

Instructions for filling up Application Form
for
PUNJAB CIVIL SERVICE (JUDICIAL BRANCH).
EXAMINATION, 2011
(To be retained by the candidates)

- i. Candidates are required to read the instructions carefully for filling up their Application Forms correctly.
- ii. Application Form should be filled up in Capital letters only.
- iii. Three Identical Passport size recent photographs duly attested must be attached with the Application Form.
- iv. Attestation of the Photographs and the Documents/Certificate should only be done by a Gazetted Officer.
- v. There should not be any overwriting in the Application Form.
- vi. Application Forms, which are not legible, will be rejected.
- vii. 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.
- viii. 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 Certificates regarding Date of Birth, Degree, proof of marks obtained in punjabi and other requisite certificates, shall be summarily rejected. The Commission's decision in this regard will be final.
- ix. Candidate should write his/her name and Date of Birth as mentioned in the Matriculation/Higher Secondary Certificate.

1. VACANCIES AND RESERVATION

The number of vacancies is 110 and the breakup is as follows :

1. General	47	
2. Scheduled Castes, Punjab	09	
3. Scheduled Castes, Ex-servicemen/ Lineal Descendent of Ex-Servicemen, Punjab	02	
4. Balmiki/Mazhbi Sikh, Punjab	18	(Backlog 08)
5. Balmiki/ Mazbi Sikhs ESM/LDESM, Punjab.	04	(Backlog 02)
6. Backward Classes, Punjab	09	
7. Backward Classes,Ex-Servicemen/ Lineal Descendent of Ex-Servicemen, Punjab	03	(Backlog 01)
8. Ex-Servicemen/Lineal Descendent of Ex-Servicemen Punjab	09	(Backlog 03)
9. Physically Handicapped, Punjab	04	(Backlog 02)
10. Freedom Fighter, Punjab	01	
11 Sports Person, Punjab	04	(Backlog 02)

IMPORTANT NOTE :

- i. The number of vacancies and reservation of posts is liable to alteration without any prior notice.

- ii. Only Scheduled Castes/Backward Class/Ex-Servicemen/Lineal Descendants of Ex-Servicemen, Physically Handicapped, Freedom Fighter and Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- iii. A candidate applying for reserved category shall be considered only for one reserved category. Therefore, he should indicate the specific category for which he wants to be considered and category once opted cannot be changed under any circumstances.

2. DETAILS OF EXAMINATION

- a. The Examination shall be conducted in three stages:
 - i. Preliminary Examination
 - ii. Main Examination
 - iii. Viva Voce
- b. The time schedule for the PCS (Judicial Branch) Examination 2011 is as follows:

i	Last date of Receipt of Application Form	17th October 2011
ii	Dispatch/Issue of Admit Cards (In case Admit Cards do not reach to candidates by 09.11.2011 , they can receive a duplicate Admit Card from the office of Punjab Public Service Commission, Patiala till 11.11.2011 Any request for issuance of duplicate Admit Card after 11.11.2011 will not be entertained)	28th October 2011
iii	Preliminary Examination	13th November 2011

Note: Time –Schedule is flexible and is liable to change depending upon circumstances.

c. PRELIMINARY EXAMINATION

- i. The Preliminary Examination shall be of objective type question with multiple choices (which can be scrutinized by Computer) as distinguished from the main examination which shall be subjective/narrative type.
- ii. The question paper for the Preliminary examination shall be of two hours duration, it shall consist of 125 questions and each question shall carry 04 marks and for every wrong answer 01 shall be deducted. There will be no negative marking in respect of unattempted question.
- iii. The objective type multiple choice questions for the Preliminary Examination shall be from the syllabus prescribed for the Main Written Examination . The candidates shall be expected to have a general and basic overview of the main subjects and also the ability to answer questions on current events of National and International importance, Indian legal and constitutional History and governance. The candidates shall also be tested for their analytical skills and aptitude. The standard of questions shall be of graduate level.
- iv. The object of the preliminary Examination is to shortlist candidates for the main examination. There shall be no minimum pass marks in the preliminary examination. The marks obtained in the Preliminary Examination shall not be counted towards final result. Candidates equal to ten times the number of vacancies advertised, selected in order of their respective merit shall become eligible to sit in the main

written examination. However, this number shall be subject to variation. If two or more candidates at the last number (the number at the end) get the same marks, then all of them shall be considered eligible to sit for the main written examination, warranting the corresponding increase in the stipulated ratio.

d. **MAIN EXAMINATION**

- i. Only the candidates who are declared successful on the basis of the Preliminary Examination shall be called for the Main Written Examination.
- ii. Main Written Examination shall be of subjective/narrative type of 5 papers, which are as follows:

<u>Paper</u>	<u>Syllabus</u>	<u>Maximum Marks</u>
Paper-I (Civil Law)	Code of Civil Procedure, Punjab Courts Act, Indian Contract Act, Indian Sales of Goods Act, Indian partnership Act, Specific Relief Act, Transfer of Property Act 1882, East Punjab Urban Rent Restriction Act 1949 and Indian Evidence Act 1872.	200
Paper-II (Civil Law)	Hindu Law, Mohammedan Law and Customary Law, Law of Registration and Limitation .	200
Paper-III (Criminal Law)	Indian Penal code, Criminal Procedure Code and Indian Evidence Act.	200
Paper-IV (English Language)	English Essay (1000-1100) words, Precis, Words and Phrases (make sentences of the given words and phrases), Comprehension, Corrections.	200
Paper-V (Punjabi Language)	Punjabi in Gurmukhi Script.	150

- iii Each written paper shall be of three hours duration. Papers I to IV shall carry 200 marks each. Paper V shall carry 150 marks and 100 marks shall be for essay writing and 50 marks for language and grammar.
- iv Only bare copies of Legislative Enactments will be supplied.
- v The minimum qualifying marks in the language paper Punjabi (Gurmukhi Script) shall be 33%. The standard of the language paper Punjabi (Gurmukhi Script) will be of Matriculation Examination of the Punjab School Education Board or equivalent thereto.
- vi No candidate shall be credited with any marks in any paper unless he obtains at least 33% in it.

e. **VIVA VOCE**

- i. The Viva-Voce shall carry 100 marks and final result shall be prepared on the basis of the grand Total of the marks obtained by the candidates in the Main Examination and the Viva-Voce.
- ii. No candidate shall be called for the Viva-Voce unless he obtains at least 50% qualifying marks in the aggregate of all the written papers and qualifies in language paper Punjabi (Gurmukhi Script). The candidates belonging to Scheduled Castes of Punjab and Backward Classes of Punjab shall be called for the Viva-Voce test if they obtain 45% qualifying marks in the aggregate of all written papers and qualify in Language Paper Punjabi (Gurmukhi Script).
- iii. No candidate shall be considered to have qualified unless he/she obtains 50% marks (read 45% marks for the SC/BC category candidates) in aggregate out of the total marks of the written examination and viva-voce.

- iv. The Viva-Voce shall relate to matters of general interest and is intended to test the candidate's alertness intelligence and general outlook. It shall be conducted in English.

3. ESSENTIAL QUALIFICATIONS :-

- (i) Candidates must possess a Degree of Bachelor of Laws of any University incorporated by Law in India or a Degree of Bachelor of Laws of Punjab University (undivided), the Dacca University, The Tribhuwan University, Nepal, The Sind University or of the Rangoon or Mandalay University in Burma, or should be a Barrister of England or Ireland or member of the Faculty of Advocates of Scotland.
- (ii) Punjabi upto Matric or its equivalent Standard.
- (iii) Candidates appearing in the final year/semester examination of the degree of Bachelor of Law may appear in this examination subject to the condition that they must possess the degree of Bachelor of Law as on 30.9.2011.

The expression " Degree of Bachelor of Laws" means a degree entitling a candidate to be enrolled as an advocate under the Advocate Act, 1961, and the rules made there under.

4. NUMBER OF ATTEMPTS

- a. As per the Punjab Recruitment of Ex-servicemen Rules, 1982, Ex-servicemen candidates are permitted only three attempts at the examination and appearing in even one paper only shall be deemed to be an attempt at the examination.

Ex-servicemen candidates should clearly mention in the column 10-d of the Application Form the number of chances already availed i.e. zero, one, two or three.

5. AGE

1. Candidate should not be below 21 years and above 37 years of age on the last date of submission of Application forms.
2. The upper age limit for a candidate belonging to Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab only shall be up to 42 years.
3. Upper age limit is relaxable upto 47 years for all States/Central Government employees.
4. Ex-serviceman of Domicile in Punjab shall be allowed to deduct the period of their service in the Armed forces of the Union from their 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. Upper age limit is also relaxable up to 42 years for Widows and Divorcees.
6. Upper age limit is also relaxable up to 47 years for Physically Handicapped Person of Punjab

6. 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.
- 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 India.

7. **SUBMISSION OF APPLICATIONS:-**

- a. Candidates **MAY DOWNLOAD** the Application Form from the website www.ppsc.gov.in OR obtain the Application Form from the office of Punjab Public Service Commission, Baradari Gardens, Patiala w.e.f **19.9.2011** and submit directly 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 or before 17.10.2011 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, proof of marks obtained in punjabi 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.

8. **EXAMINATION FEE**

- i. COST OF APPLICATION FORM
 - a. At Counter (By Cash) : Rs.25/-
 - b. By Post (Through Bank Draft) : Rs.75/-
- ii. EXAMINATION FEE
 - a. Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab : Rs.500/-
 - b. Ex-Servicemen of Punjab : No fee to be paid
 - c. All Others (including Lineal Descendent of Ex-servicemen, Punjab) : Rs.2000/-
- iii. The candidates entitled to examination fee concession/exemption **MUST** submit with their **Application Form**, an attested copy of the certificate certifying their claim for examination fee concession/exemption. Candidates who do not submit such a certificate shall not be entitled to examination fee concession/exemption under any circumstances.
- iv. The examination fee must be submitted along with 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 examination fee shall be summarily rejected. The examination fee is non-refundable. Candidates must write their name and address in **BLOCK LETTERS** on the back side of the Bank Draft.

9. **FOR MAIN EXAMINATION**

Re-evaluation of answer sheets is not allowed. Only rechecking of answer sheets on a written request from a candidate, can be allowed on payment of fee of Rs. 200/- (in the shape of Indian Postal Orders) per answer sheet within thirty days from the date of dispatch of marks sheet or display of marks on the website of High Court/Commission.

Since the candidates are being permitted to seek rechecking on payment of fee prescribed by Recruitment to Subordinate Judicial Service Committee, no separate request in this regard by any candidate or any other person on their behalf shall be entertained under the RTI Act for rechecking.

10. **DEFINITION OF CATEGORIES**

- a. Candidates should select their categories carefully, because candidates belonging to categories other than category (General, LDES<, Physically Handicapped, Punjab, Freedom Fighter, Punjab) 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. Scheduled Caste Candidates belonging to other States may fill their category code-71 i.e. General .

d. **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.

e. **CODE FOR AGE RELAXATION**

<u>Code No.</u>	<u>Category</u>
92	SC/ST Other States
93	Widows & Certain other Categories of Women, Punjab.
94	Physically Handicapped, Punjab.
95	State Government/Government of India Employees.

f. **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 17-08-2005 and No.1/41/93RC-1/209 dated 24-02-2009 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 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

g.

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. 7(135)- 8P-II-83/10120 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.

h.

EX-SERVICEMEN (PUNJAB)

i. "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 or her 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;

ii. "Ex-Serviceman" does not mean 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
- iii. Gallantry award winners

iii. Ex-servicemen should be of Punjab domicile and they should submit a Domicile Certificate from the competent authority. Failing so they will be considered as General Category Candidates subject to the criteria applied for the General Category Candidates and submission of balance fee amount

latest by the date to be fixed by the Commission. Failing so would result in cancellation of their candidature.

- iv. 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.

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

- i. 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.
- ii. As per Punjab Government 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:
1. "Lineal Descendent" means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/ unemployed Ex-Serviceman.
 2. "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.

j **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; and
- (v) Wives of serving military personnel or those who are disabled while in military service.

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

- i. The definitions as per Government Instructions issued vide letter No. 10/26/95/5-SS/1252, dated 2-5-97
- ii. Competent authorities to issue such certificate as under:-
 1. Principal Medical Officer
 2. Chief Medical Officer
 3. Civil Surgeon
 4. Class-I Medical Officer of any Government Medical Institution
- iii. This certificate should be issued by the authorities of the concerned District or place of which the candidate is

permanent resident.

1. **SCHEDULED CASTE/SCHEDULED TRIBES**

1. The competent authorities for issuing Scheduled Castes/Scheduled Tribes certificates are:
- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/City Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
 - (iii) Revenue Officer not below the rank of Tehsildar;
 - (iv) Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
 - (v) Administrator/Secretary to Administrator/Development Officer Lakshdeep Islands.

m **SPORTS PERSON (PUNJAB)**

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

1. 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. Failing so they will be considered as General Category candidates.
