



**PUNJAB PUBLIC SERVICE COMMISSION**  
**BARADARI GARDEN, PATIALA- 147001**  
**WEBSITE : <http://ppsc.gov.in>**

**Advt.**  
**No.14**

## **GENERAL INFORMATION**

### **Punjab State Civil Services Combined Competitive Examination-2020**

#### **1. Introduction**

- 1.1 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.
- 1.2 The Punjab State Civil Services Combined Competitive Examination-2020 (PSCSCCE-2020) is being conducted by the PPSC for recruitment of officers as Punjab Civil Service (Executive Branch), Deputy Superintendent of Police, Tehsildar, Food Supply and Consumer Affairs Officer, Block Development & Panchayat Officers, Assistant Registrar Co-Operative Societies, Labour and Conciliation Officer, Employment Generation and Training Officer and Deputy Superintendent of Jails (Grade-II)/ District Probation Officer (Jails). After completion of the examination process, the Commission shall send a list of the successful candidates to the Government. This Advertisement is being published as per the requisition received from the Government of Punjab, Dept. of Personnel vide letter No.10/35/18-6PP3/P-1/1202 dated 08/12/2020.(Appendix-V)

#### **1.3 The Preliminary Combined Competitive Examination-2020 is tentatively scheduled for February, 2021. Exact date for the Preliminary examination shall be intimated later on.**

#### **2 Vacancies**

2.1 The number of vacancies to be filled on the basis of PSCSCCE-2020 is given in the table below:

<b>Sr No.</b>	<b>Name of Post</b>	<b>No. of Posts</b>
1	Punjab Civil Service (Executive Branch)	20
2	Deputy Superintendent of Police	26
3	Tehsildar	04
4	Food Supply and Consumer Affairs Officer	02
5	Block Development & Panchayat Officer	02
6	Assistant Registrar Co-Operative Societies	04
7	Labour and Conciliation Officer	01
8	Employment Generation and Training Officer	06
9	Deputy Superintendent Jails / District Probation Officer (Grade-II))	10
	<b>Total</b>	<b>75</b>

Note 1: The number of posts may be increased or decreased by the govt. at any time before the selection process is complete without giving any prior notice to the candidates.

Note 2: The reservation of posts for women is as per the notification of department of Social Security, Women and Child Development dated 21/7/2020, the Punjab Civil Service (Reservation for Women) Rules, 2020 that provides for 33% reservation for Women. Notification is attached as APPENDIX- VI with General Information for Candidates.

2.2 The category wise detail of posts to be filled on the basis of Combined Competitive Examination, 2020 is as under:

2.3

**Tentative Break up of Posts to be filled through  
Punjab State Civil Services Combined Competitive Examination-2020**

CATEGORY	PCS (EB)	DSP	Tehsil dar	FS CAO	BDPO	AR Co-Op	LCO	E G & T O	DSJ/ DPO	Total
General (71)	06	07	-	-	-	-	01	02	-	16
General (Women)	02	03	-	-	-	-	-	01	-	06
ESM/LDESM (72/73)	02	02	02	-	-	-	-	02	01	09
ESM/LDESM (Women)	01	01	-	-	-	-	-	-	-	02
Sports Person, Pb (75)	-	-	-	-	01	-	-	-	01	02
Sports Person, Pb (Women)	-	-	-	-	-	01	-	-	-	01
Persons with diability, Pb. (76 A)	-	-	-	-	-	01	-	-	-	01
Blind and low vision (Women)	-	-	-	-	-	-	-	-	-	-
Scheduled Caste others, Pb (77)	01	-	02	01	01	-	-	-	01	06
Scheduled Caste others, Pb (Women)	-	01	-	-	-	-	-	-	-	01
Scheduled Caste ESM/LDESM, Pb (78/79)	01	02	-	-	-	-	-	01	01	05
Scheduled Caste ESM/LDESM, Pb (Women)	-	-	-	-	-	-	-	-	-	-
Scheduled Caste Sports, Pb (80)	-	-	-	-	-	-	-	-	01	01
Scheduled Caste Sports, Pb (Women)	-	01	-	-	-	-	-	-	-	01
Balmiki/Mazhbi Sikh, Pb (81)	01	02	-	01	-	-	-	-	01	05
Balmiki/Mazhbi Sikh, Pb (Women)	01	-	-	-	-	-	-	-	01	02
Balmiki/ Mazhbi Sikh ESM/LDESM, Pb (82/83)	-	01	-	-	-	-	-	-	-	01
Balmiki/ Mazhbi Sikh ESM/LDESM, Pb (Women)	-	-	-	-	-	-	-	-	-	-
Balmiki/ Mazhbi Sikh Sport Person, Pb. (84)	01	-	-	-	-	-	-	-	-	01
Balmiki/ Mazhbi Sikh Sport Person, Pb. (Women)	-	-	-	-	-	-	-	-	-	-
Backward Classes, Pb. (85)	-	01	-	-	-	-	-	-	-	01
Backward Classes, Pb. (Women)	01	01	-	-	-	01	-	-	01	04
Backward Classes ESM/ LDESM, Pb. (86/87)	02	01	-	-	-	-	-	-	-	03
Backward Classes ESM/ LDESM, Pb (Women)	-	-	-	-	-	-	-	-	01	01
Economically Weaker Sections (92)	01	03	-	-	-	-	-	-	-	04
Economically Weaker Sections (Women)	-	-	-	-	-	01	-	-	01	02
<b>Total</b>	<b>20</b>	<b>26</b>	<b>04</b>	<b>02</b>	<b>02</b>	<b>04</b>	<b>01</b>	<b>06</b>	<b>10</b>	<b>75</b>

**Note :** The candidates must fill the order of preference for services/posts in the Application Form for the Main Competitive Exam. The choice indicated by the candidate would be final unless changed before the final result becomes available.

**3. Educational Qualifications**

- 3.1 The candidate should possess a bachelor degree in any discipline from a recognised university or institution; Provided that the candidate may be permitted to take preliminary examination while studying for the qualifying degree. However, the candidate shall be required to produce proof of qualifying the degree course for being eligible to take the Main Competitive Examination.
- 3.2 No candidate shall be eligible for appearing in the Preliminary Competitive Examination, unless he/she has passed the 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.
- 3.3 For the purpose of eligibility for PSCSCCE-2020 , the expression "recognised university" or "institution" shall have the same meaning, as assigned to it in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

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.

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 aforesaid knowledge of Punjabi language:

**4 Age Limit**

- 4.1 As mandated by Punjab State Civil Services (Appointment by Combined Competitive Examination) Rules, 2009 read with Punjab Civil Services (Executive Branch) Rules 1976, and Govt. instructions issued from time to time, the candidate should have **attained the minimum age of 21 years and should not have attained the age of 37 years** on the first day of January of the year in which the last day for submission of application to the Commission falls. In other words, **the candidate should have attained the age of 21 years but should not be older than 37 years on 1<sup>st</sup> January 2020**.
- 4.2 The Upper age limit may be relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab only in case of other services except Punjab Police Service and Punjab Prisons Service.
- 4.3 Upper age limit may be relaxed up to 45 years for Punjab Govt. and its Board/Corporation/Commission and Authorities employees, all States/ Central Government employees. However no age relaxation is permissible for Punjab Police Service.
- 4.4 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.
- 4.5 Upper age limit may be relaxed up to 42 years for Widows, Divorced women and certain other Categories of women. However no age relaxation is permissible for women in case of Punjab Police Service and Punjab Prisons Service.
- 4.6 Upper age limit may be relaxed up to 47 years for Physically Handicapped of Punjab only. However no age relaxation is permissible in case of Punjab Police Service and Punjab Prisons Service.
- 4.7 In the case of the post of **Deputy Superintendent Police and Deputy Superintendent Jails/District Probation Officer (Grade-II) in Punjab Police Service and Punjab Prisons Service**, a candidate should have attained **the minimum age of 21 years and should not have attained the age of 28 years on the first day of the year, as referred to above**.
- 4.8 The Upper age limit may be relaxed up to 33 years for Scheduled Castes and Backward Classes of Punjab only in case of Punjab Police Service and Punjab Prisons Service.

**NOTE:** The minimum pay admissible for the ibid posts shall be **as per the notification of Finance department dated 05/12/2020 (APPENDIX-I) and as per Notification No. 7/204/2012-4FP1/66, Dated 15/01/2015 Govt. of Punjab, Department of Finance (Finance Personnel-I Branch) Chandigarh, and Notification No. 1/62016-4P.P.1/834680/1 dated 07/09/2016 Govt. of Punjab, Department of**

**Personnel PP-I Branch Chandigarh, fixed emolument equal to Minimum Pay without any allowance will be paid during the probation period of 3 years**

**5. Scheme of PSCSCCE-2020**

- 5.1 The candidates who apply in response to the advertisement for these posts will be registered by filling Online Application Form, a link of which is available on the website of the Commission <http://ppsc.gov.in>
- 5.2 The scrutiny of application forms shall be done after the conduct of the Mains 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. Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible. The candidature of the candidate shall be provisional till the time of verification of documents of the candidate at the time of interview, when the candidate shall produce his/her original certificates for verification by the Commission.
- 5.3 **Candidates may apply for the PSCSCCE-2020 ONLY by filling the Online Application Form (OAF).**
- 5.5 If any document/certificate/statement of the candidate is found false or forged, his/her candidature may be rejected and further action will be taken as per law.
- 5.4 Essential steps involved in the selection process are:
- Preliminary Competitive Examination; and
  - Main Competitive Examination (written and Interview).

**A) Procedure and scheme for the Preliminary Examination:**

The preliminary competitive examination will consist of two papers of 200 marks each and shall comprise of objective type (multiple choice) questions. The detail is as follows:-

	Subject	No of Questions	Marks for each Question	Total Marks
Paper –I	General Studies	100	2	200
Paper – II	Civil Services Aptitude Test (CSAT)	80	2.5	200

**Note:**

- Both the papers will be of objective type multiple choice questions.
  - Duration of each paper for preliminary examination will be two hours. However, Persons with disability candidates will be given additional 40 minutes.
  - There will be no negative marking in the written preliminary examination test, however there may be negative marking for any objections to the Answer Key found false/frivolous/not supported by authentic evidence.
  - The question paper shall be bilingual and shall be printed in English (Roman script) and Punjabi (Gurumukhi script) except for questions where candidates' proficiency in language is to be tested.
- 5) Details of syllabi are indicated in Appendix-II. (Attached)**
- The standard of questions would be to test the knowledge as is expected of a person who has attained education at least up to graduation level.
  - Preliminary Examination is only a screening test for selecting candidates who would be eligible to take the Main Examination and the marks obtained in this Examination shall not be counted towards the merit of the candidates arrived at after the Written Main Examination.
  - Candidates equal to 13 times of the vacancies advertised in each category would qualify from amongst those appearing in the Preliminary Examination for the Main Examination, provided that, such number of candidates are available and, are otherwise eligible for admission to the Main Examination.

**B) Procedure and scheme for the Main Examination:**

Sr. No	Paper	Maximum Marks
1	Punjabi (in Gurumukhi Script) Compulsory (of 10+2 Standard)	100

2	English Compulsory (of 10+2 standard)	100
3	Essay	150
4	General Studies Paper-I (History, Geography and Society)	250
5	General Studies Paper-II (Indian Constitution & Polity, Governance and International Relations)	250
6	General Studies Paper-III (Economy, Statistics and Security issues)	250
7	General Studies Paper-IV (Science & Technology, Environment, Problem Solving and Decision Making)	250
	Interview	150
	<b>Grand Total</b>	<b>1500</b>

**Note:-**

- 1 All papers shall be descriptive in nature and duration of each paper will be three hours. Visually impaired candidates will, however, be allowed an extra time of sixty minutes in each paper.
- 2 The main competitive examination shall include seven compulsory papers.
- 3 Candidates will have the option to attempt all the papers, except the language papers in Punjabi or English medium.
- 4 Candidates exercising the option to answer Papers in Punjabi language may, if they so desire, give English version within brackets of only the description of the technical terms, if any, in addition to the version in Punjabi language.
- 5 The question papers other than language papers will be set in English. However, when any candidate opts for attempting any paper(s) in Punjabi medium, the question papers shall be printed in Punjabi accordingly.
- 6 **Details of syllabi are indicated in Appendix-III. (Attached)**
- 7 Interview shall be conducted for only those candidates who qualify on the basis of their performance in the main competitive examination and who fulfill the criteria of eligibility.
- 8 No candidate shall be eligible to appear in the interview unless he/she obtains 45% marks in the aggregate of all the papers (read 40 % for the candidates belonging to Scheduled Castes and Scheduled Tribes) including at least 25% marks *in each paper* provided that if in any main competitive examination, a sufficient number of candidates do not obtain 45% marks in the aggregate (read 40 % for the candidates belonging to Scheduled Castes and Scheduled Tribes), the Commission may at their discretion lower this percentage to not below 40% (read 35 % for the candidates belonging to Scheduled Castes and Scheduled Tribes), however, the minimum percentage for each paper shall remain unchanged.
- 9 No candidate shall be considered to have qualified the competitive examination unless he obtains at least 45% marks in the aggregate in the main examination including interview marks (read 40 % for the candidates belonging to Scheduled Castes and Scheduled Tribes) except in the case of any main competitive examination for which this percentage has been lowered to not less than 40% (read 35 % for the candidates belonging to Scheduled Castes and Scheduled Tribes) by the Commission in which case the qualifying percentage shall be as determined by the Commission
- 10 From amongst the candidates who have appeared for the Main written examination, candidates not more than three times the number of vacancies advertised in each category shall be called for the interview, provided that, such number of candidates are available and, are otherwise eligible for the Interview.
- 11 Names of qualified candidates shall be arranged in order of merit according to the aggregate marks obtained in the main written examination and the interview.

Note: In the event that the aggregate marks obtained in the Written and Interview parts of the Main Examination taken together of two or more candidates are equal, the candidate securing higher marks in the written part of the Main Examination shall be ranked higher. Should the marks in the written part of the Main Examination of such candidates are still equal, the candidate securing higher marks in the aggregate of the General Studies papers in the written part of the Main Examination shall rank higher. Should those also be equal, the candidate older in age shall rank higher. (aggregate of general studies paper means aggregate of general study paper-I, paper-II, paper-III and paper-IV)

## 6. HOW TO APPLY FOR PSCSCCE-2020 (IMPORTANT NOTICE):

1. The candidates who had already applied for the PCS & allied services posts as per the earlier PPSC Advertisement No. 8 published dated 05/06/2020 **SHOULD NOT** apply again. Their applications already registered with the PPSC stand valid for their Candidature for this advertisement subject to fulfilling the eligibility conditions as per this new advertisement.
2. 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](http://www.ppsc.gov.in) . Further, the candidates are **NOT REQUIRED** to send the Hard Copy of the Online Application Form to the office of Punjab Public Service Commission.
3. Candidates who had applied for the posts as per PPSC advertisement No. 8 published on 05/06/2020 and who now wish to withdraw their candidature due to changes in rules may so by 30/12/2020. The procedure and the link for withdrawal will be uploaded shortly on PPSC website.
4. Last date for Filling Online Applications Form : **30/12/2020**

### 5. Special Instructions for Sports category Candidates & Persons with Disability

#### Candidates

- a) **However, candidates applying under the Sports Category if any such post exists, need to submit a hard copy of 'Online Application Form' along with Sports Gradation Certificate and other certificates related to sports to establish his eligibility under the sports category at the reception counter of PPSC by hand by 30/12/2020.**
  - (b) **Also, Persons with disabilities must submit the hardcopies of Online Application Form along with Disability Certificate and request for scribe, if any and other eligibility documents at the reception counter of PPSC by hand by 30/12/2020..For any assistance Persons with disabilities may contact Superintendent Examination : 0175-5014832.**
6. The candidates are required to pay the Application fee as per Govt. Letter No. 10/26/2007-3PP3/97751/1 dated 17-9-2013 as mentioned below:-

Name of Category	Online Application charges	Examination Fee	Total
Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab	Rs. 500/-	Rs. 625/-	1125/-
Ex-Servicemen of Punjab	Rs. 500/-	No Fee to be paid	500/-
All Others Categories (including Lineal Descendent of Ex-servicemen, EWS, Punjab)	Rs 500/-	Rs. 2500/-	3000/-
Physically Handicapped, Punjab	Rs. 500/-	Rs. 1250/-	1750/-

7. Last date for depositing the Application fees by system generated Fee Challan Form: **06/01/2021**
8. The Application Fee must be submitted through any Branch of State Bank of Patiala. Candidate should carefully fill in the details of the Online Application 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. Once the application filled is complete, Candidate should submit the data. (Candidates should take a printout of the system generated fee payment challan immediately.) No Change/Edit will be allowed after Submission. **The fee paid by the candidates is non-refundable.**
9. **Candidates can apply for a post in only one category. If any candidate applies for the same post in more than one category, the category in which he/she registered first will be considered and the subsequent applications will automatically stand rejected. Therefore, Any candidate who had applied for PCS & allied services in response to advertisement no. 08 dated 05/06/2020 fills the application form again in response to the advertisement no. 14 dated 11/12/2020, Only his previous registration shall be considered valid.**

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 other than the candidates possessing Indian nationality shall be a person in whose favour a certificate of eligibility has been issued by the Competent Authority as notified Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

8. **Special Instructions for the post of Deputy Superintendent of Police and Deputy Superintendent of Jails (Grade-II)/ District Probation Officer (Jails),**

- 8.1 The candidates who opt for the Punjab Police Service and who qualify the Main Competitive Examination shall have to qualify the physical test as per rule 7 (1) of the Punjab Police Service Rules-1959 read with Notification No. 1/146/94-1H3 (Part-II)/ 1743 dated 09/7/2009, Each candidate is required to fulfil the following physical standards:

Minimum Height		Chest Measurement	
For Men	For Women	Applicable for men only	
		Unexpanded	Expanded
5 feet 7 inches	5 feet 3 inches	33 inches	34.5 inches

- 8.2 Besides the above requirement, the candidates have to qualify the Physical Test for the post of **Deputy Superintendent Police and Deputy Superintendent of Jails (Grade-II)/ District Probation Officer (Jails)**, the candidates have to mandatorily qualify the physical test mentioned at **serial no. 1 in the table below.** In addition the candidates have to qualify any

two physical test events of the three physical test events mentioned at serial no. 2, 3 and 4:-

Sr. No.	Events for Male Candidates	Events for Female Candidates
1.	<b>1600 meters race:</b> To be completed within 07 minutes 30 seconds (only one attempt)	<b>800 meters race:</b> To be completed within 04 minutes 45 seconds (only one attempt)
2.	<b>Long Jump :</b> Minimum 3.60 meters (Three attempts only)	<b>Long Jump:</b> Minimum 3.00 meters (Three attempts only)
3.	<b>High Jump :</b> Minimum 1.15 meters (Three attempts only)	<b>High Jump :</b> Minimum 1.00 meter (Three attempts only)
4.	<b>Vertical Rope:</b> 2.0 Meters climb from the ground (Three attempts only)	<b>Shuttle :</b> Running between two parallel lines 10 meter apart, five times in 20 seconds (one attempt only)

9. **Number of Attempts for this and similar Examinations**

- 9.1 Unless covered by any of the exceptions, notified by Government in this behalf from time to time, the candidates belonging to the categories specified below, subject however, to the provisions of rule 7, may avail the following number of attempts as specified in the Table given below, at the examination, namely:

Sr.No.	Name of category	Maximum number of attempts
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1	General Category	Six
2	Backward Classes	Nine
3	Scheduled Castes	Unlimited

9.2 For the purpose of this rule, an attempt in an examination includes an attempt made by the candidate in the preliminary examination conducted under these rules.

9.3 **Ex-servicemen** category candidates are permitted following **attempts** at the Examination:

S.NO.	Category	Number of attempts
1	General Ex-servicemen	Six
2	Backward classes Ex-servicemen	Nine
3	Scheduled Castes Ex-servicemen	Unlimited

**10 Conditions which may render a candidate ineligible**

The following conditions, among others, shall render the candidates ineligible for the Preliminary Competitive Examination:

10.1 Insufficient examination fee;

10.2 **Examination fee deposited by means other than Bank Challan in any branch of the State Bank of Patiala.**

10.3 Wrong/incomplete information given in the application form;

10.4 Candidates debarred by the PPSC/other Public Service Commissions;

10.5 Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

**11. Categories and Category Codes**

Category Code	Category name
71	General
72	ESM Punjab
73	LDESM Punjab
74	Wards of Freedom Fighter Punjab
75	Sports Person Punjab
76	Physically Handicapped Punjab : A : Blind and Low Vision B : Deaf and Hard Hearing C : Locomotor disabilities D: Autism, intellectual disability
77	S.C. Others Punjab
78	S.C. ESM Punjab
79	S.C. LDESM Punjab
80	SC SP Punjab
81	Balmiki/Mazhbi Sikh Punjab
82	Balmiki/Mazhbi Sikh ESM Punjab
83	Balmiki/Mazhbi Sikh LDESM Punjab
84	Balmiki/Mazhbi Sikh SP Punjab
85	BC Punjab
86	BC ESM Punjab
87	BC LDESM Punjab
92	Economically Weaker Section, Punjab

**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	Persona with disability, Punjab Only
98	SC Punjab only+ State Government/Central Government Employees.
99	SC Punjab only + ESM, Punjab.
100	SC Punjab only + Persona 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 + Persona with disability, Punjab.
104	B.C., Punjab. + State Government/Central Government Employees.
105	B.C., Punjab. + ESM, Punjab
106	B.C., Punjab. + Persona with disability, Punjab.

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

**Note: (1 b)** **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: (1 c)** **Category once filled by the candidate shall be sacrosanct and no change shall be permitted at any stage of the Examination.**

**Note : (2)** Travelling and other expenses shall be borne by the candidates themselves. The Commission will not make any arrangements for the boarding and lodging of the candidates.

**Note: (3)** The Candidates are advised to follow social distancing norms and other Covid related guidelines issued by the Government of India & Government of Punjab from time to time to avoid contracting covid during the examination phase.

The candidates who are unable to appear on the scheduled date of examination for any reason shall not be entitled to re-examination under any circumstances.

## **12 Adverse action and criminal liability in case of use of any Unfair Means by a candidate**

**12.1** A candidate may render himself/herself to adverse action by the Commission and/or liable to face criminal proceedings if declared by the Commission to be guilty of :-

- a) Obtaining support for his candidature by:
- b) offering illegal gratification to, or
- c) applying pressure to, or
- d) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- e) impersonating; or
- f) procuring impersonation by any person; or
- g) submitting fabricated document or documents which have been tampered with; or
- h) making statements which are incorrect or false or suppressing material information; or
- i) resorting to the following means in connection with his candidature for the examination namely:
  - i) obtaining copy of question paper through illegal means,
  - ii) finding out the particulars of the persons connected with secret work relating to the examination,
  - iii) influencing the examiners or
  - iv) using unfair means during the examination; or
  - v) writing obscene matter or drawing obscene sketches on the scripts, or
  - vi) misbehaving in the examination hall, including tearing of the scripts, provoking fellow examinees to boycott the examination, creating a disorderly scene and the like, or
  - vii) harassing or doing bodily harm to the staff employed by the Commission for the conduct of the examination; or
- viii) Violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination;

13. Attempting to commit or, as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable-
- a. to be disqualified by the Commission from the examination for which he is a candidate; or
  - b. to be debarred either permanently or for a specified period by the Commission, from any examination or selection held by it; and
  - c. if he is already in service under Government of India, a State Government or a Public Sector Undertaking, to disciplinary action under the relevant rules;
- Provided that no penalty under clause (a) or clause (b), as the case may be, shall be imposed, except after-
- i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
  - ii) taking into consideration the representation, if any submitted by the candidate, within the period allowed to him.

**Note: (1)** For any General query, candidates may contact the Commission's Office on telephone number 0175-5014829, 5014831 or by sending email with subject as **“GENERAL QUERY REGARDING THE PUNJAB STATE CIVIL SERVICES COMBINED COMPETITIVE EXAMINATION – 2020** [supdt.scrutiny@ppsc.gov.in](mailto:supdt.scrutiny@ppsc.gov.in)

**Note: (2)** 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 : (3)** 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/-

Dated :

Navreet Kaur Sekhon, PCS  
Secretary Examinations

**ਪੰਜਾਬ ਸਰਕਾਰ**  
**ਵਿੱਤ ਵਿਭਾਗ**  
**(ਵਿੱਤ ਪ੍ਰਸ਼ੇਨਲ-1 ਸਾਖਾ)**

## APPENDIX -I

ਵਿਸ਼ਾ: - ਪੀ.ਸੀ.ਐਸ ਅਤੇ ਅਲਾਇਡ ਸਰਵਿਸਜ਼ ਅਧੀਨ ਤਰੀਖਾਂ ਜਾਣ ਵਾਲੀਆਂ ਅਸਾਮੀਆਂ ਦੇ ਤਨਖਾਹ ਸਕੇਲਾਂ ਦੀ ਪੈਰਟੀ ਕੋਂਦਰੀ ਤਨਖਾਹ ਸਕੇਲਾਂ ਮੁਤਾਬਿਕ ਨਿਰਧਾਰਤ ਕਰਨ ਸਬੰਧੀ।

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ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ।

2 i) In view of the instructions dated 17.07.2020 of the Department of Finance, following Minimum Pay Admissible/pay matrix will be applicable for the PCS (EB) and Allied Services:-

Post	Level	Minimum Pay Admissible
PCS (EB)	Level 9	53100
DSPs	Level 9	53100
Excise and Taxation Officer	Level 7	44900
Tehsildar	Level 7	44900
Food and Supply Officer	Level 7	44900
BDPOs	Level 7	44900
Assistant Registrar	Level 7	44900
Labour Officer	Level 7	44900
Employment Generation & Trg Officer	Level 7	44900
Deputy Superintendent Jails	Level 6	35400

ii) The career progressions for the PCS (EB) shall be fixed as under:-

Entry Grade	Level 9 (53100)	Entry Scale (On initial Appointment)
	Level 10 (56100)	On completion of 4 years of approved service
Selection Grade	Level 11 (67700)	A regularly appointed entry grade officer with a minimum of 8 years of approved service to be considered for promotion
Junior Administrative Grade II	Level 12 (78800)	A regularly appointed selection grade officer with a minimum of 13 years of approved service to be considered for JAG-II
Junior Administrative Grade I	Level 13 (123100)	A regularly appointed JAG-II officer with a minimum of 18 years of service shall be eligible to be considered for JAG-I.



Any Department, for any category(ies) will not fix the pay scale above the PCS(EB) officers, as enlisted above.

iii) The pay scales of all other Group 'A' services of the State should also be aligned with pay scales mentioned above. The edge of PCS (EB) over other Group 'A' services is to be maintained. Further, no Group 'A' service should be given any DACP (Dynamic Assured Career Progression Scheme), which is better than that given to PCS (EB).

3. ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਹੇਠ ਲਿਖੀਆਂ ਸ਼ਰਤਾਂ ਵੀ ਲਾਗੂ ਹੋਣਗੀਆਂ:-

- i) ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ: 7/204/2015-4ਐਫ.ਪੀ.1/60 ਸਿਤੀ 15.1.2015 ਅਤੇ ਨੰ: 7/204/2015-4ਐਫ.ਪੀ.1/853793 ਸਿਤੀ 4.10.2018 ਇੰਨ ਬਿੰਨ ਲਾਗੂ ਰਹਿਣਗੀਆਂ।
- ii) ਮੁਢਲੀ ਤਨਖਾਹ ਤੋਂ ਇਲਾਵਾ ਇਸ ਸਕੇਲ ਦੇ ਸਨਮੁੱਖ ਹਰ ਤਰ੍ਹਾਂ ਦੇ ਭੱਤਿਆਂ ਬਾਰੇ ਫੈਸਲਾ ਬਾਅਦ ਵਿੱਚ ਕੀਤਾ ਜਾਵੇਗਾ।
- iii) ਫੋਰੇ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀ ਰਿਪੋਰਟ ਪ੍ਰਾਪਤ ਹੋਣ ਉਪਰੰਤ ਉਸਦੇ ਸਨਮੁੱਖ ਇਸ ਪੇਅ ਮੈਟ੍ਰਿਕਸ ਵਿੱਚ ਮੁੜ ਕੋਈ ਚਵੀਜ਼ਲ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।
- iv) ਇਹ ਪੇਅ ਮੈਟ੍ਰਿਕਸ ਕੇਵਲ prospective recruitment, ਜੋ ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਸਿਤੀ 17.7.2020 ਦੇ ਸਨਮੁੱਖ ਕੀਤੀ ਜਾਣੀ ਹੈ, ਤੇ ਹੀ ਲਾਗੂ ਹੋਣਗੀ।



Jaswinder Singh  
UNDER SECRETARY- FINANCE

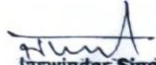
05/12/2020

ਸੇਵਾ ਵਿਖੇ,

- 1) ਵਿਲੇਜ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਸਹਿਕਾਰਤਾ ਵਿਭਾਗ;
- 2) ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਮਾਲ ਅਤੇ ਪੁਨਰਵਾਸ ਵਿਭਾਗ;
- 3) ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪੇਂਡੂ ਵਿਕਾਸ ਅਤੇ ਪੰਚਾਇਤ ਵਿਭਾਗ;
- 4) ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਆਬਕਾਰੀ ਅਤੇ ਕਰ ਵਿਭਾਗ;
- 5) ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਜੇਲ੍ਹਾਂ ਵਿਭਾਗ;
- 6) ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਕਿਰਤ ਵਿਭਾਗ;
- 7) ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਖੁਰਾਕ ਅਤੇ ਸਿਵਲ ਸਪਲਾਈ ਵਿਭਾਗ;

- 8) ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ;
- 9) ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਗ੍ਰਹਿ ਵਿਭਾਗ;
- 10) ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਇੰਮਪਲਾਇਮੈਂਟ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ;
- 11) ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਉਪਰੋਕਤ ਦਾ ਇਕ ਉਤਾਰਾ ਡਾਇਰੈਕਟਰ, ਖਜ਼ਾਨਾ ਅਤੇ ਲੇਖਾ ਨੂੰ ਸੂਚਨਾ/ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

  
Jaswinder Singh  
UNDER SECRETARY- FINANCE  
05/12/2020

APPENDIX-II

**SYLLABUS OF PUNJAB STATE CIVIL SERVICES COMBINED COMPETITIVE  
PRELIMINARY EXAMINATION**

**Paper –I (General Studies)**

**1. Everyday Science:**

States of matter, structure of atom, versatile nature of carbon. Acids, bases, salts, corrosion in metals, action of soaps.

Life on Earth – evolution, marine & terrestrial life. Human body and life processes, nutrition, disease - its causes & prevention, infectious diseases, lifestyle diseases.

Public health initiatives, mother and child health, immunisation & vaccination, HIV-AIDS, TB, polio etc.

Force-laws of motion & gravitation, Archimedes principle. Energy – kinetic & potential.

Light – reflection & refraction – concepts and applications. Sound – propagation & reflection- concepts and applications. Electric current – concepts and applications.

Computers and telecommunication – concepts and applications.

**2. Environmental studies:**

Composition and structure of the atmosphere. Solar system – heat balance & temperature.

Atmospheric circulation & weather system, water cycle.

Climate change – fossil fuels, greenhouse gases, renewable energy, clean development mechanism, carbon credits.

Water – oceans, rivers, glaciers, lakes, groundwater etc. Biodiversity & conservation.

Soil – types, crops, food chain etc. Pollution and toxicity etc.

**3. Political theory & international order:**

Basic concept of freedom, equality, social justice, rights & duties, citizenship, nationalism, secularism etc.

United Nations and its organs/agencies, other international organisations like the World Bank, IMF, WTO, EU, G20, BRICS etc. and their role in the World peace, trade & development.

**4. Indian polity:**

Basic features, provisions, schedules of the Indian Constitution, key amendments.

Panchayati Raj. Elections – People's Representation Act, electoral reforms. Rise of regionalism and coalition politics.

Armed challenges to the Indian state since independence.

5. **History of India:**

The Indus valley civilisation.

The Aryan and the Vedic age. Jainism and Buddhism.

The Maurya Gupta periods.

Advent of Islam and Sultanate period (political, social & cultural). The Bhakti Movement.

The Mughals (political, social & cultural till Aurangzeb).

The coming of the European Powers and the advent of the British rule.

The Mutiny of 1857.

The British rule and the Indian National Movement (1857-1947)

**World History:**

The Renaissance and the Industrial Revolution in Europe. The American Revolution 1776.

The French Revolution 1789.

The Russian Revolution 1917.

World Wars I & II.

6. **Indian Economy:**

Indian economic development (1950-1991) – key economic policies, public sector dominance, bank nationalisation etc.

Five year plans – key goals and main achievements.

Liberalisation, privatisation and globalisation era since 1991 – key policies, decisions and results.

Performance of Indian economy since 1991 – Growth, fiscal & revenue deficits, trade, commerce & balance of payments, inflation, growth of service sector.

Key challenges and responses – agriculture and food security, industrialisation, poverty alleviation & employment, rural & urban infrastructure, social sector – health, education etc.

7. **Geography:**

Population – distribution, density, growth and comparison. Migration – types, causes and consequences.

Human development. Human settlements. Land resources and agriculture.

Water resources.

Mineral and energy resources. Manufacturing industries.

Planning and sustainable development in India. Transport and communication.

International trade.

Geographical perspective on selected issues and problems.

**8. Current events of national and international importance.**

**9. Punjab**

**a) Geography:**

Geographical and agro-climatic regions, rivers, water resources, sharing of waters, demographics, human development indices

**b) People, Society and Culture:**

Major personalities in history of Punjab, religious movements, major religions & spiritual personalities, Punjabi literature, folklore, performing arts, fine arts and crafts

**c) History:**

Sufis, saints and gurus, Lodhis and Mughals, Sikh rulers, the British period, nationalist movement in Punjab, Punjab in independent India.

**d) Economy:**

Agriculture, animal husbandry, industrial & service sectors, major occupations, development & economic growth, public finance (including central-state fiscal issues), public sector institutions, cooperatives etc.

**Paper –II (Civil Services Aptitude Test)**

1. Reading comprehension; Punjabi and English language comprehension, antonyms and synonyms, grammar and sentence formation.
2. Interpersonal skills including communication skills
3. Logical reasoning, analytical and mental ability
4. Basic numerical skills; numbers, magnitudes, percentages, numerical relation appreciation
5. Data analysis; Graphic presentations, charts, tables, spreadsheets.

Note: The topics listed in the syllabus are only indicative for the general guidance of the candidates and cannot be deemed as exhaustive list.



**APPENDIX-III****SYLLABUS OF PUNJAB STATE CIVIL SERVICES COMBINED  
COMPETITIVE MAIN EXAMINATION****ENGLISH****SECTION-A**

- |   |          |
|---|----------|
| 1. Comprehension (Unseen Passage)—<br>An unseen passage<br>followed by Questions to be answered | 10 Marks |
| 2. Precis writing—<br>Passage to be<br>summarized to 1/3 <sup>rd</sup>                          | 10 Marks |
| 3. Letter writing—(200<br>words)  | 10marks  |
| 4. Essay writing (Any general topic<br>300 words)   | 10 Marks |
| 5. Translation  | 10 Marks |

**SECTION-B**

- |            |          |
|------------|----------|
| 6. Grammar | 50 Marks |
|------------|----------|

**ESSAY**

(150 Marks)

Candidates will be required to write three short essays in English or Punjabi on specified topics. The choice of subjects will be given. They will be expected to keep closely to the subject of the essay to arrange their ideas in an orderly fashion, and to write concisely. Credit will be given for content value, effective and exact expression.

**ਪੰਜਾਬੀ**

ਭਾਗ-ੳ

		ਕੁੱਲ ਅੰਕ -100
1	ਅਣਡਿੱਠਾ ਪੈਰਾ (ਪੈਰੇ ਨੂੰ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉਤਰ ਦਿਓ)	10
2	ਸੰਖੇਪ ਰਚਨਾ (ਪੈਰੇ ਦਾ ਢੁੱਕਵਾਂ ਸਿਰਲੇਖ ਦਿੰਦੇ ਹੋਏ ਇੱਕ ਤਿਹਾਈ ਸ਼ਬਦਾਂ ਵਿੱਚ ਸੰਖੇਪ ਰਚਨਾ)	10
3	ਅਰਜ਼ੀ ਜਾਂ ਪੱਤਰ 200 ਸ਼ਬਦਾਂ ਵਿੱਚ	10
4	ਲੇਖ ਰਚਨਾ (400 ਸ਼ਬਦਾਂ ਵਿੱਚ)	10
5	ਅਨੁਵਾਦ	10
	ਭਾਗ-ਅ	
6	ਵਿਆਕਰਣ	50

**GENERAL STUDIES-I**

**HISTORY, GEOGRAPHY AND SOCIETY**

**Section- 1: HISTORY**

- 1.1 History of the world : Events from 18th century; industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization, political philosophies like Communism, Capitalism, Socialism etc. -their forms and effect on society.
- 1.2 Indian culture- Salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
- 1.3 Modern Indian history from the middle of the eighteenth century until the present- significant events, personalities and issues.
- 1.4 Socio-religious reform movements with special reference to Punjab.
- 1.5 The Freedom Struggle - its various stages and important contributors /contributions from different parts of the country with special reference to Punjab.
- 1.6 Post-independence consolidation and reorganization within the country.
- 1.7 History of Punjab:
  - 1.7. 1 Ranjit Singh's rise to power, civil and military administration and relations with the British
  - 1.7. 2 Annexation of Punjab with special reference to the causes and consequences of the Anglo-Sikh wars.

**Section-2: GEOGRAPHY**

- 2.1 Physical Geography: Salient features of world's physical geography. Distribution of key natural resources across the world (including South Asia and the Indian subcontinent); factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world (including India)
- 2.2 Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location- changes in critical geographical features (including water-bodies and ice-caps) and in flora and fauna and the effects of such changes.
- 2.3 Geography of Punjab:
  - 2.3. 1 Physiographic details of Punjab; Geomorphic features of Punjab, Punjab's strategic location with reference to International Border;
  - 2.3. 2 Crops of Punjab; Modern concepts of Farming; Problems faced by agriculturists/ Issues in Agriculture: Depletion of ground water, etc;

**Section-3: SOCIETY**

- 3.1 Salient features of Indian Society, Diversity of India.
- 3.2 Role of women and women's organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies
- 3.3 Effects of globalization on Indian society
- 3.4 Social empowerment, communalism, regionalism & secularism
- 3.5 Ethics and Society: Essence, determinants and consequences of Ethics in human actions; dimensions of ethics; ethics in private and public relationships.
- 3.6 Human Values – Role of family, society and educational institutions in inculcating values; lessons from the lives and teachings of great leaders and reformers- Gautam Buddha, Mahavira, Kabir, Guru Nanak; Swami Vivekananda, Jyotibha Phule, Ishwar Chandra Vidya Sagar and Mahatma Gandhi.
- 3.7 Vulnerable sections of the population - Welfare schemes by the Centre and State of Punjab and their performance; Mechanisms, laws, institutions and Bodies constituted for their protection and betterment.
- 3.8 Issues relating to development and management of Social Sector- Health, Education, Human Resources; Issues relating to Poverty and Malnutrition.

**GENERAL STUDIES-II**

**INDIAN CONSTITUTION& POLITY, GOVERNANCE AND**

**INTERNATIONAL RELATIONS**

**Section-1: INDIAN CONSTITUTION & POLITY**

- 1.1 Indian Constitution- historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- 1.2 Functions and responsibilities of Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- 1.3 Separation of powers between various organs; Dispute redressal mechanisms and institutions.
- 1.4 Comparison of the Indian constitutional scheme with that of other countries
- 1.5 Parliament and State Legislatures - structure, functioning, conduct of business, powers & privileges and issues arising out of these.
- 1.6 Structure, organization and functioning of the Executive and the Judiciary; Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- 1.7 Salient features of the Representation of People's Act.
- 1.8 Appointment to various Constitutional posts; Powers, functions and responsibilities of various Constitutional Bodies
- 1.9 District Administration - Evolution of District Administration; Panchayati Raj Institutions and Urban Local Bodies.

**Section-2 GOVERNANCE:**

- 2.1 Statutory, regulatory and various quasi-judicial bodies
- 2.2 Government policies and interventions for development in various sectors and issues arising out of their design and implementation; Development processes and the development organizations- the role of NGOs, SHGs, donors, charities, institutional and other stakeholders
- 2.3 Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations and potential; citizens charters, transparency & accountability and institutional and other measures; Role of civil services in a democracy; Changing trends in Governance
- 2.4 Values and Ethics in Governance- Ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding.
- 2.5 Probity in Governance: Concept of Governance; Philosophical basis of governance and probity; corporate governance; Information sharing and

transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.

Section-3: INTERNATIONAL RELATIONS

- 3.1 India and its neighborhood- relations;
- 3.2 Bilateral, regional and global groupings and agreements involving India and/or affecting India's interests;
- 3.3 Effect of policies and politics of developed and developing countries on India's interests, Indian Diaspora
- 3.4 Important International institutions, agencies and fora- their structure and mandate.

Note: The candidates are expected to be aware about the current developments related to the topics mentioned above.

**GENERAL STUDIES-III**

**ECONOMY, STATISTICS AND SECURITY ISSUES**

**Section-1: Indian Economy**

- 1.1 Issues relating to planning, mobilization of resources, growth, development and employment; sustainable development; Inclusive growth and issues arising from it; Government Budgeting;
- 1.2 Major crops, cropping patterns in various parts of the country, different types of irrigation and irrigation systems; storage, transport and marketing of agricultural produce- issues and related constraints; e-technology in the aid of farmers; Issues related to direct and indirect farm subsidies and minimum support prices; Technology missions; economics of animal rearing.
- 1.3 Public Distribution System- objectives, functioning, limitations, revamping; issues of buffer stocks and food security;
- 1.4 Food processing and related industries in India- scope and significance, location, upstream and downstream requirements, supply chain management
- 1.5 Land reforms in India; Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth.
- 1.6 Infrastructure- Energy, Ports, Roads, Airports, Railways etc; Investment models
- 1.7 Human Resource Development:
  - 1.7.1 Importance of Human capital in economic development
  - 1.7.2 Nature, types and problems of unemployment in India, Trends of Employment in India, Skill development and demographic dividend
- 1.8 Punjab Economy: Planning- various aspects of developmental planning; Industry; Infrastructure.

**Section-2: Statistical analysis, graphs and diagrams**

This part will test the candidate's ability to draw conclusions from information presented in statistical, graphical or diagrammatical form and to interpret the same.

**Section-3: Issues related to Security**

- 3.1 Linkages between development and spread of extremism;
- 3.2 Role of external, State and non-State actors in creating challenges to internal security; Challenges to internal security through communication networks; role of media and social networking sites in internal security challenges,
- 3.3 Basics of cyber security; money-laundering and its prevention;
- 3.4 Security challenges and their management in border areas; linkages of organized crime with terrorism.
- 3.5 Various Security forces and agencies and their mandate  
Note: The candidates are expected to be aware about the current developments related to the topics mentioned above.

**GENERAL STUDIES-IV**

**SCIENCE & TECHNOLOGY, ENVIRONMENT, PROBLEM SOLVING & DECISION MAKING**

**Section-1 : Science and Technology**

- 1.1 Science and Technology
  - 1.1.1 Developments and applications of science and technology and their effects in everyday life
  - 1.1.2 Achievements of Indians in science & technology; indigenization of technology and developing new technology.
  - 1.1.3 Recent developments in the fields of IT, Space, Computers, robotics, nano-technology, etc.
  - 1.1.4 Issues relating to intellectual property rights.
- 1.2 Modern Trends in Life Sciences
  - 1.2.1 Progress of Agricultural Science and its impact– Introduction to Biotechnology and its applications; Veterinary and Animal Sciences- latest developments.
  - 1.2.2 Introduction to and applications of Genetic Engineering & Stem Cell Research
  - 1.2.3 Human Diseases and Microbial infections; Common infections and preventive measures; preventive measures during out breaks; Immunity and vaccination

**Section-2: Environment**

- 2.1 Conservation, environmental pollution and degradation, Issues related to Climate change; environmental impact assessment
- 2.2 Water management- Issues in India; Present scenario, Methods and importance of water conservation
- 2.3 Definition, nature, types and classification of disasters
- 2.4 Natural Hazards: Floods, earthquakes, tsunamis, landslides, etc., Risk reduction and mitigation measures

**Section-3: Situations in Civil Service -Problem Solving and Decision Making**

- 3.1 Tackling situations of Natural disasters/ Major Accidents/ Law and order, Controlling riots, Handling public protests and dharnas, Land Acquisition and Rehabilitation, Designing Projects,

Implementation of National Flagship Schemes/ Programmmes, Public Private Partnership in effective service delivery, Managing and financing Municipal services e.g. Solid waste management, Conservation of natural resources- water, forests, etc, Pollution control, Reviving a loss making PSU, Planning and target achievement, Gender sensitization and women empowerment, Empowerment of vulnerable sections of the society, Improving Education and Enhancing Skill development, Urban settlement-Slums and Housing issues, Managing Issues related to Urban/ Rural drinking water supply and sanitation, etc.

Note: A duly structured situation will be presented to the candidates and they will be asked to analyze and suggest their own solution to the problem arising out of situation.



**14. Definition 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.

**Categories and Category Code**

<b><u>Code No.</u></b>	<b><u>Category Name</u></b>
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 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
92	Economically Weaker Section.

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

<b>Code No</b>	<b>Category Name</b>
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.

**15.1 BACKWARD CLASSES (PUNJAB)**

- 15.1.1 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 .RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005, No.1/41/93 RCI/209, dated 24.2.2009 and No.1/41/93 RCI/609 dated 24.10.2013 in the Section of prescribed proforma.
- 15.1.2 The BC Certificate in Performa other than the prescribed Performa will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration (as per **Annexure-III**) 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 Govt. letter No. 10/9/2009-RCI/62 Dated 08/1/2010.
- 15.1.3 The Competent Authorities to issue the necessary certificate are:
- Deputy Commissioner
  - Additional Deputy Commissioner
  - Sub-Divisional Magistrate
  - Executive Magistrate (PCS Officers only)
  - Tehsildar

**15.2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)**

- 15.2.1 Candidates claiming to be son/grandson/daughter/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) 3P-II-84/5822 dated 4/4/1985, No.1(135)-8P-II/7/310/20,dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.

15.2.2 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/ son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

**15.3 EX-SERVICEMEN (PUNJAB)**

15.3.1 "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 Force of the Union of India (herein-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) 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:

- a) Pension holders for continuous embodied service
- b) Persons with disability attributable to military service; and
- c) Gallantry award winners

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

**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.

**15.3.4 As per Punjab Govt. 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 according with the provisions of these Rules.**

15.3.5 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.

15.3.6 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:

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

Provided further that one grand Child 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 such winner or by the winner himself subject to the conditions specified in the second proviso.

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.

15.3.7 As per Punjab Government notification No.GSR9/Const./ Art309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET/2805 dated 14/05/2003 and;

- 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.

15.3.8 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 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 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.

#### **15.4 SPORTS PERSON (PUNJAB)**

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

- a) He/ She belongs to State of Punjab; and
  - b) 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 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.

15.4.2 If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 as amended on 20.07.2020 issued by the competent authority should be attached with the application form.

15.4.3 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.

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

#### **15.5 SCHEDULED CASTE, (PUNJAB)/ SCHEDULED TRIBES**

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

- 15.5.1 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);
- 15.5.2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- 15.5.3 Revenue Officer not below the rank of Tehsildar;
- 15.5.4 Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- 15.5.5 Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- 15.5.6 As per para-3 of Punjab Govt. 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.

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

- 15.6.1 The definitions as per Government Instructions issued vide letter No. 1/50/83-5PP(1368)/3454 dated 23-4-84 as amended from time to time the widows and certain other categories of women for reservation in employment is as under:  
Widows;
- 15.6.2 Women who are legally separated from their husbands or have been divorced;
- 15.6.3 Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- 15.6.4 Women whose husbands have remarried; and
- 15.6.5 Wives of serving military personnel or those who are disabled while in military service.

**15.7 DISABLED PERSONS (PUNJAB) RULES FOR EXAMINATION:**

As per the Instructions of Govt. 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 Disable persons under Section 34 of the Right of Persons with Disabilities Act 2016 is as under:

Sr.No	Type of Disability	Percentage
1	Blind and Low Vision	1%
2	Deaf and Hard of Hearing	1%
3	Locomotive Disability (including Cerebral palsy, Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy)	1%
4	Intellectual Disability (including Autism and Specific disability) and Mental illness	1%

	<b>Multiple disabilities specified in Serial No. 1 to 4 above, including deaf-blindness.</b>	
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**For Definition of the above mentioned categories, please refer the Schedule appended to the Right of Persons with Disabilities Act 2016 attached as Appendix-**

**iv.**

- a) For persons with disability compensatory time of 20 minutes per hour is allowed.
- b) Persons with disability who apply for scribe in a prescribed format is attached compensatory time of 20 minutes per hours is allowed.
- c) 'Scribe' is allowed to the following candidate, who applies under the category of Persons with Disability, Punjab:-
  - (i) Blind and low vision candidate as per instructions cited above in Para **15.7** above.
  - (ii) Such other disabilities due to which a candidates is not able to write.
  - (iii) The Scribe shall not have an academic qualification of more than 10+2 class.
- d) Persons with Disability candidates will submit the following documents to office of PPSC (Superintendent Examination) in person, by last date for online application forms i.e 30/12/2020 (for vetting), failing which they will not be provided the Scribe or given additional time.As per the Government of India, Ministry of Social Justice & Empowerment Memorandum dated August 29, 2018, the Punjab Public Service Commission has formed a Panel of Scribes having qualification matriculation or above. The eligible candidates may request the PPSC for the scribe by 30/12/2020.On receipt of request from the candidate, the candidate will be allotted scribe by the PPSC and he/she will be allowed to meet the scribe two day before the examination. However, if the candidate wants to bring his/her own scribe, the qualification of the scribe should be one step below the minimum qualification for the post. The candidate opting for his/her own scribe should submit an affidavit annexed as Annexure-IV.
  - i) Disability Certificate from office of the Civil Surgeon.
  - ii) For the provision of a Scribe, Affidavit registered as per the specimen is attached.

**15.8**

**Economically Weaker Section :**

Residents of Punjab belonging of Economically Weaker Section (whose family income is less that Rs. 8.00 lac per annum) who are not covered under the existing scheme of reservation for Scheduled Castes and Backward Classes.

For this purpose \*Family\* will include the person who seeks benefit of reservation, his/her parents, sibling below the age of 18 years, as also his/her spouse and children below the age of 18 year.

"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:

- i) 5 Agricultural Land and above.
- ii) Residential flat of 1000 sq. ft. and above
- iii) Residential plot of 100 sq. yards and above in notified municipalities/Nagar Panchayat.
- IV) Residential plot of 200 sq. yards and above in other than the notified municipalities/nagar Panchayat.

#### **APPENDIX -IV**

#### 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 Group 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.

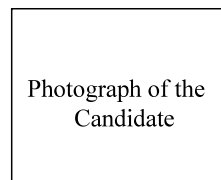
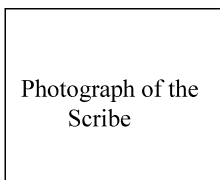
DR. G. NARAYANA RAJU,  
Secretary to the Govt. of India.

**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.



(Signature of Scribe)

(Signature of the candidate with Disability)

Place:

Date:

**PUNJAB PUBLIC SERVICE COMMISSION, PATIALA**

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Recruitment of ..... Post/Posts of ..... in the  
department of ....., Govt. 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)

**ਭਰਤੀ/ਦਾਖਲੇ ਸਮੇਂ ਲਏ ਜਾਣ ਵਾਲੇ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਨਾਲ ਸਬੰਧਤ ਵਿਅਕਤੀ ਤੋਂ ਲਏ ਜਾਣ ਵਾਲੇ ਸਵੈ  
ਘੋਸ਼ਣਾ ਪੱਤਰ ਦਾ ਪਰਫਾਰਮਾ**

1. ਮੈਂ.....ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ੍ਰੀ .....ਵਾਸੀ.....  
ਪਿੰਡ /ਕਸਬਾ/ਸ਼ਹਿਰ.....ਜ਼ਿਲ੍ਹਾ.....ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ  
ਮੈਂ..... ਜਾਤੀ ਨਾਲ ਸਬੰਧ ਰੱਖਦਾ/ਰੱਖਦੀ ਹਾਂ ਤੇ ਇਹਜਾਤੀ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ  
ਨੰ:.....ਮਿਤੀ.....ਰਾਹੀ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ 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-ਰਸ1/1597ਮਿਤੀ  
17-08-2005 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 ਸਹੀ  
ਵਾ ਦਰੁਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿੱਚ ਕੁੱਝ 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  
ਪ੍ਰਾਰਥੀ ਨੂੰ ਇਸ ਸੂਚਨਾਂ ਦੇ ਆਧਾਰ ਤੇ ਦਿੱਤੇ ਗਏ ਲਾਭ ਵਾਪਿਸ ਲੈ ਲਏ ਜਾਣਗੇ।

ਘੋਸ਼ਨਾਕਰਤਾ

ਸਥਾਨ:

ਮਿਤੀ :

APPENDIX -V

ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸ਼ੈਨਲ ਵਿਭਾਗ  
(ਪੀ.ਸੀ.ਐਸ ਸ਼ਾਖਾ)

ਵਿਸ਼ਾ: ਪੀ.ਸੀ.ਐਸ (ਕਾਰਜਕਾਰੀ ਸ਼ਾਖਾ) ਕਾਡਰ ਵਿਚ 20 ਪੀ.ਸੀ.ਐਸ.(ਕਾ.ਸ.) ਦੀਆਂ ਅਸਾਮੀਆਂ ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ ਭਰਨ ਬਾਰੇ।

===

ਸੁਪਰਡੈਂਟ, ਪੀ.ਪੀ.-3 ਸ਼ਾਖਾ ਕ੍ਰਿਪਾ ਕਰਕੇ ਆਪਣੇ ਅੰ.ਵਿ.ਪੰ.ਨੰ.10/35/2018-6 ਪੀਪੀ3/1190-1199 ਮਿਤੀ 07-12-2020 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕਰਨ ਜੀ।  
2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਆਪ ਵੱਲੋਂ ਮੰਗੀ ਗਈ ਸੂਚਨਾ ਦੇ ਸਬੰਧ ਵਿੱਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਸ਼ਾਖਾ ਵੱਲੋਂ ਪੱਤਰ ਮਿਤੀ 18.03.2020 ਰਾਹੀਂ ਭੇਜੀ ਗਈ Requisition ਨੂੰ ਵਿਦਰਾਅ ਕਰਦੇ ਹੋਏ ਹੁਣ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਕਾ.ਸ਼ਾਖਾ) ਕਾਡਰ ਵਿਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ 20 ਅਸਾਮੀਆਂ ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ ਭਰਨ ਦਾ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ :-

ਲੜੀ ਨੰ:	ਭਰਤੀ ਦਾ ਸਾਧਨ (ਰਜਿਸਟਰ)	ਭਰਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ	ਕੈਟਾਗਿਰੀ
1.	ਰਜਿਸਟਰ B (ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ)	20	1 ਆ.ਜਾਤੀ(ਖਿਡਾਰੀ)(ਬਾਲਮਿਕੀ/ਮਜਬੀ). 1 ਆ.ਜਾਤੀ(Others). 01 ਆ.ਜਾਤੀ (ਬਾਲਮਿਕੀ/ਮਜਬੀ). 01 ਆ.ਜਾਤੀ (ਬਾਲਮਿਕੀ/ਮਜਬੀ) (ਔਰਤਾਂ ਲਈ ਰਾਖਵੀਆਂ). 1 ਆ.ਜਾਤੀ(ਸ.ਫ.) (Others). 2 ਪੰ.ਸ.(ਸਾਬਕਾ ਫੌਜੀ). 1 ਪੱਛਤੀ ਸ਼੍ਰੇਣੀ (ਔਰਤਾਂ ਲਈ ਰਾਖਵੀਆਂ). 2 ਸਾਬਕਾ ਫੌਜੀ(ਜਨਰਲ). 01 ਸਾਬਕਾ ਫੌਜੀ(ਜਨਰਲ) (ਔਰਤਾਂ ਲਈ ਰਾਖਵੀਆਂ). 6 ਜਨਰਲ ਵਰਗ - 2 ਜਨਰਲ ਵਰਗ (ਔਰਤਾਂ ਲਈ ਰਾਖਵੀਆਂ). ਅਤੇ 1 ਜਨਰਲ (EWS) ਵਰਗ

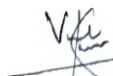
3. ਉਕਤ ਅਸਾਮੀਆਂ ਭਰਨ ਸਬੰਧੀ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਨੂੰ ਪ੍ਰੀਖਿਆ ਲੈਣ ਉਪਰੰਤ ਸਿੱਧੀ ਭਰਤੀ ਦੇ ਕੋਟੇ ਦੀਆਂ 20 ਵਿਰੁੱਧ ਨਿਯੁਕਤੀ ਹਿੱਤ ਸਿਫਾਰਸ਼ਾਂ ਭੇਜਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ।

4. ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ ਭਰੀਆਂ ਜਾਣ ਵਾਲੀਆਂ 20 ਅਸਾਮੀਆਂ ਵਿੱਚੋਂ ਰਾਜ ਸਰਕਾਰ ਦੀ ਮੌਜੂਦਾ ਰਾਖਵੇਕਰਨ ਦੀ ਨੀਤੀ ਅਨੁਸਾਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ, ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਅਤੇ ਸਾਬਕਾ ਫੌਜੀ ਕੈਟਾਗਿਰੀ ਲਈ ਰਾਖਵੀਆਂ ਹਨ।

5. ਪੀ.ਸੀ.ਐਸ. ਪ੍ਰੀਖਿਆ 2013 ਦੌਰਾਨ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ (ਸ.ਫ.) ਅਤੇ ਸਾਬਕਾ ਫੌਜੀ (ਜਨਰਲ ਵਰਗ) ਦਾ ਉਮੀਦਵਾਰ ਉਪਲੱਬਧ ਨਾ ਹੋਣ ਕਾਰਨ ਰੈਸਟਰ ਰਜਿਸਟਰ ਵਿੱਚ ਇਨ੍ਹਾਂ ਅਸਾਮੀਆਂ ਵਿਰੁੱਧ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਅਤੇ ਜਨਰਲ ਵਰਗ ਦਾ ਉਮੀਦਵਾਰ ਅਡਜਸਟ ਕੀਤਾ ਗਿਆ ਸੀ। ਇਸ ਲਈ ਇਹ ਦੋ ਅਸਾਮੀਆਂ ਕੈਰੀਫਾਰਵਰਡ ਕਰਦੇ ਹੋਏ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਅਤੇ ਜਨਰਲ ਵਰਗ ਦੇ ਨੁਕਤੇ ਵਿਰੁੱਧ ਪੱ.ਸ਼੍ਰੇਣੀ (ਸ.ਫ.) ਅਤੇ ਸਾਬਕਾ ਫੌਜੀ (ਜਨਰਲ) ਭਰਨ ਲਈ ਤਜਵੀਜ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਪੀ.ਸੀ.ਐਸ. ਪ੍ਰੀਖਿਆ 2018 ਦੌਰਾਨ ਕੀਤੀ ਐਲੋਕੇਸ਼ਨ ਵਿੱਚ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ (ਸ.ਫ.) ਦੀ ਇੱਕ ਅਸਾਮੀ ਨੂੰ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਵਿੱਚ ਕਨਵਰਟ ਕਰਨ ਉਪਰੰਤ ਐਲੋਕੇਟ ਕਰਨ ਕਾਰਨ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਦੀ ਇੱਕ ਅਸਾਮੀ ਵਿਰੁੱਧ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ (ਸ.ਫ.) ਭਰਨ ਲਈ ਤਜਵੀਜ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ।

6. ਇਸ ਪੱਤਰ ਦੇ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮੇਂ ਅਨੁਸਾਰ ਮੰਗ ਪੱਤਰ ਭੇਜਿਆ ਜਾ ਰਿਹਾ ਹੈ।

ਉਪਰੋਕਤ ਸਥਿਤੀ ਦੇ ਸਨਮੁੱਖ ਬੇਨਤੀ ਹੈ ਕਿ ਪੀ.ਸੀ.ਐਸ (ਕਾਰਜਕਾਰੀ ਸਾਖਾ) ਦੇ ਕਾਡਰ ਵਿਚ ਭਰਤੀ ਲਈ ਲੋੜੀਂਦੀ ਪ੍ਰੀਕ੍ਰਿਆ ਕੰਡਕਟ ਕਰਾਉਣ ਸਬੰਧੀ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਨੂੰ ਲਿਖਣ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕੀਤੀ ਜਾਵੇ।

  
ਵਧੀਕ ਸਕੱਤਰ ਪ੍ਰਸੋਨਲ,

ਸੇਵਾ ਵਿਖੇ

✓  
ਵਧੀਕ ਸਕੱਤਰ ਪ੍ਰਸੋਨਲ,  
ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ,  
(ਪੀ.ਪੀ.3 ਸਾਖਾ)।

ਅੰ.ਵਿ.ਪੰ.ਨੰ.3/7/2018-5ਪੀ.ਸੀ.ਐਸ/ 1194

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ:- 7/2/2018

ਨੰ. 11/5/2017-1ਸਸ(3ਸਸ)/ 25 94

ਪੰਜਾਬ ਸਰਕਾਰ

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਵਿਸਤਰੀ ਦੇ ਖਾਲੀ ਥਿਕਾਣੇ ਖੋਲ੍ਹਣ

(ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਸੇਵਾ)

APPENDIX –VI

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,  
ਫਵੀਜਲਾ ਦੇ ਕਮਿਸ਼ਨਰ, ਟਿਕਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ  
ਜਿਲ੍ਹਿਆਂ ਦੇ ਮੈਜਿਸਟਰਜ਼।  
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 26.10.2020

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

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਹਦਾਇਤ ਹੈਦੀ ਹੈ ਕਿ ਮੈਂ Notification No. G.S.R.27/Const./Arts.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 ਨੰਬਰ) ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਲੈਟਰੀਦੀ ਕਾਰਵਾਈ ਵਿੱਚ ਭੇਜਾਂ।

ਵਿਸ਼ਵਾਸਯੋਗਤ

26/10/20

(ਨਰਿੰਦਰ ਕੌਰ) ਸੀ.ਐਸ.

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ (ਸਮੇਤ ਉਕਤ ਰੂਲਜ਼ ਦੀ ਕਾਪੀ) ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਲੈਟਰੀਦੀ ਕਾਰਵਾਈ ਵਿੱਚ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ-

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

26/10/20

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ



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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

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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 Caste (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*

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*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.