



ਦਫਤਰ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਬਠਿੰਡਾ

Office of the Deputy Commissioner Bathinda.

(ਅਮਲਾ ਸਾਖਾ)

ਸੀ-1
ਮ.
23/11/2022

9068
23-11-22

ਪੱਤਰ ਨੰ: 7154-7227/ਅਸ

ਮਿਤੀ: 21-11-2022

ਸੇਵਾ ਵਿਖੇ,

ਸ਼੍ਰੀ ਮੁਖਿਅਕ, ਸਮਾਜਿਕ ਸੇਵਾ
ਮੰਡਲ, ਬਠਿੰਡਾ

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

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਸਕੱਤਰ, ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਦੇ ਪੱਤਰ ਨੰ: PR.581-C/2021/A-5/4561-4760 ਮਿਤੀ 10-11-2022 ਦੀ ਕਾਪੀ ਆਪਜੀ ਪਾਸ ਭੇਜਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਇਸ ਸਬੰਧੀ ਆਪਣੇ ਅਤੇ ਆਪਣੇ ਅਧੀਨ ਦਫਤਰਾਂ ਨੂੰ ਜਾਣੂ ਕਰਵਾਇਆ ਜਾਵੇ।
ਨੱਥੀ ਉਕਤ ਅਨੁਸਾਰ/-

ਸਲੋਚਨਾ ਦੇਵੀ, ਸੁਪਰੈਂਟੈਂਡ ਗਰੇਡ-2 (ਮਾਲ)

ਡੀ.ਜੀ. ਦਫਤਰ, ਬਠਿੰਡਾ।

2230 1991 ਵਿਖਿਅਕ, ਸਮਾਜਿਕ ਸੇਵਾ ਮੰਡਲ (ਸੀ.ਜੀ.ਐਚ.) ਬਠਿੰਡਾ
ਪੱਤਰ ਨੰ: ਸੀ-1/1992/1935 ਮਿਤੀ: 05/12/2022
ਉਕਤ ਦਫਤਰਾਂ ਵਿਖੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਭੇਜਕੇ ਵਿਖਿਅਕ
ਜਾਂਦੀ ਹੈ ਕਿ ਪੱਤਰ ਨੰ: 2022 (6.0) ਮਿਤੀ: 21/11/2022
ਪਾਸ ਕਰਕੇ ਆਪਣੀ ਚੋਣਵੀ ਜਾਂਦੀ।

ਸ਼੍ਰੀ ਮੁਖਿਅਕ, ਸਮਾਜਿਕ ਸੇਵਾ ਮੰਡਲ
ਬਠਿੰਡਾ
ਸੀ.ਕੇ.ਓ

17553912917

1-c

Punjab Public Service Commission, Patiala

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

No.PR.581-C/2021/A-5/4561-4760

Date: 10/11/2022

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

Madam/Sir,

Kindly refer to the subject mentioned above.

1.0 In accordance with the provisions of Rule 15 of the Punjab Civil Services(Executive Branch) (First Amendment) Rules, 2011, the Punjab Public Service Commission invites Online Applications from the employees of Group 'A' and Group 'B' services, serving in connection with the affairs of State of Punjab who are NOT COVERED under any of the categories of officers or officials of Register A-I i.e. District Revenue Officers/Tehsildars/Naib Tehsildars, Register A-II i.e. holding "Ministerial appointments" and Register A-III i.e. Block Development & Panchayat Officers/District Development & Panchayat Officers and Assistant Excise & Taxation Commissioner/ Excise & Taxation Officers.

1.1 The applicant employee has to fill the Online Application Form. Thereafter, the print out/ hard copy of the duly- filled Online Application form MUST be sent to the Commission through Proper Channel i.e. through Head of the Department.

2.0 Number of posts:

This letter is being issued in accordance with Letter No. 10/35/18-6पी.पी.3/513, dated 28.05.2021 and memo No.3/2/2020-5पी.पी.अस/841, dated 13/10/2022, of the Department of Personnel, Government of Punjab.

Sr. No.	Name of the post	Register and Process Year	No. of posts
1.	Punjab Civil Services (Executive Branch)	Register C Process year 2021	05

3.0 Eligibility Criteria:

As provided in Rule 15(4) of the Punjab Civil Services (Executive Branch) (First Amendment) Rules, 2011:-

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

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

4.0 Cut-off date for eligibility:

Cut-off date for determining eligibility in accordance with memo No.3/2/2020-5पी.सी.भे.स./841, dated 13/10/2022 Department of Personnel, Government of Punjab is as under:

Sr. No.	Name of the post, Register and Process Year	Cut-off Date
1.	Punjab Civil Services(Executive Branch) Register C Process year 2021	01.11.2022

5.0 How to Apply:

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

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

Before filling the Online Application form, candidates are advised to go through the "General Information for the candidates" and "Instructions for filling Online Application Forms".

After filling online application form and depositing fee, hard copy (i.e the print out) of duly filled online application form along with copy of certificates/documents etc. is to be submitted through proper channel i.e. through Head of Department. The same MUST reach the office of Punjab Public Service Commission before the last date as specified below.

6.0

Last dates for applying on line / depositing fee and submitting hard copy:

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

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

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

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

7.0 Requisite Fee:

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

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

- b) Candidates entitled to fee concession/exemption MUST submit with their Application Form, a self attested copy of the certificate issued by the Competent Authority certifying their claim for fee concession/ exemption.

- c) Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.
- d) Candidate should carefully fill in the details of the Online Application forms and click on the "SUBMIT" button at the end of the Online Application Format.

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

- e) The requisite fee must be submitted through online mode ONLY.
- f) The fee paid by the candidates is non-refundable.
- e) Detail regarding method of depositing the fee is available in the "General Information for the candidates" and "Instructions for filling Online Application Forms",

8.0 Criteria for short-listing of candidates:

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

8.1 Scheme and Syllabus for the Screening Test:

- a) The Screening Test shall consist of 100 questions.
- b) Each question shall be of one mark, thus the total would be of 100 marks.
- c) The questions shall be Objective Type with Multiple Choices.
- d) The level of questions shall be of graduation standard.
- d) The duration of the test will be of two (02) hours.
- e) The Commission shall conduct a common screening test for both the registers i.e. Register-AII and Register-C for shortlisting the candidates. However, merit of the candidates shall be prepared separately for each register.
- f) The syllabus for the screening test as notified by the Government of Punjab vide No.G.S.R.37/Const.Art.309/Amd.(II)/2012 dated 24.7.2012 is as under:-

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

Detailed syllabus is attached as Annexure-C with General Information to the candidates uploaded on the website of Commission.

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

9.0. Selection of the candidates:

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

9.1 Criteria for making selection:

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

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

10.0 Pattern and scheme of screening test:

10.1 Procedure of screening test:

- The screening test shall consist of 100 questions. For final selection weight-age @50% marks scored in the screening test will be considered.
- The questions shall be Objective Type with Multiple Choices
- The level of questions shall be of graduation standard
- The duration of the test will be of two (02) hours.

10.2 Pattern of the screening test:

- The question paper will be in English and Punjabi language.
- Each question carries one mark and, for each correct answer candidate will get 1 (One) mark.
- There will be Negative Marking (@ 0.25 Marks for each question) in the written examination for questions wrongly answered i.e. for each incorrect answer, 0.25 marks will be deducted from the total score.
- To answer a question, the candidate has to find, for each question, the most appropriate option.

- e) Answer key will be uploaded on the PPSC website (after screening test), and the candidates will be permitted to raise objections (if any). Candidates will be given four days to deliberate before putting up the objections.
- f) Unanswered/Un-attempted questions will be given no marks. In case, a question is withdrawn, all candidates will be given one (01) mark irrespective of the fact whether the question has been attempted or not attempted by the candidate.

10.3 Minimum qualifying Marks:

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

10.4 Syllabus of the screening test:

The syllabus for the screening test as notified by the Government of Punjab vide No.G.S.R.37/Const.Art.309/Amd.(II)/2012 dated 24.7.2012 is as under:-

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

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

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

- 11.1 To circulate this letter to the employees working in your Office/ Department
- 11.2 To forward the hard copy (i.e. the print out) of the Online Application Forms of the interested eligible employees (The members of Group A and Group B services, serving in connection with the affairs of the State of Punjab, who are NOT COVERED under any of the categories of Officers / officials of Register Register A-I, Register A-II and Register A-III as mentioned in clause 1.0) to the Punjab Public Service Commission along with required certificates.

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

7.-C

and Assistant Excise & Taxation Commissioner/ Excise & Taxation Officers should apply for the ibid posts.

- 11.3 To certify the following: (The Service Record Proforma for the same is enclosed alongwith.)
- i) Is holding appointment not below the level of Group A and Group B services, serving in connection with the affairs of the State of Punjab and is NOT COVERED under any of the categories of officers or officials of Register A-I i.e. District Revenue Officers/ Tehsildars / Naib Tehsildars, Register A-II i.e. holding "Ministerial appointments" and Register A-III i.e. Block Development & Panchayat Officers/District Development & Panchayat Officers and Assistant Excise & Taxation Commissioner/ Excise & Taxation Officers.
 - ii) Fulfillment of the eligibility conditions i.e a confirmed hand, Has completed eight years of continued service, is under 54 years and is a Graduate from a recognized University vis-à-vis the cut-off date i.e 1st November, 2022 (Para 5 above may be referred)
 - iii) Integrity, adverse remarks, departmental proceedings of the Applicant employee.

Note (A):- The certification MUST be issued under the personal signatures and seal of the Head of Department.

(B) The above certification in the Service Record Proforma and the hard copy (i.e print out) of duly filled online Application form of interested Applicant's along with copy of certificates/documents/etc. may kindly be sent to the Punjab Public Service Commission Patiala as early as possible but in no case later than 12/01/2023. (05:00 P.M.)

****Important Note: NO SERVICE RECORD/ ACRS of the Applicants should be sent to the office of PPSC at this stage. ONLY a service record proforma along with relevant document of his service should be sent.**

Sd/-
Secretary