

General Instructions

Punjab State Civil Services Combined Competitive Examination-2012

1. Introduction

- 1.1 The Punjab Public Service Commission (PPSC) has been established under Article 315 of the Constitution of India, with the basic purpose of recruiting officials in various departments of the Government as per the requisitions sent by the Government in this regard from time to time.
- 1.2 The Punjab State Civil Services Combined Competitive Examination-2012 (PSCSCCE-2012) is being conducted by the PPSC for recruitment of officers in the Punjab Civil Service (Executive Branch), Deputy Superintendent of Police, Tehsildar, Excise & Taxation Officers, Food Supply & Consumer Affairs Officers, Block Development & Panchayat Officers, Assistant Registrar Co-operative Societies and Employment Generation and Training Officer. On successful culmination of PSCSCCE-2012, the names of the successful candidates equal to the number of vacancies in each category for each service, will be recommended to the Government for appointment to these services. All these services are governed by the Service Rules of the respective service and the Government may consider the names recommended by the PPSC for appointment against these posts as per respective Service Rules.

2. Vacancies

- 2.1 The number of vacancies to be filled on the basis of PSCSCCE-2012 are given in the table below:

Sr. No.	Nomenclature of the post	Number of posts
1.	Punjab Civil Service (Executive Branch)	30
2.	Deputy Superintendent of Police	20
3.	Excise & Taxation Officer	30
4.	Tehsildar	09
5.	Food Supply and Consumer Affairs Officer	25
6.	Block Development & Panchayat Officer	28
7.	Assistant Register Co-Operative Societies	11
8.	Employment Generation and Training Officer	07
Total		160

- 2.2 **THE NUMBER OF VACANCIES MAY BE INCREASED OR DECREASED BY THE GOVERNMENT WITHOUT ANY PRIOR NOTICE AT ANY STAGE OF SELECTION PROCESS.**

2.3 The category wise detail of posts to be filled on the basis of the result of combined competitive examination.

**Tentative Break up of Posts to be filled through
Punjab State Civil Services Combined Competitive Examination-2012**

Category	Name of the post								
	PCS (EB)	DSP	ETO	Tehsil-dar	FS CAO	BDPO	AR Co-op	EG TO	Total
General (71)	16	09	15	06	12	13	05	03	79
ESM/LDESM (72/73)	02	02	02	-	02	02	01	-	11
Wards of FF Punjab (74)	-	-	-	-	01	01	-	01	03
Sports Person, Punjab (75)	-	01	01	-	-	-	-	01	03
Physically Handicapped Punjab (76)	01*	-	-	-	01**	01**	-	-	03 *Visually Handicapped ** To be clarified by Government
Scheduled Caste others Punjab (77)	03	03	03	01	02	03	01	01	17
Scheduled Caste ESM/LDESM Punjab (78/79)	01	-	01	-	-	01	01	01	05
Scheduled Caste Sports Person Punjab (80)	-	-	-	-	-	-	-	-	-
Balmiki/Mazbhi Sikh, Punjab (81)	02	03	04	01	03	03	02	-	18
Balmiki/Mazbhi Sikh ESM/LDESM Punjab (82/83)	01	-	-	-	-	-	-	-	01
Balmiki/Mazbhi Sikh, Sports Person, Punjab (84)	-	-	-	-	-	-	-	-	-
Backward Classes, Punjab (85)	04	02	03	-	04	03	01	-	17
Backward Classes, ESM/LDESM Punjab (86/87)	-	-	01	01	-	01	-	-	03
Total	30	20	30	09	25	28	11	07	160

3. **Scheme of PSCSCCE-2012**

- 3.1 The selection process for filling posts in various departments based on the PSCSCCE-2012 will commence with inviting applications from the candidates, who fulfill the qualifying criteria. The candidates who apply in response to the advertisement for these posts will be registered by filling Online Application Form, a link of which is available on the website of the Commission www.ppsc.gov.in
- 3.2 **No candidate who applies for this Examination through any other means but through Online Application Form shall be eligible to take this Examination. Candidates who register and fill in Online Application Form, would be issued Admit Cards prior to the conduct of Preliminary Competitive Examination on receipt of hard copy of their applications as described in the instructions for filling up Online Application Form.**
- 3.3 The candidature of the candidate shall be provisional till the time of verification of documents of the candidate at the time of viva-voce, when the candidate shall produce his/her original certificates for verifications by the Commission.
- 3.4 Any document/certificate/statement if found false or forge the candidature of the candidate may be rejected and further action taken as per law. Even if such an error is detected after selection of the candidate the same may be annulled.
- 3.5 Essential steps involved in the selection process are:
- i) Preliminary Competitive Examination; and
 - ii) Main Competitive Examination (written and viva voce).

4. **How to apply for PSCSCCE-2012**

- 4.1 The candidate after making himself/herself well acquainted with the General Instructions and Instructions for filling Online Application Form may apply for PSCSCCE-2012 using Online Application Form.
- 4.2 Particulars like name of the candidate, father's name and date of birth etc. should be as given in the matriculation or equivalent certificate in the Online Application Form.
- 4.3 The candidate must maintain uniformity in the format of signatures affixed at various stages of selection process. The signature should be of the usual kind which the candidate uses for official purposes. Any attempt to modify or using confusing signature shall be taken as an effort on the part of the candidate to impersonate or of using some other ill intent.
- 4.4 The candidates are required to pay the examination fee as mentioned below:

<u>Preliminary Examination</u> (To be paid at the time of filling Online Application Form)		<u>Main Examination</u> (To be paid by the candidates declared successful in the Preliminary Competitive Examination)	
Category	Amount	Category	Amount
SC/ST, Punjab & other states	Rs. 375/-	SC/ST, Punjab & other states	Rs. 500/-
Backward Classes, Punjab	Rs. 375/-	Backward Classes, Punjab	Rs. 500/-
Ex-servicemen Punjab & other states (excluding LDESM)	No fee	Ex-servicemen Punjab & other states (excluding LDESM)	No fee
All other categories	Rs. 1500/-	All other categories	Rs. 2000/-

4.5 The Examination fee must be submitted along with the print out of online application form duly signed by the candidate along with a **SINGLE Demand Draft** in original issued by a branch of State Bank of India or State Bank of Patiala, drawn in favour of the Secretary, Punjab Public Service Commission, and made payable at Patiala. The applications received without a valid Bank Demand Draft or with inadequate examination fee shall be summarily rejected. The examination fee is non-refundable.

4.6 **Candidate must write his/her Registration Number, name and address in BLOCK LETTERS on the reverse of the Bank Demand Draft.**

5. **Use of Unfair Means**

5.1 The following shall amount to unfair means.

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

5.2 All or any of the acts specified in the foregoing clauses may, in addition to rendering a candidate liable to criminal prosecution, also make him liable:-

- I. to be disqualified by the Commission from the examination for which such a person is a candidate; and/or
- II. to be debarred either permanently or for a specific period by the Commission from any examination or selection held by it.

6. **Conditions which may render a candidate ineligible**

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

- a) Insufficient examination fee;
- b) Examination fee deposited by means other than a Bank Demand Draft issued by the State Bank of India or State Bank of Patiala.;**
- c) Late receipt of print out of online registration form;
- d) Wrong/incomplete information given in the application form;
- e) Candidates debarred by the PPSC/other Public Service Commissions;
- f) Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

7. **Adverse action and criminal liability**

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

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

- xii) attempting to commit or, as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable-
- a) to be disqualified by the Commission from the examination for which he is a candidate; or
 - b) to be debarred either permanently or for a specified period by the Commission, from any examination or selection held by it; and
 - c) if he is already in service under Government of India, a State Government or a Public Sector Undertaking, to disciplinary action under the relevant rules;

Provided that no penalty under clause (a) or clause (b), as the case may be, shall be imposed, except after-

- i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
- ii) taking the representation, if any submitted by the candidate, within the period allowed to him, into consideration.

7.2 Travelling and other expenses shall be borne by the candidates themselves.

7.3 The Commission will not make any arrangements for the boarding and lodging of the candidates.

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

8. **Preliminary Competitive Examination**

8.1 The Preliminary Competitive Examination will consist of two papers i.e. Paper-I General Studies and Paper –II Civil Services Aptitude Test. The syllabus and other conditions for the Preliminary Competitive Examination are given in subsequent paragraphs of these instructions.

8.2 Candidates equal to thirteen times of the total number vacancies requisitioned by the Government under sub-rule (1) of Rule 13-A of Punjab Civil Services (Executive Branch) Rules, 1976 read with Punjab State Civil Services (Appointment by Combined Competitive Examination) Rules, 2009 may qualify for the Main Competitive Examination.

8.3 Unless otherwise directed, a candidate shall attempt the Examination in English or Punjabi language.

8.4 The Preliminary Competitive Examination is designed to sift suitable candidates for the Main Competitive Examination. **Marks obtained in the Preliminary Competitive Examination by the candidates, who may be declared qualified for taking the Main Competitive Examination, shall Not be counted for determining their final order of merit.**

8.5 The questions shall be answered by candidates on an Optical Marks Reader (OMR) sheet;

8.6 All candidates are required to appear in both papers including Ex-servicemen candidates i.e. Paper I and Paper II of the Preliminary Competitive Examination are compulsory. Please visit the following link for syllabus and other instructions for Preliminary Competitive Examination:-

1. Preliminary Competitive Exam Syllabus(<http://www.ppsc.gov.in/pdf/pcs2012/presyl.pdf>)
2. Main Competitive Exam Syllabus (<http://www.ppsc.gov.in/pdf/pcs2012/mainsyl.pdf>)
3. Instructions for filling Online Application Form (<http://www.ppsc.gov.in/pdf/pcs2012/oi.pdf>)

9. **Educational Qualifications**

9.1 The candidate should possess a bachelor degree in any discipline from a recognised university or institution; Provided that the candidate may be permitted to take preliminary examination while studying for the qualifying degree. However, the candidate shall be

required to produce proof of qualifying the degree course for being eligible to take the Main Competitive Examination.

9.2 No candidate shall be eligible for appearing in the Preliminary Competitive Examination, unless he/she has passed the Matriculation Examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time.

9.3 For the purpose of eligibility for PSCSCCE-2012, the expression "recognised university" or "institution" shall have the same meaning, as assigned to it in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

10. **Age Limit**

10.1 As mandated by Punjab Civil Services Rules 1976, as amended from time to time, the candidate should have attained the minimum age of 21 years and should not have attained the age of 37 years on the first day of January of the year in which the last day falls for submission of application to the Commission. In other words, **the candidate should have attained the age of 21 years but should not be older than 37 years on 1st January 2012.**

Provided that in the case of the post of **Deputy Superintendent Police in the Punjab Police Service**, a candidate should have attained **the minimum age of 21 years and should not have attained the age of 28 years on the first day of the year, as referred to above.**

10.2 Provided that Scheduled Castes and Backward Classes of Punjab age limit is relaxed upto 5 years as per Punjab Government circular No.10972-4 WGI-65/3205 dated 16th, February 1966.

10.3 The upper age limit for a Punjab Government/Other State Government/ Central Government employee will be relaxed up to 47 years.

10.4 The upper age limit prescribed above will be relaxed up to a maximum of five years for Schedules Castes and Scheduled Tribes of all States and Backward Classes of Punjab, except in the case of the posts of DSP.

10.5 The upper age limit for widows, divorcees and certain other categories as per instructions issued by the Government of Punjab vide Letter No. 1/50/83-5PP(1368)/3454 dated 23.04.1984 of women of Punjab will be relaxed up to 42 years, except in the case of the posts of DSP.

10.6 Age relaxation in upper age limit, upto 10 years is available to the disabled persons of Punjab, except in the case of the posts of DSP.

10.7 An Ex-serviceman of Punjab domicile shall be allowed to deduct the period of his service in the Armed Forces of the 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.

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

11.1 Unless covered by any of the exceptions, which may from time to time be notified by the Government in this behalf, every candidate belonging to General Category appearing for the examination after the commencement of Punjab State Civil Services (Appointment by Combined Competitive Examination) Rules, 2009, shall be permitted to avail upto **four attempts** at the examination.

11.2 For the purpose of this rule, an appearance of a candidate in the Preliminary Examination, shall be deemed to be an attempt at the examination.

11.3 **Ex-servicemen** category candidates are permitted only **three attempts** at the Examination.

12. **Main Examination**

- 12.1 Candidates equal to 13 times the number of vacancies may be declared eligible to take Main Competitive Examination.
- 12.2 The result of the Preliminary Competitive Examination along with the list of candidates, who qualify for taking the Main Competitive Examination, shall be published on the website of the Commission i.e. www.ppsc.gov.in . Successful candidates shall be required to fill up an Application Form for taking Main Competitive Examination. The Application Form shall be available on the website of the Commission immediately on declaration of the result of the Preliminary Competitive Examination. **Any candidate who fails to apply for the Main Competitive Examination within the specified time period along with requisite fee shall not be allowed to take Main Competitive Examination.**
- 12.3 Detailed instructions regarding the conduct of the Main Examination i.e. schedule of Exam, venues, timings etc. shall be announced prior to holding of the Main Competitive Examination.
- 12.4 The syllabus of various subjects along with the permitted combinations of subjects to be taken by the candidates is available on the website of the Commission.
- 12.5 The candidates while applying for Main Competitive Examination are required to submit attested photo copies of following documents:-
- Date of birth certificate as specified
 - Degree Certificate
 - Proof of Punjabi pass of Matric or its equivalent standard
 - Detail Marks Card of graduation
 - Reserve Category Certificate issued by the competent authority in support of their claim
 - ESM/LDESM Punjab Certificate
 - Bank Draft for submitting requisite fee
 - Three attested passport size photographs identical to the ones submitted for the Preliminary Competitive Examination.
- NOTE:-** Those candidates called for the viva voce test shall be required to present the original certificates for verification by the Commission at the time of viva voce test.

13. **Structure of the Main Competitive Examination**

- 13.1 The compulsory and optional subjects and the maximum marks fixed for each subject for the main competitive examination shall be as shown in the table below:

Paper	Subject	Marks
I	English	100
II	Punjabi (in Gurmukhi Script)	100
III	Essay (To be attempted either in Punjabi or English) (Gurmukhi Script)	100
IV	General Studies Paper I	100
V	General Studies Paper II	100
VI	Optional Subject I, Paper I	100
VII	Optional Subject I, Paper II	100
VIII	Optional Subject II, Paper I	100
IX	Optional Subject II, Paper II	100
	Viva Voce	100
Total		1000

- 13.2 The main Examination is intended to assess the overall intellectual traits and depth of understanding of candidates rather than merely the range of their information and memory. Total number of questions in the question papers of optional subjects will be eight. All questions will carry equal marks. Each paper will be divided into two parts, viz. Part A and Part B, each part containing four questions.
- 13.3 Out of eight questions, five questions are to be attempted. In each part there will be a compulsory question. Candidates will be required to answer one more question out of remaining three questions in each part. In this way, at least two questions will be attempted from each Part i.e. one compulsory question and in addition one more question. The candidate may attempt the fifth question from any part.
- 13.4 The scope of the syllabus for optional subject papers for the examination is broadly of the honours degree level i.e. a level higher than the bachelor's degree and lower than the master's degree. In the case of Engineering, Medical Science and Law, the level corresponds to the bachelor's degree.
- 13.5 The main competitive examination shall include compulsory and optional subjects and every candidate shall take all the compulsory subjects and two of the optional subjects, except for Ex-servicemen candidates, who are exempt from taking optional subjects. A candidate shall specify in his application form the optional subjects he/she desires to take.
- 13.6 The main examination will consist of written examination and a viva voce (interview) test. The written examination will consist of nine papers of conventional essay type in the subjects listed in the syllabus.
- 13.7 A candidate shall answer the question papers other than the language paper, in English or in Punjabi language.
- 13.8 No candidate shall be eligible to appear in the viva voce test unless he obtains 45 per cent marks in the aggregate of all subject including at least 33 per cent marks in Punjabi (in Gurmukhi Script) : provided that if at any main competitive examination a sufficient number of candidates do not obtain 45 per cent marks in the aggregate, the Commission may at their discretion lower this percentage to not below 40 per cent, percentage for the language paper, i.e. Punjabi in Gurmukhi Script, remaining unchanged.
- 13.9 No candidate shall be considered to have qualified in the main competitive examination unless he obtains at least 45 per cent marks in the aggregate in all subjects including viva voce except in the case of any main competitive examination for which this percentage has been lowered to not less than 40 per cent by the Commission under the proviso to regulation 7 in which case the qualifying percentage shall be as determined by the Commission.
- 13.10 If a candidate's handwriting is not easily legible, a deduction which may be considerable may be made on this account from the total marks otherwise accruing to him/her.
- 13.11 Credit will be given for orderly effective and exact expression combined with due economy of words, in all subjects of the examination.
- 13.12 Ex-servicemen category candidates are required to appear only in the Compulsory subjects, i.e., Paper I, II, III, IV & V. However, **LDESM category candidates shall have to appear in all the papers, including optional subjects.**
- 13.13 The candidates must list, in order of preference, in the space provided in the application form for the Main Competitive Examination the service/post they wish to join.

13.14 The candidates securing the highest aggregate marks in the written part of the Main Competitive Examination, numbering not more than three times the number of vacancies, shall be called for the viva voce test. In the event two or more candidates are tied at same rank then the order of merit shall be determined in accordance with highest marks secured in viva voce. However if the candidates are tied at the same rank even after considering marks secured in viva voce, the older candidate shall be given preference.

13.15 Candidates shall specify in their application form the optional subjects they desire to take. No change in the choice of options will be permitted under any circumstances.

13.16 The Main Competitive Examination shall include Compulsory and Optional Subjects as under:

(A) **List of Compulsory Subjects:**

1. English
2. Essay
3. Punjabi (in Gurmukhi Script)
4. General Studies Paper-I
5. General Studies Paper-II

(B) **List of optional subjects for main examination:**

Sr. No.	Subject	Subject Code	Sr. No.	Subject	Subject Code
1	Agriculture	31	14	Management	44
2	Animal Husbandry and Veterinary Science	32	15	Mathematics	45
3	Anthropology	33	16	Mechanical Engineering	46
4	Botany	34	17	Medical Science	47
5	Chemistry	35	18	Philosophy	48
6	Civil Engineering	36	19	Physics	49
7	Commerce and Accountancy	37	20	Political Science and International Relations	50
8	Economics	38	21	Psychology	51
9	Electrical Engineering	39	22	Public Administration	52
10	Geography	40	23	Sociology	53
11	Geology	41	24	Statistics	54
12	History	42	25	Zoology	55
13	Law	43	26	Literature of one of the following Languages: Hindi, Punjabi, Sanskrit, Urdu or English.	56

Note : (i) Candidates shall not be allowed to offer the following combinations of subjects:

- (a) Political Science and International Relations and Public Administration;
- (b) Commerce and Accountancy and Management;
- (c) Anthropology and Sociology;
- (d) Mathematics and Statistics;
- (e) Agriculture and Animal Husbandry and Veterinary Science;
- (f) Management and Public Administration;
- (g) Of the Engineering subject viz., Civil Engineering, Electrical Engineering and Mechanical Engineering—not more than one subject;

(h) Animal Husbandry and Veterinary Science and Medical Science.

- (ii) The question papers for the examination will be of conventional (essay) type.
- (iii) Each paper will be of three hours duration. Blind candidates will, however, be allowed an extra time of thirty minutes at each paper.
- (iv) Candidates will have the option to answer all the question papers, except the language papers viz., Papers I and II above in Punjabi or in English.
- (v) Candidates exercising the option to answer Papers III to IX in Punjabi language, may, if they so desire, give English version within brackets of only the description of the technical terms, if any, in addition to the version in Punjabi language.
- (vi) The question papers other than language papers will be set both in Punjabi and English.
- (vii) The Compulsory papers of Punjabi and English will be of 10+2 or equivalent standard.
- (viii) For the Language papers, the script to be used by the candidates will be as under :

Language	Script
Hindi	Devanagari
Punjabi	Gurmukhi
Sanskrit	Devanagari
Urdu	Persian

14. Viva Voce

- 14.1 Candidates up to three times the number of vacancies shall be declared qualified for each category to take viva voce test.
- 14.2 The viva voce test shall be conducted by an Interview Board composed of the Chairman and the Members of the Commission which may include an outside expert. More than one Interview Boards may be set up to interview candidates. In the event of an Interview Board not being headed by the Chairman of the Commission, the senior most Member shall be the Chairman of the Board.
- 14.3 Honesty and spontaneity of candidate's responses to the questions will be gauged by the interview panelist, who would be looking to judge confidence, communication skills, mental alertness, logical thinking, of judgment ability and leadership qualities of the candidate.
- 14.4 The technique of the interview will not be that of a strict cross-examination but of a natural, though directed and purposive conversation, which will be intended to reveal the mental qualities of the candidate. The interview test is not intended to be a test either of the special or general knowledge of the candidates, for which the candidate should have been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them both within and outside their own State or country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.

15. **Special Instructions for the post of Deputy Superintendent of Police:**

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

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

15.2 Besides the above requirement, the candidates have to qualify the Physical Test for the post of Deputy Superintendent of Police in the following events also :

Sr. No.	For Male Candidates	For Female Candidates
1	1600 meters race to be completed within 07 minutes 30 seconds (only one attempt)	800 meters race to be completed within 04 minutes 45 seconds (only one attempt)
2	Long Jump : Minimum 3.80 meters (Three attempts only)	Long Jump : Minimum 3.25 meters (Three attempts only)
3	High Jump : Minimum 1.15 meters (Three attempts only)	High Jump : Minimum 1.0 meter (Three attempts only)
4	Vertical rope : 2.0 meters climb from the ground (one attempt only)	Shuttle : Running between two parallel lines 10 meter apart, five times in 25 seconds (one attempt only)

16. **Nationality**

A candidate shall be a:

- Citizen of India; or
- Citizen of Nepal; or
- Subject of Bhutan; or
- Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

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

17. **Categories and Category Codes**

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 : The Blind B : The Deaf C : Orthopedically Handicapped
77	S.C. Others Punjab
78	S.C. ESM Punjab
79	S.C. LDESM Punjab
80	SC SP Punjab
81	Balmiki/Mazhbi Sikh Punjab
82	Balmiki/Mazhbi Sikh ESM Punjab
83	Balmiki/Mazhbi Sikh LDESM Punjab
84	Balmiki/Mazhbi Sikh SP Punjab
85	BC Punjab
86	BC ESM Punjab
87	BC LDESM Punjab

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

Note: (2) Only Resident of Punjab Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM) are eligible for reservation under the Ex-servicemen category. LDESM shall be considered against the vacancies for Ex-servicemen only if no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.

Note: (3) Category once filled by the candidate shall be sacrosanct and no change shall be permitted at any stage of the Examination.

Note: (4) For any inquiry candidates may contact the commission on telephone number 0175-5014826, 5014829 or by sending email with subject as “QUERY REGARDING PSCSCCE-2012” to enquiry@ppsc.gov.

Note: (5) 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 Sweb server on account of heavy load on Internet/Website.

DEFINITIONS AND EXPLANATIONS

1. BACKWARD CLASSES (PUNJAB)

- i) 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 prescribed proforma.
- ii) 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 creamy-layer as per Govt. letter No. 10/9/2009-RCI/62 Dated 08/1/2010.
- iii) The Competent Authorities to issue the necessary certificate are:
 - Deputy Commissioner
 - Additional Deputy Commissioner
 - Sub-Divisional Magistrate
 - Executive Magistrate (PCS Officers only)
 - Tehsildar

2. SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)

- i) 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.7(135)-8P-II-83/10120,dated 19.6.91 and No.4-13-8 P-11-97/10112 dated 22/8/1997.
- ii) 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.

3. EX-SERVICEMEN (PUNJAB)

- (i) "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 Forces 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;
- (ii) "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
- (iii) Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority. Failing so would result in cancellation of their candidature.
- (iv) 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.

4. SPORTS PERSON (PUNJAB)

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

- (i) 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 to the Indian Olympic Association ; or
 - He/ She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - 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.
- (ii) If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be attached with the application form.
- (iii) 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.
- (v) Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority. Failing so would result in cancellation of their candidature.

5. SCHEDULED CASTE/SCHEDULED TRIBES (PUNJAB)

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

- i) 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);
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- iii) Revenue Officer not below the rank of Tehsildar;
- iv) Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- v) Administrator/Secretary to Administrator/Development Officer Lakshdeep Islands;
- vi) As per para-3 of Punjab Govt. Instructions No. 1/8/2007-RC-1/815, dated 10th 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.

6. LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)

- i) 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.
- ii) 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
- iii) "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.

7. 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:

- i) Widows;
- ii) Women who are legally separated from their husbands or have been divorced;
- iii) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- iv) Women whose husbands have remarried; and
- v) Wives of serving military personnel or those who are disabled while in military service.

8. PHYSICALLY HANDICAPPED (PUNJAB)

The definitions as per Government Instructions issued vide letter No. 10/26/95/5-SS/1252, dated 2-5-97 of the handicapped for purposes of reservation in employment is as under:

THE BLIND :

The blind are those who suffer from either of the following conditions: -

Total absence of sight.

Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.

Limitation of the field of vision subtending an angle of 20 degrees or worse.

THE DEAF:

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) in the conversational range of frequencies.

ORTHOPAEDICALLY HANDICAPPED

The orthopedically handicapped are those who have a physical defect or deformity not less than 40 % which causes an interference with the normal functioning of the bones.

Competent authorities to issue such certificate as under:-

- (i) Principal Medical Officer
- (ii) Chief Medical Officer
- (iii) Civil Surgeon
- (iv) Class-I Medical Officer of any Government Medical Institution

This certificate should be issued by the authorities of the concerned District or place of which the candidate is permanent resident.
