



## **GENERAL INFORMATION**

### **Punjab Civil Service (Judicial Branch ) Examination-2022**

#### **Introduction.**

**1.1** The Punjab Public Service Commission (PPSC) has been established under Article 315 of the Constitution of India, with the basic purpose of recruiting officials in various departments of the Government as per the requisitions sent by the Government in this regard from time to time.

**1.2** The Punjab Public Service Commission invites Online Application Form from eligible Candidates for the Punjab Civil Service (Judicial Branch) Examination - 2022 to be conducted jointly by the Hon'ble High Court of Punjab & Haryana and Punjab Public Service Commission and for recruitment to the One Hundred Fifty Nine Posts of Civil Judge (Junior Division) Cum Judicial Magistrate.

**Note:** This Advertisement is being published as per requisition received from the Department of Home Affairs and Justice, Government of Punjab vide Letter No 01/03/2020-3 Judl (1) 1414 dated 06/09/2022 and is subject to any modification or amendment that may be made by the Government subsequently.

#### **2.0 Vacancies and reservation**

**2.1** The number of vacancies to be filled on the basis of Punjab Civil Service (Judicial Branch) Examination - 2022 is given below:-

| Sr. No. | Nomenclature of the post                                     | Number of posts |
|---------|--|-----------------|
| 1       | <b>Civil Judge (Junior Division) Cum Judicial Magistrate</b> | <b>159</b>      |

**2.2** Category wise breakup of the posts is given below:-

| Sr. No. | Category Code | Name of Category  | No. of Posts  | Posts reserved for women out of total posts                                      |
|---------|---------------|---|---|--|
| 1       | 71            | General   | 52  | 17   |
| 2       | 72/73         | Ex-Servicemen/Lineal Dependent of Ex-Servicemen   | 14<br>(including 03 backlog)  | 06   |
| 3       | 74            | Freedom Fighter, Punjab   | 02  | 02 By Rotation   |
| 4       | 75            | Sports Person, Punjab   | 05 (including 02 backlog)   | 01   |
| 5       | 76            | Persons with Disabilities, Punjab<br>(i) Visually Impaired 76-A<br><br>(ii) Hearing Impaired 76- B<br><br>(iii) Orthopedically Challenged 76-C<br><br>(iv) Intellectual disability (including Autism and Specific learning disability, and Mental illness; Or Multiple disabilities including above mentioned | 03(Backlog)<br><br>03(Including 01 Backlog)<br>03(Including 01 Backlog)<br><br>01 | 02 By Rotation<br><br>02 By Rotation<br><br>01 By Rotation<br><br>01 By Rotation |
| 6       | 77            | Scheduled Caste Others, Punjab  | 16 (including 01 backlog)   | 06   |

|    |       |  |                           |           |
|----|-------|--|---------------------------|-----------|
| 7  | 78/79 | Scheduled Caste Others. ESM/LDESM, Punjab    | 04 (including 01 backlog) | 00        |
| 8  | 80    | Scheduled Caste Others Sports Person, Punjab | 02 (including 01 backlog) | 00        |
| 9  | 81    | Balmiki/Mazhbi Sikh, Punjab                  | 16 (including 01 backlog) | 06        |
| 10 | 82/83 | Balmiki/Mazhbi Sikh, ESM/LDESM Punjab        | 04                        | 00        |
| 11 | 85    | Backward Classes, Punjab.                    | 15                        | 07        |
| 12 | 86/87 | Backward Classes, ESM/LDESM Punjab.          | 03                        | 00        |
| 13 | 92    | Economically Weaker Sections, Punjab         | 16                        | 04        |
|    |       | <b>Total</b>                                 | <b>159</b>                | <b>55</b> |

**Note :** The Punjab Civil Services (Reservation of posts for women) Rules, 2020 issued by the Department of Social Security and Women & Child Development that provides for 33% reservation for women is attached as **Annexure-I** with General Information for candidates.

**2.3** The Candidates should indicate in the ONLINE Application Form, the reserve category for which they want to be considered. The number of vacancies and reservation of posts is liable to be altered without any notice.

### **3.0 DETAILS OF EXAMINATION**

**3.1** The Examination shall be conducted in three stages:

- i. Preliminary Examination
- ii. Main Examination
- iii. Viva Voce

**3.2** The time schedule for the PCS (Judicial Branch) Examination 2022 shall be **posted** on the website of the Commission or **High Court** shortly.

### **3.3 PRELIMINARY EXAMINATION**

- i The Preliminary Examination shall be of objective type questions with multiple choices (which can be scrutinized by Computer) as distinguished from the main written examination which shall be subjective/narrative type.
- ii. The question paper for the Preliminary examination shall be of two hours duration, it shall consist of 125 questions and each question shall carry 04 marks. For every question for which a wrong answer 0.20% i.e. 1/5<sup>th</sup> marks shall be deducted. There will, however, be no negative marking in respect of un-attempted questions.
- iii The objective type multiple choice questions for the Preliminary Examination shall be from the syllabus prescribed for the Main Written Examination. The candidates shall be expected to have a general and basic overview of the main subjects and also the ability to answer questions on current events of National and International importance, Indian legal and constitutional History and governance. The candidates shall also be tested for their analytical skills **reasoning** and aptitude. The standard of questions shall be of graduate level.
- iv The object of the Preliminary Examination is to shortlist candidates for the Main Examination. No candidate shall be allowed to appear in the Main Examination unless he/she secures minimum 150 marks (read 100 marks for all reserved category candidates) in the Preliminary Examination out of 500 marks. The marks obtained in the Preliminary Examination shall not be counted towards final result. Candidates equal to 10 times the number of vacancies advertised, **selected** in order of their merit in the respective categories shall be eligible to sit in the Main Examination. However, this number shall be subject to variation. If two or more candidates at the last number (the number at the end) get equal marks, then all of them shall be considered eligible to sit for the Main Examination, warranting the corresponding increase in the stipulated ratio.
- v The candidates applying for the Preliminary 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 viz. Preliminary Examination, Main Written Examination and Viva-Voce (Interview/Personality Test) **will be purely provisional**, subject to their satisfying the prescribed eligibility conditions. If on checking at any time before or after the Preliminary Examination, Main Written Examination and Viva-Voce (Interview/Personality Test) **or even after appointment, it is**

found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Recruitment Committee/ Commission without notice. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Recruitment Committee/ Commission. Any attempt on the part of a candidate to obtain support for his candidature by any means will render him/ her liable for disqualification.

- vi Candidates who are employed should submit hard copy of the ONLINE Application Form to the office of Punjab Public Service Commission under intimation to their employer at this stage. (NOC of the employer is required for the Main Examination only)
- vii The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the ONLINE Application Form. This will be subject to checking of all the eligibility conditions by the Punjab Public Service Commission. The mere fact that a certificate of admission to the Examination has been issued to a candidate, will not imply that his candidature has been finally cleared by the Recruitment Committee/ Commission or that entries made by the candidate in his application for the Preliminary Examination have been accepted by the Recruitment Committee/Commission as true and correct. The original documents/ certificates are required to be produced at the time of viva-voce only.
- viii Candidates should ensure that the signatures appended by them in all the places viz. in their ONLINE Application Form, attendance sheet etc. and in all the correspondence with the commission should be identical and there should not be any variation of any kind. If any variation is found in the signatures appended by him at different places, his candidature will be liable for cancellation by the Recruitment Committee/ Commission.

### **3.4 MAIN EXAMINATION**

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

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

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

### **3.5 VIVA VOCE**

- (i) The Viva-Voce shall carry 100 marks and final result shall be prepared on the basis of the Grand Total of the marks obtained by the candidates in the Main Written Examination and the Viva-Voce.
- (ii) No candidate shall be called for the Viva-Voce unless he obtains at least 50% qualifying marks in the aggregate of all the written papers and qualifies in language paper Punjabi (Gurmukhi Script). The candidates belonging to Scheduled Castes of Punjab, Backward Classes of Punjab and Physically Handicapped, Punjab shall be called for the Viva-Voce test

if they obtain 45% qualifying marks in the aggregate of all written papers and qualify in Language Paper Punjabi (Gurmukhi Script).

- (iii) No candidate shall be considered to have qualified unless he/she obtains 50% marks (read 45% marks for the SC/BC/Physically Handicapped, Pb. category candidates) in aggregate out of the total marks of the written examination and viva-voce.
- (iv) The Viva-Voce shall relate to matters of general interest and is intended to test the candidate's alertness intelligence and general outlook. It shall be conducted in English.
- (v) **No candidate shall be considered to have qualified for appointment on the basis of marks secured only in the Main Written Examination unless he/she appears for viva-voce.**

**4.0 PAY SCALE** Rs. 27,700-44,770 or such as may be revised from time to time.

**5.0 ESSENTIAL QUALIFICATIONS** :-

- 5.1) Candidates must possess as on **10/10/2022** a Degree of Bachelor of Laws of any University incorporated by Law in India or a Degree of Bachelor of Laws of Punjab University (undivided), The Dacca University, The Tribhuvan University, Nepal, The Sind University or of The Rangoon or Mandalay University in Burma, or should be a Barrister of England or Ireland or member of the Faculty of Advocates of Scotland.  
The expression "Degree of Bachelor of Laws" means a degree entitling a candidate to be enrolled as an advocate under the Advocate Act, 1961, and the rules made there under.
- 5.2) Punjabi upto Matric or its equivalent Standard.

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him and his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language.

**6.0 NUMBER OF ATTEMPT**

As per the Punjab Recruitment of Ex-servicemen Rules, 1982, Ex-servicemen candidates are permitted only three attempts at the examination and appearing in even one paper only shall be deemed to be an attempt at the examination, Ex-servicemen candidates should attach self declaration mentioning the number of chances already availed i.e. zero, one, two or three.

**7.0 Age**

- 7.1. Candidate should not be below 21 years and above 37 years of age on the last date of submission of Online application Forms i.e, **10/10/2022**.
- 7.2. Upper age limit for candidate belonging to Scheduled Castes/Scheduled Tribes of all States and Backward Classes only of Punjab shall be upto 42 years.
- 7.3. The upper age limit may be relaxed up to 45 years for Punjab Government employees, the employees of its Boards/Corporations/Commissions and Authorities, and all States/ Central Government employees.
- 7.4. Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, they shall be deemed to satisfy the condition regarding age limit.
- 7.5. Upper age limit is also relaxed upto 42 years for Widows, Divorcees ladies and certain other Categories of Women.
- 7.6. Upper age limit is also relaxed upto 47 years for Physically Handicapped persons who have domicile of Punjab.

**8.0 Nationality**

- 8.1 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 like 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;

- 8.2 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.

## 9.0 Submission of Application Form

- 9.1 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.

|   |                   |
|---|-------------------|
| <b>Last Date for Filling Online Application Form</b>  | <b>10.10.2022</b> |
| <b>Schedule for filling Application Fee and Examination fee by using online mode of payment</b> | <b>17.10.2022</b> |

- 9.2 The following SELF ATTESTED CERTIFICATES shall be submitted by candidates along with hardcopy of the application form after declaration of result of main written examination:-

- Proof of Date of Birth : Certificate of Matriculation/Higher Secondary.
- Proof of having passed Punjabi Language.
- Relevant Degree and DMC Certificate.
- Reserved Category Certificate issued by the Competent Authority( If Applicable)
- Experience certificate issued by Competent Authority.
- If ESM, certificates/documents mentioning the following:-
  - Date of Enrolment
  - Date of Release/Discharge
  - Reason of Release/ Discharge
- Certificate as proof of age relaxation claim. (If Applicable)
- Certificate as proof of fee concession (If Applicable)
- Proof of being Govt. Employee.
- Latest Punjab Residence certificate (all reserve categories) issued by competent authority

- 9.3 The Candidates SHALL sign the declaration on the print out of Online Application Form before submitting the same.

## 10.0 Application and Examination Fee

- 10.1 The candidates are required to pay the application fee as per Government Letter No. 10/26/2007-3. P.P.3/540 dated 15-07-2022 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. 250/-         | <b>750/-</b>  |
| Ex-Serviceman of Punjab state only   | Rs. 500/-                  | No Fee to be paid | <b>500/-</b>  |
| Economically Weaker Sections (EWS), Persons with Disabilities (PWD) and Lineal Descendants of Ex-Serviceman (LDESM) Punjab | Rs. 500/-                  | No Fee to be paid | <b>500/-</b>  |
| All Other Categories i.e., General, Sports Persons of Punjab and Wards of Freedom Fighters, Punjab.                        | Rs 500/-                   | Rs. 1000/-        | <b>1500/-</b> |

- 10.2 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.

- 10.3 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. No Change/Edit will be allowed after submitting the Application

Form.

**10.4** Application fee and examination fee will be accepted via online mode only. The fee is non-refundable. Guidelines for online submission of fee are given below. A copy of Guidelines is also uploaded on respective advertisement page.

## **GUIDELINES TO PAY FEE ONLINE**

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

**Back** Edit Photo and Signature


**Instructions**

- 1 Enter Your Registration Number.
- 2 Enter your Corresponding Password in Password box.
3. Password will be encrypted when you leave the box.
4. If You want to change the password, completely remove and type again.
5. Captcha needs to be entered as shown in figure and is not Case Sensitive.
- 6 Dont Refresh or Press Back Button.

**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.

Registration Number: [REDACTED]

Password: [REDACTED]

Enter the code shown: [REDACTED]  Change Image


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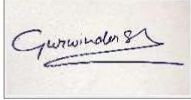
### **STEP-2 : UPLOAD PHOTO AND SIGNATURE**


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

**Back** Upload Photograph and Signature

Upload Photograph and Signature( Allowed Signature Size - 10KB to 40KB)

Photo of the candidate\*  No file chosen  

Signature of the candidate\*  No file chosen  

Enter the code shown: T8R3M2  Change Image

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-

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

### **STEP-3: CANDIDATE FEE DETAIL PAGE**

**Fee Payment Details**

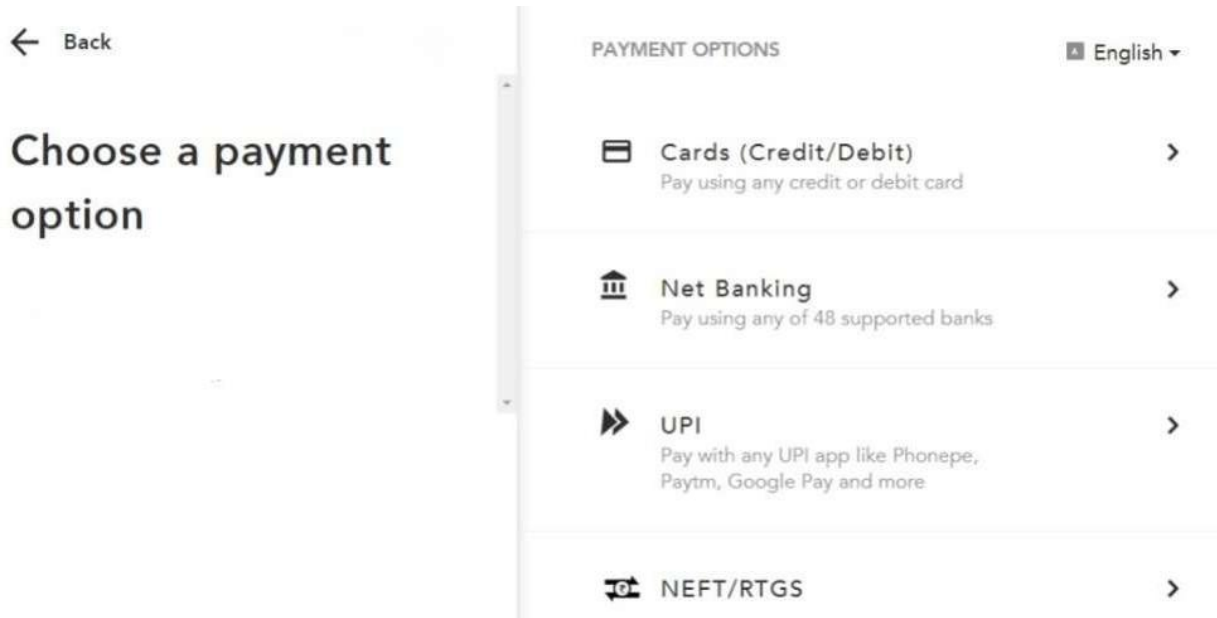
|   |                             |
|---|-----------------------------|
| Registration No :                       | [REDACTED]                  |
| Fee Amonunt                             | 1500                        |
| Advertisement Number                    | [REDACTED]                  |
| Advertisement 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                  |

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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

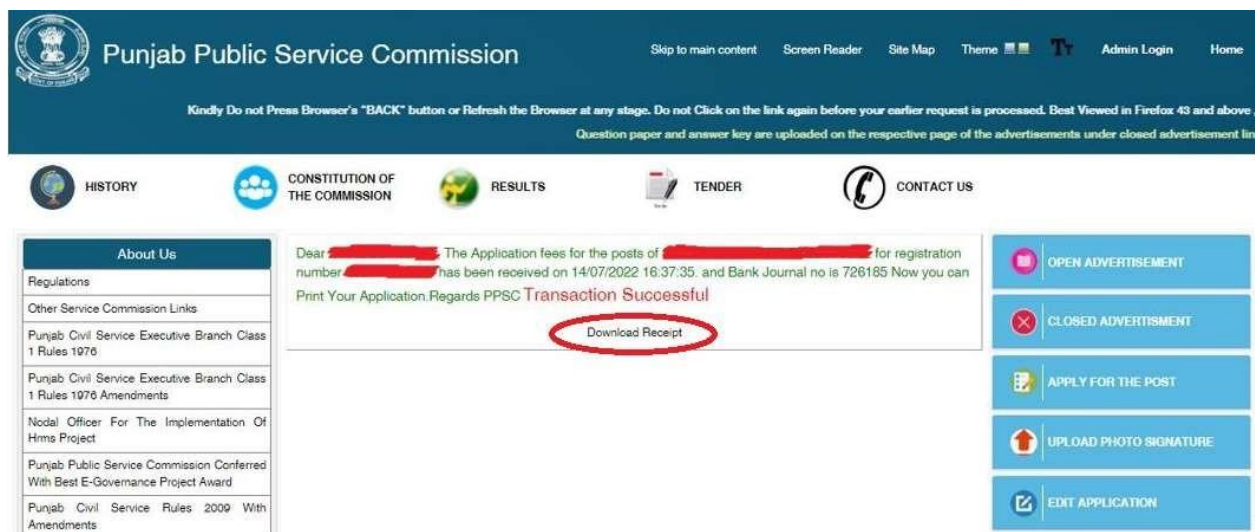
OTP will be received by the candidate on his/her mobile number registered with the payment bank.



#### 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<br>14:44:46 | Pending            | Verify Status |         |

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<br>15:48:24 | Pending            | Verify Status | Transaction failure at bank end. Please make payment again |

Make payment

Cancel

### 11.0 FOR MAIN EXAMINATION

Re-evaluation of answer sheets is not allowed. Only rechecking of answer sheets on a written request from a candidate addressed to the Secretary, Punjab Public Service Commission, Patiala, can be allowed on payment of fee of Rs. 500/- (in the shape of Indian Postal Orders) per answer sheet within thirty days from the date of dispatch of marks sheet or display of marks on the website of High Court/ Commission. Since the candidates are being permitted to seek rechecking on payment of fee prescribed by Recruitment to Subordinate Judicial Service Committee, no separate request in this regard by any candidate or any other person on their behalf shall be entertained under the RTI Act for rechecking.

### 11.1 Disposal of Answer Sheets.

**All the answer sheets of examination shall be preserved only for six months from the date of declaration of final result or upto the period for which the competent authority, pass specific order in this regard.**

### 12.0 Conditions which may render a candidate ineligible

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

- 12.1 Insufficient fee;
- 12.2 Application fee deposited by means other than a online mode of payment.
- 12.3 Late receipt of print out of Online Application Form.
- 12.4 Wrong/incomplete information given in the Application Form;
- 12.5 Candidates debarred by the PPSC/other Public Service Commissions;
- 12.6 Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications

### 13.0 Important Note

- 13.1 Only Scheduled Castes, Backward Classes, Ex-Servicemen/LDESM/ Grand children of Gallantry Award Winners, Physically Handicapped, Freedom Fighter, **Economically Weaker Sections** & Sports Persons of Punjab domicile are eligible for the benefit of



- reservation. Such candidates of other states shall fill their category as General (Code-71).
- 13.2 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. A candidate will be eligible to get the benefits of community reservation in case the particular caste to which the candidates belong is included in the list of reservation communities issued by the Punjab Government. If a candidate indicates in his/her application form that he/she belongs to a particular category but subsequently writes to the commission to change his/her category, such request shall not be entertained by the Commission and shall be filed without any intimation.
- 13.3 Prescribed Essential Qualifications are minimum and mere possession of the same does not entitle candidates to be called for viva-voce.
- 13.4 Scheduled Caste candidates belonging to other States may fill their category as General Category (Code 71).

#### 14.0 Definition of Categories

Candidates should select their categories carefully, because candidates belonging to categories other than category 71 (General), LDESM, Physically Handicapped Punjab, Freedom Fighter Punjab, **Economically Weaker Sections** categories are entitled to fee concession/exemption, age relaxation and job reservation to a candidate. The category once selected by a candidate will not be changed under any circumstances. Candidates should also ensure to submit required certificates issued by the Competent Authority in support of their claim to a particular category along-with hardcopy of the application form after declaration of result of Main Written Examination.

#### 15. Categories Name and Category Code for post.

| Category Code | Category Name  |
|---------------|--|
| 71            | General  |
| 72            | ESM, Punjab  |
| 73            | LDESM, Punjab  |
| 74            | Freedom Fighter, Punjab  |
| 75            | Sports Person, Punjab  |
| 76            | Physically Handicapped, Punjab   |
|               | A : Visually Impaired  |
|               | B : Hearing Impaired   |
|               | C : Orthopedically Challenged  |
|               | D: Intellectual disability (including Autism and Specific learning disability), and Mental illness;<br>Or<br>Multiple disabilities including above mentioned |
| 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            | General Economically Weaker Section, Punjab  |

## **Codes for Age Relaxation (if Claimed)**

| <b>Code No</b> | <b>Category Name</b>  |
|----------------|---|
| 91             | State Government/Central Government Employees.                                  |
| 92             | SC Punjab only  |
| 93             | Balmiki/Mazhbi Sikh Punjab Only   |
| 94             | Widows & certain other categories of women of Punjab.                           |
| 95             | B.C., Punjab Only   |
| 96             | ESM, Punjab Only  |
| 97             | Persons with Disability, Punjab Only  |
| 98             | SC Punjab only+ State Government/Central Government Employees.                  |
| 99             | SC Punjab only + ESM, Punjab.   |
| 100            | SC Punjab only + Persons with Disability, Punjab.                               |
| 101            | Balmiki/Mazhbi Sikh Punjab only+ State Government/Central Government Employees. |
| 102            | Balmiki/Mazhbi Sikh Punjab only + ESM, Punjab.                                  |
| 103            | Balmiki/Mazhbi Sikh Punjab only + Persons with Disability, Punjab.              |
| 104            | B.C., Punjab. + State Government/Central Government Employees.                  |
| 105            | B.C., Punjab. + ESM, Punjab   |
| 106            | B.C., Punjab. + Persons with Disability, Punjab.                                |

Note : (1) 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 age/reservation.

Note: (2) Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM) who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM shall be considered against the vacancies for Ex-servicemen only if no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated in his/her basic category.

### **16.0 BACKWARD CLASSES (PUNJAB)**

- 16.1 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 and No.1/41/93 RCI/209, dated 24.2.2009 in the Section of prescribed proforma.
- 16.2 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 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.
- 16.3 The Competent Authorities to issue the necessary certificate are:
- Deputy Commissioner
  - Additional Deputy Commissioner
  - Sub-Divisional Magistrate
  - Executive Magistrate (PCS Officers only)
  - Tehsildar

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

- 17.1 Candidates claiming to be son/grandson/daughter/granddaughter of Freedom Fighters are required to submit a certificate issued by the competent authority (i.e., Deputy Commissioner of the district concerned) as per Punjab Government Instructions No.9 (13) 3P-II-84/5822 dated 4/4/1985, No.1(135)-8P-II/7/310/20,dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.
- 17.2 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/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

## **18.0 EX-SERVICEMEN (PUNJAB)**

- 18.1 "Ex-servicemen" 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 (here-in-after referred to as the Armed forces of the Union of India), and who has:
- retired or released from such service at his or her own request after earning his or her pension; or
  - 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
  - been released otherwise than on his own request from such service as a result of reduction in establishment; or
  - 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;
- 18.2 "but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely:
- Pension holders for continuous embodied service
  - Persons with disability attributable to military service; and
  - Gallantry award winners
- 18.3 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.

## **18.1 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 going conflict with Pakistan other operations which may be notified by the state Government to have been undertaken for preserving the unity and integrity of the Country ; or
- 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,-
  - 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:-
  - 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.

## **19.0 LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)**

- 19.1 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.
- 19.2 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;
- "Lineal Descendent" means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/ unemployed Ex-Serviceman.
  - "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."
  - 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.

## **20.0 SPORTS PERSON (PUNJAB)**

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

- 20.1 He/ She belongs to State of Punjab; and
- He/ She has won National Championship in team or individual events while representing the

- State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated or recognized to the Indian Olympic Association ; or
- b) He/ She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
  - c) He/ She has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.
- 20.2 If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 amended as per Government of Punjab, Department of Personnel (Personnel policies-1 Branch Notification No. GSR40/Const. /Art. /309/Amd. (2)/2020 dated 20.07.2020 issued by the competent authority should be attached with the application form.
- 20.3 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.
- 20.4 Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

### 21.0 SCHEDULED CASTE/ (PUNJAB)/ SCHEDULED TRIBES

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

- 21.1 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);
- 21.2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- 21.3 Revenue Officer not below the rank of Tehsildar;
- 21.4 Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- 21.5 Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- 21.6 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.

### 22.0 WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN

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:

- 22.1 Widows;
- 22.2 Women who are legally separated from their husbands or have been divorced;
- 22.3 Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- 22.4 Women whose husbands have remarried; and
- 22.5 Wives of serving military personnel or those who are disabled while in military service.

### 23.0 PERSONS WITH DISABILITIES (PUNJAB)

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 forty percent 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 terms, as certified by the certifying authority”. As per the instruction of Government of Punjab, Departmental 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 right of persons with disabilities Act, 2016 is as under:

| Sr. No. | Type of Disability  | Percentage |
|---------|---|------------|
| 1       | Blindness and Low-vision;   | 1%         |
| 2       | Deaf and Hard of Hearing ;  | 1%         |
| 3       | Locomotor Disability (including cerebral palsy, leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy);   | 1%         |
| 4       | Intellectual Disability (including Autism and Specific learning disability), and Mental Illness;<br><br>OR<br><br>Multiple Disabilities specified in Serial No. 1 to 4 above, including deaf blindness. | 1%         |

**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 (with 40% or more disability) compensatory time of 20 minutes per hours is allowed.

- b) For persons with disability (with 40% or more disability) who apply for scribe in a prescribed format attached as **Annexure –III**, compensatory time of 20 minutes per hours is allowed.
- c) The facility of scribe would be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.  
In case of a person with benchmark disabilities in the category of blindness, locomotor 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 locomotion to write, and 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-IV**.
- d) The eligible candidates may request the PPSC for scribe after issuance of admit card. On receipt of request from the candidates, the candidate will be allotted scribe by the Hon’ble High Court from amongst non-law graduate employees of the High Court and he/she will be allowed to meet scribe 02 days before the examination. Persons with disabilities must submit copies of disability certificate and request for scribe, if any and other eligibility documents to the PPSC after issuance of admit card.

## 24.0 ECONOMICALLY WEAKER SECTIONS (EWS)

- 24.1 Residents of Punjab belonging to Economically weaker Sections (whose family income is less than Rs. 8.00 Lacs per annum) who are not covered under the existing scheme of reservation for scheduled castes and Backward Classes.
- 24.2 The reservation will be provided in respect of all Direct Recruitment vacancies in all the departments/Boards/Corporations/Local Bodies of the State of Punjab.
- 24.3 “Family” for this purpose will include the person, his/her parents, siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- 24.4 “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 assets
- 5 acres of agriculture land and above;
  - Residential flat of 1000 sq. ft. and above;
  - Residential plot of 100 sq. yards and above in notified Municipalities/ Nagar Panchayats;
  - Residential Plot of 200 sq. yards and above in other than the notified Municipalities/ Nagar Panchayats;

NOTE: Recruitment of EWS Category will be governed as per the notification of Government of Punjab issued vide letter No. 1/3/2019RCI/196 dated 18/03/2021.

Note: (1) For any inquiry candidates may contact the Commission's Office on telephone number 0175-5014825, 5014826, 5014829 or by sending email with subject as “QUERY REGARDING THE POST OF Civil Judge (Junior Division) Cum Judicial Magistrate to [pcsjudicial2022@gmail.com](mailto:pcsjudicial2022@gmail.com)

Note : (2) Candidates are advised in their own interest to apply using online Application Form much before the closing date and note to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website.

Note : (3) Candidates are advised to go through the General Information and Online Instructions carefully before filling up Online Application Form. Request of change/Correction in any particular in the Application Form shall not be entertained under any circumstances. The Commission/high Court will not be responsible for any consequence arising out of in correct filling up of Application Form.

Note : (4) **All examination related information will be uploaded by the Registrar (Recruitment) on the official website of High Court i.e. [www.highcourtchd.gov.in](http://www.highcourtchd.gov.in).**

Dated: 06.09.2022

Sd/-  
Secretary  
Punjab Public Service Commission  
Patiala

**ANNEXURE (I) – Reservation of Posts for Women**

ਨੰ. 11/5/2017-1ਸਸ(3ਸਸ)/ 2594

ਪੰਜਾਬ ਸਰਕਾਰ

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਦੇ ਕਾਲ ਵਿਭਾਗ ਵਿਭਾਗ

(ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

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

ਵਿਸ਼ਾ

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

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਂਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ Notification No. G.S.R.27/Const./Arts.309 and 15/2020, dated the 21<sup>st</sup> October,2020, containing the Punjab Civil Services (Reservation of Posts for Women) Rules, 2020 ਦੀ ਕਾਪੀ (ਨਾਲ ਨੱਕੀ) ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਠੇਕੀਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਾਂ।

ਵਿਸ਼ਵਾਸਪੱਤਰ

26/10/20

(ਨਰਿੰਦਰ ਕੌਰ) 26/10/20

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

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

26/10/20

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 Castse (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.

## ANNEXURE (II)- The Schedule for Specified Disability

### 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 eyelid 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 test 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 Government of India.

**ANNEXURE (III)- Performa For Scribe**

**PUNJAB PUBLIC SERVICE COMMISSION, PATIALA**

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Recruitment of ..... Post/Posts of ..... in the  
department of ....., Government of Punjab.

**SCRIBE**

Valid for

Examination Centre Name:

Name:

Photo

Scribe for Roll No: .....

The above-mentioned scribe has been allowed by Punjab Public Service  
Commission Patiala for the Candidate .....& bearing Roll No.....

Superintendent  
(Examinations)

**ANNEXURE (IV) - 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).

**ANNEXURE-V**

***Form of certificate to be submitted by a candidate belonging to a Backward Class in support of his/her claim***

**FORM OF CERTIFICATE OF BACKWARD CLASS**

1. This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_ of village/town \_\_\_\_\_  
in District/Division \_\_\_\_\_ of the State of Punjab belongs to  
the \_\_\_\_\_ Caste, which is recognised as a Backward Class in terms of  
Punjab Government letter No. \_\_\_\_\_ dated \_\_\_\_\_.
2. This is also certified that he/she does not belong to any category of persons/sections mentioned  
in column 3 of the schedule to the Punjab Government, Department of Welfare letter  
No.1/41/93-RCI/459 dated 17-01-1994, No. 1/41/93-RC1/1597 Dated 17-08-2005 & No.  
1/41/93-RCI/209 dated 24-02-2009 and No.1/41/93 RCI/609 dated 24.10.2013.
3. Shri/Shrimati/Kumari \_\_\_\_\_ and/or his/her family  
ordinarily reside(s) in village/town \_\_\_\_\_ of District/Division  
\_\_\_\_\_ of the State of Punjab.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(Seal of the officer concerned) \_\_\_\_\_

Place: \_\_\_\_\_

State: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE- VI**

**FORM OF DECLARATION REGARDING BACKWARD CLASS STATUS**

I, \_\_\_\_\_ S/o D/o Sh. \_\_\_\_\_ R/o  
\_\_\_\_\_ belong to backward  
class (\_\_\_\_\_Caste) which has been declared as backward class by Govt. of  
Punjab. That no change occurred in my previous status and I do not fall in the section of  
creamy layer as per Punjab Govt. letter No. 1/41/93 RC1/459 dated 17/1/1994 and No.  
10/9/2009 RC1/62 dated 8/1/2010.

Signature of Applicant



**ANNEXURE-VII**

*Form of certificate to be submitted by a candidate who is a lineal descendant of an ex-serviceman in support of his/her claim*

**LINEAL DESCENDENT CERTIFICATE**

(As per Punjab Government Notification No. G.S.R.9/Const/Art. 309, 234 and 318/Amd (5)/2003 dated 6 Nov 2002 and letter No. 15/7/92-4DW/Part 11/2056 dated 30 Apr 2003)

Certified that Sh/Smt/Miss \_\_\_\_\_ is a Lineal Descendent/

Wife of No. \_\_\_\_\_ Rank \_\_\_\_\_

Name \_\_\_\_\_ who is an Ex-Serviceman as per Identity Card No. \_\_\_\_\_

issued by District Sainik Welfare Officer \_\_\_\_\_ and residing at

Village/Town \_\_\_\_\_ PO \_\_\_\_\_ District \_\_\_\_\_

2. This certificate is issued to Sh./ Smt/ Miss \_\_\_\_\_ whose date of birth is \_\_\_\_\_ strictly for the purpose of:

\*(a) employment for the post of \_\_\_\_\_ in the office of \_\_\_\_\_

\*(b) admission for (name of the class/course) \_\_\_\_\_ in \_\_\_\_\_ (name of the educational Institution).

\*(Strikeout whichever is not applicable)

District Sainik Welfare Officer

No.: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE-VIII**

*Form of certificate to be submitted by a candidate belonging to Scheduled Caste and Scheduled Tribe  
in support of his/her claim*

**FORM OF CASTE CERTIFICATE**

1. This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter  
of Shri \_\_\_\_\_ of village/Town \_\_\_\_\_  
in District/Division \_\_\_\_\_ State of \_\_\_\_\_ belongs to  
\_\_\_\_\_ Caste/Tribe, which has been recognised as a Scheduled Caste/Scheduled  
Tribe as per “The Constitution (Scheduled Castes) Order, 1950”.

2. Shri/Shrimati/Kumari \_\_\_\_\_ and/or/his/her family ordinary  
resides in village/town \_\_\_\_\_ of District/Division \_\_\_\_\_  
of the State of \_\_\_\_\_.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(With Seal of office) \_\_\_\_\_

Place: \_\_\_\_\_

State: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please score out whichever is not applicable.

**Note:** The word 'ordinarily resides' here will have the same meaning as is given in Section 20 of the Representation of People Act, 1950.