

From

Secretary,
Punjab Public Service Commission,
Patiala.

To

All Financial Commissioners, Principal Secretaries,
Administrative Secretaries, Secretary Punjab Vidhan Sabha,
All Heads of the Departments of Punjab Government, Registrar
Punjab and Haryana High Court, All Divisional Commissioners,
Deputy Commissioners (To ensure circulation in the
offices/establishments in the entire district including Sub-
Divisions), All District and Sessions Judge.

No.PR.587/2013/R-C/508-708

Date: 21.4.2014

Subject:- **Selection to the posts of Punjab Civil Services(Executive Branch) of Register C from amongst the members of Group 'A' and 'B' Services working in various Offices/ Departments of Punjab Govt. who are NOT covered under any of the categories of officers or officials of Register A-I, Register A-II and Register A-III.**

Madam/Sir,

Kindly refer to the subject mentioned above.

- 1.0 In accordance with the provisions of Rule 15 of the Punjab Civil Services(Executive Branch) (First Amendment) Rules, 2011, the Punjab Public Service Commission invites Online Applications from the employees of **Group 'A' and Group 'B'** services, serving in connection with the affairs of State of Punjab **who are NOT COVERED under any of the categories of officers or officials of Register A-I i.e. District Revenue Officers/Tehsildars/Naib Tehsildars, Register A-II i.e. holding "Ministerial appointments" and Register A-III i.e. Block Development & Panchayat Officers/District Development & Panchayat Officers and Assistant Excise & Taxation Commissioner/Excise & Taxation Officers.**
- 2.0 **The applicant employee has to fill the Online Application Form. Thereafter, the print/ hard copy of the duly- filled Online Application form MUST be sent through Proper Channel i.e. through Head of the Department.**
- 3.0 This letter is being issued in accordance with Letter No. 3/1/2009-2PCS/2505 dated 30.9.2011, No. 03/15/2012-2 PCS/22 dated 3.1.2013 and No.3/7/2013-5PCS/2989 dated 4.9.2013 of the Department of Personnel, Government of Punjab.

4.0 **The number of posts year wise** is given in the table below:-

Sr. No.	Name of the post	Register and Process Year	No. of posts
1.	Punjab Civil Services (Executive Branch)	Register C Process year 2008	03
2.	-do-	Register C Process year 2012	03
3.	-do-	Register C Process year 2013	03

5.0 **Eligibility Criteria** (as provided in Rule 15(4) of the Punjab Civil Services (Executive Branch) (First Amendment) Rules, 2011):-

The name of a person shall not be included in the final list unless he-

- is a **confirmed hand** and has **completed eight years continuous service** under the Government;
- was **under the age of fifty four years** on the first day of November immediately preceding the date of submission of names by the concerned authorities; and
- is a **Graduate** of a recognized university.

6.0 **Cut-off date for eligibility:-**

Cut-off date for determining eligibility for different process years as per criteria specified in Para 5 above is as under: (In accordance with Govt. letter No. 03/05/2012-2PCS/1011 date 25.03.2014)

Sr. No.	Name of the post, Register and Process Year	Cut-off Date
1.	Punjab Civil Services(Executive Branch) Register C Process year 2008	01.11.2013
2.	Punjab Civil Services(Executive Branch) Register C Process year 2012	-do-
3.	Punjab Civil Services(Executive Branch) Register C Process year 2013	-do-

7.0 **How to Apply:-**

a) The members of Group A and Group B services, serving in connection with the affairs of the State of Punjab, who are NOT COVERED under any of the categories of Officers / officials mentioned in Para 1 above and are fulfilling the eligibility criteria may apply online.

b) **The candidates can ONLY apply by filling Online Application Form**, a link of which is available on the website of the Punjab Public Service Commission www.ppsc.gov.in.

c) Before filling the Online Application form, Candidates are advised to go through the “General Information for the candidates” and “Instructions for filling Online Application Forms”.

d) After filling online application form and depositing fee, the candidates are required **to submit the hard copy (i.e the print) of duly filled online application form** along with copy of certificates/documents/ bank challan etc. through proper channel i.e. **through Head of the Department. The same MUST reach the office of Punjab Public Service Commission before the Last date as specified below.**

e) Last date to Apply:-

i) Last date for filling Online Application Form - **12.05.2014 by 11:59 P.M.**

ii) Last date for depositing the Application fees by system generated Fee Challan Form - **16.05.2014 (During Bank hours)**

iii) Last Date of submitting the Hard Copy in the office of PPSC through Proper Channel (i.e print of the duly filled Online Application Form along with certificates/documents and Challan Form (PPSC copy only) through Head of the Department **30.05.2014 till 5 P.M.**

Important Note: 1) Failure of a candidate to submit the hard copy of his/her Online Application Form along with requisite certificates/ documents through Proper Channel by or before the closing date in the office of PPSC, Patiala, SHALL result in rejection of his/her candidature summarily.

2) The Instructions and other Proformas, which are required to be filled and deposited along with hard copy of the application form, are available on the website of the PPSC i.e. www.ppsc.gov.in.

8.0 Application Fee:-

a) The candidates are required to pay the Application fee (Online Application Charges + Screening Test Fee) as mentioned below:-

Sr. No.	Category	Amount of Fee
(i)	Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab	Rs. 350/-
(ii)	Ex-Servicemen of Punjab	Rs.100/-
(iii)	Physically Handicapped, Punjab	Rs. 600/-
(iv)	All Others Categories (including Lineal Descendent of Ex-servicemen, Punjab)	Rs. 1100/-

- b) Candidates entitled to fee concession/exemption MUST submit with their Application Form, a self attested copy of the certificate issued by the Competent Authority certifying their claim for fee concession/exemption.
- c) Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.
- d) Fee MUST be submitted through system generated challan form payable at any branch of State Bank of Patiala only.
- e) Detail regarding method of depositing the fee is available in the "General Information for the candidates" and "Instructions for filling Online Application Forms",

9.0 Criteria for short-listing of candidates:-

As provided in **Rule 15 (2)** of the Punjab Civil Services(Executive Branch) (First Amendment) Rules, 2011, **the Commission shall conduct a screening test to shortlist the candidates** and shall prepare a list of eligible persons, three times the number of vacancies.

10.0 Scheme and Syllabus for the Screening Test:

- a) The Screening Test shall consist of 100 Questions.
- b) Each Question shall be of one mark, thus the total would be of 100 Marks.
- c) The Questions shall be Objective Type with Multiple Choices
- d) The level of Questions shall be of Graduation standard
- e) **The Commission shall conduct a common Screening Test for all the process years to shortlist the candidates. However, merit of the candidates shall be prepared for each process year.**
- f) The syllabus for the screening test as notified by the Government of Punjab vide No.G.S.R.37/Const.Art.309/Amd.(II)/2012 dated 24.7.2012 is as under:-

General knowledge in the subjects of Civics, Constitution of India, Indian History, Geography, General Science, Punjabi, English, History of Punjab and General Knowledge.

Out of the aforesaid subjects, at least ten questions shall be included from each subject in the screening test.

11.0 Selection of the candidates:-

11.1 As provided in Rule 15 (3) of the Punjab Civil Services(Executive Branch) (First Amendment) Rules, 2011,for final selection of the candidates from the list prepared on the basis of screening test, the Commission shall determine the suitability of candidates on the basis of Annual Confidential Reports, Seniority, Experience and Performance in the Interview by associating two representatives of the State Government; one serving as Secretary, Personnel and General Administration and the other senior IAS officer nominated by the Chief Secretary to Govt. of Punjab.

11.2 Criteria for making selection:-

The Criteria to be adopted by the Commission is as follows:-

Sr. No.	Details	Weight-age (Marks)
1	Screening Test	40
2	Length of Service	20 (@1 mark per year in excess of minimum length of service as per Rule 15(4) of PCS Rules)
3	Assessment of Service Records (ACRs/APARs)	25
4	Interview	15
Total Marks		100

12.0 In accordance with the aforementioned provisions, you are requested to do the following:

- a) To circulate this letter to the employees working in your Office/ Department
- b) To forward the hard copy (i.e the print) of the Online Application Forms of the interested eligible members of Group A and Group B service, serving in connection with the affairs of the State of Punjab, to the Punjab Public Service Commission along with required certificates.

It MUST be ensured that the eligible members of Group A and Group B service are NOT COVERED under any of the categories of officers or officials of Register A-I i.e. District Revenue Officers/Tehsildars/Naib Tehsildars, Register A-II i.e. holding "Ministerial appointments" and Register A-III i.e. Block Development & Panchayat Officers/District Development & Panchayat Officers and Assistant Excise & Taxation Commissioner/ Excise & Taxation Officers.

- c) To certify the following: (The Proforma for the same is enclosed alongwith.)
- i) Integrity of the Applicant employee
 - ii) Fulfillment of the eligibility conditions i.e A confirmed hand, Has completed Eight Years of continued service, is under 54 years and Is a Graduate from recognized University vis-à-vis the cut-off date i.e **1st November, 2013** (Para 5 above may be referred)
 - iii) Is holding appointment not below the level of Group A and Group B services, serving in connection with the affairs of the State of Punjab and is NOT COVERED under any of the categories of officers or officials of Register A-I i.e. District Revenue Officers/ Tehsildars / Naib Tehsildars, Register A-II i.e. holding "Ministerial appointments" and Register A-III i.e. Block Development & Panchayat Officers/District Development & Panchayat Officers and Assistant Excise & Taxation Commissioner/ Excise & Taxation Officers.
- d) The certification MUST be issued under the personal signatures and seal of the Head of Department.
- e) The above certification in the enclosed proforma and the hard copy (i.e print) of duly filled online Application form of interested Applicants along with copy of certificates/documents/bank challan etc. may kindly be sent to the Office of Punjab Public Service Commission, Patiala as early as possible but in no case later than 30.05.2014. (5 P.M)

****Important Note: NO SERVICE RECORD/ ACRS of the Applicants should be sent to the office of PPSC at this stage. ONLY a "summary sheet" of his service should be sent.**

Secretary

**FORMAT OF THE CERTIFICATE TO BE ISSUED BY THE HEAD OF
DEPARTMENT**

From

To

**The Secretary,
Punjab Public Service Commission,
Baradari Gardens,
Patiala- 147001.**

No_____

Date: _____

Subject:- **Forwarding the hard copy of Online Application Form of candidate employee for the posts of PCS (Executive Branch) to be filled through Register C (Process Year 2008/2012/2013).**

Memo.

With reference to Circular Letter PR.587/2013/R-C/508-708 dated 21.4.2014 issued by the Punjab Public Service Commission, Patiala for the selection of candidates to the posts of PCS (Executive Branch) Register C (Process Year 2008/2012/2013), hard copy of Online Application Form along with copies of certificates/documents of the Applicant employee of this Department is forwarded herewith for consideration.

It is certified that the Applicant Employee Ms/Sh._____D/o,S/o Smt.....(Mother's name) And Sh..... (Father's Name) is working as.....(Designation) w.e.f..... in the Department of..... Government of Punjab. The summary of service record of the Applicant employee is also enclosed herewith.

It is further certified that:-

- a) the Applicant employee is a member of Group A/ B service, serving in connection with the affairs of the State of Punjab as on the cut-off date **i.e 1st November, 2013** (refer para 5 of the circular letter dated 21.04.2014) and is NOT covered under any of the categories of officers or officials of Register A-I i.e. District Revenue Officers/Tehsildars/Naib Tehsildars, Register A-II i.e. holding "Ministerial appointments" and Register A-III i.e. Block Development & Panchayat Officers/District Development & Panchayat Officers and Assistant Excise & Taxation Commissioner/ Excise & Taxation Officers;
- b) **is a confirmed hand as on the cut-off date i.e 1st November, 2013;**
- c) **has the required experience** for the posts applied for i.e has completed eight years continuous service under the Government **as on the cut-off date i.e 1st November, 2013;**
- d) **has acquired the basic qualification** i.e. graduation from a recognized university, **as on the cut-off date i.e 1st November, 2013;**
- e) is **under the age of 54 years** for the posts applied for **as on the cut-off date i.e 1st November, 2013;**
- f) his/her Integrity is satisfactory as per official record;
- g) No criminal case, vigilance Inquiry **and/or** departmental proceedings are pending against him/her. (If pending, then give details) and
- h) Information given by the Applicant employee in Online Application Form (hard copy attached) is true and correct as per office record.

Signature _____

Full Name _____

(Head of the Department)

Designation.....

Name of the Department.....

Stamp: