

PUNJAB CIVIL SECRETARIAT
GOVERNMENT OF PUNJAB, CHANDIGARH

Advertisement No. 1/2016

Applications are invited from the eligible candidates for the post of Senior Assistant to personally submit online applications on all days during **August 12, 2016 to September 07, 2016 (up to 12.00 midnight)** in the prescribed online format available at website <http://govt.thapar.edu/pcs> for the post of Senior Assistant with Punjab civil Secretariat (PCS) with payment mode as prescribed: -

Application Fee (Non-refundable)	
General	Rs.600/- (Six hundred only)
SC / ST/PH/ESM (from Punjab)	Rs.450/- (Four hundred and fifty only)

Please ensure that you fulfil the following conditions of eligibility in terms of educational qualifications, age and nationality.

1. Educational Qualifications as on 07/09/2016

- a) The Candidate should be qualified as per Detailed Notice inviting Recruitment.
- b) Punjabi of Matric or *its equivalent standard* from any recognized Institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab.

Important Note:

The candidates MUST possess the requisite qualification mentioned above on or before **07.09.2016** (i.e. The Last date of Submission of online Application Forms.) During various stages of selection process, the candidature of the candidate shall be 'purely provisional' subject to his/her fulfilling the eligibility criteria and verification of documents by the PCS.

2. Age as on 01.01.2016(Category Wise)

- 2.1 Candidates should not be below 18 years and above 37 years of age as on 01.01.2016
- 2.2 The upper age limit is relax-able up to 45 years for all State/Central Government employees.
- 2.3 The upper age limit is relax-able to the extent of 5 years i.e. up to 42 years for Scheduled Caste/Backward Classes of Punjab.

- 2.4 Ex-Servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the service rules concerned by more than three years, he shall be deemed to satisfy the conditions regarding age limit.
- 2.5 The upper age limit is relax-able to the extent of 10 years i.e. up to 47 years for Physically Handicapped of Punjab.

3. 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 1st January, 1962 with the intention of permanent settlement 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 intension of permanently setting 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.

4. Mode of Payment

Pay-in-Slip will be generated after filling the online application form. Go to the nearest branch of State Bank of Patiala and deposit the requisite application fee using this pay-in-slip on next working day. Last date for depositing the application fee is **08/09/2016**. One copy of the application fee pay-in-slip will be retained by the candidate and one copy must be attached with the printout of the completely filled online application form **to be deposited at PCS Cell at TU**.

5. Details of Posts

Sr. No.	Name of Posts	No. of posts	SC	SC		BC		General			PH	Freedom Fighter
				Sports-man	Ex SM	BC	Ex SM	General	Ex SM	Sports-man		
1	Senior Assistant											
	Total	120	28	2	5	15	3	47	11	2	5	2

- Note: 1. For a post available in General Category only, candidate belonging to reserved category can also apply but such candidates can only avail benefit of age relaxation.*
- 2. The number of vacancies shown in the above table for all the reserved categories includes backlog also.*

CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS:

The emoluments, as per Government Instructions issued vide letter No. 7/204/2012-4FP1/66 dated 15-01-2015, Letter No. 7/204/2012-4FP1/1049, dated 21.12.2015 and Letter No. 12/155/15-5 PP2/761986/1-6 dated 25-05-2016 to be amended from time to time, payable for the new recruitments and other conditions are as under:

- i. On direct recruitment during probation period of **three years** including extended probation period, if any, an employee shall be paid fixed emoluments, which shall be equal to the minimum of the pay band of the new post and during probation period he/she shall not be entitled to any grade pay, annual increment or any other allowance except travelling allowance.
- ii. On successful completion of probation period, pay of an employee shall be fixed at minimum of the pay band of the post including grade pay. All other allowance admissible to the post shall be payable thereafter.
- iii. The period of probation including the extended period, if any, shall not be counted for the grant of time scale.
- iv. If candidate is working in the Punjab Government office and he/she had lien on some post, then during the probation period of his/her new post, he/she shall be paid the pay which he/she was drawing on the post on which he/she had the lien.
- v. The employee shall however during the probation period be covered under New Defined Contributory Pension Scheme and government matching share will also be provided.
- vi. In case of consolidated pay is less than the prevailing DC rates then selected candidates will be paid emoluments as per DC rates prevailing at the relevant time.

6. Details of the minimum qualifications for the posts of Sr. Assistant.

S. No.	Name of the Post	Number of posts	Qualification (from any recognized University/Board)
1	SENIOR ASSISTANT	120	a) The candidate must possess a bachelor's degree from a recognized university or institution. b) Possesses at least 120 hrs course with hands on experience in the use of Personal Computer of Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institutions or from reputed institutions, which is ISO 9001, certified

			OR
			Possesses a Computed information technology course equivalent to 'O' level certificated of Department of Electronics Accreditations of Computer Course (DOEACC) of Government of India. The person so appointed as Senior Assistant Shall have to qualify a test in Punjabi and English typewriting or computer.

1. For selection to the post as above, the applicant should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time.

2. The Candidate possessing higher qualification without having basic qualification requisite for the post i.e. graduation from a recognised University, shall not be considered.

3. Candidates despite possessing B.Tech (in Computer Science and in other disciplines)/BCA/MCA must possess the qualification given at (b) above.

7. Mode of Selection

The mode of written test shall be in English, except for Punjabi Language section, and will be of objective type (multiple choice questions). There shall be two tests for selection to the post: first one being a written test (180 objective type questions with multiple choice) of 180 minutes' duration and the subsequent second test shall be a skill test (Punjabi & English Typing). The typing test will be for checking proficiency in English and Punjabi both. A total of 15 times the number of posts (category wise) shall be shortlisted on the basis of written test to be conducted first. The qualified candidates from written test shall be called for first typing test (Punjabi). The candidates, who qualify the first typing test shall be allowed to appear in 2nd typing test (English) on the same day.

Amongst all those who qualify the English typing test, the selection will be made on the basis of marks secured in the written exam conducted earlier.

In case some qualifying candidates obtain equal marks after the aggregate of the score of written examination, then preference will be given to the candidate who is older in age.

Candidate shall have to make his/her own arrangement to reach the centre **one hour before scheduled time**. No TA/DA will be payable for appearing in written examination/Document Checking.

Skill test:

The qualified candidates from written test shall be called for first typing test (Punjabi). The candidates, who qualify the first typing test shall be allowed to appear in 2nd typing test (English) on the same day.

In the typing tests, the candidates will have to achieve a net speed of at least 30 words per minute in Punjabi and English. 8% mistakes are permissible in the Punjabi and English typing test. The typing tests (both English and Punjabi) will be conducted on Computers only.

8. STRUCTURE OF WRITTEN EXAM

The written examination would be of 3 hours' duration, wherein the candidate will have to answer 180 questions as per the structure prescribed below. Each correct answer will solicit one mark, whereas, ¼ marks shall be deducted for each wrong answer. The mode of written test shall be in English, except for Punjabi Language section, and will be of objective type (multiple choice questions).

Structure of the written examination:

S. No.	Subject/Topics	Questions break up	Maximum Marks
1.	General Awareness	Punjab history and culture: 20 questions Constitution of India: 20 questions General Knowledge: 10 questions Current affairs (National and International): 10 questions	60
2.	Mental Ability and Arithmetic (Matric level)	30 questions	30
3.	Computer basics including MS Office etc.	30 questions	30
4.	Language Proficiency (Vocabulary and Grammar)	Punjabi Language: 30 questions English Language: 30 questions	60
	TOTAL	180	180

9.0 SUBMISSION OF APPLICATION FORMS:

- 9.1 Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the application Form shall not be entertained under any circumstance after the closing of date of receipt of applications. The Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.
- 9.2 Each Candidate shall fill only one Online Application Form for the post. An attempt by any candidate to fill more than one Online Application Form may result in rejection of his/her all such applications.
- 9.3 Candidate shall have to apply in one category only. An attempt by any candidate to fill more than one category may result in rejection of his/her all such applications.
- 9.4 Each Candidate shall fill particulars like name of the candidate, father's name and date of birth etc. as **per** given in the matriculation or equivalent certificate.
- 9.5 Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.
- 9.6 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 web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.
- 9.7 The candidates can **ONLY** apply by filling Online Application Form, a link of which is available on the website <http://govt.thapar.edu/pcs>.
No other mean/mode of application (through **post**, email, fax, deposit of Curriculum Vitae etc.) shall be accepted.
- 9.8 The candidate must have the following before attempting to fill Online Application Form:
- 9.8.1 **A valid email account** which has not been used for filling Online Application Form by any other Candidate applying for this Examination. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. Two or more Candidates **CANNOT** share the same email ID. All future correspondence with the Candidate will be made through the registered email ID.
- 9.8.2 **A mobile phone number**, which may be used to contact the Candidate. It is not necessary that the Candidate must have mobile connection in his/her name. The Candidate may register any mobile number for communication. More than one Candidate may register the same mobile however, information given on that mobile number shall be deemed to have been delivered to all such Candidates.

9.8.3 **Scanned copy of a recent passport size photograph** (jpg/jpeg format) as per specification given below:

- a. Photograph must be a recent passport size colour photograph with light background.
- b. While taking photograph please look straight at the camera with a relaxed face.
- c. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- d. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
- e. Size of file (jpg/jpeg format) should not exceed 50 KB.

9.8.4 **Scanned copy of the signature of the candidate** (jpg/jpeg format), as per specification given below:

- a. The Candidate has to sign on white paper with black/blue ink pen.
- b. The Candidate must sign clearly so that the scanned image is clear because the same shall be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to Impersonate, which may lead to rejection of the candidate's candidature and may result in legal action against such a candidate.
- c. The scanned image of the candidate's signature will be used for comparison at all stages of examination and Document Checking. 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. If at any stage scanned signature of the candidate does not match with the signature on any other document, where he/she is required to sign, then the candidature of the Candidate may be rejected without any further enquiry or opportunity given to the Candidate.
- d. Size of file (jpg/jpeg format) should not exceed 20 KB

9.9 Candidate must keep following details ready with them before clicking on the registration button for starting their online application process

- a. Personal demographic details including Date of Birth and Nationality.
- b. Mobile Number
- c. Personal Email ID
- d. Reservation category details
- e. Qualification certificate as per eligibility.

- f. Proof of passing of Punjabi
- g. Soft Copies of Scanned Photograph and Signatures.
- h. Proof of passing of Punjabi.

10.0 CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:

The following conditions, among others, may render the candidate's ineligible:

- a) Incomplete application and Insufficient examination fee;
- b) Application and examination fee deposited by means other than a Bank Challan through any branch of State Bank of Patiala;
- c) Submission of form by any other mean than ONLINE
- d) Wrong/incomplete information given in the application form;
- e) Candidates debarred by the any university/department/ or from other board etc.
- f) Non-fulfilment of any of the eligibility conditions, including those of age and educational qualification.

IMPORTANT INSTRUCTIONS

1. The category once filled will not be allowed to be changed.
2. To take benefit of reservation, the reservation certificates/testimonials must be issued by the competent authority on or before 07/09/2016 as per Punjab Government instructions. **No extra time will be given for production of these documents.**
3. Sportspersons seeking reservation under Sports quota should have **Sports Gradation Certificate** issued by Director Sports, Punjab as per the latest instructions to claim benefit under this category. The relevant certificate should be there with the candidate as on 07/09/2016. **No extra time will be given to candidates in this respect.**
4. Ex-servicemen or Lineal Descendent of Ex-Servicemen (**LDESM**), **who have domicile of Punjab**, are eligible for reservation under the Ex-Servicemen category. Both will have to produce a certificate issued by District Defence Services Welfare officer/ District Sainik Welfare officer of their respective district in support of their category.
5. The lineal descendants of the Ex-Servicemen can also apply in the Ex-Servicemen category, provided they satisfy the eligibility conditions of a general category candidate. In case sufficient numbers of Ex- servicemen are available, then LDESM shall be treated as General Category candidates.
7. **SC/ST, BC and any other reserved categories candidates belonging to other States** are required to fill their Post Category as **General Category**. *They are not*

entitled only to any age relaxation and application fee concession. They shall be considered against General seats only depending upon their merit.

8. The calculation details of General/reserved posts indicated in this advertisement may marginally change in view of Punjab Government instructions. 50% reservation of vacancies of the quota reserved for Schedule Caste shall be offered to Balmikis and Mazhbi Sikhs, if available, as a first preference from amongst the Schedule Caste as per the Punjab Schedule Castes and Backward Classes (Reservation in Services) Act, 2006. In cases where odd number of SC posts are available, the distribution will be done as under:

Number of SC seats available	Distribution of seats of column 1	
	SC (Mazhbi & Balmiki)	SC(Others)
1	1	0
3	2	1
5	3	2
7	4	3

Punjab Government instructions dated 20.12.2001 state that it has been decided that in direct recruitment to government services the post left unfilled in the quota reserved for Balmikis/Mazhbis, Scheduled Caste Ex-Serviceman and Scheduled Caste Sportsmen, will be reserved up to 2% for the Vimukat Jatis and Bazigar. If no candidate of the Vimukat Jatis/Bazigar is eligible, the said posts will then be filled by other Scheduled Castes.

9. **The Competent Authority reserves the right not to fill up any or all the posts without assigning any reason. The number of posts is likely to be decreased or increased without any notice.**
10. All Original Certificates shall be authenticated by the Department after the publication on Website, the result of written test. The schedule thereof shall be notified on the Website. **No original Certificate need to be enclosed with the Hard copy of the Application Form.**
11. **It is the responsibility of the applicant that he has in-time verified that the University/Institution from which he has acquired the academic qualification; duly approved by the competent authority in the said stream on the date he has acquired the qualification. He must also be conscious about the legal aspects involved here. In the event that the department seeks any information in this regard and the Applicant is not able to in-time-produce the specified documents, his candidature shall be rejected without assigning any further opportunity.** Such applicants may however be allowed to appear in the written

test subject to the grant of **Provisional Admit Card** and the entire risk shall be borne by the Candidate.

12. No extra weightage shall be admissible to the Applicants possessing higher qualification or experience
13. **The reservation categories and their relevant explanation is provided as below:**

Backward Classes (Punjab)

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.
2. The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Government letter No. 10/9/2009-RCI/62 Dated 08/1/2010.
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

12.4 Son/Daughter/Grand Son/Grand Daughter Of Freedom Fighters (Punjab)

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

- c. 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.

12.5 Ex-Servicemen (Punjab)

1. "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non-combatant, in the Naval, Military and Air Force of the Union of India (here-in-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;
2. "but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely:
 - a. Pension holders for continuous embodied service
 - b. Persons with disability attributable to military service; and
 - c. Gallantry award winners
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 reemployment 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.

12.6 Lineal Descendent of Ex-Servicemen (Punjab)

1. Where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.
2. As per Punjab Government notification No.GSR9/Const./Art 309, 234 and 318/Amd (5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET/2805 dated 14/05/2003;
 - 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 remarried 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

12.7 Sports Person (Punjab)

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

1. He/She belongs to State of Punjab; and
 - a. 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
 - b. He/She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - c. He/She has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.
2. 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.
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.

4. Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

12.8 Scheduled Caste, (Punjab)/ Scheduled Tribes

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

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 1stClass Stipendiary Magistrate);
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
3. Revenue Officer not below the rank of Tehsildar;
4. Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
6. As per para-3 of Punjab Government 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 parent's service record.

12.9 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:

A) The Blind:

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

- a. Total absence of sight.
- b. Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- c. Limitation of the field of vision subtending an angle of 20 degrees or worse.

B) 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.

C) Orthopedically 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:

- a. Principal Medical Officer
- b. Chief Medical Officer
- c. Civil Surgeon
- d. Class-I Medical Officer of any Government Medical Institution

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

Categories of Disabled suitable for this jobs are **One Arm, One Leg or Hearing Handicap Category** which is identified by the Government of India vide their notification no 16-15/2010-DD-III dated 29/07/2013 and was adopted by Government of Punjab vide its letter no 3/39/2014-3Dis.Br./972-980 dated 10/07/2014 as only these categories of persons with disabilities have been found suitable for the nature of the post for which recruitment is being made. The incumbents shall be considered under this category with suitable aids and appliances.

13 IMPORTANT TENTATIVE DATES

Date of Advertisement	12.08.2016
Date of availability of online form	12.08.2016
Last date for applying online	07.09.2016
Last date for payment of application fee	08.09.2016
Start date of downloading the admit card	14.09.2016
Date of Exam	08.10.2016
Uploading of question paper and answer key	09.10.2016
Window for filling objection	09.10.2016 to 11.10.2016
Result of written Examination	12.10.2016
Dates of Typing test #1 and 2	15.10.2016, 16.10.2016, 22.10.2016, 23.10.2016
Window for filling objections in Typing test #1 and 2	24.10.2016 – 25.10.2016
Date of typing test for those having valid objections	26.10.2016
List of qualified candidates	28.10.2016

The applicants are requested to visit our website for any news in this regard.

14. GENERAL INSTRUCTIONS:

- 14.1 Applicants are advised to visit the website of Department and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Department should be avoided.
- 14.2 The place of exam and admit card will be available on website only.
- 14.3 The candidate must ensure to reach the allotted centre one hour before scheduled time.
- 14.4 The candidate should bring the Printed copy of admit card along with **their identity proof in original** i.e. either of Voter Card, Passport, Aadhaar Card, Pan Card or Driving Licence. No other identity document will be entertained.
- 14.5 Mere eligibility for written exam or passing of written exam shall not make candidate eligible for selection/appointment. The candidate called for Document Checking will not have any claim for the selection. Department reserves the right to change or cancel the selection process at any stage.
- 14.6 The candidate is not allowed to carry any electronic device/gadget, mobile phone, calculators, explosive material or sharp edge weapon or blade etc. in the examination hall.
- 14.7 During Document Checking the candidate must produce all the original certificates/documents regarding qualification/technical qualification and concerned category etc. along with attested photo copies.
- 14.8 The selection of a candidate will be provisional subjected to the verification of documents.
- 14.9 During Document Checking if any candidate fails to produce the original documents/certificates regarding qualification, category etc. he/she shall cease to have any right for selection and in that case the candidate next in the rank list shall be considered for selection. No claim whatsoever on this account shall be maintainable.
- 14.10 The candidate must possess the required qualification/reservation and other relevant certificates before the date of submission the online application. The application of the candidate will be rejected if the candidate does not fulfil the required qualification/reservation criteria before the last date of filing of online application.
- 14.11 **If any information/certificates/documents are found false at any stage, the registered candidate shall be liable for disqualification and prosecution in accordance with the provisions of the law.**
- 14.12 The Department will not be responsible for any consequence arising out of incorrect filling up of Application Form.
- 14.13 The Punjab Civil Secretariat reserves the right to modify, alter or withdraw this recruitment notice at any point of time and without assigning any reason.

14.14 The whole of the above recruitment process shall be subject to any latest instructions/notifications issued by the Punjab Government from time to time.

Notes:

- a) 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.
- b) **All candidates are required to keep in touch with website <http://govt.thapar.edu/pcs> All contents detailed here on website www.thapar.edu shall prevail.**
- c) **All subsequent Notices shall also be ONLY displayed on <http://govt.thapar.edu/pcs>.**
- d) **In case of any change in date of the test, it shall be notified on the website <http://govt.thapar.edu/pcs>.**
- e) Documents verification of shortlisted candidates: Schedule will be displayed on <http://govt.thapar.edu/pcs> in October /November 2016

HOW TO APPLY ONLINE:

1. Candidate can apply online at <http://govt.thapar.edu/pcs> from anywhere at home, at any place where there is an access to the Internet.
2. **Complete the form available on the site <http://govt.thapar.edu/pcs> by clicking at the link “New Login for Recruitment” under “Online Application Form” tab.**
3. Every successful registration will be allotted the Login id and password.
4. Now you can print the Challan Form (Day 1).
5. Pay the fees in any of the State Bank of Patiala branch using this challan form on next day (Day 2).
6. On the next day (Day 3), you will be shown links to upload your photograph and signature. After uploading the photograph and Signature you can find the link to view the application form.
7. Get the print out of the successful registered application form.
8. Thereafter the candidate shall have to paste one photo on the print out and send it to **In charge, PCS-Cell, Thapar University, Patiala – 147 004**, along with Bank deposit slip and two additional photographs.
9. Incomplete form or forms filled with wrong information the candidature shall stand automatically cancelled / rejected and shall not be considered for further processing.
10. Candidates may apply for more than one post by submitting separate application for each post along with separate processing fee.
11. For any problem, help can be taken from the helpline no. **8557882876, 8557884676** or Email: **pcs2016@thapar.edu** available during working hours.

12. Only Online registered application forms will be entertained.
13. The applications will be considered registered on receipt of hard copy of application by 12/09/2016.

NOTES:

1. Merely appearing in the entrance exam does not entitle you for the right to selection unless you fulfil the prescribed eligibility criteria and other terms and conditions of the advertisement. Thereafter selection will be on the inter-se merit of the entrance test subject to reservation prescribed. Candidates are advised to please ensure that they fulfil all the eligibility requirements for the post applied. In case you feel that you are not fulfilling any of the essential eligibility criteria due to which your candidature may be cancelled at any stage, you are advised not to appear for the test.
2. Selection will be made purely on the basis of merit in the written test to be held at **Patiala on schedule mentioned above.**
 - i. **All applications shall be received twice.** Initially online at website **<http://govt.thapar.edu/pcs>** for which the process shall close on **07.09.2016 (12.00 midnight)**. In addition, the same Application Form through Hard copy(printout) would also be required to be sent {duly supplemented with (i) 2-self-attested Photographs, (ii) Specified self/public authority-attested documents (particularly for those claiming any sort of reservation) and (iii) Bank deposit slip **in original**}; for which the process of receipt shall close on **08.09.2016 (5.00 PM)**.
 - ii. **Hard Copy of those who had not earlier applied on-line, or whose Hard copy is received after the stipulated date, shall be rejected and their Application Fee shall be forfeited. Any delay in transit shall be the sole responsibility of the Applicant. Hard Copies in time should be submitted ‘in person’ or by Registered Post/Courier at In-charge, PCS-Cell, Thapar University, Patiala-147004 (Punjab).** The envelope should clearly carry the title (whichever is applicable) as:

“Application Form for the PCS recruitment.”

Physical delivery of hard copy direct by the candidate (with in the office timings) is also feasible for submission at the office of **In-charge, PCS-Cell, Thapar University, Patiala-147004 (Punjab) and** for which spot acknowledgment shall be provided. Nevertheless, all Applications received shall be notified at Website **<http://govt.thapar.edu/pcs>**.
 - iii. Self-attested Photographs shall be accepted. Candidates would be required to paste one, self- attested, photograph at the designated space in the Application

Form and the second self-attested photograph would be stapled along with hard copy. Candidates are advised to retain a copy each of Application Form and the self-attested photograph as submitted. **The same self-attested photograph shall be pasted on the Admit Card. Applicants doing self-attestation in the manner rendering de-facing at the photograph shall risk the cancellation of their application.**

- iv. Applicants claiming reservation of any sort shall record their claim in on-line Application and also enclose requisite Certificates (*in one lot, along with the Hard Copy submission*) as per the latest prescribed formats and duly authenticated/approved by the competent authority in Punjab Govt. **Even the claim of sub-reservation such as Mazhbi, Ramdassia or Balmiki etc. if any; should be submitted along with the on-line and the Hard copy of the application. There is no scope for subsequent supplementing. No change in reservation category (main/subsidiary) shall be allowed after the receipt of the on-line application.** Seeker thereof would be disqualified for the further recruitment process.
3. Number of posts advertised or the reservation there of etc., can be increased or decreased without assigning any reason and in this regard, the decision of Punjab Govt. shall be binding.
4. In case of a tie of marks in the written test, the same shall be broken on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at matriculation level shall be ranked higher in order of merit.
6. Candidates will be called for original documents inspection as per category wise merit list with 25% extra waiting list on an appointed day in person before a high level committee at a specified place before issue of appointment letters. Failure of any candidate to come personally with all complete original documents shall lead to forfeiture of his claim and the next candidate on merit shall be considered their and then. There shall be NO EXTENSION OF DATE WHATSOEVER UNDER ANY CIRCUMSTANCES.
7. The recruitment SHALL BE MADE SUBJECT TO 100% VERIFICATION of DEGREES & CERTIFICATES from issuing authorities within six months and SHALL BE LIABLE TO BE DECLARED NULL AND VOID ABINITIO WITHOUT ANY NOTICE WHATSOEVER IN CASE ANY DOCUMENT IS FOUND FAKE OR FORGED. The department shall also without fail launch against such candidate's suitable criminal proceedings besides civil proceedings to make recoveries of salary and other emoluments paid to such candidates.
8. The selection will be subject to any notification /amendments issued by Punjab Government from time to time.
9. For any difficulty in (i) Understanding the instructions as above, (ii) Filling the Application Form, (iii) Downloading the Admit Card, and (iv) Any subsequent

instructions displayed on Website etc., immediate timely reference should be made to the following:

Dr. D. Gangacharyulu, Controller of examination, Thapar University, Patiala.

E-mail: pcs2016@thapar.edu

Mob: +91-8557882876

10. In case of any further difficulty or **Complaint**; an immediate reference should be in-time made to undersigned in e-mail i.e. ussagad@gmail.com

**UNDER SECRETARY,
General Administration,
Punjab Civil Secretariat
Chandigarh**