

Civil Services (Departmental Examination), Punjab Rules, 2014

PUNJAB

India

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Rule

CIVIL-SERVICES-DEPARTMENTAL-EXAMINATION-PUNJAB-RULES-2014

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Civil Services (Departmental Examination), Punjab Rules, 2014Published vide Notification No. G.S.R. 55/Const./Art.309/2014, dated 26.9.2014Last Updated 30th September, 2019No. G.S.R. 55/Const./Art.309/2014. - 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 for conduct of departmental examination of the officers appointed to the Civil Services in the State of Punjab, namely: -

1. Short title and commencement.

(1)These rules may be called the Civil Services (Departmental Examination), Punjab Rules, 2014.(2)They 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)"Examination" means the departmental examination conducted under these rules;(b)"Examination Committee" means the Departmental Examination Committee constituted under rule 3;(c)"Examiner" means a person selected as an Examiner under rule 8;(d)"member of service" means the person as mentioned in sub-rule (l) of rule 4;(e)"Secretary" means the Secretary of the Departmental Examination Committee appointed under rule 5;(f)"State Government" means the Government of the State of Punjab; and(g)"Syllabus" means the Syllabus of departmental examination as specified rule 9.

3. Examination Committee.

- There shall be a committee to be known as Departmental Examination Committee, consisting of the following, namely:-

1. Chief Secretary to Government of Punjab; Chairman
2. Financial Commissioner Revenue and Secretary to Government of Punjab, Department of Revenue, Rehabilitation and Disaster Management; and Member
3. Principal Secretary to Government of Punjab, Department of Home Affairs and Justice. Member

4. Examination.

(1) There shall be conducted an examination, for the members of service of the Indian Administrative Service and the Punjab Civil Service (Executive Branch), by the State Government. (2) [The examination shall ordinarily be held in the month of April, August and December every year. The date and time for examination shall be such, as may be notified by the State Government in the Official Gazette: Provided that if the examination cannot be held as per the notified schedule due to any administrative reasons, then the examination shall be conducted at such time, as may be determined by the State Government. (3) All members of service shall qualify the examination in higher grade within a period of two years, which shall commence, -(a) in the case of Indian Administrative Services officers, from the date of their joining in the State; and (b) in the case of Punjab Civil Service officers, from the date of their joining in the Punjab Civil Services (Executive Branch); and] (4) The members of service shall be given only four chances, to qualify the examination. (5) The members of service appointed from outside the Civil Services (i.e. Non-State Civil Services), shall also have to pass the examination. (6) The following members of service, shall be exempted, from passing the examination, namely:- (a) the Indian Administrative Service officers (on probation) other than the direct recruits (i.e. promoted from the State Civil Service); (b) the Punjab Civil Service officers (on probation), who are promoted from amongst the Revenue Officers (i.e. District Revenue Officer or Tehsildar or Naib-Tehsildar, as the case may be), have already passed those papers, with requisite percentage; (c) the members of service, who have already passed Hindi and Punjabi papers (as one of the compulsory or elective subject or any other equivalent examination at matriculation level), with at least forty percent marks; and (d) the Indian Administrative Service officer (on probation), if already cleared the same during the Phase-II training at Lal Bahadur Shastri National Academy of Administration subject to production of the certificate in this regard. (8) [An Indian Administrative Service officer, who joins in the Punjab State by transfer or on deputation after completing probation in other cadre from any other State, shall be exempted from passing such subjects, keeping in view the examination of the relevant subject already passed by such officer, in his parent cadre.] [Inserted by Notification No. G.S.R.29/Const./Art.309/Amd.(2)/2019, dated 6.8.2019 (w.e.f. 26.9.2014).]

5. Secretary of the Examination Committee.

- There shall be a Secretary, Examination Committee, who shall be appointed by the State Government.

6. [Powers and functions of the Examination Committee. [Substituted by Notification No. G.S.R.29/Const./Art.309/Amd.(2)/2019, dated 6.8.2019 (w.e.f. 26.9.2014).]

- The following shall be the powers and functions of the Examination Committee, namely: -(i)to finalise the Syllabus of examination from time to time;(ii)to finalise the results of examination; and(iii)to order declaration of final result of the examination.]

7. [Functions and duties of the Secretary. [Substituted by Notification No. G.S.R.29/Const./Art.309/Amd.(2)/2019, dated 6.8.2019 (w.e.f. 26.9.2014).]

- The Secretary shall be overall incharge for conduct of the examination and shall perform the following functions and duties, namely: -(i)assist the Examination Committee in its day to day functions;(ii)to select the Examiners;(iii)to approve the set of question papers for each subject;(iv)to fix the date and time for examination;(v)deliver the question papers, to the Examiners, for each examination;(vi)deliver the answer sheets, to the Examiners concerned;(vii)receive the question papers alongwith awards of marks, from the Examiners, within a period of two weeks from the date of completion of the examination;(viii)submit the awards to the Examination Committee for approval, within a period of one week from the date of receipt of the awards, from the Examiners; and(ix)generally conduct the whole correspondence and business of the examination.]

8. Examiner.

(1)The selected Examiner of the paper concerned, shall set the papers, examine the papers and award marks as per the performance of each member of service. The Examiner shall hand over the list of marks awarded to each paper and hand over the same to the Secretary along with answer sheets in a sealed envelope.(2)The Examiner shall complete all the process given in sub-rule (1), within a period of fifteen days from the date of completion of the examination.(3)Each Examiner shall, set the papers only from the Syllabus approved by the Examination Committee from time to time.(4)Each Examiner shall, be entitled to receive such honorarium, as is fixed by the State Government from time to time.

9. [Syllabus for departmental examination. [Substituted by Notification No. G.S.R.29/Const./Art.309/Amd.(2)/2019, dated 6.8.2019 (w.e.f. 26.9.2014).]

- The Syllabi, the subjects and the pattern of the examination, shall be such as may be notified by the State Government from time to time.] [Substituted by Notification No. G.S.R.29/Const./Art.309/Amd.(2)/2019, dated 6.8.2019 (w.e.f. 26.9.2014).]

10. Passing percentage of examination.

(1)A member of service appearing in the examination, shall be declared passed in the

examination-(a)if he obtains 66.66 percent marks in the subject of Criminal Law and Revenue Law.(b)if he obtains 55 percent marks in other subjects.(2)A candidate who uses or attempts to use any unfair means in the departmental examination will render him self liable to any of the punishment specified in rule 6 of the All-India Services (Discipline and Appeal) Rules, 1969 or in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as the case may be.

11. Result.

(1)After the completion of the examination, the name of the member of service, who qualifies the examination with the requisite percentages as specified in Rule 10, shall be published in the Official Gazette.(2)If a member of service obtains less than 66.66 percent marks or 55 percent marks, as the case may be, he shall be declared failed, and the result shall be notified accordingly.

12. Conditions for vesting certain powers.

(1)No member of service, shall be vested with the powers of an Executive magistrate, unless, -(i)he has served as Assistant Commissioner or Extra Assistant Commissioner, for a period of not less than six months; and(ii)has passed the papers in Criminal Law with not less than 66.66 percent marks; or(iii)is exempted under sub-rule (6) of rule 4, from passing of the examination.(2)No member of service shall be vested with the powers of Assistant Collector Grade-for Collector, -(i)who has served as Assistant Commissioner or Extra Assistant Commissioner for not less than a period of six months; and(ii)has passed the paper in Revenue Law with not less than 66.66 percent marks; or(iii)is exempted under sub-rule (6) of rule 4, from passing of the examination.

13. Repeal.

- The Rules for the Departmental Examination of Assistant Commissioner, Extra Assistant Commissioner and Candidates for the post of Extra Assistant Commissioner in Punjab, published in the Punjab Government Gazette, dated the 10th December, 1971, vide Government of Punjab, General Administration Department, Notification No. G.S.R/Const./Art.309171, dated the 1st December, 1971 and amendment published in Punjab Govt. Gazette dated 15th January 1980 vide Notification No.GSR 6/Const/Art.309/Amd (2)80, dated 15.01.1980 are hereby repealed:Provided that any action taken or anything done under the rules, shall be deemed to have been taken or done under the corresponding provisions of these rules.[Appendix [Omitted by Notification No. G.S.R.29/Const./Art.309/Amd.(2)/2019, dated 6.8.2019 (w.e.f. 26.9.2014).] ***]

(See sub-rule (1) of
rule 9)List of Subjects
and Syllabus{

Sr. No.	Paper	Syllabus
1.	Criminal Law - I	The Indian Penal Code, 1860 • The Indian Evidence Act, 1872 • The Prisoners Act, 1900

- The Probation of Offenders Act, 1958
- Punjab Jail Manual
- The Prevention of Illicit Traffic in Narcotic Drugs and Psycho-trophic Substances Act, 1988
- The Pre-Conception & Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994
- The Medical Termination of Pregnancy Act, 1971
- The Protection of Women from Domestic Violence Act, 2005
- All the above Acts/Rules with latest amendments
- The code of Criminal Procedure, 1973 (with special reference to the amendments relating to the State of Punjab).
- The Punjab Police Act 2007 & Punjab Police Rules 1939
- The Prevention of Corruption Act 1988
- The Arms Act, 1959
- The Protection of Children from Sexual Offences Act, 2012 and Protection of Children from Sexual Offences Rules, 2012.
- The Public Gambling Act, 1867
- The Juvenile Justice (Care & Protection of Children) Act, 2000 and The Juvenile Justice (Care & Protection of Children) Rules, 2007
- The Punjab Borstal Act, 1926
- The Maintenance & Welfare of Parents & Senior Citizens Act, 2007
- The Punjab Prevention of Human Smuggling Act, 2012.
- All the above Acts/Rules with latest amendments.
- 3. Civil Law
 - Code of Civil Procedure
 - The Contempt of Courts Act, 1971
 - The General Clauses Act, 1897
 - Rules & Orders of Punjab & Haryana High Court.
 - The Punjab Rent Act, 1995 and The Punjab Rent (General) Rules, 2013.
 - The Motor Vehicles Act, 1988.
 - The Central Motor Vehicle Rules, 1989.
 - The Punjab Motor Vehicle Rules, 1989.
 - All the above Acts/Rules with latest amendments.
- 4. National Rural Employment Guarantee Act.

Developmental
Laws

- The Punjab Regional Town Planning & Development Act 1995 & The Punjab Regional Town Planning & Development (General) Rules 1995.
 - The Punjab Apartment & Property Regulation Act 1995.
 - The Environment (Protection) Act, 1986 & Rules
 - The Water (Prevention and Control of Pollution) Act 1974
 - The Air (Prevention and Control of Pollution) Act, 1981
 - The Indian Forest Act, 1927
 - The Punjab Land Preservation Act, 1900
 - The Food Safety & Standards Act, 2006
- All the above Acts Rules with latest amendments.

5

Revenue Laws-I

- The Punjab Land Revenue Act, 1887
- Doule's Settlement Manual (Chapters 1, Book I (Whole), Book II (Chapters VIII, IX, XIII & XIV), Book III (Chapters XV, XVI, XVII, XVIII) & Punjab Land Record Manual
 - Punjab Land Administration Manual (Chapters XIII, IX, X, XIV, XVIII and XIX)
 - The Punjab Tenancy Act, 1887.
 - The Punjab Occupancy Tenants (Vesting of Proprietary Rights) Act, 1952
 - The Punjab Security of Land Tenures Act 1953.
 - The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act 1948
 - The Punjab Land Reforms Act 1972 & The Punjab Land Reforms Rules 1973
 - The Punjab Package Deal Properties (Disposal) Act 1976
- All the above Acts/Rules with latest amendments.

6.

Revenue Law - II

- The Transfer of Property Act, 1882
- The Hindu Succession Act, 1956
 - The Indian Succession Act, 1925
 - The Punjab Public Premises and Land (Eviction and Rent Recovery) Act, 1973
 - The Punjab Religious Premises and Land (Eviction and Rent Recovery) Act, 1997
 - The Registration Act, 1908

- The Indian Stamps Act, 1899
- The Court Fees Act, 1870
- The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
- The Punjab Restitution of Mortgaged Lands Act, 1938
- The Punjab Requisition and Acquisition of Immovable Property Act, 1953
- The Disaster Management Act, 2005 & Rules
- The Punjab Village Common Lands (Regulation) Act, 1961.

All the above Acts/Rules with latest amendments.

7. Industrial & Commercial Laws

- The Factories Act, 1948
- The Trade Unions Act, 1926
- The Employees Compensation Act, 1923.
- The Payment of Wages Act, 1936
- The Minimum Wages Act, 1948
- The Punjab Value Added Tax Act, 2005,
- The Punjab Excise Act, 1914 & all Rules made there under
- The Explosives Act, 1884
- The Petroleum Act, 1934
- The Punjab Shops & Commercial Establishments Act, 1958
- The Bonded Labour System (Abolition) Act, 1976
- The Mines Act 1952
- The Mines and Minerals (Development & Regulation) Act 1957
- The Mineral Concession Rules 1960

All the above Acts/Rules with latest amendments.

8.

Public Service Laws

- The Right to Information Act, 2005
- The Punjab Right to Service Act, 2011
- The Information Technology Act, 2000
- The Representation of Peoples Act, 1950 & 1951.
- Conduct of Election Rules, 1961
- The Punjab State Election Commission Act, 1994 and all Rules relating to conduct of elections to local bodies

- The Sikh Gurudwara Act, 1925
 - The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995
 - The Consumer Protection Act, 1986 & The Consumer Protection Rules, 1987.
 - The Right of Children to free & compulsory Education Act, 2009
 - The National Food Security Act, 2013
 - The Punjab Ancient and Historical Monuments and Archaeological Sites and Remains Act, 1964
 - The Indian Treasures Troves Act, 1878
 - The Protection of Civil Rights Act, 1955
 - The Registration of Births & Deaths Act, 1969
 - All the above Acts Rules with latest amendments.
9. Local Government Laws
- The Punjab Municipal Corporation Act, 1976
 - The Punjab Municipal Act, 1911
 - The Punjab Town Improvement Act, 1922 & The Punjab Town Improvement Trust Rules 1939.
 - Punjab Municipal Account Code
 - The Punjab Slum Areas (Improvement and Clearance) Act, 1961
 - The Punjab Fire Prevention & Fire Safety Act, 2004
 - The Punjab Panchayati Raj Act, 1994 & Rules
 - The Punjab Municipal Election Rules, 1994
 - The Punjab Municipal (President & Vice President) Election Rules, 1994
 - The Determination of the Numbers of Elected Members and Reservation of Offices of Presidents of Municipalities Rules, 1994
 - The Delimitation of Wards of Municipalities Rules, 1972
 - The Punjab Agricultural Produce Markets Act, 1961 & Rules
 - The Punjab Cooperative Societies Act, 1961
 - All the above Acts/Rules with latest amendments.
10. Service & Financial Laws
- Punjab Financial Rules (All Volumes)
 - General Financial Rules, 2005 (GOI)

- Punjab Civil Services Rules (All Volumes) including Conduct, TA/OA, P&A Rules etc.
 - Punjab Budget Manual
 - Punjab Allocation of Business Rules
 - Punjab Protocol Manual, 1982
 - The Punjab State Language Act, 1967
- All the above Acts/Rules with latest amendments.

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| 11. | Hindi | Class X standards Viva Voce (20% marks) |
| 12. | Punjabi | Class X standards Viva Voce (20% marks) |
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