



## General Information for the Candidates

### For the 78 Posts of Naib Tehsildar in the Department of Revenue & Rehabilitation, Govt. of Punjab

#### Introduction.

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. The Punjab Public Service Commission invites [Online Application Forms](#) from eligible candidates for recruitment to 78 posts of Naib Tehsildar in the Department of Revenue & Rehabilitation, Govt. of Punjab.

Note : This Advertisement is being published as per the requisition received from the Department of Revenue & Rehabilitation, Government of Punjab according to the Punjab (Group-B) Service Rules-2019 vide letter No. 10(13)29/10.RE.1(2)now.R.E.3(1)/8819 dated 09.07.2020 & letter No. 10(13)29/10.RE.1 (2)now.R.E.3(1)/11737 dated 17-9-2020 & letter No 10(13)29/10.RE.1 (2)now.R.E.3(1)/15445 dated 07-12-2020 (attached as Annexure-I)

#### 2. **Reservation of Posts:**

Category Code	Name of Category	No. of Posts	Posts reserved for women out of Total Posts.
71	General	27	08
72/73	ESM/LDESM Punjab	07	03
74	Freedom Fighter,Punjab	01	01
75	Sports Person, Punjab	01	01
76	<b><u>Persons with Disability,Punjab</u></b>		
	Blind & Low Vision =01	} 04	01
	Deaf & Hard of Hearing =01		-
	Locomotive Disability =01		-
	Intellectual Disability =01		-
77	Scheduled Castes Other, Punjab	08	03
78/79	Scheduled Castes ESM/LDESM,Punjab	01	00
81	Balmiki/Mazbhi Sikhs,Punjab	07	03
82/83	Balmiki/ Mazbhi Sikh ESM/LDESM,Punjab	02	00
84	Balmiki/Mazbhi Sikh Sports Persons Punjab	01	00
85	Backward Classes,Punjab	09	03
86/87	Backward Classes ESM/LDESM, Punjab	02	00
92	Economically Weaker Sections,Punjab	08	01
	<b>Total</b>	<b>78</b>	<b>24</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 Punjab Civil Services (Reservation for women) Rules 2020 issued by the Department of Social Security that provides for 33% reservation for women is attached as Annexure-VI with General Information for candidates.

**PAY SCALE:- Rs. 35400/- Initial Pay.**

**NOTE:** The minimum pay admissible for the ibid posts shall be as per the notification of Finance department dated 19/10/2020 (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.

**4.0 ESSENTIAL QUALIFICATIONS :-**

4.1 Should be Graduate from a recognised university or institution

4.2 Punjabi of Matric or its equivalent Standard is essential.

Provided further that where a ward of Defence Service Personnel, who is a bonafide 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:

**5.0 AGE**

- (i) Candidates should not be below 18 years and above 37 years of age as on 01.01.2021
- (ii) The Upper age limit is relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab..
- (iii) 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
- (iv) 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.
- (v) Upper age limit is also relaxable up to 42 years for Widows, Divorcees and certain other Categories of Women.
- (vi) Upper age limit is also relaxed upto 47 years for Persons with Disability of Punjab.

**6.0 Competitive Examination for selection**

- (a) The written competitive examination for the post will be scheduled tentatively in **February**. The scheme for Competitive Examination for selection of candidates for the post of Naib Tehsildar in the Department of Revenue & Rehabilitation, Govt. of Punjab is in following sequence:-

Marks for Competitive Examination	<b>300</b> (120 Questions of 2.5 marks each. Total time allotted will be 2 hours.
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The pattern for written exam comprising of 120 questions would be as below:

No. of questions from Logical Reasoning and Mental Ability	<b>40</b>
No. of questions from General Knowledge & Current Affairs of National and International importance.	<b>80</b>

- (b) **As per the instructions of Govt. of Punjab Department of Personnel issued vide its letter No. 12/152/2015-5PP2/720133/1 dated 28.03.2016, the selection for these posts will be finalised on the basis of written examination only.**
- (c) **No interview shall be conducted for selection to these posts.**
- (d) No candidate shall be eligible to be appointed unless he/she obtains 45% marks in the competitive examination (read 40% for the candidates belonging to Schedules Caste of Punjab and Backward Classes of Punjab).

7.0 **The salient features of the written competitive exam shall be as follows:-**

- (a) There will be no negative marking in the written test, for questions wrongly answered or questions not answered.
- (b) After the answer key is put on the PPSC website (after written examination), candidates will be permitted to raise objections if any. Candidates will be given four days to deliberate before putting up objections. Any objection found 'frivolous' may draw negative marking, equal to the weightage of the question.
- (c) Final result shall be prepared on the basis of the marks obtained by the Candidates in the Written Competitive Examination.
- 8.0 Information about the examination centre(s) shall be mentioned on Admit Cards of all candidates. The Public Notice to download the admit cards will be uploaded shortly.
- 8.1 All candidates who apply for ibid posts will be treated "provisionally eligible" for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers by PPSC does not indicate acceptance of candidature by the PPSC, since there is no scrutiny of documents before the written test.
- 8.2 The scrutiny of application forms shall be done after the conduct of the 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 as on **08.01.2021**. Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.
- 8.3 The candidates applying for the Competitive Examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission will be purely provisional, subject to satisfying the prescribed eligibility conditions. If on checking at any time before or after the Competitive Examination, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission or the civil court. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/ her liable for disqualification and disciplinary action.

9.0 **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 belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

## 10.0 Submission of Application Form

The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website of the Commission <http://ppsc.gov.in> No other mode of application will be accepted.

Process	Step	Last Date
To make new registration for applying for the post.	(Step-1)	08.01.2021 By 11:59:00 PM
To deposit the Application fees by system generated Bank Challan Form.	(Step-2)	15.01.2021 <u>[ During Banking Hours]</u>

- 10.0 (a) The candidates are NOT REQUIRED to send the Hard Copy of the Online Application Form to the Office of Punjab Public Service Commission. However, the candidates must take out the hard copy in soft form or print out at the time of applying otherwise he/she will not be able to take out the copy at the later stage. He/she must retain the hard/soft copy of online application form along with all eligibility documents ready to be sent at a short notice to PPSC whenever required by PPSC.
- (b) However, candidates applying under the **Sports Category** if any such post exists, will send a hard copy of 'On line 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 **15.01.2021**..
- (c) Also, **Persons with disabilities** must submit the hardcopies of Online Application Form alongwith Disability Certificate and request for scribe, if any and other eligibility documents at the reception counter of PPSC by hand by **15.01.2021**. For any assistance Persons with disabilities may contact Superintendent Examination : **0175-5014832**.
- (d) The following **SELF ATTESTED CERTIFICATES** shall be submitted by candidates when asked at short notice:
1. Proof of Date of Birth : Certificate of Matriculation/Higher Secondary.
  2. Proof of having passed Punjabi Language.
  3. Relevant Degree and DMC Certificate.
  4. Reserved Category Certificate issued by the Competent Authority( If Applicable)
  5. Experience certificate issued by Competent Authority.
  6. If ESM, certificates/documents mentioning the following:-
    - i) Date of Enrolment ii) Date of Release/Discharge iii) Reason of Release/ Discharge
  7. Certificate as proof of age relaxation claim. (If Applicable) 8. Certificate as proof of fee concession (If Applicable)
  9. Proof of being Govt. Employee.
  10. Copy of Bank Challan ( PPSSC Copy only)

- (e) The Candidates SHALL sign the declaration on Page No. 2 of the print out of Online Application Form before submitting the same The Candidates SHALL sign the declaration on last page of the print out of Online Application Form before submitting the same.

## 11.0 Application and Examination Fee

The candidates are required to pay the Application fee as per Govt. Letter No. 10/20/2007 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 State only.	Rs. 500/-	Rs. 625/-	1125/-
Ex-Servicemen of Punjab state only	Rs. 500/-	No Fee to be paid	500/-
All Others Categories (including Lineal Descendent of Ex-servicemen, Punjab)	Rs 500/-	Rs. 2500/-	3000/-
Person with Disability, (Physical Handicapped) Punjab State only.	Rs. 500/-	Rs. 1250/-	1750/-

The candidates entitled to fee concession/exemption MUST submit with their Application Form, a self attested copy of the certificate certifying their claim for fee concession/exemption. Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.

Application fee MUST be submitted through any Branch of State Bank of India only. Candidate should carefully fill the details in the Online Application Form 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. After submitting the online application form, the candidate should take a printout of the system generated Bank challan. No Change/Edit will be allowed after Submitting the Application Form. The application fee is non-refundable.

## 12.0 Conditions which may render a candidate ineligible

12.1 The following conditions, among others, may render the candidates ineligible:

- Insufficient fee;
- Application fee deposited by means other than a Bank Challan.
- Late receipt of print out of Online Application Form;
- Wrong/incomplete information given in the application form;
- Candidates debarred by the PPSC/other Public Service Commissions;
- Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

### Important Note

- 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.
- Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Persons with disability, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- A candidate should indicate the specific category for which he/she wants to be considered and category once opted cannot be changed under any circumstances.

- 12.5 SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.
- 12.6 Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM)/Grand children of Gallantry Award Winners who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM/Grand children of Gallantry Award Winners 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 in his/her basic category.
- 13.0 **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**

<u>Code No.</u>	<u>Category Name</u>
71	General Category
72	ESM, Punjab
73	LDESM, Punjab
74	Freedom Fighter, Punjab
75	Sports Person, Punjab
76	Person 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)**

<u>Code No</u>	<u>Category Name</u>
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	Person with Disability, (Physical Handicapped) Punjab Only 98 SC Punjab only+ State Government/Central Government Employees.
99	SC Punjab only + ESM, Punjab.
100	SC Punjab only + Person with Disability, (Physical Handicapped) Punjab. Balmiki/Mazhbi Sikh Punjab only+ State Government/Central Government
101	Employees.
102	Balmiki/Mazhbi Sikh Punjab only + ESM, Punjab. Balmiki/Mazhbi Sikh Punjab only + Person with Disability, (Physical
103	Handicapped) Punjab.
104	B.C., Punjab. + State Government/Central Government Employees.
105	B.C., Punjab. + ESM, Punjab
106	B.C., Punjab. + Person with Disability, (Physical Handicapped) Punjab.

## **DEFINITION OF CATEGORIES**

### **14.1 BACKWARD CLASSES (PUNJAB)**

- 14.1.1 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.
- 14.1.2 The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration (**Annexure-V**) 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.
- 14.1.3 The Competent Authorities to issue the necessary certificate are:
- Deputy Commissioner
  - Additional Deputy Commissioner
  - Sub-Divisional Magistrate
  - Executive Magistrate (PCS Officers only)
  - Tehsildar

### **14.2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)**

- 14.2.1 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)-8PII/7/310/20,dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.
- 14.2.2 Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:
- belong to the State of Punjab; and
  - have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
  - 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/grandson/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.



14.3 **EX-SERVICEMEN (PUNJAB)**

14.3.1 "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 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

14.3.2 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.

14.3.3 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.

14.3.4 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.

14.3.5 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.

14.3.6 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.

#### 14.3.7 **Definition of War Hero:-**

“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 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

- (i) 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.

#### 14.4 **SPORTS PERSON (PUNJAB)**

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

- 14.4.1
  - 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.
- 14.4.2 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.
- 14.4.3 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.
- 14.4.4 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.

#### 14.5 **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);

- 14.5.2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- 14.5.3 Revenue Officer not below the rank of Tehsildar;
- 14.5.4 Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- 14.5.5 Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- 14.5.6 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.

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

14.6.1 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;

14.6.2 Women who are legally separated from their husbands or have been divorced; 14.6.3 Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;

14.6.4 Women whose husbands have remarried; and

14.6.5 Wives of serving military personnel or those who are disabled while in military service.

**14.7 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 Disabled persons under Section 34 of the Rights of Persons with Disabilities Act-2016 is as under :-

Sr. No.	Types 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%
	Multiple disabilities specified in Serial No. 1 to 4 above, including deaf-blindness	

For definition of the above mentioned categories, please refer the Schedule appended to the Right of Persons with Disabilities Act-2016 attached as **Annexure-II**

- a) For Persons with disability compensatory time of 20 minutes per hour is allowed.
- b) Persons with disability (with 40% more disability) who apply for scribe in a prescribed format attached as **Annexure-III** compensatory time of 20 minutes per hour is also allowed.
- c) Punjab Public Service Commission has framed a panel of scribes having qualification matriculation & above. The eligible candidates must request the PPSC for scribe, if needed alongwith submission of hardcopies of Online Application Form by **15.01.2021** in the office of PPSC by hand. On receipt of request from the candidates, the candidate will be allotted scribe by PPSC and he/she will be allowed to meet scribe 02 days before the examination. However, if the candidate wants to bring his/her own scribe, the qualification of scribe should be one step below the minimum prescribed qualification for the

post. The candidate opting for his/her own scribe should submit an affidavit annexed as Annexure -IV.

NOTE :- Persons with disabilities must submit the hardcopies of Online Application Form alongwith Disability Certificate and request for scribe, if any and other eligibility documents at the reception counter of PPSC by hand by **15.01.2021**

#### 14.8 Economically Weaker Section :

Residents of Punjab belonging of Economically Weaker Section (whose family income is less than 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 acres Agricultural Land and above.
- ii) Residential flat of 1000 sq.ft. and above
- ii) 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.

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 POST OF NAIB TEHSILDAR" [suptd.scrutiny@ppsc.gov.in](mailto:suptd.scrutiny@ppsc.gov.in) & [scrutiny.ppsc@gmail.com](mailto:scrutiny.ppsc@gmail.com)

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

Dated :17.12.2020

Sd/-  
Navreet Kaur Sekhon, PCS  
Secretary (Examinations)  
Punjab Public Service Commission

ਪੱਤਰ ਨੰ: 10(13)29/10ਮ.ਅ.1(2)ਰੁਣ ਮ.ਅ-3(1)/ 15445

ਪੰਜਾਬ ਸਰਕਾਰ

ਮਾਲ ਅਤੇ ਮੁਨਰਵਾਸ ਵਿਭਾਗ

(ਮਾਲ ਅਮਲਾ-3 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਸਕੱਤਰ

ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ।

ਚੰਡੀਗੜ੍ਹ, ਮਿਤੀ: 07/12/2020

ਵਿਸ਼ਾ: ਮਾਲ ਵਿਭਾਗ ਵਿੱਚ ਨਾਇਬ ਤਹਿਸੀਲਦਾਰਾਂ ਦੀਆਂ 78 ਅਸਾਮੀਆਂ ਦੀ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਰਿਵਾਈਜ਼ਡ ਮੰਗ ਪੱਤਰ।

ਹਵਾਲਾ: ਇਸ ਵਿਭਾਗ ਦਾ ਪੱਤਰ ਨੰ: 10(13)29/10ਮ.ਅ.1(2)ਰੁਣ ਮ.ਅ-3(1)/8819, ਮਿਤੀ 09-07-2020 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ।

\*\*\*\*\*

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਨਾਇਬ ਤਹਿਸੀਲਦਾਰਾਂ ਦੀ ਸਿੱਧੀ ਭਰਤੀ ਦੀ 78 ਅਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਲਈ ਮੰਗ ਪੱਤਰ ਭੇਜਿਆ ਗਿਆ ਸੀ।

2. ਸੇਸ਼ਲ ਵੇਲਫੇਅਰ ਵੱਲੋਂ ਔਰਤਾਂ ਨੂੰ 33% ਰਾਖਵਾਂਕਰਨ ਦੇਣ ਸਬੰਧੀ ਨਿਰਧਾਰਿਤ ਕੀਤੇ ਗਏ ਨੁਕਤਿਆਂ ਅਨੁਸਾਰ ਸੋਧਿਆ ਹੋਇਆ ਮੰਗ ਪੱਤਰ ਆਪ ਜੀ ਨੂੰ ਭੇਜਦੇ ਹੋਏ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹਨਾਂ ਅਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਲਈ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਛੇਤੀ ਤੋਂ ਛੇਤੀ ਕੀਤੀ ਜਾਵੇ।

3. The Punjab Naib Tehsildar (Group-B) Service Rules, 2019 ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਪਹਿਲਾਂ ਹੀ ਭੇਜ ਦਿੱਤੀ ਗਈ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾ, ਸੱਤਵੇਂ ਕੇਂਦਰੀ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਨੂੰ ਅਧਾਰ ਮੰਨ ਕੇ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਗਠਿਤ ਕਮੇਟੀ ਦੀਆਂ ਸਿਫਾਰਿਸ਼ਾਂ ਮੁਤਾਬਿਕ ਨਾਇਬ ਤਹਿਸੀਲਦਾਰ ਦੀ ਅਸਾਮੀ ਨੂੰ ਤਨਖਾਹ ਸਕੇਲ/ਪੇਅ ਮੈਟਰਿਕਸ 35400/- ਦੇਣ ਸਬੰਧੀ ਵਿੱਤ ਵਿਭਾਗ ਦਾ ਪੱਤਰ ਨੰ:7/51/2020-3ਵਿ.ਪ੍ਰ-1/1099 ਮਿਤੀ: 19-10-2020 ਨਾਲ ਨੱਥੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

07/12/2020  
o/c ਅਧੀਨ ਸਕੱਤਰ ਮਾਲ

ਅੰ.ਵਿ.ਪੱ.ਨੰ: 10(13)29/10ਮ.ਅ.1(2)ਰੁਣ ਮ.ਅ-3(1)/15446

ਚੰਡੀਗੜ੍ਹ, ਮਿਤੀ: 07/12/2020

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ (ਪੀ.ਪੀ.-3 ਸ਼ਾਖਾ) ਨੂੰ ਮੁੱਖ ਸਕੱਤਰ ਮਾਲ ਜੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਮਿਤੀ 04-12-2020 ਨੂੰ ਸ਼ਾਮ 6:00 ਵਜੇ ਵੀਡੀਓ ਕਾਨਫਰੰਸ ਰਾਹੀਂ ਹੋਈ ਮੀਟਿੰਗ ਵਿੱਚ ਲਏ ਗਏ ਫੈਸਲੇ ਅਨੁਸਾਰ ਸੂਚਨਾ ਦਿੱਤੀ ਗਈ ਜਾਂਦੀ ਹੈ।

07/12/2020  
o/c ਅਧੀਨ ਸਕੱਤਰ ਮਾਲ

ਸੇਵਾ ਵਿਖੇ

ਸੁਪਰਡੈਂਟ,

ਪ੍ਰਸ਼ੋਨਲ ਪਾਲਿਸੀ-3 ਸ਼ਾਖਾ।



I

389

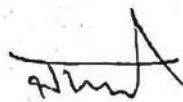
ਪੰਜਾਬ ਸਰਕਾਰ  
ਵਿੱਤ ਵਿਭਾਗ  
(ਵਿੱਤ ਪ੍ਰਸ਼ੋਨਲ ਸ਼ਾਖਾ-1)

ਵਿਸ਼ਾ: ਮਾਲ ਵਿਭਾਗ ਵਿੱਖੇ ਨੈਬ ਤਹਿਸੀਲਦਾਰ ਦੀਆਂ ਆਸਾਮੀਆਂ ਦੀ ਭਰਤੀ ਕਰਨ ਲਈ 7ਵੇਂ ਸੀ.ਪੀ.ਸੀ ਦੇ ਆਧਾਰ ਤਨਖਾਹ ਸਕੇਲ / ਪੇ ਮੈਟ੍ਰਿਕਸ ਨਿਰਧਾਰਤ ਕਰਨ ਸਬੰਧੀ।

ਅਧੀਨ ਸਕੱਤਰ, ਮਾਲ ਅਤੇ ਪੁਨਰਵਾਸ ਵਿਭਾਗ (ਮਾਲ ਅਮਲਾ-3 ਸ਼ਾਖਾ) ਕਿਰਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪਣੇ ਅੰ:ਵਿ:ਪ: ਨੰ: 10(13)29-10ਮ.ਅ.1(2)ਹੁਣ ਮ.ਅ-3(1)/12581 ਮਿਤੀ 8.10.2020 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੇਚਲ ਕਰਨਾ ਜੀ।

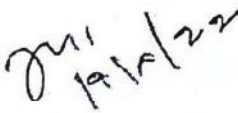
2. ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਹੇਠ ਲਿੱਖੇ ਅਨੁਸਾਰ ਸਲਾਹ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ:-

- (i) ਨੈਬ ਤਹਿਸੀਲਦਾਰ ਦੀ ਆਸਾਮੀ ਦਾ ਮਿਤੀ 1.1.2006 ਤੋਂ ਪੰਜਵੇਂ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਵੱਲੋਂ 10300-34800 + 4200 ਗਰੇਡ ਪੇ ਦਾ ਤਨਖਾਹ ਸਕੇਲ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਗਿਆ ਸੀ। 7ਵੇਂ ਕੇਂਦਰੀ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਨੂੰ ਆਧਾਰ ਮੰਨਕੇ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਗਠਿਤ ਕਮੇਟੀ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਮੁਤਾਬਿਕ ਇਸ ਆਸਾਮੀ ਦਾ ਮੁੱਢਲਾ ਤਨਖਾਹ ਸਕੇਲ / ਪੇ ਮੈਟ੍ਰਿਕਸ 35400/- ਬਣਦਾ ਹੈ।
- (ii) ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ: 7/204/2015-4ਐਫ.ਪੀ.1/60 ਮਿਤੀ 15.1.2015 ਇੰਨ ਬਿੰਨ ਲਾਗੂ ਰਹਿਣਗੀਆਂ।
- (iii) ਮੁਢਲੀ ਤਨਖਾਹ ਤੋਂ ਇਲਾਵਾ ਇਸ ਸਕੇਲ ਦੇ ਸਨਮੁੱਖ ਹਰ ਤਰਾਂ ਦੇ ਭੱਤਿਆਂ ਬਾਰੇ ਫੈਸਲਾ ਬਾਅਦ ਵਿੱਚ ਕੀਤਾ ਜਾਵੇਗਾ।
- (iv) ਛੇਵੇਂ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀ ਰਿਪੋਰਟ ਪ੍ਰਾਪਤ ਹੋਣ ਉਪਰੰਤ ਉਸਦੇ ਸਨਮੁੱਖ ਇਸ ਪੇ ਮੈਟ੍ਰਿਕਸ ਵਿੱਚ ਮੁੜ ਕੋਈ ਰਿਵਿਜ਼ਨ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।

  
ਅਧੀਨ ਸਕੱਤਰ ਵਿੱਤ

ਸੇਵਾ ਵਿੱਖੇ,

ਮਾਲ ਅਮਲਾ-3 ਸ਼ਾਖਾ  
ਫਾਇਲ ਨੰ: 7179  
ਮਿਤੀ: 19/10/2020

  
19/10/22

ਅਧੀਨ ਸਕੱਤਰ ਮਾਲ,  
ਮਾਲ ਅਤੇ ਪੁਨਰਵਾਸ ਵਿਭਾਗ।  
(ਮਾਲ ਅਮਲਾ-3 ਸ਼ਾਖਾ)

ਅੰ:ਵਿ:ਪ: ਨੰ: 7/51/2020-3ਵਿਪ/1099

ਮਿਤੀ ਚੰਡੀਗੜ 19-10-2020

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 wound 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.

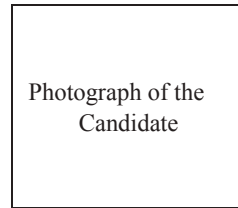
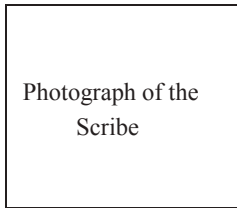
DR. G. NARAYANA RAJU,  
Secretary to the Govt. of India.

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:



ANNEXURE-V

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 :

ਨੰ. 11/5/2017-17ਸ(3ਸਸ)/ 2594

ਪੰਜਾਬ ਸਰਕਾਰ

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਉਸਤਦੀ ਦੇ ਕਾਲ ਵਿਭਾਗ ਵਿਭਾਗ

(ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਭਾਗ)

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਟਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ  
ਜਿਲ੍ਹਿਆਂ ਦੇ ਸੈਸ਼ਨ ਜੱਜ।  
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 26.10.2020

ਵਿਸ਼ਾThe Punjab Civil Services (Reservation of Posts for Women) Rules, 2020.

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਂਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ Notification No. G.S.R.87/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 ਨੌਬੀ) ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਠੇਕੀਓਂ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਾਂ।

ਵਿਸ਼ਵਾਸਪਾਤਰ

ਨਰਿੰਦਰ ਕੌਰ

(ਨਰਿੰਦਰ ਕੌਰ) 21/10/20

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿੱਖਿਆਂ ਨੂੰ (ਸਮੇਤ ਉਕਤ ਰੂਲਜ਼ ਦੀ ਕਾਪੀ) ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਠੇਕੀਓਂ ਕਾਰਵਾਈ ਹਿੱਤ 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।

ਨਰਿੰਦਰ ਕੌਰ

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

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



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*



*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.