value="REDACTED"/></td> </tr> <tr> <td>Fee Amount</td> <td>1500</td> </tr> <tr> <td>Advertisement Number</td> <td><input type="text" value="REDACTED"/></td> </tr> <tr> <td>Advertisement Name</td> <td>Recruitment for 10 posts</td> </tr> <tr> <td>Post Name</td> <td>EXCISE AND TAXATION OFFICER</td> </tr> <tr> <td>Candidate Name</td> <td>RAHUL</td> </tr> <tr> <td>Date of Birth</td> <td>01/01/1990</td> </tr> <tr> <td>Post Category Name</td> <td>GENERAL</td> </tr> <tr> <td>Fee Category Name</td> <td>GENERAL</td> </tr> <tr> <td>Online application form submission date</td> <td>15/07/2022</td> </tr> </table> <p><b>Pay Now</b> <b>Pay Later</b></p>	Registration No.:	<input type="text" value="REDACTED"/>	Fee Amount	1500	Advertisement Number	<input type="text" value="REDACTED"/>	Advertisement Name	Recruitment for 10 posts	Post Name	EXCISE AND TAXATION OFFICER	Candidate Name	RAHUL	Date of Birth	01/01/1990	Post Category Name	GENERAL	Fee Category Name	GENERAL	Online application form submission date	15/07/2022	<a href="#"> OPEN ADVERTISEMENT</a> <a href="#"> CLOSED ADVERTISEMENT</a> <a href="#"> APPLY FOR THE POST</a> <a href="#"> UPLOAD PHOTO SIGNATURE</a> <a href="#"> EDIT APPLICATION</a> <a href="#"> RESET YOUR PASSWORD</a> <a href="#"> PRINT BANK CHALLAN</a> <a href="#"> PRINT APPLICATION</a>
Registration No.:	<input type="text" value="REDACTED"/>																					
Fee Amount	1500																					
Advertisement Number	<input type="text" value="REDACTED"/>																					
Advertisement Name	Recruitment for 10 posts																					
Post Name	EXCISE AND TAXATION OFFICER																					
Candidate Name	RAHUL																					
Date of Birth	01/01/1990																					
Post Category Name	GENERAL																					
Fee Category Name	GENERAL																					
Online application form submission date	15/07/2022																					

Clicking on "Pay Now"link will show the next screen as per STEP-4.

General Information regarding 66 posts of Section Officer (Group-A) in the Department of Finance (Treasuries and Accounts) , Government of Punjab in the year of 2022

## STEP-4: PAYMENT MODES

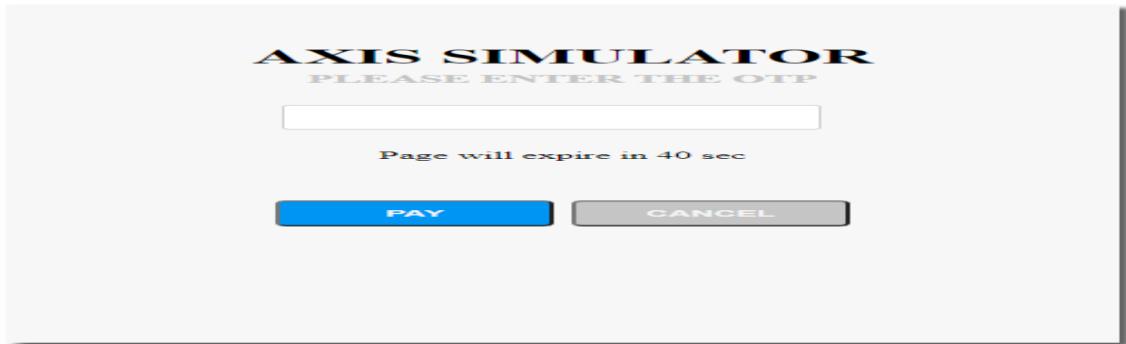
Candidate can pay the fee using any of the payment modes as shown below.

The screenshot shows a list of payment options:

- Cards (Credit/Debit)**: Pay using any credit or debit card.
- Net Banking**: Pay using any of 48 supported banks.
- UPI**: Pay with any UPI app like Phonepe, Paytm, Google Pay and more.
- NEFT/RTGS**

## STEP-5:- OTP SCREEN

OTP will be received by the candidate on his/her mobile number registered with the payment bank.



## STEP-6:-PAYMENT SUBMISSION RECEIPT

Once the payment is successful, below screen will be shown and confirmation will be received by the candidate on both registered mobile number and email id.  
Candidate can also download the payment receipt using the link [Download Receipt](#).

The screenshot shows the PPSC website with the following details:

- Punjab Public Service Commission**
- About Us** section includes links to [Regulations](#), [Other Service Commission Links](#), [Punjab Civil Service Executive Branch Class 1 Rules 1976](#), [Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments](#), [Nodal Officer For The Implementation Of Hrms Project](#), [Punjab Public Service Commission Conferred With Best E-Governance Project Award](#), and [Punjab Civil Service Rules 2009 With Amendments](#).
- CONSTITUTION OF THE COMMISSION** and **RESULTS** sections are also visible.
- TENDER** and **CONTACT US** links are present.
- A message in the center states: "Dear [REDACTED], The Application fees for the posts of [REDACTED] for registration number [REDACTED] has been received on 14/07/2022 16:37:35. and Bank Journal no is 726185 Now you can Print Your Application.Regards PPSC Transaction Successful".
- A blue button labeled **Download Receipt** is circled in red.
- OPEN ADVERTISEMENT**, **CLOSED ADVERTISEMENT**, **APPLY FOR THE POST**, **UPLOAD PHOTO SIGNATURE**, and **EDIT APPLICATION** links are visible on the right side.

**NOTE:** -If the payment process is not completed successfully due to any of the reasons like network/system failures etc., then the candidate can re-login again using the link "**ONLINE PAYMENT**" available on the home page of the website. Below is the screen shot of page after re-login.

Dear candidate please note that if the payment from your bank account has been deducted and 'Transaction Status' is still pending, Click on 'Verify Status' Link. If still the payment has not been made by you,please proceed to make the payment.

Ref. No.	Candidate Reference Number	Total Amount	Transaction Date	Transaction Status	Action	Remarks
[REDACTED]	[REDACTED]	1500	18/07/2022 14:44:46	Pending	<a href="#">Verify Status</a>	

Cancel

- If the payment is already deducted from the bank account of the candidate but the **transaction status** shown is still "**Pending**", please click on the "**Verify Status**" link for fee reconciliation.
- If the payment has not been deducted from the bank account of the candidate so far, upon clicking on the "**Verify Status**" link, **failure message** will be shown and the candidate is required to click on the Make Payment link for the payment.

Dear candidate please note that if the payment from your bank account has been deducted and 'Transaction Status' is still pending, Click on 'Verify Status' Link. If still the payment has not been made by you,please proceed to make the payment.

Ref. No.	Candidate Reference Number	Total Amount	Transaction Date	Transaction Status	Action	Remarks
[REDACTED]	[REDACTED]	1500	18/07/2022 15:48:24	Pending	<a href="#">Verify Status</a>	Transaction failure at bank end. Please make payment again

[Make payment](#)

Cancel

## 10. CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE

- 10.1** The following conditions, among others, may render the candidates ineligible:
- Insufficient fee.
  - Application fee deposited by means other than online mode .**
  - Late receipt of print out of Online Application Form.
  - Wrong/incomplete information given in the application form.
  - Candidates debarred by the PPSC/other Public Service Commissions.
  - Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.
- 10.2** Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Persons with Disability, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.

- 10.3** A candidate should indicate the specific category for which he/she wants to be considered and category once opted cannot be changed under any circumstances. A candidate will be eligible to get the benefits of community reservation in case the particular caste to which the candidates belong is included in the list of reservation communities issued by the Punjab Government. If a candidate indicates in his/her application form that he/she belongs to a particular category but subsequently writes to the commission to change his/her category, such request shall not be entertained by the Commission and shall be filed without any intimation.
- 10.4** SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.
- 10.5** Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM)/Grandchildren of Gallantry Award Winners who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM/Grandchildren of Gallantry Award Winners shall be considered against the vacancies for Ex-servicemen ONLY IF no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated in his/her basic category.

## 11. SELECTION OF CATEGORIES

Candidates should select their categories carefully, because candidates belonging to categories other than category 71 (General), are entitled to fee concession/exemption, age relaxation and job reservation. The category once selected by a candidate will not be changed under any circumstances. Candidates shall submit certificates issued by the Competent Authority in support of their claim to a particular category (as mentioned in the application form) at the time of scrutiny of documents.

### 11.1 CATEGORIES AND CATEGORY CODE

<u>Code No.</u>	<u>Category Name</u>
71	General Category
72	ESM, Punjab
73	LDESM, Punjab
74	Freedom Fighter, Punjab
75	Sports Person, Punjab
76	Persons with Disability, Punjab: A: Blind and Low Vision B : Deaf and Hard of Hearing C: Locomotive Disability D: Intellectual Disability
77	SC Others, Punjab
78	SC Others ESM, Punjab
79	SC Others LDESM, Punjab
80	SC Others Sports Person, Punjab

81	Balmiki/ Mazhbi Sikh, Punjab
82	Balmiki/ Mazhbi Sikh ESM, Punjab
83	Balmiki/ Mazhbi Sikh LDESM, Punjab
84	Bairiki/ Mazhbi Sikh Sports Person, Punjab
85	BC, Punjab
86	BC ESM, Punjab
87	BC LDESM, Punjab
92	General Economically Weaker Sections, Punjab.

## 11.2 CODE FOR AGE RELAXATION (IF CLAIMED)

**Code No      Category Name**

91	State Government/Central Government Employees.
92	SC Punjab only
93	Balmiki/Mazhbi Sikh Punjab Only
94	Widows & certain other categories of women of Punjab.
95	B.C., Punjab Only
96	ESM, Punjab Only
97	Persons with Disability, Punjab Only
98	SC Punjab only+ State Government/Central Government Employees.
99	SC Punjab only + ESM, Punjab.
100	SC Punjab only + Persons with Disability, Punjab.
101	Balmiki/Mazhbi Sikh Punjab only+ State Government/Central Government Employees.
102	Balmiki/Mazhbi Sikh Punjab only + ESM, Punjab.
103	Balmiki/Mazhbi Sikh Punjab only + Persons with Disability, Punjab.
104	B.C., Punjab. + State Government/Central Government Employees.
105	B.C., Punjab. + ESM, Punjab
106	B.C., Punjab. + Persons with Disability, Punjab.

**Note 1:-** SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.

**Note 2:-** **Only Resident of Punjab Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM) are eligible for reservation under the Ex-servicemen category.** LDESM shall be considered against the vacancies for Ex-servicemen only if no Ex-servicemen are available. **In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.**

**Note 3:-** Only those persons with "**Benchmark disabilities**" would be eligible for reservation. "**Benchmark disability**" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority.

**Note 4:-** A candidate should indicate the specific category for which he/she wants to be considered and category once opted cannot be changed under any circumstances. A

candidate will be eligible to get the benefits of community reservation in case the particular caste to which the candidates belong is included in the list of reservation communities issued by the Punjab Government. If a candidate indicates in his/her application form that he/she belongs to a particular category but subsequently writes to the commission to change his/her category, such request shall not be entertained by the Commission and shall be filed without any intimation.

## **12. DEFINITIONS OF CATEGORIES**

### **12.1 EX-SERVICEMEN (PUNJAB)**

**12.1.1** As per the Punjab Recruitment of Ex-Servicemen Rules, 1982, "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non combatant, in the Naval, Military and Air Forces of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:

- a. retired or released from such service at his or her own request after earning his or her pension; or
- b. has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- c. been released otherwise than on his own request from such service as a result of reduction in establishment; or
- d. been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity;

But does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories, namely: -

- i. pension holders for continuous embodied service.
- ii. persons with disability attributable to military service; and
- iii. gallantry award winners.

**Explanation:** The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of 'Ex-servicemen' may be permitted to apply for re-employment one year before the completion of specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

**12.1.2** As per Punjab Government letter No.15/25/2001-4DW/1591 dated 21/5/2002, an Ex-serviceman is allowed the benefit of reservation for the second time and even thereafter in subsequent recruitment in accordance with the provisions of these Rules.

**12.1.3** Provided that where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.

**12.1.4** Provided further that the wife or the Lineal Descendent child of the Ex-serviceman shall be recruited against the reserved vacancy subject to the conditions that:

- a) he or she possesses the prescribed qualifications and is within the prescribed age limit,
- b) he or she is not already in service;
- c) he or she will be eligible to avail the benefit only once in life.

Provided further that one grandchild of the Gallantry Award Winner shall be recruited against the reserved vacancy, in case the benefit or reservation has not been availed of by any of the children or dependents of such winner or by the winner himself subject to the conditions specified in the second proviso.

**Explanation:** For the purpose of this proviso Gallantry Award Winner includes the winner of the Paramvir Chakra, the Mahavir Chakra, the Vir Chakra, the Sena or Nao Sena or Vayu Sena Medal and Mention-in-Despatches.

**12.1.5** As per Punjab Government notification No. GSR9/Const./Art. 309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET/2805 dated 14/05/2003;

- a) “Lineal Descendent” means sons/daughters (married/un-married/ widowed/legally divorced) of the re-employed/ unemployed Ex-Serviceman.
- b) “Wife” shall include the widow of an Ex-serviceman, provided she has not re-married up to the date of the issue of the appointment letter.”
- c) In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as “Lineal descendent” only if a certificate to this effect has been issued by the authority appointed by the Government.

**12.1.6** Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority, failing which would result in of their candidature would be cancelled.

#### **Definition of War Hero**

- (i) “War hero” means a defence services personnel or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J & K in the ongoing conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country ; or
- (ii) A defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra: provided that,-
  - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent member/next of the kin.

**Note.-** The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

## **12.2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)**

- i) Candidates claiming to be son/daughter/grandson/granddaughter of Freedom Fighters are required to submit a certificate issued by the competent authority (i.e., Deputy Commissioner of the district concerned) as per Punjab Government Instructions No. 9(13)-3PII-84/5822 dated 4/4/1985, No. 7(135)-8P-II-83/10120 dated 19/6/1991 and No. 4-13-8PII-97/10112 dated 22/8/1997.
- ii) Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:
  - a) belong to the State of Punjab; and
  - b) have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
  - c) are otherwise eligible for the grant of Freedom Fighter pension and Tamra Patra but for any reason whatsoever did not apply for Freedom Fighter pension and Tamra Patra but can obtain Freedom Fighter certificate or son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

## **12.3 SPORTS PERSON (PUNJAB)**

**12.3.1** A candidate can claim reservation under the Sports Person category only if:

- a) He/ She belongs to the State of Punjab; and
  - b) that he/ She has won Gold, Silver or Bronze Medal in Senior National Championship or National Games in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Sports federations as are affiliated or recognized to the Indian Olympic Association;
- OR
- c) He/ She has won first, second or third position in team or individual events and/or he/she has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by Sports Federation affiliated or recognized by the International Olympic Committee or by the International Olympic Committee itself.

**12.3.2** If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 amended **as per Government of Punjab, Department of Personnel (Personnel Policies-I Branch) Notification No. GSR 40/Const./Art.309/Amd.(2)/2020 dated 20/07/2020(Annexure VII)** issued by the competent authority should be attached with the application form.

**12.3.3** Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.

**12.3.4** Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

#### **12.4 WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN**

The definitions as per Government Instructions issued vide letter No. 1/50/83-5PP (1368)/3454 dated 23-4-1984 as amended from time to time the widows and certain other categories of women for reservation in employment is as under:

- (a) Widows;
- (b) Women who are legally separated from their husbands or have been divorced;
- (c) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- (d) Women whose husbands have remarried; and
- (e) Wives of serving military personnel or those who are disabled while in military service.

#### **12.5 PERSONS WITH DISABILITIES, (PUNJAB)**

Only those persons with "**Benchmark disabilities**" would be eligible for reservation.

**According to Section 2 (r) of The Rights of Person with Disabilities Act, 2016,** "**Person with Benchmark disability**" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority.

As per the Instructions of Government of Punjab, Department of Social Security and Women and Child Development issued vide letter No. 1/1/2017-3DC/1588894/1 dated 03-10-2019, the reservation for disabled persons under Section 34 of the Right of Persons with Disabilities Act, 2016 is as under:-

Sr. No	Type of Disability	Percentage
1	Blindness and Low – Vision;	1%
2	Deaf and Hard of hearing;	1%
3	Locomotor Disability (including Cerebral palsy, Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy);	1%
4	Intellectual disability (including Autism and Specific learning disability), and Mental illness; OR Multiple disabilities specified in Serial No. 1 to 4 above, including deaf blindness.	1%

**For definition of the above-mentioned categories, please refer the Schedule appended to the Right of Persons with Disabilities Act, 2016 attached as Annexure-II.**

A person who wants to avail benefit of reservation will have to submit a "Disability Certificate" issued by a Competent Authority as per Government of India guidelines. The certificate should be dated on or before last date of registration of application.

- a) For persons with disability (with 40% or more disability), compensatory time of 20 minutes per hours is allowed. **The candidate who applies as PWD must carry the ORIGINAL DISABILITY CERTIFICATE on the day of examination.**
- b) Persons with disabilities (with 40% or more disability) who apply for scribe in a prescribed format attached as **Annexure-III**, compensatory time of 20 minutes per hours is allowed. The candidate who applies as PWD must carry the ORIGINAL DISABILITY CERTIFICATE on the day of examination.
- c) The facility of Scribe would be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed, if so desired by him/her.

In case of person with benchmark disabilities in the category of blindness, locomotor disability (both arm affected BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person.

**In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and a scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at Annexure- IV.**

- d) Punjab Public Service Commission has framed a panel of scribes having qualification matriculation & above. The eligible candidates may request the PPSC for scribe, if needed alongwith submission of hardcopies of Disability Certificate and request for scribe by hand or **via email: supdt.exam@ppsc.gov.in by 31/08/2022** in the office of PPSC. On receipt of request from the candidates, the candidate will be allotted scribe by PPSC, and he/she will be allowed to meet the scribe 02 days before the examination. However, if the candidate wants to bring his/her own scribe, the qualification of scribe should be one step below the minimum prescribed qualification for the post. The candidate opting for his/her own scribe should submit an affidavit annexed as **Annexure-V.**

Persons with disabilities must submit the hardcopies of Disability Certificate and request for scribe, if any and other eligibility documents at the reception counter of PPSC by hand or via **email: supdt.exam@ppsc.gov.in by 31/08/2022.**

**Note : Only those persons with "benchmark disabilities" would be eligible for reservation.**

## **12.6 SCHEDULED CASTES, (PUNJAB)/ SCHEDULED TRIBES**

The competent authorities for issuing Scheduled Castes/Scheduled Tribes certificates are:

- (a) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipend Dairy Magistrate/

City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipend Dairy Magistrate);

- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- (c) Revenue Officer not below the rank of Tehsildar;
- (d) Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- (e) Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- (f) As per para-3 of Punjab Government Instructions No. 1/8/2007-RC-1/815, dated 10<sup>th</sup>July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parents service record.

## **12.7 BACKWARD CLASSES (PUNJAB)**

**12.7.1** The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93-RC-I/459 dated 17/1/1994, No. 1/41/93-RC-1/1597, dated 17-8-2041, No.1/41/93 – RC-I/209, dated 24/2/2009 and No.1/41/93-RC-I/609 dated 24/10/2013 in the Section of prescribed proforma.

**12.7.2** The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration (as per **Annexure-VI**) along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Government letter No. 10/9/2009-RCI/62 Dated 08/1/2010.

**12.7.3** The Competent Authorities to issue the necessary certificate are:

- a) Deputy Commissioner
- b) Additional Deputy Commissioner
- c) Sub-Divisional Magistrate
- d) Executive Magistrate (PCS Officers only)
- e) Tehsildar

## **12.8 ECONOMICALLY WEAKER SECTIONS (EWS)**

**12.8.1** Residents of Punjab belonging to Economically Weaker Sections (whose family income is less than Rs. 8.00 lacs per annum) who are not covered under the existing scheme of reservation for Scheduled Castes and Backward Classes.

**12.8.2** The reservation will be provided in respect of all Direct Recruitment vacancies in all the Departments/ Boards/Corporations/ Local Bodies of the State of Punjab.

**12.8.3** "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents, siblings below the age of 18 years, as also his/her spouse and children below the age of 18 years.

**12.8.4** "Income" will include all sources for the financial year prior to the year of application.

Further, a person will be excluded whose family owns/possesses any of the following assets: -

- a) 5 acres of Agricultural Land and above;
- b) Residential flat of 1000 sq.ft. and above;
- c) Residential plot of 100 sq. yards and above in notified municipalities/nagar panchayats;
- d) Residential plot of 200 sq. yards and above in other than the notified municipalities/nagar panchayats.

**NOTE-**

Recruitment of EWS category will be governed as per the notification of Government of Punjab issued vide letter No 1/3/2019-RCI/196 dated 18/03/2021.

**Note: (1)** **For any General query, candidates may contact the Commission's Office on telephone number 0175-5014843, 5014847, 5014825, 5014829 & 5014831 or by sending email at [sectionofficer66@gmail.com](mailto:sectionofficer66@gmail.com) with subject as "GENERAL QUERY REGARDING THE POST OF SECTION OFFICER"**

**Note: (2)** **For any Technical query, regarding form submission, fee issue etc. candidates may contact the Commission's Office on telephone number 0175-5014811, 5014822 or by sending email with subject as "TECHNICAL QUERY REGARDING THE POST OF "SECTION OFFICER" to [enquiry@ppsc.gov.in](mailto:enquiry@ppsc.gov.in) and [technicalhelp.ppsc@gmail.com](mailto:technicalhelp.ppsc@gmail.com)**

**Note: (3)** **Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on the web server on account of heavy load on Internet/Website.**

**Note: (4)** **Candidates are advised to go through the 'General Information for the candidates' and 'Instructions for filling Online Application Form' carefully before filling up Online Application Form. The Commission will not be responsible for any consequence arising out of incorrect filling up of Application.**

Sd/-  
Secretary (Examinations)  
Punjab Public Service Commission  
Patiala

Dated : 20/07/2022

## ANNEXURE (I) – Reservation of Posts for Women

ਨ. 11/5/2017-155(355)/ 2594

ਪੰਜਾਬ ਸਰਕਾਰ

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਵਿਸਤਾਰ ਤੋਂ ਕਾਲ ਵਿਧਾਨ ਵਿਭਾਗ

(ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਸਾਥ)

ਸੰਵਾਦ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਾਰਿਸ਼ਟਾ ਹਾਈ ਕੋਰਟ,  
ਭਵੀਜ਼ਨਾ ਦੇ ਕਮਿਸ਼ਨਰ, ਇਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ  
ਜ਼ਿਲ੍ਹਾਵਾਂ ਦੇ ਸੈਸ਼ਨ ਜੱਜਾ।  
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ      26.10.2020

ਵਿਸਾ      The Punjab Civil Services (Reservation of Posts for Women) Rules, 2020.

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਂਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ Notification No. G.S.R.27/Const./Aits.309 and  
15/2020, dated the 21<sup>st</sup> October,2020, containing the Punjab Civil Services (Reservation  
of Posts for Women) Rules, 2020 ਦੀ ਕਾਪੀ (ਨਾਲ ਨੱਕੀ) ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਂਦੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰਵਾਈ  
ਹਿੱਤ ਤੇਜ਼ੀਂ।

ਵਿਸ਼ਵਾਸਪੱਤਰ

੧੫/੧੯੯  
(ਨਿਵਾਰ ਕੇਰ) ਮ/੨੦੨੦

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

ਇਸ ਵਾਂਅਕ ਉਤਾਰਾ ਹੇਠ ਲਿੱਖਿਆਂ ਨੂੰ (ਸਮੇਤ ਉਕਤ ਰੂਲਜ਼ ਦੀ ਕਾਪੀ) ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਂਦੀ  
ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਤੇਜ਼ੀਂ ਜਾਂਦਾ ਹੈ-

1. ਸਕੱਤਰ/ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
2. ਸਪੈਸ਼ਲ ਸਕੱਤਰ/ਮੁੱਖ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ।
3. ਸਮੂਹ ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ/ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧੀ ਸਕੱਤਰ, ਪੰਜਾਬ

ਸਰਕਾਰ।

੧੫/੧੯੯  
ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

**PART III**

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF SOCIAL SECURITY, WOMEN  
AND CHILD DEVELOPMENT  
(SOCIAL SECURITY BRANCH)**

**NOTIFICATION**

The 21st October, 2020

No. G.S.R. 87/Const./Arts.309 and 15/2020.-In exercise of the powers conferred by the proviso to Article 309 read with clause (3) of Article 15 of the Constitution of India, the Governor of Punjab is pleased to make the following rules for providing reservation in services for women in direct recruitment, namely:-

**RULES**

1. **Short title and commencement.**- (1) These rules may be called The Punjab Civil Services (Reservation of Posts for Women) Rules, 2020.  
(2) These rules shall come into force on and with effect from the date of their publication in the Official Gazette.
2. **Definitions.**- In these rules, unless the context otherwise requires,-
  - (a) "establishment" means any office of the State Government, a local authority or a statutory authority constituted under any State Law for the time being in force, or a Board or Corporation in which not less than fifty-one per cent of the paid up share of capital is held by the Government of the State of Punjab and includes a university or college affiliated to the university, primary and secondary schools and other educational institutions, which are owned by the State Government and also includes an establishment in public sector; and
  - (b) "establishment in public sector" means any industry, trade, business or occupation owned, controlled or managed by,-
    - (i) the State Government ; and
    - (ii) Government Company as defined in sub-section (45) of section 2 of the Companies Act, 2013, in which not less than fifty-one per cent of the paid up share capital is held by the Government of the State of Punjab.
3. **Scope and application.**- Without prejudice to the generality of the

provisions contained in any Service rules, these rules shall apply to the filling up of posts by direct recruitment in all the establishments in Group 'A', Group 'B', Group 'C' and Group 'D' services.

4. **Percentage and manner of reservation of posts.**- (1) Notwithstanding anything contained in any Service rules, there shall be a thirty-three percent reservation, in favour of women, in all posts in Group 'A', Group 'B', Group 'C' and Group 'D' services under all the establishments at the stage of direct recruitment and this reservation shall be horizontal and compartmentalised.  
 (2) Where a vacancy is filled by direct recruitment by a woman on the basis of merit, then such woman candidate shall be appointed against the horizontal reservation for women within their respective vertical reservation in any category.

**Explanation.-**

- (i) "Vertical reservation" means reservation in favour of the Scheduled Castes, Backward Classes, Other Backward Classes and Economically Weaker Sections under clauses (4) and (6) of Article 16 of the Constitution of India.
- (ii) For the purposes of this rule, "horizontal and compartmentalised reservation" means reservation within each watertight category, namely, Scheduled Castes, Backward Classes, Other Backward Classes, Economically Weaker Sections and Open Category.

5. **Procedure for reservation of posts.**- (1) The reservation of posts for women set out in rule 4 shall be applied in the following manner, namely:
  - (i) firstly, to fill the quota of the Open Category in order of merit and thereafter;
  - (ii) secondly, to fill up each of the vertical reservation quotas and thereafter;
  - (iii) thirdly, to find out how many women belonging to specific vertical reservation have been selected on the above basis and thereafter;
  - (iv) if the number of women candidates in each vertical is equal to or more than the thirty three percent reservation quota for women, then there shall be no further selection towards the reservation quota for women.
- (2) Only if there is any shortfall of women candidates in a vertical

category, then the requisite number of women belonging to such vertical category shall have to be taken and adjusted or accommodated against their respective vertical reservation categories by deleting the corresponding number of candidates therefrom. This process of verification and adjustment or accommodation shall be applied separately to each of the vertical reservations. In such a case, the overall reservation of thirty-three percent in favour of women, may be satisfied or may not be satisfied.

(3) If the posts remain unfilled due to lack of sufficient number of eligible women candidates, then the unfilled posts shall not be carried forward to subsequent years and such posts shall be filled from the other candidates of the respective vertical categories.

*Example.-*

*If there are 200 vacancies and fifteen percent are reserved for Schedule Castes and twenty seven percent for Other Backward Classes under vertical reservation; and thirty three percent are reserved for women under horizontal reservation, then, there are 116 seats in Open Category, thirty seats for Schedule Castes and fifty four seats for Other Backward Classes under vertical reservation. Since, thirty three percent seats in each vertical is the reservation quota for women, i.e. thirty eight seats for Open Category women, ten seats for Schedule Caste women and eighteen seats for Other Backward Classes women.*

*Step 1.- Candidates shall have to be first listed in accordance with merit, from out of the successful eligible candidates, in their respective vertical categories.*

*Step 2.- As such, thirty posts are reserved for Schedule Castes (of which the quota for women is ten). Schedule Caste candidates shall have to be first listed in accordance with merit, from out of the successful eligible candidates. If such list of thirty candidates contains ten Schedule Caste women candidates, then there is no need to disturb the list by including any further Schedule Caste women candidates. On the other hand, if the list of thirty Schedule Caste candidates contains only eight women candidates, then the next two Schedule Caste women candidates in*

accordance with merit, will have to be included in the list and corresponding number of candidates from the bottom of such list shall have to be deleted, so as to ensure that the final list of thirty selected Schedule Caste candidates contains ten women Schedule Caste candidates. But if the list of thirty Schedule Caste candidates contains more than ten women candidates, selected on own merit, all of them will continue in the list and there is no question of deleting the excess women candidates on the ground that Schedule Caste women have been selected in excess of the specified internal quota of ten.

Step 3.- Repeat this exercise for each vertical to fill vacancies.

It is clarified that if there is a shortfall of women in any watertight vertical category e.g. two Schedule Caste women (above) are not available in the list then,-

- (i) the vacancy shall not be made available to women of any other vertical category i.e. Open Category Women or Other Backward Class women; and
- (ii) as such, the overall reservation of thirty three percent in favour of women, may be satisfied or may not be satisfied.

6. Power to remove difficulties.- If any difficulty arises in giving effect to the provisions of these rules, it shall be referred to the State Government in the Department of Personnel, whose decision thereon shall be final.

RAJI P. SHRIVASTAVA,  
Principal Secretary to Government of Punjab,  
Department of Social Security, Women  
and Child Development.

2137/10-2020/Pb, Govt. Press, S.A.S. Nagar

## **ANNEXURE(II)- The Schedule for Specified Disability**

### **THE SCHEDULE [See clause (zc) of section 2] SPECIFIED DISABILITY**

#### **1. Physical disability. —**

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a test of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

#### **B. Visual impairment—**

(a) "blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:—

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

#### **C. Hearing impairment —**

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may

manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour,—

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by subnormality of intelligence.

4. Disability caused due to—

(a) chronic neurological conditions, such as—

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder—

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

DR. G. NARAYANA RAJU,  
Secretary to the Government of India.

**ANNEXURE (III)- Performa For Scribe**

**PUNJAB PUBLIC SERVICE COMMISSION, PATIALA**

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Recruitment of ..... Post/Posts of ..... in the  
department of ....., Government of Punjab.

**SCRIBE**

Valid for

Examination Centre Name:

Name: Photo

Scribe for Roll No: .....

The above-mentioned scribe has been allowed by Punjab  
Public Service Commission Patiala for the Candidate .....&  
bearing Roll No.....

Superintendent  
(Examinations)

**ANNEXURE (IV)- Certificate regarding Physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidates with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a government health care institution

Name and Designation

Name of Government Hospital/Health care centre with seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/disability (e.g., Visual impairment - Ophthalmologist, Locomotor disability - Orthopedic specialist/PMR).

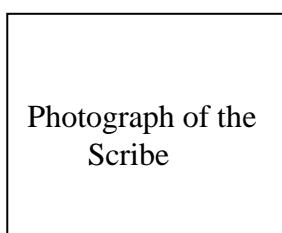
## **ANNEXURE (V)- Affidavit by Candidate for Scribe**

### **AFFIDAVIT**

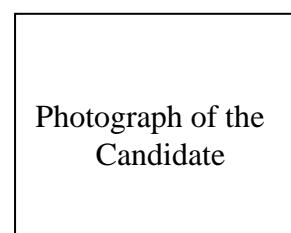
I \_\_\_\_\_ a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll. No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the district \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.



Photograph of the  
Scribe



Photograph of the  
Candidate

(Signature of Scribe) (Signature of the candidate with Disability)

Place:

Date:

## **ANNEXURE (VI)- Self Declaration From BC Candidates**

**ਭਰਤੀ/ਦਾਖਲੇ ਸਮੇਂ ਲਈ ਜਾਣਵਾਲੇ ਪੱਛੜੀ ਸ੍ਰੇਣੀ ਨਾਲ ਸਬੰਧਤ ਵਿਆਕਤੀਤੋਂ ਲਈ ਜਾਣਵਾਲੇ ਸਵੈ  
ਘੋਸ਼ਣਾਪੱਤਰ ਦਾ ਪਰਫਾਰਮਾ**

1. ਮੈਂ.....ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ਼੍ਰੀ.....ਵਾਸੀ.....
- ਪਿੰਡ /ਕਸਬਾ/ਸ਼ਹਿਰ.....ਜ਼ਿਲ੍ਹਾ.....ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ  
ਮੈਂ.....ਜਾਤੀ ਨਾਲ ਸਬੰਧ ਰੱਖਦਾ/ਰੱਖਦੀ ਹਾਂ ਤੇ ਇਹ ਜਾਤੀ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ  
ਨੰ:.....ਮਿਤੀ.....ਰਾਹੀਂ ਪੱਛੜੀ ਸ੍ਰੇਣੀ ਕਰਾਰ ਦਿੱਤੀ ਗਈ ਹੈ।
2. ਮੈਂ ਇਹ ਵੀ ਘੋਸ਼ਣਾ ਕਰਦਾ ਹਾਂ ਕਿ ਮੈਂ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਨੰ:1/41/  
93-ਰਸ1/459, ਮਿਤੀ 17-01-1994, ਜਿਸ ਨੂੰ ਬਾਅਦ ਵਿੱਚ ਪੱਤਰ ਮਿਤੀ 1/41/93-ਰਸ1/1597 ਮਿਤੀ  
17-08-2041 ਨੰਬਰ 4/41/93-ਰਸ1/209, ਮਿਤੀ 4-02-2009 ਅਤੇ ਪੱਤਰ ਨੰ:1/41/93-ਰਸ1/609 ਮਿਤੀ  
24-10-2013 ਨਾਲ ਸੋਧਿਆ ਗਿਆ ਹੈ, ਦੀ ਅਨੁਸੂਚਿਤ ਵਿੱਚ ਦਰਜ ਕਾਲਮ 3 ਦੇ ਅਧੀਨ ਨਹੀਂ ਆਉਂਦਾ।

**ਘੋਸ਼ਨਾਕਰਤਾ**

**ਸਥਾਨ:**

**ਮਿਤੀ :**

**ਵੈਰੀਫਿਕੇਸ਼ਨ :-**

ਮੈਂ ਇਥੇ ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਮੇਰੀ ਸਮਝ ਅਨੁਸਾਰ  
ਸਹੀਵਾ ਦਰਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿੱਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ ਹੈ। ਮੈਂ ਇਨ੍ਹਾਂ ਤੱਥਾਂ ਤੋਂ ਜਾਣੂ ਹਾਂ ਕਿ ਜੇਕਰ ਮੇਰੀ  
ਕੋਈ ਵੀ ਦਿੱਤੀ ਸੂਚਨਾਂ ਗਲਤ ਨਿਕਲਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਵਿੱਚ ਦਰਜ ਸਜ਼ਾ ਦਾ/ਦੀ ਹੱਕਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ  
ਪ੍ਰਾਰੰਭੀ ਨੂੰ ਇਸ ਸੂਚਨਾਂ ਦੇ ਆਧਾਰ ਤੇ ਦਿੱਤੇ ਗਏ ਲਾਭ ਵਾਪਿਸ ਲੈ ਲਈ ਜਾਣਗੇ।

**ਘੋਸ਼ਨਾਕਰਤਾ**

**ਸਥਾਨ:**

**ਮਿਤੀ :**

## ANNEXURE (VII)- Sportsperson Rules

PUNJAB GOVT. GAZ. (EXTRA), JULY 22, 2020  
(ASAR 31, 1942 SAKA)

287

### PART III GOVERNMENT OF PUNJAB DEPARTMENT OF PERSONNEL (Personnel Policies-I Branch)

#### NOTIFICATION

The 20th July, 2020

No. Q.S.R. 40/Const./Art.309/Amd.(2)/2020.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Recruitment of Sportsperson Rules, 1988 namely:-

#### RULES

1. (1) These rules may be called the Punjab Recruitment of Sportsperson (First Amendment) Rules, 2020.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Recruitment of Sportsperson Rules, 1988, in rule 2, in clause (d), for sub-clause (a), the following shall be substituted, namely :-
  - (a) In the case of recruitment to a reserved vacancy in Group A or Group B posts:-
    - (i) that he belongs to the State of Punjab; and
    - (ii) that he has won Gold, Silver or Bronze Medal in Senior National Championship or National Games in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Sports federations as are affiliated or recognized to the Indian Olympic Association;

or

  - (iii) that he has won first, second or third position in team or individual events and/ or he has won Gold or Silver or Bronze Medals at International Sports meets, conducted by Sports Federation affiliated or recognized by the International Olympic Committee or by the International Olympic Committee itself.

VINI MALLAJAN,  
Chief Secretary to Government of Punjab.

20647-2020/Pb. Govt. Press, S.A.S. Nukar



**APPENDIX 'C'**

**(See rule 8)**

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE  
REFORMS**

**(PERSONNEL POLICIES BRANCH-1)**

**Notification**

The 4th May, 1994

**No. G.S.R.33/Const./Art.309/94.**-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application.**-(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

**2. Definitions:- In these rules, unless the context otherwise requires,-**

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
- (b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government ;

- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "Recognized university or institution" means,—
- i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognized university or institution for the purpose of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the Service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) "War hero" means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in war declared so by Government of India, in operations in Kargil or any other sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- .
  - (ii) A defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra : provided that,—
    - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though *bona fide* residents of Punjab State are closely connected to the State of Punjab;

- (b) In the case of War Heroes, falling in the category (II), the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note.-* The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

**3. Nationality, domicile and character of person appointed to the Service.**-(1) No person shall be appointed to the Service unless he is,

- (a) a Citizen of India; or
- (b) a Citizen of Nepal; or
- (c) a Subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya Uganda and United Republic of Tanzania(formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment,

unless he produces-

- (a) a certificate of character from the principal academic officer of the university, college school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification- No person:-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.**—(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non- technical posts 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be,

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed upto forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India;

unless he produces-

- (a) a certificate of character from the principal academic officer of the university, college school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification- No person:-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.**-(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non- technical posts 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be,

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed upto forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India;

342 PUNJAB GOVT GAZ. (EXTRA), AUGUST 22, 2012  
(SRVN 31, 1934 SAKA)

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-Servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

**5A. Increase in upper age limit.**—Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service Rules, or in Government instructions, the upper age limit for appointment to any Service or for any category of persons, is different from thirty five years, it shall be deemed to have been increased by two years.

**6. Qualification etc.**—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the Departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service :

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall

not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

**7. Probation.**—(1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :-

Provided that,-

- (a) any period, after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
- (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may,-

- (a) if such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
  - (b) if such person is appointed otherwise,-
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the

appointing authority may,-

- (a) if his work and conduct has in its opinion been satisfactory-
  - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
  - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
  - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1);

Provided that the total period of probation including extension, if any, shall not exceed three years.

**8. Seniority.**-The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service :

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso;

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows :-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person.

*Note:-* Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

**9. Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Services Rules, Volume-1, Part-I.

**10. Liability to serve.**—A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

346 PUNJAB GOVT GAZ. (EXTRA), AUGUST 22, 2012  
(SRVN 31, 1934 SAKA)

**11. Leave, Pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

**12. Discipline, penalties and appeals.**—(1) In the matter of discipline, punishment and appeals a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.

**13. Liability for vaccination and re-vaccination.**—Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

**14. Oath of allegiance.**—Every member of a Service unless he has already done so, shall be required to take oath of allegiance of India and to the Constitution of India as by law established.

**15. Minimum Educational and other Qualifications.**—(1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

(ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Clerk in terms of the provisions of

sub-rule(1), shall have to qualify a test in Punjabi typewriting either on computer or on manual typewriter to be conducted by the Board or the appointing authority, as the case may be one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period, for which he could not qualify the said test,

Provided that where appointment of Group 'C' non-technical post is offered to a war hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family under the instructions issued in his behalf by the Government , the educational qualifications to be possessed by such person shall be Graduate from a recognized university or institution. However, such person will, however, be not required to qualify the test in Punjabi typewriting as specified in sub-rule(2).

**16. Minimum educational and other qualifications for**

**appointment to the Steno-Typist Grade-II or Junior Scale Stenographer**

**Grade-II.**—No person shall be appointed by direct appointment to a post of a

Steno-typist Grade II, or a Junior Scale Stenographer Grade II under the Punjab

Government , unless he,—

- « (a) possesses the Bachelor's Degree from a recognized 'University or institution ; and
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time; and
- (c) possesses at least one hundred and twenty hours course with hands on experience in the use of Pesonal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified; or possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

**17. Knowledge of Punjabi Language.**—No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time.

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standards:

Provided further that where a War-Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

**18. Promotion to Group 'A' and Group 'B' Services.**—(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

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- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
  - (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

**(2) Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule.'

**19. Power to relax.**—Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any shall not be relaxed.

**20. Over riding effect.**—The Provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

**21. Interpretation.**—If any, question arises as to the interpretation of these rules, the Government shall decide the same.

**" APPENDIX "**

(See rule 21)

**Group 'A'** Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more:

Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'

**Group 'B'** Posts in initial entry revised scales of pay with maximum ranging between Rs. 10640 to 11659, ;

**Group 'C'** Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to Rs. 10,639.

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Chief Secretary to Government of Punjab.

SATISH CHANDRA,  
Principal Secretary to Government of Punjab,  
Department of Finance.