

# General Information for the Candidates

For the posts of

Punjab Civil Services (Executive Branch) to be filled from

Register A-II (Ministerial Cadre Group A and B only)

## **1.0 PUNJAB PUBLIC SERVICE COMMISSION:**

- 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 Public Service Commission invites Online applications for the posts of Punjab Civil Services (Executive Branch) to be filled from Register A-II for Recruitment Process Year 2021 from members of Group 'A' and Group 'B' services, serving in connection with the affairs of State of Punjab holding ministerial appointments not below the level of Senior Assistants.

IMPORTANT NOTE: The hard copy (i.e Print out) of the Online Application form and service record proforma MUST be sent through Proper Channel i.e. through Head of the Department.

## **2.0 NUMBER OR POSTS:**

The number of posts and cut-off date for determining eligibility as intimated by the Department of Personnel, Government of Punjab vide their Letter No. 10/35/18-6पी.पी.3/513, dated 28.05.2021 and memo No.3/2/2020-5पी.पी.भैम./841, Dated 13/10/2022 are as given below:-

<u>Sr. No.</u>	<u>Name of the post</u>	<u>Register and Process Year</u>	<u>No. of posts</u>	<u>Cut-off date for determining eligibility as per criteria mentioned in Para 4</u>
1.	Punjab Civil Services (Executive Branch)	Register A-II Process year 2021	21	01.11.2022

## **3.0 APPOINTMENTS/RECOMMENDATIONS:**

- 3.1 Selection for the posts of Punjab Civil Services (Executive Branch) from Register A-II (Ministerial Cadre Group A and B only) for the process year 2021 is being conducted by the PPSC.
- 3.2 On completion of the selection process, the list of selected candidates shall be forwarded to the Government by the Commission for entering their names in

Register A-II as accepted candidates and these names shall be entered in this Register in the order in which they are recommended by the Commission.

#### **4.0 CRITERIA FOR ELIGIBILITY:**

The criteria for eligibility to these posts as provided in Rule 10(4) of the Punjab Civil Services (Executive Branch) (First Amendment) Rules, 2011 is as under:-

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

- a) is a confirmed hand and has completed eight years continuous service under the Government;
- b) 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
- c) is a Graduate of a recognized university.

Note: Before applying for ibid posts, the candidate is advised to ensure from his/her respective department that:

- (a) **the post on which he/she is working falls in Group 'A' or Group 'B' of "Ministerial Cadre" of the Punjab Government because no change would be permitted by the PPSC at any stage. So, candidates are advised to read the rules carefully and fill the type of register within the application form with due diligence as no change in type of register will be permitted at any stage.**
- (b) Fulfills the eligibility conditions as mentioned in clause 4.0 (a), (b) and (c) above.

#### **5.0 HOW TO APPLY:**

5.1 The process of filling Online Application Form shall comprise of the following basic steps:

Step 1- Fill details in the Online Application Form

Step-2 Payment of fee through online mode

Step-3 Take print out of duly filled Online Application Form

Step-4 Submit the hard copy (i.e. print out) of duly filled Online Application Form along with relevant documents in the Office of PPSC by 12/01/2023.

5.2 The eligible candidate of group A and B after making himself/herself well acquainted with the "General Information for the candidates" and "Instructions for filling Online Application Form", may apply online if he/she fulfills the criteria for eligibility and is holding ministerial appointment not below the level of Senior Assistant serving in connection with the affairs of the State of Punjab.

5.3 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)

5.4 After filling online application form and depositing fee, the hard copy (i.e the print out) of duly filled online application form along with copy of certificates/documents as mentioned below along with duly filled Annexure -A are to be submitted through proper channel i.e. through Head of the Department.

5.4.1 Certificate from Head of Department (Original). (Annexure-A )

5.4.2 Service Record Proforma. (Annexure-B)

5.4.3. Proof of Date of Birth (Certificate of Matriculation/Higher Secondary)

5.4.4. Copy of Graduation Degree Certificate

5.4.5. Proof of having passed Punjabi language up to matric level or its equivalent

5.4.6. Copy of Reserve Category Certificate issued by the Competent Authority (if Applicable to claim fee concession only)

5.4.7. PPSC's copy of online fee receipt

5.5 Failure to submit the hard copy of Online Application Form along with requisite certificates/ documents through Proper Channel by or before 12.01.2023 till 5:00 P.M. in the office of PPSC,Patiala, SHALL result in rejection of his/her candidature.

## **6.0 LAST DATE FOR APPLYING ONLINE /DEPOSITING FEE AND SUBMITTING HARD COPY:**

Last date for filling Online Application Form	Step-1	10/12/2022 by 11:59 P.M.
Schedule for depositing the requisite fees by online system	Step-2	11/11/2022 to 12/12/2022 by 11:59 P.M.
Last date for depositing the hard copy of the applications form along with Annexure-A, B and requisite certificates in the Commission through proper channel i.e. through Head of the Department.	Step-3	12/01/2023 till 05:00 P.M

(It may be noted that the last date of filling Online Application Form is 10/12/2022 and the last date of submission of print out of the Online Application Form is 12/01/2023. The extra time is given only to cater for the time required in forwarding Application through Proper Channel and travel time of post/ postal delay if any.)

**Important Note:** 1) Failure to submit the hard copy of the Online Application Form along with requisite certificates/ documents as mentioned in clause 5.4 through Proper Channel i.e through Head of Department by or before the closing date i.e.12/01/2023 till 5:00 P.M. in the office of PPSC Patiala SHALL result in rejection of his/her candidature.

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](http://www.ppsc.gov.in).

## 7.0 REQUISITE FEE:

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

Name of Category	Online Application charges	Examination Fee	<b>Total</b>
Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab State only.	Rs. 500/-	Rs. 250/-	<b>750/-</b>
Ex-Serviceman of Punjab state only	Rs. 500/-	No fee to be paid	<b>500/-</b>
Physical Handicapped, Punjab	Rs. 500/-	No fee to be paid	<b>500/-</b>
All Other Categories	Rs 500/-	Rs. 1000/-	<b>1500/-</b>

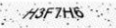
- b) Candidates entitled to fee concession/exemption **MUST** submit with their Application Form, a self attested copy of the certificate issued by the Competent Authority certifying their claim for fee concession/ exemption.
- c) Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.
- d) Candidate should carefully fill in the details of the Online Application forms and click on the "SUBMIT" button at the end of the Online Application Form.

Before pressing the "SUBMIT" button, candidates are advised to verify every detail filled in the application. No Change/Edit will be allowed after submission. Once the candidate completely fills his/her application, only then should the candidate submit his/her application form.

- e) The requisite fee must be submitted through online mode ONLY.
- f) The fee paid by the candidates is non-refundable.

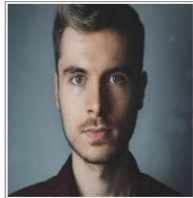
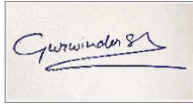

## **GUIDELINES TO PAY FEE ONLINE**

### STEP-1: UPON SUCCESSFUL REGISTRATION FOLLOWING PAGE WILL BE SHOWN.

<p><b>About Us</b></p> <p>Regulations</p> <p>Other Service Commission Links</p> <p>Punjab Civil Service Executive Branch Class 1 Rules 1976</p> <p>Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments</p> <p>Nodal Officer For The Implementation Of Hrms Project</p> <p>Punjab Public Service Commission Conferred With Best E-Governance Project Award</p> <p>Punjab Civil Service Rules 2009 With Amendments</p> <hr/> <p><b>INFORMATION ACT</b></p> <hr/> <p><b>LATEST RESULTS</b></p> <hr/> <p><b>ANNOUNCEMENTS</b></p> <hr/> <p><b>LATEST NOTIFICATION</b></p> <hr/> <p><b>GENERAL NOTICES</b></p>	<p style="text-align: center;"><b>Edit Photo and Signature</b></p> <p style="text-align: center;"><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. Enter Your Registration Number.</li> <li>2. Enter your Corresponding Password in Password box.</li> <li>3. Password will be encrypted when you leave the box.</li> <li>4. If You want to change the password, completely remove and type again.</li> <li>5. Captcha needs to be entered as shown in figure and is not Case Sensitive.</li> <li>6. Dont Refresh or Press Back Button.</li> </ol> <p><b>Mr/Miss RAHUL You have been successfully Registered / Updated your first step. Please Upload Photo and Signature on or before the 16/07/2022 for final Submission of your application form. You have applied for the post of EXCISE AND TAXATION OFFICER on 16/07/2022 under the category GENERAL. Your Registration number is [REDACTED] and the last date for Payment is on or before 17/07/2022. Regards PPSC.</b></p> <p>Registration Number <input type="text" value="[REDACTED]"/></p> <p>Password <input type="password" value=""/></p> <p>Enter the code shown <input type="text" value="T0R3M2"/>  <a href="#">Change Image</a></p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	<p><input type="button" value="OPEN ADVERTISEMENT"/></p> <p><input type="button" value="CLOSED ADVERTISEMENT"/></p> <p><input type="button" value="APPLY FOR THE POST"/></p> <p><input type="button" value="UPLOAD PHOTO SIGNATURE"/></p> <p><input type="button" value="EDIT APPLICATION"/></p> <p><input type="button" value="RESET YOUR PASSWORD"/></p> <p><input type="button" value="PRINT BANK CHALLAN"/></p> <p><input type="button" value="PRINT APPLICATION"/></p> <p><input type="button" value="DOWNLOAD ADMIT CARD"/></p>
---	--	---

### STEP-2 : UPLOAD PHOTO AND SIGNATURE

It is mandatory to upload the photo and signature after registering online as per STEP-1.

<p><b>About Us</b></p> <p>Regulations</p> <p>Other Service Commission Links</p> <p>Punjab Civil Service Executive Branch Class 1 Rules 1976</p> <p>Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments</p> <p>Nodal Officer For The Implementation Of Hrms Project</p> <p>Punjab Public Service Commission Conferred With Best E-Governance Project Award</p> <p>Punjab Civil Service Rules 2009 With Amendments</p> <hr/> <p><b>INFORMATION ACT</b></p> <hr/> <p><b>LATEST RESULTS</b></p> <hr/> <p><b>ANNOUNCEMENTS</b></p> <hr/> <p><b>LATEST NOTIFICATION</b></p>	<p style="text-align: center;"><b>Upload Photograph and Signature</b></p> <p style="text-align: center;"><b>Upload Photograph and Signature( Allowed Signature Size - 10KB to 40KB)</b></p> <p>Photo of the candidate* <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p>  <p>Signature of the candidate* <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p>  <p>Enter the code shown <input type="text" value="T0R3M2"/>  <a href="#">Change Image</a></p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	<p><input type="button" value="OPEN ADVERTISEMENT"/></p> <p><input type="button" value="CLOSED ADVERTISEMENT"/></p> <p><input type="button" value="APPLY FOR THE POST"/></p> <p><input type="button" value="UPLOAD PHOTO SIGNATURE"/></p> <p><input type="button" value="EDIT APPLICATION"/></p> <p><input type="button" value="RESET YOUR PASSWORD"/></p> <p><input type="button" value="PRINT BANK CHALLAN"/></p> <p><input type="button" value="PRINT APPLICATION"/></p> <p><input type="button" value="DOWNLOAD ADMIT CARD"/></p>
---	---	---

Once the candidate clicks on the “**Submit**” button after uploading the photo and signature, below screen is shown.

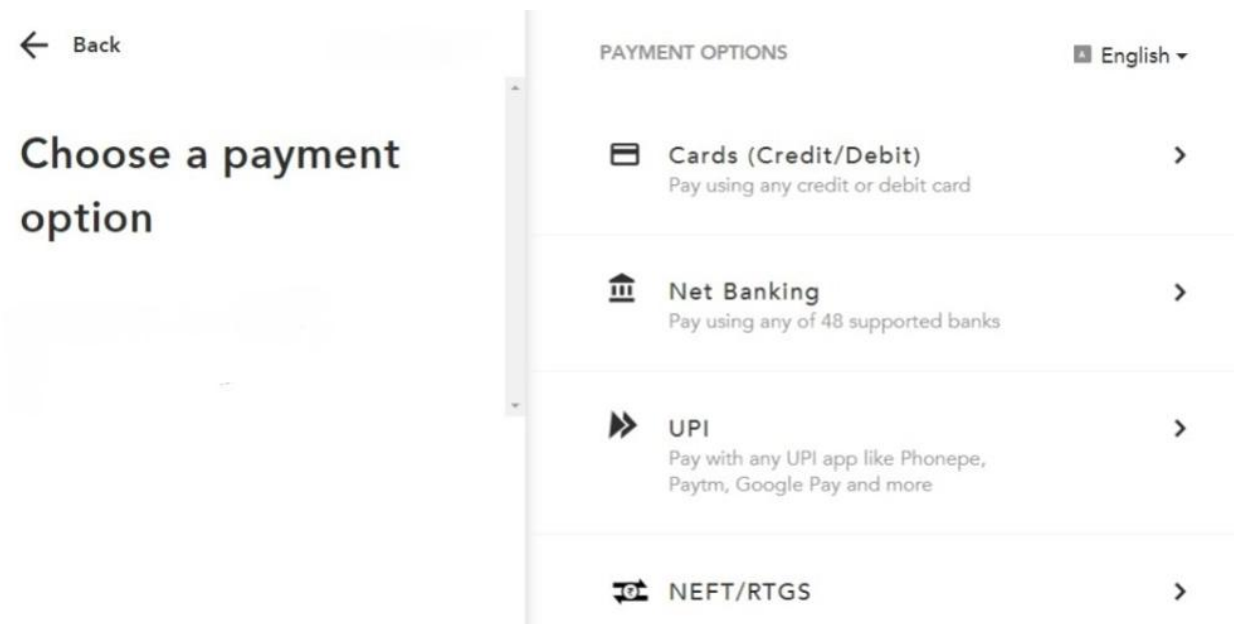
### STEP-3: CANDIDATE FEE DETAIL PAGE

<p><b>About Us</b></p> <p>Regulations</p> <p>Other Service Commission Links</p> <p>Punjab Civil Service Executive Branch Class 1 Rules 1976</p> <p>Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments</p> <p>Nodal Officer For The Implementation Of Hrms Project</p> <p>Punjab Public Service Commission Conferred With Best E-Governance Project Award</p> <p>Punjab Civil Service Rules 2009 With Amendments</p> <hr/> <p><b>INFORMATION ACT</b></p> <hr/> <p><b>LATEST RESULTS</b></p> <hr/> <p><b>ANNOUNCEMENTS</b></p>	<p style="text-align: center;"><b>Fee Payment Details</b></p> <table border="1"> <tr> <td>Registration No :</td> <td>[REDACTED]</td> </tr> <tr> <td>Fee Amonunt</td> <td>1500</td> </tr> <tr> <td>Advertisement Number</td> <td>[REDACTED]</td> </tr> <tr> <td>Advertisement Name</td> <td>Recruitment for 10 posts</td> </tr> <tr> <td>Post Name</td> <td>EXCISE AND TAXATION OFFICER</td> </tr> <tr> <td>Candidate Name</td> <td>RAHUL</td> </tr> <tr> <td>Date of Birth</td> <td>01/01/1990</td> </tr> <tr> <td>Post Category Name</td> <td>GENERAL</td> </tr> <tr> <td>Fee Category Name</td> <td>GENERAL</td> </tr> <tr> <td>Online application form submission date</td> <td>15/07/2022</td> </tr> </table> <p style="text-align: center;"><input type="button" value="Pay Now"/> <input type="button" value="Pay Later"/></p>	Registration No :	[REDACTED]	Fee Amonunt	1500	Advertisement Number	[REDACTED]	Advertisement Name	Recruitment for 10 posts	Post Name	EXCISE AND TAXATION OFFICER	Candidate Name	RAHUL	Date of Birth	01/01/1990	Post Category Name	GENERAL	Fee Category Name	GENERAL	Online application form submission date	15/07/2022	<p><input type="button" value="OPEN ADVERTISEMENT"/></p> <p><input type="button" value="CLOSED ADVERTISEMENT"/></p> <p><input type="button" value="APPLY FOR THE POST"/></p> <p><input type="button" value="UPLOAD PHOTO SIGNATURE"/></p> <p><input type="button" value="EDIT APPLICATION"/></p> <p><input type="button" value="RESET YOUR PASSWORD"/></p> <p><input type="button" value="PRINT BANK CHALLAN"/></p> <p><input type="button" value="PRINT APPLICATION"/></p>
Registration No :	[REDACTED]																					
Fee Amonunt	1500																					
Advertisement Number	[REDACTED]																					
Advertisement Name	Recruitment for 10 posts																					
Post Name	EXCISE AND TAXATION OFFICER																					
Candidate Name	RAHUL																					
Date of Birth	01/01/1990																					
Post Category Name	GENERAL																					
Fee Category Name	GENERAL																					
Online application form submission date	15/07/2022																					

Clicking on “**Pay Now**” link will show the next screen as per STEP-4.

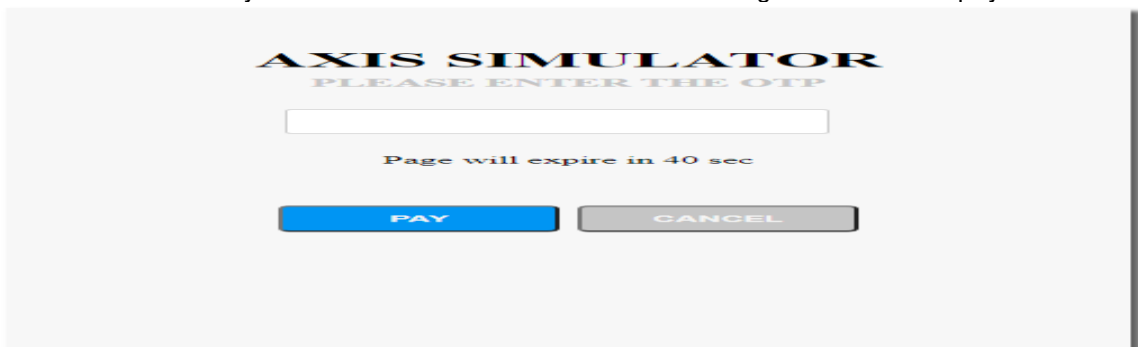
### STEP-4: PAYMENT MODES

Candidate can pay the fee using any of the payment modes as shown below.



**STEP-5:- OTP SCREEN**

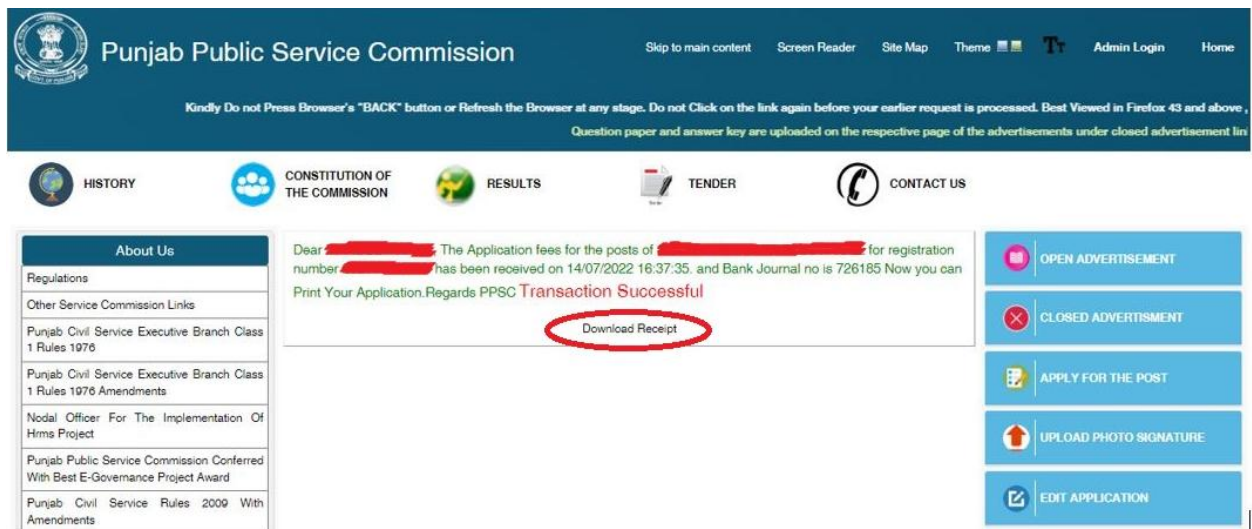
OTP will be received by the candidate on his/her mobile number registered with the payment bank.



**STEP-6:-PAYMENT SUBMISSION RECEIPT**

Once the payment is successful, below screen will be shown and confirmation will be received by the candidate on both registered mobile number and email id.

Candidate can also download the payment receipt using the link [Download Receipt](#).



**NOTE:** -If the payment process is not completed successfully due to any of the reasons like network/system failures etc., then the candidate can re-login again using the link **“ONLINE PAYMENT”** available on the home page of the website. Below is the screen shot of page after re-login.

Dear candidate please note that if the payment from your bank account has been deducted and 'Transaction Status' is still pending, Click on 'Verify Status' Link. If still the payment has not been made by you, please proceed to make the payment.

Ref. No.	Candidate Reference Number	Total Amount	Transaction Date	Transaction Status	Action	Remarks
[REDACTED]	[REDACTED]	1500	18/07/2022 14:44:46	Pending	<a href="#">Verify Status</a>	

Cancel

- If the payment is already deducted from the bank account of the candidate but the **transaction status** shown is still "**Pending**", please click on the "**Verify Status**" link for fee reconciliation.
- If the payment has not been deducted from the bank account of the candidate so far, upon clicking on the "**Verify Status**" link, **failure message** will be shown and the candidate is required to click on the **Make Payment** link for the payment.

Dear candidate please note that if the payment from your bank account has been deducted and 'Transaction Status' is still pending, Click on 'Verify Status' Link. If still the payment has not been made by you, please proceed to make the payment.

Ref. No.	Candidate Reference Number	Total Amount	Transaction Date	Transaction Status	Action	Remarks
[REDACTED]	[REDACTED]	1500	18/07/2022 15:48:24	Pending	<a href="#">Verify Status</a>	Transaction failure at bank end. Please make payment again

Make payment

Cancel

## 8.0 **CRITERIA FOR SHORT-LISTING OF CANDIDATES:**

As provided in Rule 10 (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.

### 8.1 **Selection of the candidates:**

As provided in Rule 10 (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, a senior IAS officer nominated by the Chief Secretary to Govt. of Punjab.

## **8.2 Criteria for making selection:**

The criteria for making selection to the posts of PCS (E.B.) Register A-II is as follows:-

<b>Sr. No.</b>	<b>Details</b>	<b>Weight-age (Marks)</b>
1	Screening Test	50%
2	Length of Service	15
3	Assessment of Service Records(ACRs/APARs)	20
4	Interview	15
	Total	100

## **9.0 PATTERN AND SCHEME OF SCREENING TEST:**

### **9.1 Procedure of screening test:**

- a) The Screening Test shall consist of 100 questions. For final selection, weight-age @50% marks scored in the screening test will be considered.
- b) The questions shall be Objective Type with Multiple Choices.
- c) The level of questions shall be of Graduation standard.
- d) The duration of the test will be of two (02) hours.
- e) The Commission shall conduct a common screening test for both the registers i.e. Register A-II and Register-C for shortlisting the candidates. However, merit of the candidates shall be prepared separately for each Register.

### **9.2 Pattern of the screening test:**

- a) The question paper will be in English and Punjabi language.
- b) Each question will carry one mark and, for each correct answer candidate will get 1 (One) mark.
- c) **There will be Negative Marking (@ 0.25 marks for each question) in the Written examination for questions wrongly answered i.e. for each incorrect answer, 0.25 marks will be deducted from the total score.**
- d) To answer a question, the candidate has to find, for each question, the most appropriate option.
- e) Answer key will be uploaded on the PPSC website (after screening test), and the candidates will be permitted to raise objections (if any). Candidates will be given four days to deliberate before putting up the objections.



- f) Unanswered/Un-attempted questions will be given no marks. In case, a question is withdrawn, all candidates will be given one (01) mark irrespective of the fact whether the question has been attempted or not attempted by the candidate.

### **9.3 Minimum qualifying Marks:**

**Eligible persons, three times of the number of vacancies as mentioned at clause 2.0 (in the order of merit of written examination) who have scored a minimum of 30 percent marks in screening test shall only be short-listed for appearing in the interview.**

### **9.4 Syllabus of the screening test:**

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.(Annexure-C)

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

### **9.5 Scribe for PwD candidates :**

**According to Section 2 (r) of The Rights of Person with Disabilities Act, 2016, "Person with Benchmark disability"** means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable term, as certified by the certifying authority.

A person who wants to avail scribe will have to submit a "Disability Certificate" issued by a Competent Authority as per Government of India guidelines. The certificate should be dated on or before last date of registration of application.

- a) For persons with disability (with 40% or more disability), compensatory time of 20 minutes per hour is allowed. The candidate who applies as PwD must carry the ORIGINAL DISABILITY CERTIFICATE on the day of examination.

- b) Persons with disabilities (with 40% or more disability) should apply to the Commission for scribe if required and compensatory time of 20 minutes per hour is also allowed to them. The candidate who applies as PwD must carry the original disability certificate on the day of examination.
- c) The facility of Scribe would be allowed to any person with benchmark disability as defined under section 2(r) of the PwD Act, 2016 and has limitation in writing including that of speed, if so desired by him/her.

In case of person with benchmark disabilities in the category of blindness, locomotors disability (both arm affected BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person.

**In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and a scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per Proforma at (Annexure-D).**

- d) Punjab Public Service Commission has framed a panel of scribes having the qualification of matriculation & above. The eligible candidates may request the PPSC for scribe, if needed alongwith submission of hardcopies of Disability Certificate and request for scribe by hand or via email: **supdt.pdr@ppsc.gov.in** by **12/01/2023** in the office of PPSC. On receipt of request from the candidates, the candidate will be allotted scribe by PPSC, and he/she will be allowed to meet the scribe 02 days before the examination.

Persons with disabilities must submit the hardcopies of Disability Certificate and request for scribe, if any and other eligibility documents at the reception counter of PPSC by hand or via email: **supdt.pdr@ppsc.gov.in** by **12/01/2023**.

## **10.0 LENGTH OF SERVICE:**

### **Maximum weight-age to length of service is 15 Marks**

0.54 marks will be awarded for each completed year of service after 8 years of service, which is the eligibility condition. For example 27 years of

service above 8 years, total 14.58 marks will be awarded and for 28 years of service, full marks (15 marks) will be awarded.

#### **11.0 ASSESSMENT OF SERVICE RECORDS (ACRs/APRs):**

11.1. According to Govt. of Punjab letters no.7/45/95-5PP.I/15394 dated 21 July 1997 and No 15/8/2000-1PP.I/9216 dated 18 June 2001, the last five year ACRs shall be considered and if five year record is not available then preceding year ACRs will be considered.

11.2. The Commission has decided that the ACRs written by any single authority will also be accepted.

11.3. The Commission has also decided that in case the Reporting Authority has signed for the full year even though the Reviewing or Accepting Authority may have signed for a specific time less than a year, then that ACR will be considered as the ACR for the full year.

11.4. Further, the Commission has decided that in accordance with UPSC Guidelines, the ACRs record as received from the Department contains an ACR for more than or equal to 3 months, and there is no other ACR for that year, then that ACR will be considered for the full year. If two or more than two ACRs are written for a particular year, then the average of all ACRs of that year will be taken.

11.5. Marks for grading of ACRs/APRs

Sr. No.	Grading	marks
1	Outstanding	4
2	Very Good	3
3	Good	2
4	Average	1

#### **12.0 INTERVIEW:**

The aim of the Interview is to assess the candidate's suitability for the job in terms of his personal qualities by the Interview Panel. The marks of screening test obtained by the candidates will not be disclosed at the time of short listing the candidates for interview, to avoid the same influencing the interview panel.

### **13.0 FINAL RESULT:**

Final result shall be prepared on the basis of the grand total of the 50% marks obtained by the candidates in the screening test, Annual Confidential Reports, Seniority, Experience and performance in the Interview. However, the complete details of marks scored in screening test, length of service, service record (ACRs/APRs) and the Interview marks will be available on the website of Commission after the compilation of the final result.

### **14.0 CANDIDATURE OF THE CANDIDATE:**

14.1 During various stages of selection process, the candidature of the candidate shall be “purely provisional” subject to his/ her fulfilling eligibility criteria and verification of documents by the Commission.

14.2 ONLY the eligible short-listed candidates on the basis of their performance in the screening test would be required to submit their service record along with ACRs through their respective departments before the interview.

14.3 If any document/certificate/statement of the candidate is found false or forged at any stage, his/her candidature will be rejected and further action will be taken as per law.

### **15.0 CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:**

**The following conditions, among others shall render the candidates ineligible for these posts:-**

- a) Insufficient examination fee;
- b) Application fee not deposited by online mode;
- c) Wrong/incomplete information given in the application form;
- d) Candidates debarred by the UPSC/ PPSC/other Public Service Commissions;
- e) Non-fulfillment of any of the eligibility conditions, including those of age, experience, confirmation and educational qualification.
- f) Application filled in wrong register i.e. Register A-II or Register-C;
- g) Applications not received through proper channel i.e. through Head of the Department.

### **IMPORTANT NOTE :**

Note 1. Travelling and other expenses shall be borne by the candidates themselves for appearing in the Examination/ Interview. The Commission will not make any arrangements for the boarding and lodging of the candidates.

Note 2. 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.

### **16.0 USE OF UNFAIR MEANS BY THE CANDIDATE:**

16.1 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 obtaining support for his candidature by:

- a) offering illegal gratification , or
- b) applying pressure , or
- c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- d) impersonating; or
- e) procuring impersonation by any person; or
- f) submitting fabricated document or documents which have been tampered with; or
- g) making statements which are incorrect or false or suppressing material information; or
- h) 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 harassing or doing bodily harm to the staff employed by the Commission for the conduct of the examination; or

violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination.

16.2 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.**

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 (A):

For any inquiry candidates may contact the Commission on telephone number 0175-5014820, 5014821 or by sending email with subject as “QUERY REGARDING PCS (EB) Register A-II” to [reg.recruit@ppsc.gov.in](mailto:reg.recruit@ppsc.gov.in)

Note (B):

Candidates are advised in their own interest to fill the Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website.

Sd/-

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 A-II (Process Year 2021).**

Memo,

With reference to Circular Letter No. PR 581/2021/A-5/.....  
Dated ...../...../20.... issued by the Punjab Public Service Commission, Patiala for the selection of candidates to the posts of PCS (Executive Branch) Register A-II (Process Year 2021), hard copy of Online Application Form along with copies of requisite 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 service record Proforma (Annexure-B) of the Applicant employee is also enclosed herewith.

It is further certified that :-

- a) the Applicant employee is working in the "Ministerial Cadre" on a Group A or Group B post of the Government of Punjab as on the cut-off date i.e 1<sup>st</sup> November, 2022 (refer para 1.0 of the circular letter dated 11/11 /2022.
- b) is a confirmed hand as on the cut-off date i.e 1<sup>st</sup> November, 2022.
- 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, 2022.
- d) has acquired the basic qualification i.e. graduation from a recognized university, as on the cut-off date i.e 1<sup>st</sup> November, 2022.
- e) was under the age of 54 years for the posts applied for as on the cut-off date i.e 1<sup>st</sup> November, 2022.
- 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:



# PUNJAB PUBLIC SERVICE COMMISSION

Register-A-II (Process Year 2021)

## SERVICE RECORD PROFORMA

**THIS PROFORMA IS MANDATORY AND SHOULD BE DULY FILLED AND SUBMITTED ALONGWITH THE HARD COPY OF ONLINE APPLICATION FORM AND TESTIMONIALS.**

Sr. No.	Title	Details
1.	Registration No.	
2.	Name of the candidate	
3.	Father's Name	
4.	Contact Number	
5.	Email Address	
6.	Department	
7.	Designation	
8.	Pay Scale	
9.	Grade Pay	
10	Date of Birth	
11.	Date of Joining in Govt. Service	
12.	Presently working in Group A or Group B?	
13.	Date of joining in Group A or Group B	
14.	Whether Confirmed in Govt. Service? If Yes, then Date of Confirmation	
15.	Adverse Remarks [ Yes/No] [ Please annexe the details, if yes and mention annexure no. in the adjacent column]	
16.	Departmental Proceedings (Yes/No) [ Please annexe the details, if yes and mention annexure no. in the adjacent column]	
17.	Integrity Satisfactory (Yes/No) [ Please annexe the details, if yes and mention annexure no. in the adjacent column]	

**PUNJAB PUBLIC SERVICE COMMISSION**  
**Baradari Garden, Patiala-147001. Website : www.ppsc.gov.in**

Punjab Civil Services (Executive Branch)  
Syllabus: Register A-II and Register C

Note:

- 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 both the Register A- II and Register C, to shortlist the candidates. However, merit of the candidates shall be counted separately for the respective Register subject to their eligibility.**
- f) There will be Negative Marking (@ 0.25 marks for each question) in the written examination for questions wrongly answered i.e. for each incorrect answer, 0.25 marks will be deducted from the total score.
- g) **The topics listed in the syllabus are only indicative for the general guidance of the candidates and cannot be deemed as exhaustive list.**
- h) Eligible persons, three times of the number of vacancies as mentioned at clause 2.0 (in the order of merit of written examination) who have scored a minimum of 30 percent marks in screening test shall only be short-listed for appearing in the interview.
- i) The syllabus for the screening test as notified by the Government of Punjab vide notification No. G.S.R. 37/Const.Art.309/Amd.(II)/2012 dated 24.07.2012 is as under:-

"(2-A) The screening test referred to in sub-rule (2) shall be of hundred marks of general knowledge of graduation level 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, there shall be hundred questions of multiple choice and at least ten questions shall be included from each subject in the screening test."

THE BROAD CONTENTS OF THE SUBJECTS MENTIONED IN THE NOTIFIED SYLLABUS ARE DELINEATED FOR THE REFERENCE OF THE CANDIDATES:-

**(i) CIVICS**

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

Panchayati Raj and Urban Local Bodies.

Elections- People's Representation Act, Electoral reforms, etc.

**(ii) CONSTITUTION OF INDIA**

Basic features, provisions, Schedules of the Indian Constitution, Key amendments.

**(iii) INDIAN HISTORY**

The Indus valley civilisation.

The Aryan and the Vedic age.

Jainism and Buddhism.

The Maurya and 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)

**(iv) 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.

**(v) GENERAL SCIENCE**

States of matter, structure of atom, versatile nature of carbon.

Acids, bases, salt: corrosion in metals, action of soaps.

Life on Earth – evolution, marine & terrestrial life.

Human body and life processes, nutrition, diseases – their 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.

**(vi) PUNJABI**

- a) Comprehension: An unseen passage followed by Questions to be answered
- b) Translation of English to Punjabi
- c) Grammar
- d) Vocabulary

**(vii) ENGLISH**

- a) Comprehension: An unseen passage followed by Questions to be answered
- b) Translation Punjabi to English
- c) Grammar
- d) Vocabulary

**(viii) HISTORY OF PUNJAB**

Major personalities in the history of Punjab, religious movements, major religions & spiritual personalities, Punjabi literature, folklore, performing arts, fine arts and crafts. Sufis, saints and gurus, Lodhis and Mughals, Sikh rulers, The British period, National movement in Punjab. Punjab in Independent India.

**(ix) GENERAL KNOWLEDGE**

Events of National and International Importance/Current Affairs, Environmental issues, etc.

**Certificate regarding Physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidates with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a government health care institution

Name and Designation

Name of Government Hospital/Health care centre with seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/disability (e.g., Visual impairment - Ophthalmologist, Locomotor disability - Orthopedic specialist/PMR).