



General Information for the Candidates

**For the 585 posts of Junior Engineers (Civil) in the Department of Water Resource, Punjab.**

Introduction

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

1. The Punjab Public Service Commission invites **Online Application Forms** from eligible candidates for recruitment to 585 posts of **Junior Engineers (Civil)** in the Department of Water Resource, Punjab.

**Note :** This Advertisement is being published as per the requisition received from the Department of Water Resource, Government of Punjab vide letter No.10/23/2020 - 2IP3/3899 dated 24/12/2020, letter No. 10/23/2020-2IP3/3963 dated 31/12/2020, letter No.10/23/2020-2IP3/24 dated 05/01/2021 and letter no. 10/23/2020-2IP3/393 dated 24/02/2021.

**2.0 RESERVATION OF THE POSTS:-**

**(i) Junior Engineer (Civil)**

Category Code	Category	No. of Posts	Out of Total posts, posts reserved for Women
71	General	223	63
72/73	EX-Serviceman/LDESM	46	22
74	Freedom Fighters of Punjab	06	02
75	Sports Persons, Punjab	12	06
76	Persons with Disability Hard of Hearing Locomotive Disability (One Leg, One Arms)	15 12	07 05
77	Scheduled Castes (Others), Punjab	57	23
78/79	SC Ex-Serviceman/LDESM	12	-
80	SC Sports Persons, Punjab	03	-
81	Balmiki/Mazbhi Sikhs, Punjab	58	23
82/83	Balmiki/Mazbhi Sikhs Ex-Serviceman/LDESM	12	-
84	Balmiki/Mazbhi Sikhs Sports Persons, Punjab	03	-
85	Backward Classes Punjab	57	23

86/87	Backward Classes Ex-Serviceman/LDESM Punjab	12	-
88	Economically Weaker Section, Punjab	57	18
	Total	585	192

Note 1: The number of posts may be increased or decreased by the Govt. at any time before the selection process is complete without giving any prior notice to the candidates.

Note 2: The Punjab Civil Services (Reservation for women) Rules 2020 issued by the Department of Social Security that provides for 33% reservation for women is attached as Annexure-F with General Information for candidates.

### **3.0 PAY SCALE:** Rs. 35400/- initial Pay.

The minimum pay admissible for the ibid posts shall be as per the notification of Finance department dated 29/10/2020 and as per Notification No. 7/204/2012-4FP1/66, Dated 15/01/2015 Govt. of Punjab, Department of Finance (Finance Personnel-I Branch) Chandigarh, and Notification No. 1/62016-4P.P.1/834680/1 dated 07/09/2016 Govt. of Punjab, Department of Personnel PP-I Branch Chandigarh, fixed emolument equal to Minimum Pay without any allowance will be paid during the probation period of 3 years.

### **4.0 ESSENTIAL QUALIFICATIONS :-**

4.1	<p>(i) Should possess three years Diploma of Junior Engineer in Civil Engineering from a State Technical Education Board or from recognized University or Institution.</p> <p>(ii) The candidate possessing higher qualification in terms of degree/Masters in engineering is also eligible, provided he/she mandatory possess basic qualification in terms of diploma in Civil Engineering.</p> <p>Punjabi of Matric or its equivalent Standard.</p>
4.2	<p>Provided further that where a ward of Defence Service Personnel, who is a bonafide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.</p> <p>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:</p>

**Important Note:** The candidates MUST possess the requisite qualification **before or by 27/03/2021**

### **5.0 AGE**

- (i) Candidates should not be below 18 years and above 37 years of age as **on 01.01.2021**
- (ii) The Upper age limit may be relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.
- (iii) Upper age limit may be relaxed up to 45 years for Punjab Govt. and its Board/Corporation/Commission and Authorities employees, all States/ Central Government employees.
- (iv) Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.
- (v) Upper age limit is also relaxable up to 42 years for Widows, Divorcees and certain other Categories of Women.
- (vi) Upper age limit is also relaxed upto 47 years for Persons with Disability of Punjab.

## 6.0 Competitive Examination for selection

- (a) The written competitive examination for the post will be scheduled tentatively in end of April **2021**. The procedure for Competitive Examination for selection of candidates for the post of 585 posts of Junior Engineers (Civil) in the Department of Water Resource, Punjab is in following sequence:-

<b>Total Marks for Competitive Examination</b>	<b>300</b>
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- (b) The pattern for written exam comprising of 120 questions (@ 2.5 marks for each question and Time allotted ( 2 Hours) would be as below:

<b>Questions from the Subject (Syllabus of Subject is attached as Annexure-B)</b>	<b>100</b>	<b>250 marks</b>
<b>Questions from Logical Reasoning, Mental ability and General Knowledge</b>	<b>20</b>	<b>50 marks</b>

- 7.0 (a) **There will be negative marking (0.5 marks for each question) in the written examination for questions wrongly answered.**

- (b) After the answer key is put on the PPSC website (after written examination), candidates will be permitted to raise objections if any. Candidates will be given four days to deliberate before putting up objections..
- (c) As per the instructions of Govt. of Punjab Department of Personnel issued vide its letter No. 12/152/2015-5PP2/720133/1 dated 28.03.2016, the selection for these posts will be finalised on the basis of written examination only.
- (d) No interview shall be conducted for selection to these posts.
- (e) No candidate shall be eligible to be appointed unless he/she obtains 45% marks in the competitive examination (read 40% for the candidates belonging to Schedules Caste of Punjab and Backward Classes of Punjab).
- (f) Final result shall be prepared on the basis of the net marks obtained by the Candidates in the Written Competitive Examination.

8.0 Information about the examination centre(s) shall be mentioned on Admit Cards of all candidates. The Public Notice to download the admit cards will be uploaded shortly.

8.1 All candidates who apply for ibid posts will be treated “provisionally eligible” for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers by PPSC does not indicate acceptance of candidature by the PPSC, since there is no scrutiny of documents before the written test.

8.2 The scrutiny of application forms shall be done after the conduct of the examination during the process of scrutiny, the application forms and other relevant documents, certificates, etc of the candidates shall be examined to determine their eligibility as on 27-03-2021 Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.

8.3 The candidates applying for the Competitive Examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission will be purely provisional, subject to satisfying the prescribed eligibility conditions. If on checking at any time before or after the Competitive Examination, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission or the civil court. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/ her liable for disqualification and disciplinary action.

9.0 Nationality:

A candidate shall be a:

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

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

## 10.0 Submission of Application Form

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

Process	Step	Last Date
To make new registration for applying for the post.	(Step-1)	27/03/2021 By 11:59:00 PM
To deposit the Application fees by system generated Bank Challan Form.	(Step-2)	05/04/2021  [ <u>During Banking</u> <u>Hours</u> ]

- 10.0 (a) The candidates are NOT REQUIRED to send the Hard Copy of the Online Application Form to the Office of Punjab Public Service Commission. However, the candidates must take out the hard copy in soft form or print out at the time of applying otherwise he/she will not be able to take out the copy at the later stage. He/she must retain the hard/soft copy of online application form along with all eligibility documents ready to be sent at a short notice to PPSC whenever required by PPSC.
- (b) However, candidates applying under the **Sports Category** will send a hard copy of 'On line Application Form' along with Sports Gradation Certificate and other certificates related to sports to establish his eligibility under the sports category by 27/03/2021.
- (c) Also, **Persons with disabilities** must submit the hardcopies of Online Application Form alongwith Disability Certificate and request for scribe, if any and other eligibility documents at the reception counter of PPSC by 27/03/2021. For any assistance Persons with disabilities may contact Superintendent Examination : 0175-5014831, 0175-5014825..
- (d) The following **SELF ATTESTED CERTIFICATES** shall be submitted by candidates when asked at short notice:
1. Proof of Date of Birth : Certificate of Matriculation/Higher Secondary.
  2. Proof of having passed Punjabi Language.
  3. Relevant Degree and DMC Certificate.
  4. Reserved Category Certificate issued by the Competent Authority( If Applicable)
  5. If ESM, certificates/documents mentioning the following:-
    - i) Date of Enrolment
    - ii) Date of Release/Discharge
    - iii) Reason of Release/ Discharge
  6. Certificate as proof of age relaxation claim. (If Applicable)
  7. Certificate as proof of fee concession (If Applicable)
  8. Proof of being Govt. Employee.
  9. Copy of Bank Challan( PPSSC Copy only) .

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

## 11.0 Application and Examination Fee

The candidates are required to pay the Application fee as per Govt. Letter No. 10/20/2007 3PP3/97751/1 dated 17-9-2013 as mentioned below:-

Name of Category	Online Application charges	Examination Fee	Total
Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab State only.	Rs. 500/-	Rs. 625/-	1125/-
Ex-Servicemen of Punjab state only	Rs. 500/-	No Fee to be paid	500/-
All Others Categories (including EWS Lineal Descendent of Ex-servicemen, Punjab)	Rs 500/-	Rs. 2500/-	3000/-
Person with Disability, (Physical Handicapped) Punjab State only.	Rs. 500/-	Rs. 1250/-	1750/-

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

Application fee MUST be submitted through any Branch of State Bank of India only. Candidate should carefully fill the details in the Online Application Form and click onthe "SUBMIT" button at the end of the Online Application Format. Before pressing the"SUBMIT" Button, candidates are advised to verify every detail filled in the application.After submitting the online application form, the candidate should take a printout of thesystem generated Bank challan. No Change/Edit will be allowed after Submitting theApplication Form. The application fee is non-refundable.

## 12.0 Conditions which may render a candidate ineligible

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

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

### Important Note

- Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Persons with disability, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- A candidate should indicate the specific category for which he/she wants to be considered and category once opted cannot be changed under anycircumstances.
- SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.

- 12.5 Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM)/Grand children of Gallantry Award Winners who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM/Grand children of Gallantry Award Winners shall be considered against the vacancies for Ex-servicemen ONLY IF no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated in his/her basic category.

13.0 **Definition Of Categories**

Candidates should select their categories carefully, because candidates belonging to categories other than category 71 (General), are entitled to fee concession/exemption, age relaxation and job reservation. The category onceselected by a candidate will not be changed under any circumstances. Candidates shall submit certificates issued by the Competent Authority in support of their claim to a particular category.

**Categories and Category Code**

<u>Code No.</u>	<u>Category Name</u>
71	General Category
72	ESM, Punjab
73	LDESM, Punjab
74	Freedom Fighter, Punjab
75	Sports Person, Punjab
76	Person with Disability, Punjab:
	A : Blind and Low Vision
	B : Deaf and Hard of Hearing
	C : Locomotive Disability
	D : Intellectual Disability
77	SC Others, Punjab
78	SC ESM, Punjab
79	SC LDESM, Punjab
80	SC Sports Person, Punjab
81	Balmiki/ Mazhbi Sikh, Punjab
82	Balmiki/ Mazhbi Sikh ESM, Punjab
83	Balmiki/ Mazhbi Sikh LDESM, Punjab
84	Balmiki/ Mazhbi Sikh Sports Person, Punjab
85	BC, Punjab
86	BC ESM, Punjab
87	BC LDESM, Punjab
92	Economically Weaker Section.

**CODE FOR AGE RELAXATION (If claimed)**

<u>Code No</u>	<u>Category Name</u>
91	State Government/Central Government Employees.
92	SC Punjab only
93	Balmiki/Mazhbi Sikh Punjab Only
94	Widows & certain other categories of women of Punjab.
95	B.C., Punjab Only
96	ESM, Punjab Only
97	Person with Disability, (Physical Handicapped) Punjab Only
98	SC Punjab only+ State Government/Central Government Employees.
99	SC Punjab only + ESM, Punjab.

- 100 SC Punjab only + Person with Disability, (Physical Handicapped) Punjab.  
Balmiki/Mazhbi Sikh Punjab only+ State Government/Central Government
- 101 Employees.
- 102 Balmiki/Mazhbi Sikh Punjab only + ESM, Punjab.  
Balmiki/Mazhbi Sikh Punjab only + Person with Disability, (Physical
- 103 Handicapped) Punjab.
- 104 B.C., Punjab. + State Government/Central Government Employees.
- 105 B.C., Punjab. + ESM, Punjab
- 106 B.C., Punjab. + Person with Disability, (Physical Handicapped) Punjab.

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

- 14.1.1 The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93 . RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005, No.1/41/93 RCI/209, dated 24.2.2009 and No.1/41/93 RCI/609 dated 24.10.2013 in the Section of prescribed proforma.
- 14.1.2 The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration (**Annexure-III**) along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. letter No.10/9/2009-RCI/62 Dated 08/1/2010.
- 14.1.3 The Competent Authorities to issue the necessary certificate are:
- a) Deputy Commissioner
  - b) Additional Deputy Commissioner
  - c) Sub-Divisional Magistrate
  - d) Executive Magistrate (PCS Officers only)
  - e) Tehsildar

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

- 14.2.1 Candidates claiming to be son/grandson/daughter/granddaughter of Freedom Fighters are required to submit a certificate issued by the competent authority (i.e., Deputy Commissioner of the district concerned) as per Punjab Government Instructions No.9 (13) 3P-II-84/5822 dated 4/4/1985, No.1(135)-8PII/7/310/20,dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.
- 14.2.2 Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:
- a) belong to the State of Punjab; and
  - b) have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded TamraPatra by the Government of India; or
  - c) are otherwise eligible for the grant of Freedom Fighter pension and TamraPatra but for any reason whatsoever did not apply for Freedom Fighter pension and TamraPatra but can obtain Freedom Fighter/ son/daughter/grandson/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

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

- 14.3.1 "Ex-serviceman" means a person who has served in any rank, whether as a combatant 4or a non combatant, in the Naval, Military and Air Force of the Union of India (herein-after referred to as the Armed forces of the Union of India), and who has:
- a) retired or released from such service at his or her own request after earning his or her pension; or
  - b) been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

- c) been released otherwise than on his own request from such service as a result of reduction in establishment; or
  - d) been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;
- 14.3.2 "but does not include a person who has served in the Defence Security Corps, the Reserve Engineering Force, the LokSahayakSena and the Para Military Forces, but includes personnel of the LokSahayakSena of the following categories namely:
- a) Pension holders for continuous embodied service
  - b) Persons with disability attributable to military service; and
  - c) Gallantry award winners
- 14.3.3 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.

14.3.4 As per Punjab Govt. letter No.15/25/2001-4DW/1591 dated 21/5/2002 an Exserviceman is allowed the benefit of Reservation for the second time and eventhereafter in subsequent recruitment in according with the provisions ofthese Rules.

14.3.5 Provided that where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.

14.3.6 Provided further that the wife or the Lineal Descendent child of the Ex serviceman shall be recruited against the reserved vacancy subject to the conditions that:

- (i) he or she possesses the prescribed qualifications and the within the prescribed age limit,
- (ii) he or she is not already in service;
- (iii) he or she will be eligible to avail the benefit only once in life.

Provided further that one grand Child of the Gallantry Award Winner shall be recruited against the reserved vacancy, in case the benefit or reservation has not been availed of by any of the children or dependents such winner or by the winner himself subject to the conditions specified in the second proviso. For the purpose ofl this proviso Gallantry Award Winner includes the winner of the ParamvirChakra, TheMahavir Chakra, the Vir Chakra, the Sena or NaoSena or VayuSena Medal and Mention-in-Despatches.

14.3.7 As per Punjab Government notification No.GSR9/Const./ Art309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET/2805 dated 14/05/2003 and;

- a) "Lineal Descendent" means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/ unemployed Ex-Serviceman.
- b) "Wife" shall include the widow of an Ex-serviceman, provided she has not re-married up to the date of the issue of the appointment letter."
- c) In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as "Lineal descendent" only if a certificate to this effect has been issued by the authority appointed by the Government.

**14.3.8 Definition of War Hero:-**

- (i) "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

- (ii) A defence services personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra : provided that,—
  - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though bona fide residents of Punjab State are closely connected to the State of Punjab;
  - (b) In the case of War Heroes, falling in the category (II), the benefits to be given by the State Government will be restricted only to first generation dependent member/next of the kin. Note.- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

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

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

- 14.4.1 a) He/ She belongs to State of Punjab; and
  - b) He/ She has won Gold, Silver or Bronze Medal in Senior National Championship or National Games in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Sports federations as are affiliated or recognized to the Indian Olympic Association;
  - or
  - c) He/ She has won first, second or third position in team or individual events and or he/she won Gold or Silver or Bronze Medals at International Sports meets, conducted by Sports Federation affiliated or recognized by the International Olympic Committee or by the International Olympic Committee itself.
- 14.4.2 If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 as amended on 20.07.2020 issued by the competent authority should be attached with the application form.
- 14.4.3 Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.
- 14.4.4 Applicants claiming reservation under Sports Person, Punjab Category must submit Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

#### 14.5 **SCHEDULED CASTE, (PUNJAB)/ SCHEDULED TRIBES**

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

- 15.5.1 District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);
- 14.5.2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- 14.5.3 Revenue Officer not below the rank of Tehsildar;
- 14.5.4 Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- 14.5.5 Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- 14.5.6 As per para-3 of Punjab Govt. Instructions No. 1/8/2007-RC-1/815, dated 10<sup>th</sup> July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parents service record.

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

14.6.1 The definitions as per Government Instructions issued vide letter No. 1/50/83 5PP(1368)/3454 dated 23-4-84 as amended from time to time the widows and certain other categories of women for reservation in employment is as under:

Widows;

14.6.2 Women who are legally separated from their husbands or have been divorced;

14.6.3 Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;

14.6.4 Women whose husbands have remarried; and

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

#### 14.7 **DISABLED PERSONS :**

As per the Instructions of Govt. of Punjab, Department of Social Security and Women and Child Development issued vide letter No. 1/1/2017-3DC/1588894/1 dated 03-10-2019, the reservation for Disabled persons under Section 34 of the Rights of Persons with Disabilities Act-2016 is as under :-

Sr. No.	Types of Disability	Percentage
1	Blind and Low Vision	1%
2	Deaf and Hard of Hearing	1%
3	Locomotive Disability (including Cerebral palsy, Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy)	1%
4	Intellectual Disability (including Autism ,and Specific disability) and Mental illness	1%
	Multiple disabilities specified in Serial No. 1 to 4 above, including deaf-blindness	

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

Note: As per the list of Posts identified to be reserved for Persons with disability in Group-A issued by the Ministry of Social Justice and Empowerment, Govt. of India notified vide No. 16-16/2010-/dd-III dated 29/7/2013 and adopted by Govt. of Punjab vide order No. 3/39/2014-3dis Br/972-980 dated 10/7/2014, only one leg/one Arm disable persons are eligible in the category of Locomotive disability for the posts of Junior Engineers.

- a) For Persons with disability (with 40% more disability) compensatory time of 20 minutes per hour is allowed.
- b) Persons with disability (with 40% more disability) who apply for scribe in a prescribed format attached as **Annexure-D**.
- c) Punjab Public Service Commission has framed a panel of scribes having qualification matriculation & above. The eligible candidates may request the PPSC for scribe, if needed alongwith submission of hardcopies of Online Application Form by 23/03/2021 in the office of PPSC . On receipt of request from the candidates, the candidate will be allotted scribe by PPSC and he/she will be allowed to meet scribe 02 days before the examination. However, if the candidate wants to bring his/her own scribe, the qualification of scribe should be one step below the minimum prescribed qualification for the post. The candidate opting for his/her own scribe should submit an affidavit annexed as Annexure-E.

NOTE :-

Persons with disabilities must submit the hardcopies of Online Application Form alongwith Disability Certificate and request for scribe, if any and other eligibility documents at the reception counter of PPSC by 27/03/2021

#### 14.8 **Economically Weaker Section :**

Residents of Punjab belonging of Economically Weaker Section (whose family income is less than Rs. 8.00 lac per annum) who are not covered under the existing scheme of reservation for Scheduled Castes and Backward Classes.

For this purpose \*Family\* will include the person who seeks benefit of reservation, his/her parents, sibling below the age of 18 years, as also his/herspouse and children below the age of 18 year. "Income" will include all sources for the financial year prior to the year of application. Further a person will be excluded whose family owns/possesses any of the following assets:

- i) 5 acres Agricultural Land and above.
- ii) Residential flat of 1000 sq.ft. and above
- ii) Residential plot of 100 sq.yards and above in notified municipalities/nagar Panchayat.
- iv) Residential plot of 200 sq.yards and above in other than the notified municipalities/nagarPanchayat.

Note: (1) For any General query, candidates may contact the Commission's Office on telephone number 0175-5014825, 5014829 & 5014831 or by sending email with subject as "GENERAL QUERY REGARDING THE POST OF JUNIOR ENGINEER (Civil) [scrutiny.ppsc@gmail.com](mailto:scrutiny.ppsc@gmail.com)

Note: (2) Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on the web server on account of heavy load on Internet/Website.

Note : (3) Candidates are advised to go through the 'General Information for the candidates' and 'Instructions for filling Online Application Form' carefully before filling up Online Application Form. The Commission will not be responsible for any consequence arising out of incorrect filling up of Application

Sd/-

Dated : 05/03/2021

**Navreet Kaur Sekhon, PCS**  
**Secretary (Examinations)**  
**Punjab Public Service Commission**

## ANNEXURE B

### SYLLABUS FOR THE POST OF JUNIOR ENGINEER (CIVIL)

- 1) ENGINEERING DRAWING:** Lettering Technique and Practice, Dimensioning Techniques (Necessity of dimensioning, method and principles of dimensioning etc.), Scales (need and importance of scales, Drawing of plain and diagonal scales etc.), Projections, Sections, Symbols and Conventions.
- 2) APPLIED MECHANICS:** Introduction, Laws of forces, Moment, Friction, Centre of Gravity etc.
- 3) FLUID MECHANICS:** Introduction, Properties of Fluids, Hydrostatic Pressure, Measurement of Pressure, Fundamentals of Fluid Flow (Types of Flow, Discharge, hydraulic energy, Bernoulli's theorem etc.), Flow Measurements (brief description with simple numerical problems, Venturimeter, Pitot tube, Orifice, Current meters, Notches etc.), Flow through Pipes (Definition of pipe flow; Reynolds number, laminar and turbulent flow, Critical velocity and velocity distributions in a pipe for laminar flow, Head loss in pipe lines, Hydraulic gradient line and total energy line, Pipes in series and parallel, Water hammer phenomenon etc.), Flow through open channels (uniform and non-uniform flow, discharge through channels using Chezy's formula and Manning's formula, Most economical sections, rectangular, trapezoidal and circular etc.), Hydraulic Pumps and motors (types, uses and efficiency etc.)
- 4) SURVEYING:** Basic principles of surveying, Concept and purpose, Instruments used for taking these measurements etc., Chain surveying, Compass surveying, Levelling, Plane Table Surveying, Total Station Method, Auto Level, Contouring, Theodolite Surveying, Tacho-metric surveying, Curves, Digital Survey, Introduction to the use of Modern Surveying equipment and techniques, Total Stations etc.
- 5) CONSTRUCTION MATERIALS & BUILDING CONSTRUCTION:** General characteristics of stones, Requirements of good building stones, Identification of common building stones, Bricks and Tiles, Cement (Various types of Cements, Properties of cement etc.), Lime, Timber and Wood Based Products, Paints and Varnishes, Miscellaneous Materials etc., Introduction to Building Construction, Foundation, Walls, Masonry, Arches and Lintels, Doors, Windows and Ventilators, Damp Proofing and Water Proofing, Floors, Roofs, Stairs, Anti Termite Measures, Building Planning etc. Concrete, uses of concrete in comparison to other building materials, Ingredients of Concrete, Properties of Concrete, proportioning for Normal Concrete, Introduction to Admixtures for improving performance of concrete, Special Concretes (Concreting under special conditions, difficulties and precautions before, during and after concreting, Ready mix concrete, Fibre reinforced concrete, Polymer Concrete, Fly ash concrete, Silica fume concrete etc.), Concreting Operations (Storing of Cement, Storing of Aggregate, Batching, Mixing, Transportation of concrete, Placement of concrete, Compaction, Curing, Jointing, Defects in concrete etc.).
- 6) STRUCTURAL ENGINEERING:** Simple stresses and strains, Elasticity, Hooke's Law, Moduli of Elasticity and Rigidity. Stresses and strains of homogeneous materials and composite sections. Types of beams and supports and loads, Concept of bending moment and shear force. Bending moment and shear force diagrams for simple cases. Deflection in beams. Moment area theorem, Bending and shear stresses in circular, rectangular, T and L sections, Introduction to I.S:456 (latest edition), Design of singly and doubly Reinforced beams, Design of Columns-Types of Columns. Short and long column, load carrying capacity, effective length of column, lateral and helical ties. I.S. Specifications for reinforcement detailing. Design of slabs types of slabs, one-way slab, two-way slab, I.S. specifications for Reinforcement detailing method of design as per I.S. code. Design of foundations-isolated footing rectangular footing, square footings, circular footings. Design of tension members in structural steel, gross area, net area, tension splice, Design of compression members, column

splice, load carrying capacities. Design of beams in structural steel, Basic concept of prestressed concrete, advantages of prestressed concrete in comparison with RCC application of prestressed to various building elements, bridges, water tanks and precast elements, Materials, Prestressing Methods, Bending and Shear Capacity, Losses in Prestressing etc.

- 7) EARTHQUAKE RESISTANT BUILDING CONSTRUCTION:** Elements of Engineering Seismology, Performance of building during earthquakes and Mode of failure, Special construction method, tips and precautions to be observed while planning, designing and construction of earthquake resistant building, Introduction to IS: 4326, IS: 13828, IS: 1893(Part 1), 154326 and IS: 13920 (latest edition), Seismic Provision of Strengthening and Retrofitting Measures for Traditionally- Built Constructions, Brick and RCC Structures, Provision of reinforcement detailing in masonry and RC constructions.
- 8) WATER SUPPLY AND WASTE WATER ENGINEERING: Water Supply-** Water requirement, Rate of demand and supply, Per capita consumption, Population Forecasting etc., Physical, Chemical and bacteriological properties, Standard of potable water as per Indian Standard etc., Water Treatment including Sedimentation, Coagulation, flocculation, Filtration, disinfection of water, chlorination, Water treatment plants, R.O.s etc., Different types of pipes, fire hydrants, water meters their working and uses, Distribution system etc., Laying out Pipes
- Waste Water Engineering-** Definition of terms in sanitary engineering, Surface drains, Types of sewage, Sewerage, Laying and Construction of Sewers, Sewage characteristics (Properties of sewage as per IS standards), Natural Methods of Sewerage Disposal, Sewage Treatment, BOD, COD, Building Drainage (Different sanitary fittings and installations, Traps, seals, Testing of house drainage etc.), Drains and Sewers, Traps, inspection chamber, Septic Tank and Soak Pit, Bath room and W.C connections etc.
- 9) SOIL AND FOUNDATION ENGINEERING:** Physical Properties of Soils, Classification and Identification of Soils, Permeability and its importance, Effective Stress, Strength Characteristics of Soils, Compaction, Bearing Capacity of soil, Concept of shallow and deep foundation; types of shallow foundations and their suitability. Factors affecting the depth of shallow foundations, deep foundations, type of piles and their suitability; pile classification on the basis of material, pile group and pile cap etc.
- 10) TRANSPORTATION ENGINEERING:** Introduction of Transportation Engineering, Traffic Engineering, Road materials, Geometric design, Design of flexible and rigid pavements, Road maintenance, Railway Engineering Rails, Sleepers, ballast, points and crossing, Track laying and track maintenance.
- 11) IRRIGATION ENGINEERING:** Introduction to irrigation, methods of irrigation, tube well irrigation, tank irrigation, sprinkler irrigation, drip irrigation, water logging, design of irrigation canals and irrigation outlets.
- 12) ENVIRONMENTAL ENGINEERING:** Importance of Environmental Engineering, Water Pollution (Causes lakes and its preventing measure, BIS standards for water quality etc.), Air Pollution, Noise Pollution, Effects of mining, blasting and deforestation, Land Use (land use and natural disasters, landslides etc.) soil degradation problems - erosion, water logging, soil pollution etc.), Environmental Impact Assessment, Legislation to Control Environmental Pollution (Indian legislative acts for water, land and air pollution control – provisions, scope and implementation etc.), Renewable Source of Energy etc.
- 13) QUANTITY SURVEYING AND VALUATION:** Introduction to quantity surveying and its importance, duties of quantity surveyor, types of estimates, measurement, preparation of detailed and abstract, estimates from drawings, calculation of quantities of materials, analysis of rates, contractorship, preparation of tender document based on Common Schedule of Rates (CSR).
- 14) REPAIR AND MAINTENANCE OF BUILDINGS:** Need for maintenance, agencies causing

deterioration (sources, causes, effects), investigation and diagnosis of defects, defects and their root causes, materials for repair, maintenance and protection, remedial measures for building defects, surface preparation techniques for repair, crack repair methods, repair of surface defects of concrete, repair of corrosion in RCC elements, repair of DPC against rising dampness, repair of walls, waterproofing of wet areas and roofs, repair of joints in buildings etc.

**15) CONSTRUCTION MANAGEMENT AND ACCOUNTS:** Construction Planning, CPM, PERT, site organization, Construction Labour (Labour Welfare Fund Act 1936 (as amended), Payment of Wages Act 1936 (as amended), Minimum Wages Act 1948 (as amended), control of progress, inspection and quality control, accidents and safety in construction, accounts, public work accounts, request for quotation, bill of quantities, measurement book, indent book, material at site register.

**16) BASICS OF MANAGEMENT:** Introduction, Leadership, Motivation, Ethics and Values, Team related skills- sympathy, empathy, co-operation, concern, lead and negotiate, work well with people from culturally diverse background, Communication in group - conversation and listening skills, Task Initiation, Task Planning, Task execution, Task close out, Customer Relationship Management (CRM), Need, various types of customers, customer satisfaction, life- long customer, Customer Satisfaction Index (CSI) and its significance, Elementary knowledge of Income Tax, Sales Tax, Excise Duty, Provident Fund, Employees State Insurance Act, Labour welfare schemes, Labour laws, worker and public safety techniques, systems of wage payment, incentives, Factory Act 1948 with special reference to health, safety and welfare measures, working hours, annual leave with wages, Payment of Wages Act 1936, Minimum Wages Act 1948, safeguards in construction practices, Introduction to Total Quality Management (TQM), Community Participation in Water Supply and Sanitation, Roll of Women in Water Supply and Sanitation etc.

THE SCHEDULE  
[See clause (zc) of section 2]  
SPECIFIED DISABILITY

1. Physical disability.—

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment—

(a) "blindness" means a condition where a person has any of the following conditions, after best correction— (i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:—

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment —

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—
  - (a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
  - (b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
3. Mental behaviour,—

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by subnormality of intelligence.
4. Disability caused due to—
  - (a) chronic neurological conditions, such as—
    - (i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
    - (ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
  - (b) Blood disorder—
    - (i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;
    - (ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
    - (iii) "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.
5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.
6. Any other category as may be notified by the Central Government.

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

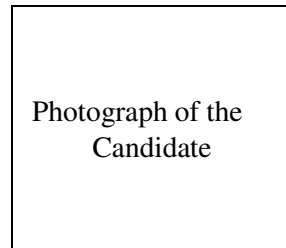
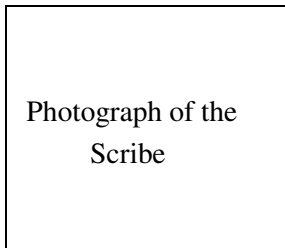


AFFIDAVIT

I \_\_\_\_\_ a candidate with \_\_\_\_\_(name of the disability) appearing for the \_\_\_\_\_(name of the examination) bearing Roll. No. \_\_\_\_\_ at \_\_\_\_\_(name of the centre) in the District \_\_\_\_\_(name of the State).My qualification is\_\_\_\_\_.

I do hereby state that \_\_\_\_\_(name of the scribe)will provide the service of scribe for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is\_\_\_\_\_.In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.



(Signature of Scribe)

(Signature of the candidate with Disability)

Place:

Date:

**PUNJAB PUBLIC SERVICE COMMISSION, PATIALA**

Recruitment of ..... Post/Posts of ..... in the  
department of ....., Govt. 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)

ਪੰਜਾਬ ਸਰਕਾਰ  
ਵਿੱਤ ਵਿਭਾਗ  
(ਵਿੱਤ ਪ੍ਰਮੇਨਲ-1 ਸਾਖਾ)

ਵਿਸ਼ਾ: ਰਾਜ ਦੇ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ ਅਤੇ ਉਹਨਾਂ ਦੇ ਅਧੀਨ ਆਉਂਦੇ ਬੋਰਡ/ਕਾਰਪੋਰੇਸ਼ਨ ਆਦਿ ਵਿੱਚ ਹੋਣ ਵਾਲੀ ਤਰਤੀ (ਕਾਮਨ ਕੈਟਾਗਰੀ) ਦੇ ਤਨਖਾਹ ਸਕੇਲ/ਪੇਅ ਮੈਟ੍ਰਿਕਸ ਦਰਸਾਉਣ ਸਬੰਧੀ।

....

ਪੰਜਵੇਂ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਅਨੁਸਾਰ ਹੇਠ ਲਿਖਿਆ ਕਾਮਨ ਕਾਰਡ ਦੀਆਂ ਆਸਾਮੀਆਂ ਨੂੰ ਮਿਤੀ 1.1.2006 ਤੋਂ ਦਿੱਤੇ ਗਏ ਤਨਖਾਹ ਸਕੇਲ, 7ਵੇਂ ਕੈਟਰੀ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਨੂੰ ਆਧਾਰ ਮੰਨਕੇ ਅਤੇ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਗਠਿਤ ਕਮੇਟੀ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਮੁਤਾਬਿਕ ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਵਿਖੇ ਹੇਠ ਲਿਖਿਆ ਆਸਾਮੀਆਂ (ਸਟੇਟ ਇੰਮਲਾਇਮੈਂਟ ਪਲਾਨ 2020-2022 ਅਧੀਨ ਕੀਤੀ ਜਾਣੀ ਵਾਲੀ ਤਰਤੀ/ ਵਿੱਤ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਮਿਤੀ 17.7.2020 ਮੁਤਾਬਿਕ) ਨੂੰ ਤਨਖਾਹ ਸਕੇਲ ਦੇਣ ਸਬੰਧੀ ਹੇਠ ਲਿਖੇ ਟੇਬਲ ਦੇ ਕਾਲਮ ਨੰ: 4 ਅਨੁਸਾਰ ਸਲਾਹ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ:-

ਲੜੀ ਨੰ	ਅਸਾਮੀ ਦਾ ਨਾਮ	ਤਨਖਾਹ ਸਕੇਲ 1.1.2006 ਮੁਤਾਬਿਕ	Minimum Pay Admissible as per 17.7.2020
	2	3	4
1	ਸੀਨੀਅਰ ਸਹਾਇਕ	10300-34800+3800	35400 (Level 6)
2	ਸੀਨੀਅਰ ਸਕੇਲ ਸਟੈਨੇਗ੍ਰਾਫਰ	10300-34800+3800	35400 (Level 6)
3	ਜੂਨੀਅਰ ਇੰਜੀਨੀਅਰ	10300-34800+3800	35400 (Level 6)
4	ਡਰਾਫਟਸਮੈਨ	10300-34800+3800	35400 (Level 6)
5	ਜੂਨੀਅਰ ਸਕੇਲ ਸਟੈਨੇਗ੍ਰਾਫਰ	5910-20200+2800	29200 (Level 5)
6	ਜੂਨੀਅਰ ਡਰਾਫਟਸਮੈਨ	5910-20200+2400	25500 (Level 4)
7	ਸਰਵੇਅਰ	5910-20200+2400	25500 (Level 4)
8	ਸਟੈਨੇ ਟਾਇਪਿਸਟ	5910-20200+2000	21700 (Level 3)
9	ਕਲਰਕ	5910-20200+1900	19900 (Level 2)
10	ਜੂਨੀਅਰ ਟੈਕਨੀਸ਼ੀਅਨ	5910-20200+1900	19900 (Level 2)

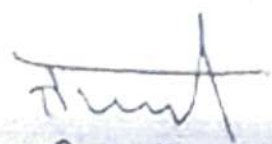
2. ਖੇਤਰ 1 ਅਨੁਸਾਰ ਸਲਾਹ ਪਹਿਲਾਂ ਹੀ ਕੁੱਝ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਨੂੰ ਵੱਖਰੇ ਤੌਰ ਤੇ ਤੇਜ਼ੀ ਜਾ ਚੁੱਕੀ ਹੈ। ਇਹ ਪੱਤਰ ਸਾਰੇ ਹੀ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਦੀ ਪ੍ਰਸ਼ਾਸਕੀ ਸਹੂਲਤ ਅਤੇ ਇਹਨਾਂ ਅਸਾਮੀਆਂ ਦੇ ਤਨਖਾਹ ਸਕੇਲਾਂ ਸਬੰਧੀ ਵਿੱਤ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਵਿਚਾਰ ਬਿਨਾਂ ਵਾਚਣ ਅਤੇ ਪਾਲਣਾ ਲਈ ਤੇਜ਼ੀ ਜਾ ਰਿਹਾ ਹੈ।

3. ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਹੇਠ ਲਿਖੀਆਂ ਸ਼ਰਤਾਂ ਦੀ ਲਾਗੂ ਹੋਣਗੀਆਂ:-

- 1) ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ: 7/204/2015-4ਐਫ.ਪੀ.1/60 ਮਿਤੀ 15.1.2015 ਅਤੇ ਨੰ: 7/204/2015-4ਐਫ.ਪੀ.1/853793 ਮਿਤੀ 4.10.2016 ਇੰਨ ਬਿੰਨ ਲਾਗੂ ਰਹਿਣਗੀਆਂ।
- 2) ਮੁਦਲੀ ਤਨਖਾਹ ਤੋਂ ਇਲਾਵਾ ਇਸ ਸਕੇਲ ਦੇ ਸਨਮੁੱਖ ਹਰ ਤਰ੍ਹਾਂ ਦੇ ਭੱਤਿਆਂ ਬਾਰੇ ਟੈਸਲਾ ਬਾਅਦ ਵਿੱਚ ਕੀਤਾ ਜਾਵੇਗਾ।

ਪੰਜਾਬ ਕਮਿਸ਼ਨ ਦੀ ਰਿਪੋਰਟ ਪ੍ਰਾਪਤ ਹੋਣ ਉਪਰੰਤ ਉਸਦੇ ਸਨਮੁੱਖ ਇਸ ਪੇਅ ਮੈਟ੍ਰਿਕਸ ਵਿੱਚ ਮੁੜ  
ਦੀਰਘ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।

ਪੇਅ ਮੈਟ੍ਰਿਕਸ ਕੇਵਲ prospective recruitment, ਜੋ ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਮਿਤੀ  
2020 ਦੇ ਸਨਮੁੱਖ ਕੀਤੀ ਜਾਣੀ ਹੈ, ਤੇ ਹੀ ਲਾਗੂ ਹੋਣਗੇ।



ਅਧੀਨ ਸਕੱਤਰ ਵਿੱਤ

ਕਰ ਵਿਖੇ,

ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ,  
ਪੰਜਾਬ ਸਰਕਾਰ।

1787/2020-SFP1/ 1145

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 29-10-2020

ਨੰ. 11/5/2017-1ਸਸ(3ਸਸ)/ 2594

ਪੰਜਾਬ ਸਰਕਾਰ

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸ਼ਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ

(ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ  
ਜਿਲ੍ਹਿਆਂ ਦੇ ਸੈਸ਼ਨ 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 ਨੱਥੀ) ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਾਂ।

ਵਿਸ਼ਵਾਸਪਾਤਰ

ਨਰਿੰਦਰ ਕੌਰ

(ਨਰਿੰਦਰ ਕੌਰ) 26/10/20

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

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ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿੱਖਿਆਂ ਨੂੰ (ਸਮੇਤ ਉਕਤ ਰੂਲਜ਼ ਦੀ ਕਾਪੀ) ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ-

1. ਸਕੱਤਰ/ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
2. ਸਪੈਸ਼ਲ ਸਕੱਤਰ/ਮੁੱਖ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ।
3. ਸਮੂਹ ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ/ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਨਰਿੰਦਰ ਕੌਰ

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

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**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.