

Instructions for filling up Application Form

(To be retained by the candidates)

- Candidates are required to read the instructions carefully for filling up their Application Forms correctly.
- Application Form should be filled up in Capital letters only.
- Three Identical Passport size recent photographs duly attested by a Gazetted Officer must be attached with the Application Form.
- There should not be any overwriting in the Application Form.
- Application Forms, which are not legible, will be rejected.
- In boxed space, only one letter should be written in each box and to separate one word from another (e.g. in Candidates Name/Father's Name etc.) one box should be left blank.
- Application Forms which are wrongly filled up or incomplete or received late or not accompanied by the requisite fee in the prescribed manner, attested copies of Photographs and self attested Certificates regarding Date of Birth, Degree, Experience and other requisite certificates, shall be summarily rejected. The Commission's decision in this regard will be final.
- Candidate should write his/her name and Date of Birth as mentioned in the Matriculation/Higher Secondary Certificate.

IMPORTANT NOTE :

- The number of vacancies and reservation of posts is liable to alteration without any notice.
- Only Scheduled Castes Punjab, Backward Classes Punjab, Ex-Servicemen/ LDESM, Punjab, Phy.Handicapped Punjab, Freedom Fighter, Punjab & Sports Person, Punjab domicile are eligible for the benefit of reservation.
- A candidate should indicate the specific category for which he wants to be considered and category once opted cannot be changed under any circumstances.
- Prescribed Essential Qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the advertisement is large and if it will not be convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of short listing them by order of their academic merit as per their qualification/ higher marks or by holding a Screening Test.
- The Candidates must attach two self addressed duly stamped envelopes (worth Rs. 25/-) each of 24cm.x 11cm. indicating the name of the post on the top left corner of envelope

1. **NATIONALITY**

a. 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 1st 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) with the intention of permanently settling in India; or

b. 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.

2. **SUBMISSION OF APPLICATIONS:-**

- a. Candidates are required to obtain Application Forms from the office of Punjab Public Service Commission, Patiala and submit to the Secretary, Punjab Public Service Commission, Baradari Gardens, Patiala.
- b. Application Form must reach to the office of **Secretary, Punjab Public Service Commission, Patiala latest by 5.00 PM on the last date alongwith prescribed fee and documents**. Responsibility for any postal delay will be of the candidate.
- c. Application Forms which are wrongly filled or incomplete or received late or not accompanied by the requisite fee and attested copies of certificates regarding Date of Birth, Degree, Experience and other requisite certificates, and three identical recent passport size photographs shall be summarily rejected. The Commission's decision in this regard will be final.
- d. Photocopies of the certificates can be self attested by the candidates. The Photographs should be attested by Gazetted officer.

3. **FEE**

i. **COST OF APPLICATION FORM**

- | | | | | |
|----|----------------------------|----------------------|---|---------|
| a. | At Counter | (By Cash) | : | Rs.25/- |
| b. | By Post | (Through Bank Draft) | : | Rs.75/- |
| c. | Downloaded
from website | No fee | : | |

ii. **APPLICATION FEE**

- | | | | |
|----|--|---|-------------------|
| a. | Scheduled Castes/ Scheduled Tribes of all
States and Backward Classes of Punjab | : | Rs.50/- |
| b. | Ex-Servicemen of Punjab | : | No Fee to be paid |
| c. | All Others (including Lineal Descendent of
Ex-servicemen, Punjab) | : | Rs.200/- |

iii. The candidates entitled to fee concession/exemption MUST submit with their **Application Form**, an 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.

iv. The **Application fee** must be submitted alongwith the **Application Form through a crossed Bank Draft, in original, drawn in favour of the Secretary, Punjab Public Service Commission, and payable at Patiala. The applications received without a valid Bank Draft or with inadequate fee shall be summarily rejected. The fee is non-refundable. Candidates must write their name and address in BLOCK LETTERS on the back side of the Bank Draft.**

4. **DEFINITION OF CATEGORIES**

- a. 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 to a candidate. The category once selected by a candidate will not be changed under any circumstances. Candidates should also ensure to submit required certificates in support of their claim to a particular category.
- b. Candidates must submit reservation category-cum-domicile certificate attested by a Gazetted Officer for claiming reservation.

c. **RESERVATION CATEGORY CODE**

<u>Code No.</u>	<u>Category</u>
71	General Category
72	ESM, Punjab
73	LDESM, Punjab
74	Freedom Fighter, Punjab

75	Sports Person, Punjab
76	Physically Handicapped, Punjab
77	SC Others, Punjab
78	SC ESM, Punjab
79	SC LDESM, Punjab
80	SC Sports Person, Punjab
81	Balmiki/ Mazhbi Sikh, Punjab
82	Balmiki/ Mazhbi Sikh ESM, Punjab
83	Balmiki/ Mazhbi Sikh LDESM, Punjab
84	Balmiki/ Mazhbi Sikh Sports Person, Punjab
85	BC, Punjab
86	BC ESM, Punjab
87	BC LDESM, Punjab

d. **CODE FOR AGE RELAXATION (If claimed)**

<u>Code No.</u>	<u>Category</u>
91	State Government/Central Government Employees.
92	SC/ST Other States
93	Widows & certain other categories of women of Punjab.

e. **BACKWARD CLASSES (PUNJAB)**

- i. 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 RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597 dated 17-8-2005 and 1/41/93-RCI/209 dated 24-2-2009 in the prescribed proforma attached herewith.
- ii. The Candidates belonging to Backward Classes are required to attach a declaration alongwith Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. Letter No. 10/9/2009-RC1/62 dated 08-1-2010.
- iii. The Competent Authorities to issue the necessary certificate are:
 1. Deputy Commissioner
 2. Additional Deputy Commissioner
 3. Sub-Divisional Magistrate
 4. Executive Magistrate (PCS Officers only)
 5. Tehsildar

f. **SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)**

- i. Candidates claiming to be son/grandson/daughter/grand daughter 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) 3P-II-84/5822 dated 4/4/1985, No.1 (135) 8 P-II/7/31O/20, dated 19/6/91 and No.4.13.8 P 11-97/10112 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:
 1. belong to the State of Punjab; and
 2. have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
 3. 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 or son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

g. **EX-SERVICEMEN (PUNJAB)**

1. 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:
 1. retired or released from such service on his or her own request after earning his pension; or
 2. been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension;
 3. been released otherwise than on his own request from such service as a result of reduction in establishment; or
 4. 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;
2. "Ex-serviceman" does not mean a person who has served in the Defense Security Corps, the General Reserve Engineering Force, Para Military Forces and the Lok Sahayak Sena, except the following categories of the Lok Sahayak Sena, namely:
 1. Pension holders for continuous embodied service
 2. Persons with disability attributable to military service
 3. Gallantry award winners

3. Ex-servicemen should be of Punjab domicile and they should submit a Domicile Certificate from the competent authority.
4. 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.

h. **LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)**

1. 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 dependant child of an Ex-serviceman.
2. As per Punjab Government instructions notification No.GSR9/Const./Art309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and No. 1/28/92-3E-1/2805 dated 14/05/2003 and:
 - (i) "Lineal Descendent" means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/unemployed Ex-Serviceman.
 - (ii) "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."
 - (iii) 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.

i **WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN**

- (i) Widows
- (ii) Women who are legally separated from their husbands or have been divorced
- (iii) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them
- (iv) Women whose husbands have remarried
- (v) Wives of serving military personnel or those who are disabled while in military service.

j. **PHYSICALLY HANDICAPPED OF (PUNJAB)**

1. The definitions as per Government Instructions issued vide letter No. 10/26/95/5-SS/1252, dated 2-5-97 of the handicapped for purposes of reservation in employment is as under:

THE BLIND:-

The blind are those who suffer from either of the following conditions:-

- a) Total absence of sight.
- b) Visual acuity not exceeding 6/60 or 20/200(Snellen) in the better eye with correcting lenses;
- c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

THE DEAF

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) in the conversational range of frequencies.

THE ORTHOPAEDICALLY HANDICAPPED:-

- (i) The orthopaedically handicapped are those who have a physical defect or deformity not less than 40 % which causes interference with the normal functioning of the bones.

2. Competent authorities to issue such certificate as under:-

- (i) Principal Medical Officer
- (ii). Chief Medical Officer
- (iii).Civil Surgeon
- (iv). Class-I Medical Officer of any Government Medical Institution

3. This certificate should be issued by the authorities of the concerned District or place of which the candidate is permanent resident.

k. **SCHEDULED CASTE/SCHEDULED TRIBE**

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

- (1) Deputy Commissioner/Additional Deputy Commissioner/Sub Divisional Magistrate/Executive Magistrate/Extra Assistant Commissioner /Revenue Officer not below the rank of Tehsildar of the area concerned
- 2) Chief Presidency Magistrate/Additional Presidency Magistrate /Presidency Magistrate
- 3) Administrator/Secretary to Administrator/Development Officer in case of Lakshdeep Islands

1. **SPORTS PERSON (PUNJAB)**

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

- (i) he belongs to State of Punjab; and
 - (a) he has won National Championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated to the Indian Olympic Association ; or
 - (b) he has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - (c) he has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.
- (ii) If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be attached with the application form.
- (iii) 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.
- (iv) Applicants claiming reservation under Sports Person, Punjab Category must submit Domicile Certificate from the competent authority.
