



**Regd. Office: PSEB HEAD OFFICE, THE MALL, PATIALA-147001 (PUNJAB)**

**CIN No: U40109PB2010SGC033813, GSTIN No.: 03AAF5120Q1ZC, PAN No. AAF5120Q**

**Recruitment for the Post of Assistant Lineman (ALM) against CRA 299/22 in PSPCL**

<b>IMPORTANT DATES</b>	
Start date of online registration and fees Deposit	31.07.2022
Last date of online registration and fees Deposit.	29.08.2022

Punjab State Power Corporation Limited (PSPCL), a Power Generating and Distribution company owned by Government of Punjab, which has played a key role in implementation of Punjab Government plans for 24\*7 uninterrupted quality power supply in the State of Punjab, is looking for young & dynamic candidates with brilliant academic record against posts mentioned below:

**Pay Scales:**

The minimum pay admissible as per 7<sup>th</sup> CPC Pay Matrix and report of in house committee will be Rs.19900/-. The pay scales will be intimated later and these will be applicable during the probation period mentioned in the offer of appointment or extended probation period whichever is more. However, in case of appointment of candidates already in service in PSPCL, their pay shall be protected if the 'fixed monthly emoluments' in the offer of appointment are lower than the pay actually drawn by them on the post on which they hold lien. But they will not be given any increment or any other allowance except TA during the probation period.

**1. Category wise break up of posts:**

<b>Sr. No.</b>	<b>Name of Category</b>	<b>Total Posts</b>
1	Gen-General	661
2	EWS -Economically Weaker Section	167
3	SC (MZB) -Scheduled Caste (Mazhabi Balmiki)	171
4	SC (MZB-XSM-Self/Dep.) -Scheduled Caste (Mazhabi Balmiki-Ex-servicemen- Self/Dependent)	34
5	SC (MZB-SP) - Scheduled Caste (Mazhabi Balmiki-Sports person)	8
6	SC (OT) - Scheduled Caste (Others)	167
7	SC (OT-XSM-Self/Dep.) - Scheduled Caste (Others-Ex-servicemen-Self/Dependent)	34
8	SC (OT-SP) - Scheduled Caste (Others-Sports person)	9
9	BC only - Backward Class only	168
10	BC (XSM-Self/Dep.) - Backward Class (Ex-servicemen-Self/Dependent)	34

Sr. No.	Name of Category	Total Posts
11	XSM (Self/Dep.) - Ex-servicemen (Self/Dependent)	118
12	PWD (PD) - Person with disability (Partially deaf/ Hearing Handicapped)	68
13	SP (G) - Sports person (General)	34
14	FF - Freedom Fighter	17
	TOTAL	1690

**Note 1:** The reservation of posts for reserved categories is applicable for candidates of Punjab Domicile only.

- (i) All reserved category candidates are required to produce ***Punjab Domicile issued on or after 01.01.2022.***
- (ii) PSPCL reserves the right to increase or decrease the number of posts as indicated above or cancel the entire/partial recruitment against the said or make any changes in conditions of this CRA at any stage without giving any reason/notice. Further, actual position of posts under a particular category/sub-category may vary.
- (iii) Candidates are advised to read the category-wise breakup of posts very carefully before filling up the online application. Candidate shall apply only in that category to which he/she belongs and He/she should possess reservation certificates in accordance with GoP instructions for that category/sub-category. Category once filled will be considered as final and no benefit of reserve category/Sub-category will be admissible later on. It is further informed that such candidate who have applied under wrong category shall be considered only in General/Open merit (if fall in General/Open merit) and no benefit of reservation shall be admissible to them.
- (iv) **No separate 33% reservation shall be given to women candidates for the post of Assistant Lineman.**
- (v) It is pertinent to mention here that other than the categories shown in category-wise break up of posts, candidates belonging to Vimukt Jati and Bazigars, can also apply against SC/OT/Vimukt Jati and Bazigars category. However, reservation to Vimukt Jati and Bazigars will be applicable as per Dept. of Welfare (Reservation Cell), Govt. of Punjab instructions 1/3/98-RS1/268 dated 25.03.2011 & clarification letter dated 18.12.2020 subject to outcome of CWP 7436/2020.
- (vi) As per GoP, Department of personnel & Administrative reforms (Personnel policies branch) notification no G.S.R.11/Const./Arts. 309, 234 and 318/82 dated 02.02.1982 and GoP, GoP, Department of Defence services welfare (Defence welfare branch) G.S.R.37/Const./Art. 309, 234 and 318/Amd.(11)/2019 dated 14.10.2019 (Annexure-B) reservation will be given to Ex-servicemen candidates.
- (vii) As per the latest amendment made by the Ministry of Law and justice (Legislative Department) in 'THE RIGHTS OF PERSONS WITH DISABILITY ACT 2016', which have been further adopted by Govt. of Punjab vide memo. no.

- 1/1/2017/3DC-1543557/1 dated 06.08.2019 (Annexure-C), reservation for Person with disability has been increased from 3% to 4%
- (viii) As per Govt. of Punjab letter no. 1/3/2019-RC1/120 dated 28.05.2019 and letter no. 1/3/2019-RCI/700 dated 30.10.2020, 10% reservation has been provided to residents of Punjab belonging to (EWSs) Economically Weaker Sections who are not covered under the existing scheme of reservation for Scheduled Castes and Backward Classes. Reservation of EWS category will be governed by Govt. of Punjab notification no.1/3/2019-RCI/196 dated 18.03.2021 (Annexure-D).
- (ix) As per clause 6.2 of Principal Secy., Social Justice, Empowerment and Minorities (Reservation Cell), Govt. of Punjab letter no. 1/3/2019-RCI/700 dated 30.10.2020 for EWS category candidates, it is mandatory to produce 'Income and Asset Certificate' showing gross annual income of his/her family for financial year 2021-22 which must be valid for the financial year 2022-23.
- (x) Reservation Certificates shall be as per instructions mentioned in Table Below: -

Category	Certificate
EWS (Economically Weaker Section)	Certificate as per the instructions of the concerned department of Govt, of Punjab.
SC/BC (Scheduled Caste/Backward Class)	Certificate as per the instructions of the concerned department of Govt, of Punjab.  Note: Head of Dept. or Head of Offices are competent to issue Scheduled Caste certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parent's service record.
XSM (Ex-servicemen/Self)	Ex-servicemen Certificate submitted by Self should be duly issued by the concerned District Sainik Welfare Officer, Govt. of Punjab.
XSM (Ex-servicemen/Dependent)	Lineal Descendant Certificate duly issued by the concerned District Sainik Welfare Officer, Govt. of Punjab.
FF (Freedom Fighter)	The requisite certificate issued by the Deputy Commissioner of the concerned district as per the instructions of the Govt. of Punjab.
SP (Sports person)	A relevant Sports gradation Certificate as issued by Director Sports Department, Punjab.
PWD (Person with disability)	The PWD certificate for partially deaf /hearing handicapped with permanent disability shall be issued by Civil Surgeon of Govt. of Punjab.  <b>For PWD candidates who are applying for this post shall be given the reservation to the extent of disability allowed as per lists of posts identified by Pb. Govt. Please refer <u>Annexure 'A'</u></b>

- **Candidates must produce reservation related certificate (as per their category mentioned in online application form) at the time of document checking.**

**2) Essential Qualifications:**

Name of Post	No. of posts	Basic and professional qualification
Assistant Lineman (ALM)	1690	i) Matriculation or equivalent and National Apprenticeship Certificate (NAC) in Lineman Trade. ii) The candidates who possess higher education i.e., Degree/ Diploma in Electrical Engineering will be considered only if they have minimum qualifications i.e., National Apprenticeship Certificate in Lineman Trade. <b>Note: Candidate(s) should have National Apprenticeship certificate in lineman trade as on commencement of first day of first document checking schedule.</b>

**3. Knowledge of Punjabi: -**

The candidates must have passed Punjabi of at least Matriculation or its equivalent level upto last date of submission of online application.

**4. Age limit: -**

As per Punjab Govt. Notification G.S.R.20/Const./Art.309/Amd.(10)/2010 dated 24.05.2010, the age limit as on 1/1/2022 for eligibility for these posts will be 18 to 37 years and relaxation in age will be as per Govt. of Punjab instructions.

**RELAXATION IN AGE LIMIT: -**

Upper age limit is relaxable under rules/instructions of PSPCL/Punjab Government adopted by PSPCL from time to time. Relaxation in age in different categories subject to the condition that the candidate is meeting other eligibility criteria for the post as given below: -

- a) Scheduled Caste and Backward class: 5 years over & above the normal recruitment age.
- b) Ex-Serviceman (Self): 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.
- c) Person with disability: 10 years over and above the normal recruitment age.
- d) In case of the following, the upper age limit shall be 40 years:
  - i. Widow;
  - ii. Women who are legally separated from their husbands or have been divorced;

- iii. Women whose husbands have been ordered by Civil or Criminal courts to pay maintenance to them;
- iv. Women who have because of their desertion, been living separately from their husbands for more than two years.
- v. Women whose husbands have re-married; and
- vi. Wives of the serving military personnel and wives of those who are disabled while in Military service.

e) **For serving employees of PSPCL/Punjab Govt.: -**

To the extent of service rendered in PSPCL or erstwhile PSEB/Punjab Govt.

f) **For persons working on contract basis in any dept. of Punjab Govt.: -**

Relaxation in upper age to the extent of period served in any department of Govt. of Punjab for only those posts on which they have served on contract basis for more than atleast 3 months subject to fulfilling all other terms and conditions of Pb govt.'s personnel department letter **no. 9/56/2020-5PP1/33** dated 12.01.21 (Annexure-E).

5. **Scheme of examination**

Sr. No.	Topic	No. of questions
1	Questions related to the concerned discipline of the post applied	50 Questions
2	Knowledge of Punjabi Grammar	20 Questions
3	General Knowledge	10 Questions
4	Reasoning	10 Questions
5	Arithmetic	10 Questions
<b>Total</b>		<b>100 Questions</b>

- Online exam will be bilingual (English/Punjabi). Thus, during online examination candidates will have the option to choose language (English/Punjabi) of examination and the question paper will consist of 100 objective type questions (MCQ).
- There will be 100 multiple choice objective type questions with one marks of each correct answer. **There will be no negative marking.**
- The tentative syllabus for online written exam will be uploaded on website in due course.

6. **Minimum qualifying marks:**

General Category candidates	:	30%
Reserve Category candidates	:	25%

- 6.1 Reserve category candidate includes: Economical Weaker Section, Scheduled Caste, Backward Class, Ex-Serviceman, Freedom Fighter, Sports person & Person with Disability candidates.
- 6.2 If two or more candidates secure same marks, then their relative merit shall be determined by their age with higher age candidates placed at higher merit.

## 7. About Normalization: -

Normalization means adjusting values measured on different scales to a notionally common scale

### Need for Normalization in Exam

Exam pertaining for a particular post/course could be spread across multiple shifts which will have different question paper for each shift. The normalization is to be done by considering the difficulty level of each set, since the questions may be different in different sets and difficulty level of a particular set may be different from other sets.

Hence the normalization of scores needs to be carried out for all the candidates who had written the exam, across shifts for the same post/course.

### Normalization Method

The following has to be calculated for every shift for all the candidates who have written the exam for the same post:

- a. Average score for each Shift

$X_{av}$  = total marks scored by candidates in a shift divided by no. of candidates in the shift.

- b. Standard Deviation of score for each Shift. Standard Deviation is a measure that is used to quantify the amount of variation of a set of data values:

N = Number of candidates

X = Raw score of candidates

L = Total Raw score for all candidates in a shift

$X_{av}$  = Average which is total marks divided by no. of candidates.

x = Raw Score of Candidate - Simple Average (X -  $X_{av}$ )

Standard Deviation(S) =  $(\sum x^2)/N$

### 7.1 Normalization Formula

Normalized Score for each candidate ( $X_n$ ) =  $X_n = (S_2 / S_1) * (X - X_{av}) + Y_{av}$

<b>S2</b>	Is the SD of the shift with the Highest Average Score taken as <b>Base</b> for normalization (Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores)
<b>S1</b>	Standard Deviation for the corresponding shift (to be scaled to S2)
<b>X</b>	Raw score of a candidate
<b>X<sub>av</sub></b>	Simple average of the Shift
<b>Y<sub>av</sub></b>	Average corresponding to shift with highest Average (taken as <b>Base</b> for

normalization)
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- Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores. Only exception is made if this shift (with highest average) has far less number of candidates as compared to other shifts. In that case we take the next shift with 'highest Average' as base for normalization.
- 70% of the average attendance is the limit. Any value below this should not be considered for the base.

## 8. ABOUT THE TEST: -

- 8.1 The online test is tentatively scheduled to be held at any Centre in Punjab which will be intimated while sending the admit card through PSPCL website ([www.pspcl.in](http://www.pspcl.in)). **The information regarding the online test will be made available on our website [www.pspcl.in](http://www.pspcl.in) or <http://pspcl.in/recruitment/> from time to time.** The test Centre will be allotted by PSPCL while sending the admit card and no change of test Centre will be permissible. The exact date, time and venue of the online test and information regarding dispatch of e-Admit Cards to the candidates, with instructions of the test will be made available prior to the date of the test by email and on website of PSPCL.
- 8.2 After conductance of the online test, the question paper-cum-answer key will be displayed on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) and notice will be issued, wherein, if a candidate have any objection on the answers displayed on website, then he/she can file objection regarding the same as per guidelines in the notice. On the basis of objections received, the question/answer keys will be reviewed by the expert committee of test conducting agency and final merit shall be prepared accordingly. Normalization formula will also be applicable on the final merit list prepared after reviewing of the objections. The decision taken by expert committee of test conducting agency shall be final.

## 9. Final Merit: -

- 9.1 The final merit shall be prepared based on the marks secured in the online test (except Sports person category which shall be determined as per Sports gradation policy no. 47/26/83-5Edu./2036 dated 10.12.1997 for both the posts).
- 9.2 It is informed that online exam conducted for a particular post could be spread across multiple shifts which will have different question paper for each shift. As such normalization (as per para 7 above) will be done in order to neutralize the effect of difference in difficulty level of each set of papers in different shifts. The final merit list will be prepared on the basis of marks worked out after normalization in case exam is conducted in multiple shifts. Thus, raw marks may vary with normalized marks in the final merit list.
- 9.3 In case online exam is conducted in a single shift, result/final merit list shall be prepared on the basis of actual marks secured by the candidate in online examination.
- 9.4 As per Sports gradation policy no. 47/26/83-5Edu./2036 dated 10.12.1997, the final merit list of Sports person Category candidates is to be prepared only on the

basis of sports achievements. After the process of document checking of candidates of Sportsperson category qualified in the online exam, their Sports Gradation certificates will be sent to Director/Sports, Punjab for verification. Therefore, in view of guidelines issued, final list of Sports persons will be issued by Sports Directorate only.

**10. Document checking process: -**

On the basis of result/final merit list, candidates who qualify in online examination shall be called for document checking. Checking of original documents/certificates would be conducted by document checking committee, for which the date shall be notified later through registered e-mail IDs (as mentioned by the candidate in his/her online application form) and on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) only. Thus, candidates are advised to mention their email IDs very carefully.

**Note: -**

- i) It is further clarified that mere calling of any candidate for document checking doesn't entitle him/her for selection/appointment to the said post.
- ii) Candidate shall be notified about the date of document checking through Registered E-mail ID (as mentioned by the candidate in his/her online application form) and on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) only. *In case candidate does not appear on the 1<sup>st</sup> scheduled date, then 2<sup>nd</sup> chance (final chance) would be given to such candidate and in case he/she again fails to appear for document checking even on 2<sup>nd</sup> chance (final chance), then no further chance would be given & his/her candidature shall be cancelled/forfeited without any further notice.*
- iii) Candidate has to himself/herself appear for the process of document checking. Nobody on candidate's behalf can appear in the document checking.

**11. Offer of appointment/Joining: -**

The offer of appointment for the number of posts to be filled will be given to the successful candidates qualified in the online test provided that the candidate has been found eligible after checking of his/her documents and have successfully completed the process of document checking relating to the various qualifications and eligibility criteria such as age, academic qualification, passing of Punjabi language and certificates in respect of reservation etc.

**Note: -**

- i) The candidature of a candidate will be rejected without any notice if any certificate or document provided as found to be fake or forged or does not meet the eligibility criteria.
- ii) Candidates who are brought on selection panel shall be issued appointment letters and such candidate shall be given 21 days to join the services of PSPCL. In case, candidate does not report for joining on scheduled date, then final/last notice of 21 days will be given to such candidates. In case, any candidate fails to join PSPCL within stipulated time period, his/her appointment letter shall be cancelled automatically without any further notice.
- iii) The validity of selection panel for the post of Assistant Lineman shall be till issuance of next CRA for this post.



- iv) Candidates working in Government/Semi-Government or Cooperative organizations shall have to submit "No objection certificate" from their organization after resigning and before joining PSPCL.
- v) Candidates working on contract basis in various departments of Punjab Govt. should possess certificate in requisite proforma mentioned in Punjab gov't.'s personnel department letter no. 9/56/2020-5PP1/33 dated 12.01.21., through competent authority not below the rank of Joint Secretary or Head of office in Directorate or Field offices.

**12. Training: -**

The selected candidates shall undergo training at Technical Training Institute, Shakti Vihar, PSPCL, Patiala as per PSPCL instructions.

**13. Online application fee: -**

<b>Fees Details (Non-Refundable):</b>				
<b>Sr. No.</b>	<b>Category</b>	<b>Application fees</b>	<b>Applicable GST @ 18%</b>	<b>Total</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E (C+D)</b>
1	All candidates except Schedule Cast and Person with Disability category	Rs.800/- per Application	144	Rs 944 + Bank Charges (if applicable)
2	Candidates Schedule Cast and Person with Disability Category	Rs. 500/- per Application	90	Rs 590 + Bank Charges (if applicable)

**Note :**

PSPCL shall match the details in the online payment fee receipt with the details given by the candidate and the final acceptance of the application shall only be done when the details available in the Bank are matching with the details filled by the candidate in the online application. Any mismatch found will lead to the cancellation of application.

**14. ACTION AGAINST MISCONDUCT:**

- 14.1. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the online application.
- 14.2. At any stage of recruitment, if a candidate is or has been found guilty of
- Using unfair means during the examination.
  - Impersonating or procuring impersonation by any person.
  - Misbehaving in the examination hall or taking away/destroying damaging any equipment or any other things in the examination hall.
  - Resorting to any irregular/unfair means in connection with his/her candidature during selection process.
  - Obtaining support for his/her candidature by any means.

- Apart from above, any other unfair means relating to Conduct of Examination or any other relevant matter.

Such candidates in addition to rendering himself/herself liable to criminal prosecution may also be liable to be:

- Disqualified from the examination hall.
- Debarred either permanently or for a specified period from any examination/recruitment.

- 14.3. Mobile phone/Cell Phone/Hand bag/Purse/Ornaments/Electronics/Non-Electronics instrument/Goods/Articles etc. except Pen & Pencil are strictly not allowed and are banned in the examination complex.
- 14.4. Candidates are advised to bring only Admit Card, Photo Identity Card. Frisking will be done at entry point and during the exam. PSPCL or Examination Centre will not be responsible for keeping custody of any of the above prohibited items & the candidate shall be solely responsible for its safe custody outside the examination complex. Candidates should, therefore, read these instructions carefully and follow them strictly. If any of the candidates is found/possessing any of the above prohibited items inside the examination hall he/she shall be straightaway debarred from examination on the spot, apart from action as per law may also be initiated against him/her.

## 15. TERMS AND CONDITIONS: -

- 15.1. On successful registration of online application, candidates are advised not to attempt for re-registration for the same post since multiple registration number and password may create problem for candidates in future. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.
- 15.2. Admit card for online test, containing the details of the Centre/venue for the examination etc. will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print out of their admit card. Candidate can also download their admit card from the PSPCL website using their registration number and the password. Candidates will not be allowed to enter the examination hall without valid admit card.
- 15.3. Candidates in their own interest are advised, not to wait till the last date & time and register their application well within the time. PSPCL shall not be held responsible, if the candidates are not able to submit their application due to last time rush.
- 15.4. PSPCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason whatsoever.
- 15.5. Candidates are also advised to keep copy of application form and e-admit card with them for reference and record.
- 15.6. Please note that the above procedure is the only valid procedure for applying. No other mode of application shall be accepted.
- 15.7. Candidates serving in Govt./Quasi Govt. offices, public sector undertakings are required to submit "No objection Certificate" from their employer at the time of document checking, failing which their candidature may not be considered.
- 15.8. **Candidate should note that his/her candidature is purely "PROVISIONAL" subject to eligibility of candidate after document checking. Mere issue of admit card/passing of online examination will not imply that his/her**

**candidature has been finally cleared by the PSPCL. Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement or amendments if any issued subsequently.**

- 15.9. Candidates should only submit their application online and they are not required to send hard copy of online application form or any certificate to PSPCL separately.
- 15.10. The decision of the PSPCL about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
- 15.11. No TA/DA will be paid for the journeys performed for the online test/document checking/counseling etc.
- 15.12. Candidates are requested to mention their sub-category viz-a-viz Caste in online application form.
- 15.13. All information including qualifications, experience, category, age etc. declared by the candidate in their application is presumed to be correct subject to its verification later on in respect of those eligible candidates who may be called for document checking before their appointment for joining PSPCL. There is no mechanism to verify the information/data during the online application. If, at any stage (during document checking before issue of appointment letter or even after his/her joining the PSPCL), any information of the candidate is found to be wrong forged/fictitious/bogus, the candidature of such candidate will be cancelled ab initio and action will be taken against him/her according to law.
- 15.14. Only those Government employees, if selected shall be eligible to be issued appointment letters who are certified by the Head of the Department as not having any pending disciplinary proceedings or undergoing punishment under Punjab Civil Services (Punishment & Appeal) Rules-1970, or any other applicable rules, as the case may be, not undergoing any trial/prosecution or any other material disqualification in terms of integrity and professional misconduct and necessary NOC should be obtained from the Head of the Department.
- 15.15. The selected candidates will be governed by PSPCL Rules & Regulations amended from time to time.
- 15.16. In case the candidate fails to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.
- 15.17. In case, candidate is unable to get the admit card, he/she must contact personally at the facilitation counter to be opened before the online test and will be notified before the said examination.
- 15.18. Candidates must bring print out of Admit Card for verification on the day of online examination at the venue of the Examination Centre along with at least one original valid photo identity proof. Valid photo identification card (e.g., employer ID (Govt.), Driving license, Voter card, Aadhar Card and Passport issued by Govt. authorities. The candidates without admit card/Registration slip will not be allowed to appear in the online examination.
- 15.19. In case of any ambiguity/dispute or interpretation, decision of the PSPCL shall be final and binding on the candidate. Legal jurisdiction shall be subject to Local Courts at Patiala only.

**Date:-15-07-22  
Place : Patiala**

**Sd/-  
Chief Engineer/HRD,  
PSPCL, Patiala.**

**ANNEXURE-'A'**

**ELIGIBILITY OF PERSONS WITH DISABILITY FOR THE POST ADVERTISED AGAINST CRA NO. 299/22 AS PER IDENTIFICATION LIST FOR PSPCL CIRCULATED BY GOVT.OF PUNJAB DEPTT. OF SOCIAL SECURITY AND DEVELOPMENT OF WOMEN AND CHILDREN (SOCIAL SECURITY BRANCH) VIDE ITS NOTIFICATION 3/39/2014-3DS/972-980 DATED 10.07.14.**

<b>Sr. No.</b>	<b>Post</b>	<b>Categories of disabled suitable for job</b>
1	Assistant Lineman (ALM)	Hearing: Partially Deaf/Hearing Handicapped (PD)

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL POLICIES BRANCH)**

**Notification**

**The 2nd February, 1982**

No. G.S.R.11/Const./Arts. 309,234 and 318/82. - In exercise of the powers conferred by the proviso to Article 309 read with Articles 234 and 318 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the **recruitment of Ex-servicemen** to the State Civil Services and Posts connected with the affairs of the State of Punjab, namely:-

**Short title and commencement.** (1) These rules may be called the **Punjab Recruitment of Ex-servicemen Rules, 1982.**

(2) They shall come into force at once.

2. Definitions - In these rules, unless the context otherwise requires 'Armed Forces of the Union' means the Naval, Military and Air Forces of the Union of India;

\*(aa) "lineal descendent" means sons/daughters (married/unmarried/widowed/legally divorced) of the re-employed/unemployed Ex-serviceman.

**Explanation :** 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;

\*(aaa) "Wife" shall include the widows of an ex-serviceman, provided she has not remarried up to the date of issue of the appointment letter,;

(b) 'direct appointment' means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

@(c) "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non-combatant, in the Naval, Military and Air Forces of the Union of India (hereinafter referred to as the Armed Forces of the Union of India), and who has,-

(i) retired or released from such service at his or her own request after earning his or her pension; or

(ii) has 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

(iii) been released, otherwise than on his own request, from such service as a result of reduction in establishment,; or

(iv) 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; 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 :-

(i) pension holders for continuous embodied service.

(ii) persons with disability attributable to military service; and

(iii) gallantry award winners.

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\*Substituted vide Notn. No. GSR 9/Const./Arts.309,234 amd 318/Amd(5)/2003  
6.11.2002 @Substituted vide Notification dated 22.9.1992 and 2002

Explanation. - The persons serving in the Armed Forces of the Union who on retirement from service would come under the category of 'Ex-serviceman' may be permitted to apply for re-employment one year before the completion of the 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: and

- (d) Government' means the Govt. of the State of Punjab.  
(e) Recognized University' means;

- (i) any University, incorporated by law in any of the States of India; or  
(ii) any University which is recognized by the Government for the purpose of the relevant service rules. "reserved vacancy' means a vacancy reserved under sub-rule (1) rule 4 for being filled in by the appointment of an ex-serviceman.

3. **Extent of Application.**- These rules shall apply to all the State Civil Services and posts connected with the affairs of the State of Punjab, except the Punjab Vidhan Sabha Secretariat Service and the Punjab Superior Judicial Service.

4. **Reservation of Vacancies.**(1) Subject to the provision of rule 3, #13% of vacancies to be filled in by direct appointment in all the State Civil Services and posts connected with the affairs of the State of Punjab shall be reserved for being filled in by recruitment of Ex-servicemen;

**(Note : As per Pb Govt. Letter No. 15/25/2001-4DW/1591 dated 21.05.2002, an Ex-serviceman is allowed the benefit of Reservation for the second time and even thereafter in subsequent recruitments in accordance with the provisions of these Rules).**

##"Provided that where an Ex-serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-serviceman, who has neither been recruitment against a reserved vacancy under these rules;

##"Provided further that the wife or the dependent 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 is within the prescribed age limits;  
(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;

**Explanation:** For the purpose of this proviso, Gallantry Award Winner includes the winner of the Paramvir Chakra, the Mahavir Chakra, the Vir Chakra, the Sena or Nao Sena or Vayu Sena Medal and Mention-in-Despatches."

\$"Provided further that the total number of reserved vacancies including those reserved for the candidates belonging to the SCs, STs and BCs shall not exceed fifty of the posts to be filled in a particular year."

(2) Where a reserved vacancy remains unfilled for non availability of a \$(person eligible for recruitment under these rules) such vacancy may be filled in, temporarily from any other source in accordance with the rules.-

regulating the recruitment and the conditions of service of persons appointed to such posts as if the vacancy was not reserved;

Provided that the reserved vacancies filled in shall be carried forward for the subsequent occasions \$\$ (arising during at least 2 years in each of which such occasion arises for recruitment) where after the vacancy in question shall be treated as un-reserved.

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\*\*Added vide Notification dated 22.9.1992.

#Amended vide Notification dated 6.11.2002.

##Added vide Notification dated 22.9.1992

@#Added vide Notification No.2/42/96-4DW/1964 dated 2nd September 1998.  
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5. **Appointment through competitive examination.** Notwithstanding anything contained in the concerned service Rules, in case an appointment to any post governed by these rules is made through competitive examination;-

(i) the maximum chances to be given to any ex-serviceman for appearing in the said examination shall not exceed three; and

(ii) the Ex-serviceman shall not be required to appear in the optional subject, if any, specified for that examination.

6.\*\*\***Age** - For recruitment to any vacancy in the State Civil Services whether reserved or not under these rules an ex-serviceman shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned Service Rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.

7. **Educational qualifications and Experience** - (1) No person shall be eligible for recruitment to a reserved vacancy, unless he possesses the minimum educational qualifications and experience if any prescribed by the Govt. for direct appointment to such a vacancy in the concerned Service Rules;

\$\$\$Provided that for appointment to Class III posts or Class IV services, against a reserved vacancy, an Ex-serviceman who is a Matriculate or who has obtained the Indian Army Special Certificate of Education or the corresponding certificate of the Naval or Air Forces and who has put in not less than fifteen years of service in the Armed Forces of the Union, shall be considered eligible for appointment to that post for which the essential qualifications prescribed for recruitment by direct appointment in the relevant service rules, is Graduation of a recognized University, and where-

(a) technical or non-technical working experience is not essential; or

(b) the vacancy being non-technical, working experience has been prescribed as essential in the relevant service rules, but the appointing authority is satisfied that the ex-serviceman is expected to perform the duties by undergoing training for a short duration on the job;

Provided further that for appointment against a reserved vacancy, an ex-serviceman who has passed the Indian Army Class I Examination or equivalent examination of the Naval or Air Force and who has put in at least fifteen years of service in the Armed Forces of the Union, shall be considered eligible for appointment to that post for which essential educational qualifications prescribed for recruitment by direct appointment in the relevant service rules, is Matriculation;

8. **Pay.**- The pay of an Ex-serviceman appointed against a reserved vacancy shall be fixed in accordance with the provisions of Chapter VII of the Punjab Civil Services Rules, Volume II.

**\$\$8-A, Increments and pension** – Period of military service rendered during the First National Emergency from 26<sup>th</sup> October, 1962 to 9<sup>th</sup> January, 1968 shall count for increments and pension as under :-

(i) **Increments** -The period spend by a person on military service (restricted to emergency period from 26<sup>th</sup> October, 1962 to 9<sup>th</sup> January, 1968) after attaining

the minimum age prescribed for appointment to any service or post, to which he is appointed, shall count for increments. Where no such minimum age is prescribed the minimum age shall be as laid down in Rules 3.9, 3.10 and 3.11 of the Punjab Civil Services Rules Volume II. This concession shall however, be admissible only on first appointment.

(ii) **Pension** - The period of military service mentioned in clause shall count toward pension only in the case of appointments to permanent services of posts, subject to the following conditions:-

(1) The person concerned should not have earned a pension under military rules in respect of the military service in question.

Any bonus or gratuity paid in respect of military service by the defence authorities shall have to be refunded to the State Government.

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\$Amended vide Notn No. GSR 45/Consts/Art.309/Amd(2)84 dated 30.4.1984

\$\$Amended vide Notification dated 30.4.1984.

\*\*\*Amended vide Notification dated 30.4.1984.

\$\$\$Substituted vide Notn dated 22.9.1992

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(3) The period, if any, between the date of discharge from military service and the date of appointment to any service or post under the Government shall count for pension, provided such period does not exceed one year. Any period exceeding one year but not exceeding three years may also be allowed to count for pension in exceptional cases under the orders of the Government.

This benefit shall be applicable to all those who were appointed in Government services before or after 11<sup>th</sup> February, 1982."

*(\$\$Added vide Govt. Notn No. GSR 38/Const.Art.309,234 & 318/Amd(7)2004 dt 8<sup>th</sup> June 2004)*

**8-B, Increments and pension** – Period of military service rendered during the Second National Emergency from 3<sup>rd</sup> December, 1971 to 25<sup>th</sup> March, 1977, shall count for increments and pension as under :-

(a) **Increments** -The increments for the aforesaid service shall be paid to those persons only, who rendered service during the aforementioned period. This benefit will, however, be given only at the time of making first appointment on regular basis on a civil post or service under the Government. However, these increments will be taken into account when the pay of a person is subsequently fixed on account of his promotion, selection, new recruitment or revision of pay scale or otherwise;

(b) **Pension** - The period of military service, referred to above, shall count towards pension only in case of an appointment to a permanent post under the Government, subject to the following conditions namely:-

(i) The person concerned should not have earned a pension under military rules in respect of the military service in question;

(ii) Any bonus or gratuity paid in respect of military service by the defence authorities shall have to be refunded to the State Government, and;

(iii) The period, if any, between the date of discharge from military service and the date of appointment to any service or post under the Government shall count for pension, provided such period does not exceed one year. Any period exceeding one year but not exceeding three years may also be allowed to count for pension in exceptional cases under the orders of the Government.

" These benefits shall be available to all the persons who were appointed in Government Service against reserved vacancies and were in Service as on 1st December, 2011 or are appointed thereafter :



Provided that these benefits shall be admissible for pay fixation on notional basis with effect from 1st January, 2012 and arrears on account of pay shall not be paid."

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(Added vide Govt. Notn No. GSR 47/Const.Art.309,234 & 318/Amd(8)2009 dt 15<sup>th</sup> October 2009)

"8-B,(a) Amdt vide Govt. Notn no G.S.R.20/Const./Arts.309,234 and 318/Amd. (9) / 2012 dt 10 Apr 2012)

"8-B,(b) (iii) Added vide Govt. Notn no G.S.R.20/Const./Arts.309,234 and 318/Amd. (9) / 2012 dt 10 Apr 2012)

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**"8-C (i) Increments and Pension.**---- Short Service Commissioned Officers who joined Government Service shall be granted advance increments equal to the number of completed years of service rendered by them in Armed Forces on basic pay at the time of entry into Government service. They shall also be entitled to counting of military service rendered by them in armed forces for the purpose of Pension in Government Civil Service. The period, if any, between the date of release from military service and the date of appointment to civil service or post under the Government shall also count towards pension.

**(ii) Gratuity.**---- The gratuity drawn by short Service Commissioned Officer in the armed forces shall be adjusted against the gratuity that becomes due for total service rendered in army and civil service.

These benefits shall be available to all the persons who were appointed in Government Service against reserved vacancies and were in service as on 1st December, 2011 or are appointed thereafter :

Provided that these benefits shall be admissible for pay fixation on notional basis with effect from 1st January, 2012 and arrears on account of pay shall not be paid. ",

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**"8-C(i) and (ii) is Added vide Govt. Notn no G.S.R.20/Const./Arts.309,234 and 318/ Amd. (9)/2012 dt 10 Apr 2012)**

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9. **General.** (1) In matters not specifically provided for in these rules, a person appointed against a reserved vacancy, shall be governed by the concerned Service Rules. (2) All concerned Service Rules shall be subject to the provisions of these rules and the said rules shall be constructed accordingly.

(3) Nothing in these rules shall be constructed as depriving any person to whom these rules apply of any right which had accrued to him under the rules, notifications or orders in force immediately before the commencement of these rules.

10. **Repeal.** - The following rules are hereby repealed:-

1. The Punjab Government National Emergency (Concessions) Rules 1965.
2. The Demobilized Armed Forces Personnel (Reservation of vacancies in the Punjab State Non Technical Services) Rules, 1968;
3. The Demobilized Indian Armed Forces Personnel (Reservation of Vacancies in the Punjab Civil Services, Executive Branch) Rules, 1972.
4. The Released Indian Armed Forces Personnel (Determination of Eligibility for promotion) Rules, 1977.

**Chief Secretary to Govt. Punjab**



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**PART III**

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF DEFENCE SERVICES WELFARE  
(DEFENCE WELFARE BRANCH)**

**NOTIFICATION**

The 14th October, 2019

**No. G. S. R.37/Const./Art. 309, 234 and 318/Amd.(11)/2019.**— In exercise of the powers conferred by the proviso to article 309 read with article 234 and 318 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Recruitment of Ex-Servicemen Rules, 1982, namely:-

**RULES**

1. (1) These rules may be called the Punjab Recruitment of Ex-Servicemen (First Amendment) Rules, 2019.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Recruitment of Ex-Servicemen Rules, 1982, in rule 4, for sub-rule (2), the following sub-rule shall be substituted, namely: -

“(2) Where a reserved vacancy remains unfilled for non-availability of a person eligible for recruitment under these rules, in that case such vacancy shall be filled up in the following manner, namely:-

- (A) (a) In case the post reserved for Ex-Servicemen from the Scheduled Castes (Balmiki and Mazhbi Sikhs) category or their lineal descendant, remains un-filled, in that case such post shall be filled up as under: -
  - (i) *firstly*, from amongst the General pool of Balmiki and Mazhbi Sikhs;
  - (ii) *secondly*, from amongst Ex-Servicemen from Scheduled Castes category other than Balmiki and Mazhbi Sikhs or their lineal descendant; and
  - (iii) *thirdly*, from amongst the general pool of Scheduled Castes category other than Balmiki and Mazhbi Sikhs.

- (b) In case the post does not get filled up in the manner as specified in clause (a) above, in that case it shall be carried forward to the next recruitment, as a post of Ex-Servicemen from the Scheduled Castes (Balmiki and Mazhbi Sikhs) category or their lineal descendant;
- (c) In case the post gets filled up, in the manner as specified in clause (a) above, in that case in the next recruitment, one post (if available in the category from which the post had been filled up), shall be reduced, and shall be added to the quota of Ex-Servicemen from Scheduled Castes (Balmiki and Mazhbi Sikhs) category or their lineal descendant;
- (d) If in the next recruitment, no post is available in the category from which it is to be reduced as specified in clause (c) above, in that case the process prescribed in the said clause, for transfer of post, shall again be followed in the subsequent recruitment;
- (e) If even in the subsequent recruitment, no post is available under clause (d) above, in the category from which the post had been filled under clause (a), in that case the post, and the roster point, shall be treated as consumed;
- (f) If a post carried forward under clause (b), or processed under clause (c) or clause (d), still remains unfilled from amongst the Ex-Servicemen from the Scheduled Castes (Balmiki and Mazhbi Sikhs) or their lineal descendant, in that case it shall be carried forward once again to the next recruitment, for being filled up from amongst the Ex-Servicemen from the Scheduled Castes (Balmiki and Mazhbi Sikhs) or their lineal descendant; and

- (g) If the post so carried forward under clause (f) still remains unfilled from amongst the Ex-Servicemen from the Scheduled Castes (Balmiki and Mazhbi Sikhs) or their lineal descendant, in that case the post shall be converted into the post for Scheduled Castes (Balmiki and Mazhbi Sikhs) general pool category.
- (B) (a) In case the post reserved for Ex-Servicemen from Scheduled Castes (other than Balmiki and Mazhbi Sikhs) category or their lineal descendant, remains un-filled, in that case such post shall be filled up as under: -
- (i) *firstly*, from amongst the general pool of Scheduled Castes (other than Balmiki and Mazhbi Sikhs);
- (ii) *secondly*, from amongst Ex-Servicemen from the Scheduled Castes (Balmiki and Mazhbi Sikhs) or their lineal descendant; and
- (iii) *thirdly*, from the general Pool of Scheduled Castes (Balmiki and Mazhbi Sikhs).
- (b) In case the post does not get filled up in the manner as specified in clause (a) above, in that case it shall be carried forward to the next recruitment, as a post of Ex-Servicemen from the Scheduled Castes (other than Balmiki and Mazhbi Sikhs) category or their lineal descendant;
- (c) In case the post gets filled up, in the manner as specified in clause (a) above, in that case in the next recruitment, one post (if available in the category from which the post had been filled up), shall be reduced, and shall be added to the quota of Ex-Servicemen from Scheduled Castes (other than Balmiki and Mazhbi Sikhs) category or their lineal descendant;
- (d) If in the next recruitment, no post is available in the category from which it is to be reduced as specified in clause (c) above, in that case the process prescribed in the said clause, for transfer of post, shall again be followed in the subsequent recruitment;

(e) If even in the subsequent recruitment, no post is available under clause (d) above, in the category from which the post had been filled under clause (a), in that case the post, and the roster point, shall be treated as consumed;

(f) If a post carried forward under clause (b), or processed under clause (c) or clause (d), still remains unfilled from amongst the Ex-Servicemen from the Scheduled Castes (other than Balmiki and Mazhbi Sikhs) or their lineal descendant, in that case it shall be carried forward once again to the next recruitment, for being filled up from amongst the Ex-Servicemen from the Scheduled Castes (other than Balmiki and Mazhbi Sikhs) or their lineal descendant; and

(g) If the post so carried forward under clause (f) still remains unfilled from amongst the Ex-Servicemen from the Scheduled Castes (other than Balmiki and Mazhbi Sikhs) or their lineal descendant, in that case the post shall be converted into the post for Scheduled Castes (other than Balmiki and Mazhbi Sikhs) general pool category.

(C) (a) In case the post reserved for Ex-Servicemen from the Backward Classes or their lineal descendant remains un-filled, in that case it shall be filled from amongst the general pool of Backward Classes;

(b) In case the post does not get filled up in the manner as specified in clause (a) above, in that case it shall be carried forward to the next recruitment, as a post of Ex-Servicemen from the Backward Classes or their lineal descendant;

(c) In case the post gets filled up, in the manner as specified in clause (a) above, in that case in the next recruitment, one post from the general pool of the Backward Classes, shall be reduced, and shall be added to the quota of Ex-Servicemen from Backward Classes or their lineal descendant;

(d) If in the next recruitment, no post is available in the general pool of the Backward Classes category, from which it is to be reduced as specified in clause (c) above, in that case the process prescribed in the said clause, for transfer of post, shall again be followed in the subsequent recruitment;

(e) If even in the subsequent recruitment, no post is available under clause (d) above, in the category from which the post had been filled under clause (a), in that case the post, and the roster point, shall be treated as consumed;

(f) If a post carried forward under clause (b), or processed under clause (c) or clause (d), still remains unfilled from amongst the Ex-Servicemen from the Backward Classes or their lineal descendant, in that case it shall be carried forward once again to the next recruitment, for being filled up from amongst the Ex-Servicemen from the Backward Classes or their lineal descendant; and

(g) If the post so carried forward under clause (f) still remains unfilled from amongst the Ex-Servicemen from the Backward Classes or their lineal descendant, in that case the post shall be converted into the post for Backward Classes.

(D) (a) In case the post reserved for Ex-Servicemen from the General Category or their lineal descendant remains un-filled, in that case it shall be filled from amongst the general pool of the General Category;

(b) In case the post does not get filled up in the manner as specified in clause (a) above, in that case it shall be carried forward to the next recruitment, as a post of Ex-Servicemen from the General Category or their lineal descendant;

(c) In case the post gets filled up, in the manner as specified in clause (a) above, in that case in the next recruitment, one post from the General Category, shall

be reduced, and shall be added to the quota of Ex-Servicemen from General Category or their lineal descendant;

(d) If in the next recruitment, no post is available in the General Category, from which it is to be reduced as specified in clause (c) above, in that case the process prescribed in the said clause, for transfer of post, shall again be followed in the subsequent recruitment;

(e) If even in the subsequent recruitment, no post is available under clause (d) above, in the category from which the post had been filled under clause (a), in that case the post, and the roster point, shall be treated as consumed;

(f) If a post carried forward under clause (b), or processed under clause (c) or clause (d), still remains unfilled from amongst the Ex-Servicemen from the General Category or their lineal descendant, in that case it shall be carried forward once again to the next recruitment, for being filled up from amongst the Ex-Servicemen from the General Category or their lineal descendant; and

(g) If the post so carried forward under clause (f) still remains unfilled from amongst the Ex-Servicemen from the General Category or their lineal descendant, in that case the post shall be converted into the post for General Category.

**GURKIRAT KIRPAL SINGH,**  
Secretary to Government of Punjab,  
Department of Defence Services Welfare.



No.1/1/2017-3DC/1588894/1

GOVERNMENT OF PUNJAB  
DEPARTMENT OF SOCIAL SECURITY AND WOMEN AND CHILD DEVELOPMENT  
(Disability Cell)

The 3 October, 2019

To

1. All the Heads of Departments;
2. All Commissioners of Divisions;
3. All Deputy Commissioners;
4. Registrar General, Punjab and Haryana High Court;
5. All District and Sessions Judges;
6. All the Heads of Boards and Corporations;
7. Chairman, Punjab Public Service Commission;
8. Chairman, State Services Selection Board, Punjab.

**Subject: - Instructions regarding four percent reservation under section 34 of the Rights of Persons with Disabilities Act, 2016.**

\*\*\*\*\*

1. In supersession of the Government of Punjab, Department of Social Security, Women and Child Development (Disability Cell), issued vide I.D. No. 9/23/2015-3DC/506 dated the 24<sup>th</sup> June, 2015 and No.1/1/2017-3DC/1543557/1, dated the 6<sup>th</sup> August, 2019, the following instructions are hereby issued for the management of reservation in direct recruitment and in promotion for the persons with disabilities as defined in clause (r) of section 2 readwith the Schedule appended to the Rights of Persons with Disabilities Act, 2016 (Central Act No.49 of 2016), in the Services in the Government of Punjab (i.e. in Group 'A', Group-'B', Group-'C' and Group-'D' Services, respectively), in the following manner, namely: -

**DISABILITY-WISE PERCENTAGE IN SERVICES**

Serial No.	Type of disability (See Schedule appended to the Rights of Persons with Disabilities Act, 2016)	Percentage
1	Blindness and Low-vision;	One percent
2	Deaf and Hard of hearing;	One percent
3	Locomotor disability (including Cerebral palsy, Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy);	One percent

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4	Intellectual disability (including Autism and Specific learning disability), and Mental illness; <b>OR</b> Multiple disabilities specified in Serial No. 1 to 4 above, including deaf-blindness.	One percent
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**NOTE-1:** - The reservation in Services specified under these instructions, shall be applicable in all modes of recruitments done in the State of Punjab including the Services filled under Contract Basis or by Out-sourcing.

**Note-2:** - "Service" for the purposes of these instructions', Service means a post or vacancy in Group-'A', Group- 'B', Group-'C' or Group-'D' Service, as the case may be, being filled up from amongst the persons with disabilities specified above.

**Note-3:** - "Percentage" for the purposes of these instructions, the percentage means the Service to be offered shall be in the running Roster of hundred vacancies arising in the cadre strength in Group-'A', Group-'B', Group-'C' or Group-'D' Service, as the case may be.

2. **Exemption from reservation.** - If any department considers it necessary to exempt any establishment (in part or fully, as the case may be), from the provision of reservation for persons with disabilities being given under these instructions as per provisions of the said Act, it may make a reference to this department, giving necessary justification for the said purpose. The question of grant of exemption or not to such department shall be considered by an Inter-Departmental Committee, constituted by this department for such matters, in due course as per the fixed norms.

The aforesaid Committee shall consist of the following, namely: -

INTER-DEPARTMENTAL COMMITTEE		
Serial No.	Designation of the officer	
1	Principal Secretary to Government of Punjab, Department of Social Security, women and Child Development;	Chairperson
2	<u>Administrative Secretary</u> of the concerned department;	Member
3	Commissioner for the persons with disabilities; and	Member
4	Director, Social Security, women and Child Development.	Member Secretary

3. **Identification of posts.** - The Government of India, Ministry of Social Justice and Empowerment has identified the services suitable to be offered to the persons with disabilities and the physical requirements for such services has been notified by it vide Notification No. 16-16/2010-DD-III, dated the

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29<sup>th</sup> July, 2013. This list of identification for different disabilities can be visited at [www.socialjustice.nic.in](http://www.socialjustice.nic.in). The Government of Punjab has adopted the above list of services to be offered to the persons with disabilities as identified by the Government of India vide its notification referred to above vide order No. 3/39/2014-3Dis.Br./972-980, dated the 10<sup>th</sup> July, 2014.

However, the competent authority in respective department in the State, may identify the posts to be filled up from amongst the persons suffering from the disability i.e. Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy in clauses (3) and (4), referred to in Para 1, subject however, to the following conditions namely: -

- (a) the nomenclature used for any service shall mean and include nomenclature used for other, identical service with identical functions;
- (b) in case the service notified by the Government of India, Ministry of Social Justice and Empowerment, is not identical with any of the Service in the State of Punjab, in that case the concerned department, shall have the discretion, to identify a Service in consultation with this department or with the Government of India, as the case may be.

No department in the State of Punjab, shall exclude any such unidentified Service, from the purview of the reservation in its own discretion; and

- (c) In case a Service with particular disability is changed from one Group of Service, to another Group or Grade, due to variation in pay scale of such Service or otherwise, such Service, shall remain identified accordingly, to be filled from amongst those persons with such disability, till such post is created in the relevant Group by the State Government.

**5. Reservation in posts identified for one or two categories.** - If a Service is identified as suitable for type of disability, in that case, the reservation in that Service shall be given to the persons with that disability only. The reservation of four percent shall not be reduced in such cases and the total reservation in the said Service, shall be given to the persons suffering from the said disability, for which it

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has been identified. Where a Service is identified as suitable for two types of disabilities, in that case the reservation shall be distributed between the persons with those types of disabilities in equal proportion, so far as it is possible. It shall, however, be ensured that the reservation in different Services in a particular department shall be distributed in such a manner that the persons of all types of disabilities as specified in Para 1 above, subject however, to fulfilling the conditions as specified in Para 8, in order to give equal representation to such persons.

**6. Appointment against unreserved services.** – There is no bar for a person with any disability specified in Para 1, to compete for appointment against an unreserved Service (i.e. the other than the Service, which is identified as suitable for persons with disabilities), provided such Service is identified as suitable for the persons so appointed.

**7. Adjustment of candidates selected on their own merit.** - Persons with disabilities selected on their own merit without availing the reservation under these instructions, shall not be adjusted against the reserved vacancy. The reserved vacancies shall be filled up only from amongst the eligible persons with disabilities as specified in these instructions. No person appointed as per the provision made in Para 6, shall make a claim for promotion against any reserved Service under these instructions.

**8. Quantum of disability for reservation.** - The quantum of disability as specified in the Table given in Para 1, shall not be less than forty percent, subject, however to produce a Disability Certificate from the competent authority.

At the time of making appointment to the service under these instructions or in the case of promotion in the service for the persons with disability (s), the appointing authority shall ensure that such candidate falls within the consideration zone for availing the benefit under these instructions.

**9. Computation of reservation.** - Reservation for persons with disabilities in case of Group 'A', 'B', 'C' or 'D' Services, shall be computed on the basis of total number of vacancies available in a cadre in any department, from amongst the persons with disabilities on the Service identified as suitable for them. The number of vacancies to be reserved for the persons with disabilities for direct recruitment to Group 'A'

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posts in any department, shall be computed by taking in to account the total number of vacancies arising in Group 'A', for being filled by direct recruitment in a recruitment year in any department, which shall apply *mutatis mutandi* to Group 'B', 'C', and 'D' Services. Similar criteria, shall apply in promotion cases also in the said Services.

**10. Maintenance of reservation.** – (1) For giving proper effect to reservation under these instructions, all departments in the State, shall maintain a separate 100 Point Vacancy Roster Registers as specified in Annexure-I, separately for Group 'A', Group 'B', Group 'C' or Group 'D' Service, for direct recruitment as well as for promotion. Each Department shall ensure that the vacancy Roster Register is duly got checked and verified from this department, before making any direct appointment or promotion, as the case may be. The aforesaid Registers, for each Service, shall be divided in four blocks, as follows: -

- 1<sup>st</sup> Block — Point No. 1 to 25;
- 2<sup>nd</sup> Block — Point No. 26 to 50;
- 3<sup>rd</sup> Block — Point No. 51 to 75; and
- 4<sup>th</sup> Block — Point No. 76 to 100.

*Means a vacancy at point 11, 40, 71 and 90 for Groups 'A' and 'B' and point 10, 40, 70 and 90 for Groups 'C' and 'D', shall be earmarked for person with disability as specified in Para 1. The competent authority in each department shall make appointments in the above manner.*

(2) In Group- 'A' Service, in case Point No. 11 is not identified for the persons with disabilities OR the competent authority in any department considers it desirable not to fill that point from amongst the persons with disability OR it is not possible to fill up that post from this category for any administrative reason, in that case, a post falling at points from 12 to 25, shall be treated as reserved for the person with disability, and the same shall be filled up accordingly. Similarly the vacancy falling at any of the points from 26 to 50, OR from 51 to 75, OR from 76 to 100, shall be filled by person with disability, in the above manner, in addition to the vacancy already ear marked in the respective block referred to above.

(3) It may further be clarified that in case none of the vacancies given at Points 12 to 25, is suitable for a person with disability, then two vacancies from Points 26 to 50, shall be treated as are reserved for persons with disabilities (i.e. one vacancy being carried forward from the first block and the other vacancy already meant for the second block). Similarly in case the vacancies from 26 to 50 are

*Rajiv Bala*

again not found suitable for the said category, in that case three vacancies, shall be treated as reserved in the points starting from 51 to 75. In case the vacancies from Point 51 to 75 are also not found suitable for a person with disability, then four vacancies shall be filled up in the fourth block starting from points 76 to 100. If no vacancy can be filled up in a particular block it shall be carried into the next block.

(4) After all the 100 points of the vacancy roster are filled up then the roster shall re-start from Point 1 onwards.

(5) In case the number of vacancies in a year could cover only one block or two blocks referred to above, then it shall be the discretion of the competent authority in a department, who shall decide to fill particular Service, on the basis of the nature of the post while making an appointment or promotion, as the case may be, from amongst the person with disability with a specific type referred in the Table above.

(6) The manner for filling up the Service in Group-'A' in clauses (2) to (5) above, shall be followed in other Services i.e. Group 'B', Group 'C' and Group 'D, as the case may be.

**11. Consideration zone, interchange and carry forwarding a point in direct recruitment.** – (1) The reservation under these instructions shall be made category wise for each disability specified in the Table above. In case in a department, the nature of Service is such that a person of a specific type of disability cannot be appointed, in that case the vacancies may be interchanged from one type of disability to the other with the approval of this department.

(2) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.

(3) In case a vacancy carried forward, is not filled up in the subsequent recruitment year, the same shall further be carried forward to the next recruitment year. However, if a suitable person with such disability is not available for appointment, it may be filled by interchanging such vacancy with other type of disability.

*Ranjit Bala*

(4) In case a vacancy is filled up from amongst the person other than the person with disability in the second recruitment year, then the reservation shall be carried forward as a backlog vacancy for another period of two recruitment years. In case such vacancy could not be filled up even in the extended period, then the reservation under these instructions shall stand lapsed.

(5) In the next recruitment years, if situation so arises, the procedure for filling up the reserved vacancy for the persons with disabilities, shall be remain the same as specified above.

**12. Consideration zone, interchange and carry forwarding a point in promotion.** – (1) A reserved vacancy shall be filled up by promotion by selection, from amongst the person with disability, who falls within the consideration zone. In case the number of the person with disability of the relevant type of disability is not available within the consideration zone, then the zone of consideration for filling up such vacancy may be extended five times the number of vacancies and the persons with disabilities falling within the extended zone may be considered for promotion. In case no suitable candidate is found available in the extended consideration zone also, then the reservation may be interchanged to fill up the vacancy from amongst the person with other type of disability.

(2) In case it is not possible to fill up the vacancy from amongst the person with disability, then the same may be filled up by promoting a person other than a person with disability and the reservation under these instructions, shall be carried forward for three years, where after it shall stand lapsed if it is not filled up in the extended period.

**13. Protection of reservation for persons with disability.** - In order to protect the lapse of reservation to the minimum possible, any recruitment of the persons with disabilities, shall be counted first against any additional quota brought forward from the previous years, in their chronological order, if any. If candidates are not available for all the vacancies for persons with disability, then the older carried forward point shall be filled up in the first instance and the point carried forward at a later stage, shall further be carried forward.

Royin Bala

**14. Horizontal reservation for Persons with disabilities.** – (1) Reservation for Scheduled Castes, Scheduled Tribes, Backward Classes or Other Backward Classes, is called Vertical Reservation and the reservation for the Persons with disabilities and Ex-Servicemen, is called Horizontal Reservation. Horizontal Reservation cuts across Vertical Reservation or is called interlocking reservation, and persons selected against the quota for persons with disabilities have to be placed in the appropriate category (i.e. Scheduled Castes, Scheduled Tribes, Backward Classes, Other Backward Classes or General Category), depending upon the category to which he belongs to, in the Roster Register.

(2) To illustrate, if in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disability are appointed, one belongs to a Scheduled Caste and other to General Category, then the Scheduled Caste candidate with disability, shall be adjusted against the Scheduled Caste point in the Roster Register and the General Category candidate with disability, shall be adjusted against General Category point in the said Register. In case none of the vacancies falls on the point reserved for the Scheduled Castes, the candidate under the category of disability belonging to Scheduled Caste, shall be adjusted in future against the next available vacancy reserved for Scheduled Caste category.

**15. Identification of the caste of persons with disability.** - Since the persons with disability have to be placed in the appropriate category i.e. Scheduled Castes, Scheduled Tribes, Backward Classes, Other Backward Classes or General Category, in the roster meant for the said categories. A candidate applying for a vacancy meant for persons with disability shall clearly indicate in the application form as to which caste they belong to i.e. Scheduled Castes, Scheduled Tribes, Backward Classes, Other Backward Classes or General Category, as the case may be.

**16. Medical examination.** - Each new entrant to Government Service on his initial appointment is required to produce a 'Disability Certificate' issued by a competent authority. In case of medical examination of a person with disability for appointment to a post identified as suitable for a person suffering from a type of disability, the concerned Medical Officer or the Medical Board, shall be informed beforehand by such candidate that the post is identified as suitable for relevant type

Rajiv Bala



of person with disability, and the candidate shall then be examined medically accordingly, by such Officer or Board, as the case may be.

These instructions shall come into force with immediate effect.

Dated, Chandigarh the  
1<sup>st</sup> October, 2019

*Rajivastava*  
RAJI P. SHRIVASTAVA  
Principal Secretary to Government of Punjab  
Department of Social Security, Women and  
Child Development

No. 1/1/2017-3DC/1588894/2 Dated, Chandigarh, the 3/10/2019  
A copy is forwarded to the following for information and necessary  
action:-

1. All The Special Chief Secretaries, Punjab;
2. All The Additional Chief Secretaries, Punjab;
3. All The Principal Secretaries, Punjab;
4. All The Financial Commissioners and Administrative Secretaries,  
Punjab;
5. State Commissioner for the persons with disability, Punjab;
6. Chief Commissioner for Persons with Disability, Government of  
India, New Delhi.

*Rajiv Bal*  
Deputy Secretary Social Security  
✓

ANNEXURE

RESERVATION ROSTER FOR PERSONS WITH DISABILITIES

Year of Recruitment	Cycle No.	Point No.	Name of Posts	Identifies suitable for persons with benchmark disabilities covered under the following respective categories.				Unreserved or Reserved	Name of the person appointed and date of appointment	Whether the person appointed as per serial no. 5,6,7 or 8 of the annexure or No/not	Remarks, if any
				5	6	7	8				
1	2	3	4	1 (Visual)	2 (Hearing)	3 (Locomotor)	4 (Intellectual or Multiple)	9	10	11	12

1. Respective categories as specified in the table given in Para 1.
2. If the post is reserved than write 1,2,3 or 4 as given in serial no. 5,6,7 and 8 above.
3. In case if a person is appointed under a reserved categories specified in 5,6,7 and 8 than write specific category , if not than write No.

*Rajivastava*

RAJI P. SHRIVASTAVA,

Principal Secretary to Government of Punjab, Department of Social Security, Women and Child Development.

Annexure P-3

Annexure-D

59

EWS

**Government of Punjab  
Department of Social Justice, Empowerment and Minorities  
(Reservation Cell)**

To

All the Deputy Commissioners in the State

No. 1/16/2019-RCI/116

Dated, Chandigarh 14<sup>th</sup> May, 2019

**Subject:- Issue of Income & Assets certificate to Economically Weaker Sections (EWSs) for availing benefit of reservation in civil posts and services of Govt. of India and admission in Central educational institutions.**

Please refer to the subject cited above.

2. In pursuance of insertion of Article 15(6) and Article 16(6) in the Constitution of India vide the Constitution (One hundred and third Amendment) Act, 2019, the Ministry of Social Justice & Empowerment, Govt. of India has issued policy vide O.M. No.F.No.20013/01/2018-BC-II dated 17.01.2019 to provide 10% reservation in civil posts and services in Govt. of India and admission in Educational Institutions to Economically Weaker sections (EWSs) who are not covered under the existing scheme of reservation for the Scheduled Castes, Scheduled Tribes and the Socially and economically Backward Classes.
3. On the basis of O.M dated 17.01.2019, DoPT vide OM F. NO. 36039/01/2019-ESSt.(Res)-II dated 19.01.2019 has notified that 10% reservation would be provided for Economically Weaker Sections (EWSs) in central government posts and services. DoPT vide OM F. NO. 36039/01/2019-ESSt.(Res)-II dated 31.01.2019 has inter-alia issued detailed instructions regarding procedure for implementation of EWS reservation. The copies of the OM dated 19.01.2019 and OM 31.01.2019 is available on the link <https://dopt.gov.in/notifications/oms-and-orders> which may be referred to.
4. Similarly, Ministry of HRD vide OM F.No. 12-4/2019-U1 dated 17.01.2019 has issued instructions to provide reservation in admission to Central educational institutions. This OM is available on the link [https://www.ugc.ac.in/ugc\\_notices.aspx](https://www.ugc.ac.in/ugc_notices.aspx).
5. In view of these instructions, the following persons are eligible for being issued the Income & Assets Certificate for availing the benefit of reservation for Economically Weaker Sections for admission to Central Educational Institutions and for Central Govt. posts and Services:-
  - a) *Persons who are not covered under the scheme of reservation by Govt. of India for SCs, STs and OBCs and*
  - b) *Whose gross family income is below Rs. 8.00 lakh (Rs. Eight lacs only) per annum. Income shall include income from all sources i.e. salary, agriculture, business profession etc. for the financial year prior to the year of application.*
  - c) *All persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:-*

- i. 5 acres of Agricultural Land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than notified municipalities.


d) The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

e) The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

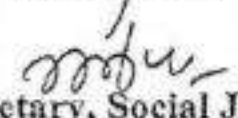
6. It has been decided that the applicant will present an application and self declaration as per Annexure-A and B respectively. The certificate will be issued as per specimen given in Annexure -C and will be valid for the financial year in which it is issued.

7. The concerned Tehsildar will be the Income and Assets Certificate issuing authority. He will issue the certificate after carefully verifying the claim and all relevant documents.

8. In special circumstances, the Deputy Commissioner may, by an order in writing, authorise the Sub-Divisional Magistrate of the area to issue the certificate.

  
(Raj Bahadur Singh)  
Joint Secretary, Social Justice

A copy is forwarded to the following for information and necessary action:-

  
Joint Secretary, Social Justice

To

All Special Chief Secretaries,  
Additional Chief Secretaries, Principal Secretaries,  
Secretaries.

ID No. 1/16/2019-RC1/ 117

Dated, Chandigarh, the 14<sup>th</sup> May, 2019

Endst. No. 1/16/2019-RC1/ 118

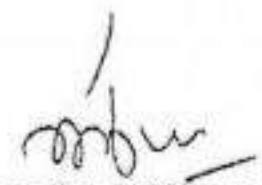
Dated, Chandigarh, the 14<sup>th</sup> May, 2019

A copy is forwarded to the following for information and necessary action:-

1. All Head of the Departments in the State.
2. All Commissioner of Divisions.
3. The Registrar, Punjab & Haryana High Court.
4. All Sub Divisional Officers (C) in the State.

True Photo Copy

  
Advocate

  
Joint Secretary, Social Justice

ANNEXURE P-4

~~Amended~~  
8/22

SS12  
03/06/19

GOVERNMENT OF PUNJAB  
DEPARTMENT OF SOCIAL JUSTICE, EMPOWERMENT AND MINORITIES  
(RESERVATION CELL)

To

SS12 (02)  
S.P. Singh  
14/6/19

1. All the Heads of Department, Commissioners of Divisions, Deputy Commissioners in the state
2. All the Managing Director of Boards and Corporations in the State.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

No. 1/3/2019-RC1/120  
Dated; Chandigarh 28<sup>th</sup> May, 2019

**Subject: Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of Punjab.**

\*\*\*\*\*

Please refer to the subject cited above

2. In pursuance of insertion of clauses 15(6) and 16(6) in the Constitution vide the Constitution (One hundred and Third Amendment) Act, 2019, State Government has decided to provide the reservation to the Economically Weaker Sections on the following conditions:-

- i) 10% reservation will be provided to residents of Punjab belonging to Economically Weaker Sections (whose family income is less than Rs.8.00 lacs per annum) who are not covered under the existing scheme of reservation for Scheduled Castes and Backward Classes.
- ii) The reservation will be provided in respect of all Direct Recruitment vacancies in all the Departments/Boards/Corporations/Local Bodies of the State of Punjab.
- iii) "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents, siblings below the age of 18 years, as also his/her spouse and children below the age of 18 years.
- iv) "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:-

ਸਿਫਟਿੰਗ-6 ਫਾਈਲ ਨੰਬਰ: 51390  
ਮਿਸਟਰ: 12/6/19

ਸਿ. ਸ. ਮ. ਏ. ਡੀ. ਡੀ. 676  
15/6/19

ਬਿਲੀ ਓ. ਡੀ. ਨੰਬਰ 999  
ਮਿਸਟਰ: 29/9/19  
ਮਿਸਟਰ: 06/06/19

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2019

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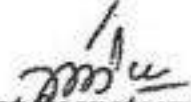
- i) 5 acres of Agricultural Land and above;
- ii) Residential flat of 1000 sq.ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities/nagar panchayats ;
- iv) Residential plot of 200 sq. yards and above in other than the notified municipalities/nagar panchayats.

2. The detailed instructions regarding operation of roster and procedure for implementation of Economically Weaker Sections reservation will be issued separately.

-Sd-

(Dr. Roshan Sunkaria), I.A.S  
Additional Chief Secretary

A copy of the above is forwarded to All the Special Chief Secretaries/Additional Chief Secretaries/Principal Secretaries/Secretaries to Govt. of Punjab for information and further necessary action:-

  
Joint Secretary

To

All the Special Chief Secretaries/  
Additional Chief Secretaries/  
Principal Secretaries/  
Secretaries to Govt. of Punjab

LD. No. 1/3/2019-RC1/ 121

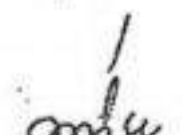
Dated, Chandigarh 28-5-2019

Endst. No. 1/3/2019-RC1/ 122

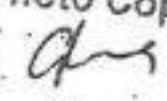
Dated, Chandigarh 28-5-2019

A copy of the above is forwarded to the following for information and further necessary action:-

1. Chairman,  
Punjab State Commission for Scheduled Castes,  
Chandigarh.
2. Chairman,  
Punjab State Backward Classes Commission,  
Chandigarh.

  
Joint Secretary

True Photo Copy

  
Advocate

(O/o CHIEF ENGINEER/HRD(Services-2), PATIALA, Ph.No.0175-2213125)  
Regd. Office- PSEB Head Office, The Mall, Patiala-147001  
Corporate Identity Number:U40109PB20108GC033813  
Website: [www.pspcl.in](http://www.pspcl.in)  
Tele Fax:.0175-2213125, email: [ce-hrd@pspcl.in](mailto:ce-hrd@pspcl.in)

ਵੱਲ:

1. ਡੀਜੀਪੀ/ਵੀ ਤੇ ਐਸ, ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ, ਪਟਿਆਲਾ।
2. ਸਾਰੇ ਜਨਰਲ ਮੈਨੇਜਰ/ਇੰਜ:ਇਨ ਚੀਫ/ਮੁੱਖ ਇੰਜ: ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ।
3. ਕੰਪਨੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ, ਪਟਿਆਲਾ।
4. ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਮਾਲ ਤੇ ਹੈਡਕੁਆਟਰ, ਮੁੱਖ ਵਿੱਤੀ ਅਫਸਰ/ਵਿੱਤ ਸਲਾਹਕਾਰ/ਮੁੱਖ ਪਤਤਾਲਕਾਰ/ਲੀਗਲ ਅਡਵਾਈਜਰ/ਕਾਸਟ ਕੰਟਰੋਲਰ, ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ।
5. ਸਾਰੇ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ, ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ।
6. ਸਾਰੇ ਸੰਯੁਕਤ ਸਕੱਤਰ/ਉਪ ਸਕੱਤਰ/ਅਧਿਕ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ।

ਮੀਮੋ ਨੰ 14637/15337/ਆਈ.ਆਰ.ਪੀ.35/ ਵਾ:7 ਮਿਤੀ: 9-4-21

ਵਿਸ਼ਾ:

To adopt and Implement instructions issued by Punjab Govt. Regarding Reservation for Economically Weaker Sections (EWS) in direct recruitment in civil posts and services in the Government of Punjab.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਪੰਜਾਬ ਸਰਕਾਰ, ਸਮਾਜਿਕ ਨਿਆਂ, ਅਧਿਕਾਰਤਾ ਅਤੇ ਘੱਟ ਗਿਣਤੀ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਮੀਮੋ ਨੰ 1/3/2019-RC1/700 ਮਿਤੀ ਚੰਡੀਗੜ 30.10.2020 (ਕਾਪੀ ਨੱਥੀ) ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਨੂੰ ਮਾਨਯੋਗ BOD's ਦੀ ਪ੍ਰਵਾਨਗੀ ਉਪਰੰਤ ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਵਿੱਚ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਲਈ ਅਪਣਾ ਲਿਆ ਗਿਆ ਹੈ। ਇਹ ਹਦਾਇਤਾਂ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਹਦਾਇਤਾਂ ਦੇ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।


ਨੱਥੀ:ਉਕਤ ਅਨੁਸਾਰ

  
ਸੰਯੁਕਤ ਸਕੱਤਰ/ਸੇਵਾਵਾਂ-2,  
ਪਸਪਕਲ, ਪਟਿਆਲਾ।

ਪਿਠਅੰਕਨ ਨੰ: 15338/42 ਮਿਤੀ: 9/4/21

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ:

1. ਸਕੱਤਰ/ ਪਾਵਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ।
2. ਸਕੱਤਰ/ਬੀ.ਬੀ.ਐਮ.ਬੀ. ਚੰਡੀਗੜ।
3. ਰੈਜੀਡੈਂਟ ਆਡਿਟ ਅਫਸਰ, ਪਟਿਆਲਾ।
4. ਸੀਨੀਅਰ ਪੀ.ਐਸ. ਟੂ ਸੀਐਮਡੀ, ਡਾਇਰੈਕਟਰਜ਼(ਜਨਰੇਸ਼ਨ, ਡਿਸਟ੍ਰੀਬਿਊਸ਼ਨ, ਪ੍ਰਬੰਧਕੀ, ਹਿਊਮਨ ਰਿਸੋਰਸਿਜ਼, ਵਿੱਤ, ਵਣਜ) ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ।

  
ਸੰਯੁਕਤ ਸਕੱਤਰ/ਸੇਵਾਵਾਂ-2,  
ਪਸਪਕਲ, ਪਟਿਆਲਾ।

GOVERNMENT OF PUNJAB  
DEPARTMENT OF SOCIAL JUSTICE,  
EMPOWERMENT AND MINORITIES  
(RESERVATION CELL)

To

1. All the Head of Departments, Commissioner of Divisions, Deputy Commissioners and Sub Divisional Magistrate in the State
2. All the Managing Director of Boards and Corporations in the State.
3. The Registrar General, Punjab and Haryana High Court, Chandigarh.

No. 1/3/2019-RCI/ 700  
Dated: Chandigarh 30.12.2020

Subject: Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of Punjab.

\*\*\*\*\*

Please refer to this Department's letter No. 1/3/2019-RCI/ 120, dated 28<sup>th</sup> May, 2019 on the subject cited above.

2. The following instructions are issued regarding reservation for Economically Weaker Sections (herein after referred to as EWS) not covered under the existing scheme of reservation for Scheduled Castes (SCs) and Backward Classes (BCs) in respect of direct recruitment in the Government of Punjab.

3. QUANTUM OF RESERVATION

The residents of Punjab belonging to EWSs who, are not covered under the existing scheme of reservation for SCs and BCs shall get ten percent reservation in all direct recruitment vacancies in all the Departments or Boards or Corporations or Local Bodies of the Government of Punjab.

4. EXEMPTION FROM RESERVATION:

4.1 The reservation shall not apply to the posts for conducting research or organising research, guiding and directing research.

5. CRITERIA OF INCOME AND ASSETS:

5.1 The persons belonging to the State of Punjab who are not covered under the existing scheme of reservation for SCs and BCs and whose family has gross annual income below rupees 8.00 lakh (rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.



Also person whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- (i). Five Acres of agricultural land and above;
- (ii). Residential flat of 1000 square feet and above;
- (iii). Residential plot of 100 square yards and above in notified municipalities/ nagar panchayats;
- (iv). Residential, plot of 200 square yards and above in areas other than the notified municipalities or nagar panchayats.

5.2 The property held by a "Family" in different locations or different places or cities would be clubbed while applying the land or property holding test to determine EWS status.

5.3 The term "Family" for this purpose shall include the person who seeks benefit of reservation, his or her parents, siblings below the age of eighteen years, as also his or her spouse and children below the age of eighteen years.

## 6 INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

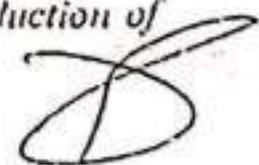
6.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. Department of Social Justice, Empowerment and Monitories has issued the instructions vide no. 1/16/2019-RC-1/116, dated the 14<sup>th</sup> May, 2019 (available on Punjab Government website: [www.punjab.gov.in](http://www.punjab.gov.in)- Act, Rules and Notification) to issue the Income and Assets Certificate. Vide these instruction-

- (a) the application, self declaration and specimen of Income and Assets Certificate was issued;
- (b) the concerned Tehsildar is the Income and Assets Certificate issuing authority, who shall issue the certificate after carefully verifying the claim and all relevant document; and
- (c) in special circumstances, the Deputy Commissioner may, by an order in writing authorize the Sub-Divisional Magistrate of that area to issue the certificate.

6.2 The crucial date for submitting Income and Asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

6.3 The appointing authorities shall, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause:-

*"The appointment is provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake or false the services shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code, 1860 for production of fake or false certificate."*



The appointing authority shall verify the veracity of the Income and Asset Certificate submitted by the candidate through the certificate issuing authority.

6.4 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her or his services shall be terminated invoking the conditions contained in the offer of appointment.

#### 7 EFFECTING RESERVATION -- MAINTENANCE OF ROSTERS:

7.1 The reservation shall be implemented by reserving vacancies by means of 100 point roster till the percentage of reservation is completed.

7.2 The roster point No. 10, 20, 30, 39, 50, 59, 70, 79, 86 and 99 shall be reserved for EWS. While fixing roster point, if the EWS roster point coincides with the roster points of SCs and BCs, the next available unreserved roster point has been allotted to the EWSs and also the principle of "squeezing" has been kept in view.

7.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

7.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities or ex-servicemen shall be placed against the roster points earmarked for EWS.

#### 8 ADJUSTMENT AGAINST RESERVED VACANCIES:

Persons belonging to EWS who are selected on the basis of merit shall be counted towards the quota meant for EWS reservation.

#### 9 ANNUAL REPORTS REGARDING REPRESENTATION OF EWS:

Every Department of the Government of Punjab shall send consolidated annual report (including their attached or subordinate offices) as per format at Annexure-I to the Director, Social Justice, Empowerment and Minorities and he shall consolidate the information and submit the same to Government.

#### 10 MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT:

10.1 Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer.

10.2 Any person aggrieved with any matter relating to discrimination in employment against any EWS may file a complaint with the Grievance Redressal Officer of the respective Government establishment. The name, designation and

contact details of the Grievance Redressal Officer shall be displayed prominently on the website and in the office of the concerned establishment.

**11 LIAISON OFFICER:**

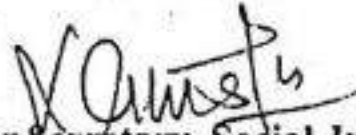
All the departments and Boards and Corporation shall appoint Liaison Officer to monitor the implementation of reservation for EWSs. The detail of liaison officer shall be sent to this department and shall also be uploaded on the official website of the department.

12 The above scheme of reservation shall be effective in respect of all direct recruitment vacancies to be notified on or after the issuance of these instructions.

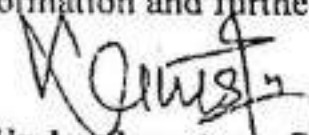
13. All the Departments or Boards or Corporations are requested to bring the above instructions to the notice of all appointing authorities, under their control. In case of any difficulty with regard to implementation of the provisions of these instructions, the concerned authorities may consult this department through their administrative department.

14. This issues with approval of the competent authority received through Department of Personnel vide I.D. No. 17/33/2019-SPP1/405, dated the 27<sup>th</sup> August, 2020.

Encl: As above.

  
Under Secretary, Social Justice,  
Empowerment and Minorities

A copy is forwarded to the following for information and further necessary action:-

  
Under Secretary, Social Justice,  
Empowerment and Minorities

To

All the Special Chief Secretary,  
Additional Chief Secretary/ Principal  
Secretaries/ Secretaries on the State

E.D. No. 1/3/2019-RC/701


Date 30.10.2020

Endst. No. 1/3/2019-RC/702

Date 30.10.2020

A copy is forwarded to the followings for information and further necessary action:-

1. Chairman,  
Punjab State Commission for  
Scheduled Castes, Chandigarh
2. Chairman,  
Punjab State Commission for  
Backward Classes, Chandigarh

  
Under Secretary, Social Justice

Annexure-I

Name of the Department:-

Report for the year	Unfilled vacancies as on .....				Vacancies filled up during				Total vacancies filled up during			
	SC	BC	EWS	UR	SC	BC	EWS	UR	SC	BC	EWS	UR

ਸ.ਸ.ਸੇ.-I/ਸ.ਸ.ਸੇ.-II/ਸ.ਸ.ਸੇ.-III/  
 ਸ.ਸ.ਪੁਸੇ./ਆਰ.ਟੀ.ਆਈ. ਸ਼ਾਖਾ/

CMD

GOVERNMENT OF PUNJAB,  
 DEPARTMENT OF SOCIAL JUSTICE,  
 EMPOWERMENT AND MINORITIES  
 (RESERVATION CELL)

26/03

CE/HRD

ਉਪ ਮੁੱਖ ਇੰਜ./ਐਚ.ਆਰ.ਡੀ.  
 To

1. All the Heads of Departments, Commissioners of Divisions, Deputy Commissioners and Sub Divisional Magistrates in the State
2. All the Managing Directors of Boards and Corporations in the State.
3. The Registrar General, Punjab and Haryana High Court, Chandigarh.

1. S.E./HRD ✓  
 2. S.E./E.D.  
 3. S., E./Inquiry  
 4. Legal/Advisor

CE/HRD

Handwritten notes and signatures on the right side of the page.

Dy. No. 182/HRD  
 Dated. 23.3.21

No. 1/3/2019-RCI/ 196  
 Dated: Chandigarh 18/03/2021

Subject: Reservation for Economically Weaker Sections (EWS) in direct recruitment in civil posts and services in the Government of Punjab.

Diary No. 1313/HRD  
 Date 23/3/2021

\*\*\*\*\*

Kindly refer to this Department's letter No. 1/3/2019-RCI/ 700, dated 30.10.2020 on the subject cited above.

2. The Para no. 8 of the instructions issued vide letter referred above is clarified as under:

Existing provision	Clarification
<p>8 ADJUSTMENT AGAINST RESERVED VACANCIES:            Persons belonging to EWS who are selected on the basis of merit shall be counted towards the quota meant for EWS reservation.</p>	<p>8 ADJUSTMENT AGAINST RESERVED VACANCIES:            Persons belonging to EWS who are selected on the basis of merit shall be counted towards the quota meant for EWS reservation.</p> <p>It means that:-</p> <p>i) Firstly, to fill the quota of the Open Category in order of merit and thereafter;</p> <p>ii) Secondly, to find out how many EWS candidates have been selected on the above basis and thereafter;</p> <p>iii) If the number of EWS candidates in open category is equal to or more than the ten percent reservation quota for EWS, then there shall be no further selection towards the reservation quota for EWS.</p>

Handwritten signature and date: 26/7/21

Official circular stamp with date 26/7/2021

Replies with Recruit ment section.

Handwritten signature and date: 27/3/2021

	<p>iv) Only if there is any shortfall of EWS candidates in a open category, then the requisite number of eligible EWS candidates shall have to be taken and adjusted or accommodated against EWS reservation categories by deleting the corresponding number of candidates therefrom.</p>
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3. This issues with the approval of the competent authority received through the Department of Personnel vide I.D. No. 17/33/2019-5PPI/267 dated 17.03.2021.

*R. Shrivastava*  
 (Raji P. Shrivastava) I.A.S.  
 Principal Secretary, Social Justice,  
 Empowerment and Minorities

A copy is forwarded to the following for information and further necessary

action:-

*R. Shrivastava*  
 (Raji P. Shrivastava) I.A.S.  
 Principal Secretary, Social Justice,  
 Empowerment and Minorities

To

All the Special Chief Secretaries,  
 Additional Chief Secretaries/ Principal  
 Secretaries/ Secretaries in the State

I.D. No. 1/3/2019-RC/ 197

Date . 18/03/2021

Endst. No. 1/3/2019-RC/ 198

Date . 18/03/2021

A copy is forwarded to the following for information and further necessary

action:-

1. Chairman,  
Punjab State Commission for  
Scheduled Castes, Chandigarh
2. Chairman,  
Punjab State Commission for  
Backward Classes, Chandigarh
3. OSD/Hon'ble Chief Minister Punjab

*[Signature]*  
 Joint Secretary, SJEM



ਨੰ: 9/56/2020-5PP1/33

ਪੰਜਾਬ ਸਰਕਾਰ

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ

(ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀਜ਼-1 ਸ਼ਾਖਾ)

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ: 12/1/2021

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,  
ਸਮੂਹ ਜਿਲ੍ਹਾ ਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ  
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,  
ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ।

ਵਿਸ਼ਾ: - ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ 1994 ਦੇ ਨਿਯਮ 19 ਤਹਿਤ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ 5 ਵਿੱਚ ਛੋਟ ਦਿੰਦੇ ਹੋਏ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੰਮ ਕਰ ਰਹੇ ਵੱਖ-ਵੱਖ ਕੈਟਾਗਰੀ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਿੱਧੀ ਭਰਤੀ ਦੀਆਂ ਆਸਾਮੀਆਂ ਲਈ ਅਰਜ਼ੀ ਦੇਣ ਲਈ ਉਪਰਲੀ ਉਮਰ ਹੱਦ ਵਿੱਚ ਛੋਟ ਦੇਣ ਬਾਰੇ।

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ਮੈਂਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਨਿਯਮ 5 ਅਤੇ 5-ਏ ਵੱਖ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੰਜਾਬ ਰਾਜ ਦੇ ਵੱਖ-ਵੱਖ ਵਿਭਾਗਾਂ ਵਿੱਚ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੰਮ ਕਰ ਰਹੇ ਵੱਖ-ਵੱਖ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਿੱਧੀ ਭਰਤੀ ਦੀਆਂ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਅਰਜ਼ੀ ਦੇਣ ਲਈ ਉਪਰਲੀ ਉਮਰ ਹੱਦ ਵਿੱਚ ਛੋਟ ਦੇਣ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਮਰੱਥ ਅਥਾਰਟੀ ਦੇ ਪੱਧਰ ਤੇ ਜਾਰੀ ਕੀਤੇ ਗਏ ਹੁਕਮ ਮਿਤੀ 12.01.2021 ਦੀ ਕਾਪੀ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ/ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

2. ਇਹ ਸੇਧ ਸਾਰੇ ਵਿਭਾਗਾਂ ਵਿੱਚ ਲਾਗੂ ਕੀਤੀ ਜਾਵੇਗੀ। ਜੇਕਰ ਕਿਸੇ ਵਿਭਾਗ ਦੇ ਨਿਯਮਾਂ ਵਿੱਚ ਵੱਖਰੇ ਤੌਰ ਤੇ ਸੇਧ ਕਰਨ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ ਤਾਂ ਉਹ ਵਿਭਾਗ ਆਪਣੇ ਨਿਯਮਾਂ ਵਿੱਚ ਉਕਤ ਅਨੁਸਾਰ ਸੇਧ ਕਰਨਗੇ। ਇਸਦੀ ਪ੍ਰਵਾਨਗੀ ਲਈ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਨੂੰ ਸੰਪੂਰਨ ਅਧਿਕਾਰ ਦਿੱਤੇ ਗਏ ਹਨ।

ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ, ਪ੍ਰਸੋਨਲ


ਪਿ.ਅੰ.ਨੰ: 9/56/2020-5ਪੀ.ਪੀ.1/34

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ: 12/1/2021

ਇਸ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ: -

1) ਪ੍ਰਮੁੱਖ ਮਹਾਲੇਖਾਕਾਰ (ਆਡਿਟ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

2) ਪ੍ਰਮੁੱਖ ਮਹਾਂਲੇਖਾਕਾਰ (ਲੇਖਾ ਤੇ ਹੱਕਦਾਰੀ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।


  
ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ

ਪਿ.ਅੰ.ਨੰ: 9/56/2020-5ਪੀ.ਪੀ.1/35

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ; 12/1/2021

ਇਸ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ: -

1. ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ, ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
2. ਵਧੀਕ ਡਾਇਰੈਕਟਰ, ਅੰਦਰੂਨੀ ਪੜਤਾਲ ਸੰਸਥਾ (ਮਾਲ), ਸੈਕਟਰ-22 ਡੀ, ਚੰਡੀਗੜ੍ਹ;
3. ਪ੍ਰੀਖਕ, ਸਥਾਨਕ ਫੰਡ ਲੇਖਾ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
4. ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕੰਟਰੋਲਰ (ਵਿੱਤ ਤੇ ਲੇਖਾ), ਅੰਦਰੂਨੀ ਪੜਤਾਲ ਸੰਸਥਾ, ਪੰਜਾਬ;
5. ਸਕੱਤਰ/ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।


  
ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ

ਪਿ.ਅੰ.ਨੰ: 9/56/2020-5ਪੀ.ਪੀ.1/36

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ; 12/1/2021

ਇਸ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:


ਇਸ ਦਾ ਉਤਾਰਾ ਰਾਜ ਦੇ ਸਮੂਹ ਜਿਲ੍ਹਾ ਖਜ਼ਾਨਾ ਅਫਸਰਾਂ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

  
ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ

ਪਿ.ਅੰ.ਨੰ: 9/56/2020-5ਪੀ.ਪੀ.1/37

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ; 12/1/2021

ਇਸ ਦਾ ਉਤਾਰਾ ਡਾਇਰੈਕਟਰ, ਗਵਰਨੈਂਸ ਰਿਫਾਰਮਜ਼ ਪੰਜਾਬ ਨੂੰ ਭੇਜ ਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਸਰਕਾਰ ਦੇ ਇਸ ਪੱਤਰ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਵੈੱਬਸਾਈਟ ਤੇ ਪਾਉਣ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ।

  
ਵਿਸ਼ੇਸ਼ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ





ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ  
(ਪ੍ਰਸ਼ੋਨਲ ਪਾਲਿਸੀਜ਼-1 ਸ਼ਾਖਾ)

ਪੰਜਾਬ ਦੇ ਰਾਜਪਾਲ ਜੀ ਦੇ ਹੁਕਮ

ਇਹ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਘਰ-ਘਰ ਰੋਜਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ (PGRKAM) ਤਹਿਤ ਚਲਾਈ ਜਾ ਰਹੀ ਭਰਤੀ ਮੁਹਿੰਮ ਨੂੰ ਸਫਲ ਕਰਨ ਦੇ ਉਦੇਸ਼ ਨਾਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਵੱਖ-ਵੱਖ ਵਿਭਾਗਾਂ ਵਿੱਚ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੰਮ ਕਰ ਰਹੇ ਵੱਖ-ਵੱਖ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਿੱਧੀ ਭਰਤੀ ਦੀਆਂ ਆਸਾਮੀਆਂ ਲਈ ਅਰਜ਼ੀ ਦੇਣ ਅਤੇ ਮੁਕਾਬਲਾ ਕਰਨ ਦਾ ਪੂਰਾ ਮੌਕਾ ਦੇਣ ਲਈ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ 1994 ਦੇ ਨਿਯਮ 19 ਤਹਿਤ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ 5 ਅਤੇ 5-ਏ ਵਿੱਚ ਛੋਟ ਦਿੰਦੇ ਹੋਏ ਇਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਉਪਰਲੀ ਉਮਰ ਹੱਦ ਵਿੱਚ ਛੋਟ ਦੇਣ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ।

2. ਇਹ ਕਿ ਮੌਜੂਦਾ ਸਮੇਂ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ 1994 ਦੇ ਨਿਯਮ 5 ਵਿੱਚ ਹੇਠ ਦਰਸਾਏ ਅਨੁਸਾਰ ਉਪਬੰਧ ਦਰਜ ਹਨ: -

5. Age.- '[ (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed upto forty-five years in the case of persons already in the employment of the <sup>3</sup>[Punjab Government or any Board, Corporation, Commission or Authority under it], other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

<sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time]

<sup>3</sup>[5A. Increase in upper age limit. – Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil

Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years. ]

3. ਇਹ ਕਿ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ ਸਰਕਾਰੀ ਅਦਾਰਿਆਂ ਵਿੱਚ ਕੰਮ ਕਰ ਰਹੇ ਵੱਖ-ਵੱਖ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਲਈ, ਉਕਤ ਨਿਯਮ ਤੋਂ ਛੋਟ ਇਸ ਲਈ ਮਹਿਸੂਸ ਕੀਤੀ ਗਈ ਕਿਉਂ ਜੋ ਇਸ ਸਮੇਂ ਵੱਖ-ਵੱਖ ਸਰਕਾਰੀ ਅਦਾਰਿਆਂ ਵਿੱਚ ਭਾਰੀ ਮਾਤਰਾ ਵਿੱਚ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ ਭਰਤੀ ਕੀਤੀ ਗਈ ਹੈ। ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਵੱਲੋਂ ਕਈ ਵਾਰ ਉਨ੍ਹਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਪੱਕਾ ਕਰਨ ਦੀ ਮੰਗ ਕੀਤੀ ਜਾ ਰਹੀ ਹੈ ਲੇਕਿਨ ਇਨ੍ਹੀ ਵੱਡੀ ਗਿਣਤੀ ਵਿੱਚ ਅਜਿਹੇ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਪੱਕਾ ਕੀਤਾ ਜਾਣਾ, ਮੌਜੂਦਾ ਹਾਲਾਤਾਂ ਵਿੱਚ ਸੰਭਵ ਨਹੀਂ ਹੈ ਕਿਉਂ ਜੋ ਇਸ ਨਾਲ ਸਰਕਾਰ ਤੇ ਭਾਰੀ ਮਾਤਰਾ ਵਿੱਚ ਅਤਿਰਿਕਤ ਵਿੱਤੀ ਬੋਝ ਆਵੇਗਾ। ਇਸ ਤੋਂ ਇਲਾਵਾ, ਜੇਕਰ ਸਿੱਧੀ ਭਰਤੀ ਦੀਆਂ ਅਸਾਮੀਆਂ ਵਿਰੁੱਧ, ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਪੱਕੀਆਂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ਤਾਂ ਇਸ ਨਾਲ ਕਾਨੂੰਨੀ ਅੜਚਨਾਂ ਵੀ ਪੈਦਾ ਹੋ ਸਕਦੀਆਂ ਹਨ। ਲੇਕਿਨ ਜੇਕਰ ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਮੰਗਾਂ ਪੂਰਾ ਨਹੀਂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਤਾਂ ਇਨ੍ਹਾਂ ਵਿੱਚ ਨਮੋਸ਼ੀ ਦੀ ਭਾਵਨਾ ਪੈਦਾ ਹੋਵੇਗੀ ਜੋ ਕਿ ਉਨ੍ਹਾਂ ਦੀ ਕਾਰਜ-ਕੁਸ਼ਲਤਾ ਨੂੰ ਵੀ ਪ੍ਰਭਾਵਿਤ ਕਰੇਗੀ।
4. ਇਹ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਘਰ-ਘਰ ਰੋਜਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ (PGRKAM) ਤਹਿਤ, ਇੱਕ ਲੱਖ ਤੋਂ ਵੀ ਵੱਧ, ਸਿੱਧੀ ਭਰਤੀ ਦੀਆਂ ਅਸਾਮੀਆਂ ਭਰਨ ਦਾ ਮਾਮਲਾ ਵੀ ਸਰਕਾਰ ਦੇ ਵਿਚਾਰ ਅਧੀਨ ਹੈ। ਇਸ ਲਈ ਇਹ ਮਹਿਸੂਸ ਕੀਤਾ ਗਿਆ ਕਿ ਜੇਕਰ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ ਭਰਤੀ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਵੀ ਸਿੱਧੀ ਭਰਤੀ ਦੀਆਂ ਅਸਾਮੀਆਂ ਵਿਰੁੱਧ ਅਪਲਾਈ ਕਰਨ ਦਾ ਮੌਕਾ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ ਤਾਂ ਸਮਾਨਤਾ ਦੇ ਸਿਧਾਂਤ ਅਨੁਸਾਰ, ਉਨ੍ਹਾਂ ਨੂੰ ਮੁਕਾਬਲਾ ਕਰਨ ਦਾ ਵੀ ਪੂਰਾ ਮੌਕਾ ਮਿਲੇਗਾ ਅਤੇ ਸਰਕਾਰ ਨੂੰ ਵੀ ਤਜਰਬੇਕਾਰ ਕਰਮਚਾਰੀ ਮਿਲਣ ਦੀ ਸੰਭਾਵਨਾ ਰਹੇਗੀ।
5. ਇਹ ਕਿ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ ਭਰਤੀ ਪ੍ਰਕਿਰਿਆ ਕਾਫੀ ਲੰਮੇ ਸਮੇਂ ਤੋਂ ਪ੍ਰਚੱਲਿਤ ਹੈ ਅਤੇ ਕਈ ਕਰਮਚਾਰੀ ਕਈ ਸਾਲਾਂ ਤੋਂ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ ਹੀ ਕੰਮ ਕਰ ਰਹੇ ਹਨ, ਜਿਸ ਕਾਰਨ ਉਨ੍ਹਾਂ ਦੀ ਉਮਰ, ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਨਿਯਮ 5 ਵਿੱਚ ਨਿਰਧਾਰਤ ਉਮਰ ਸੀਮਾ ਤੋਂ ਵੱਧ ਹੋ ਜਾਣ ਕਾਰਨ, ਸਰਕਾਰੀ ਨੌਕਰੀ ਲਈ ਅਰਜ਼ੀ ਦੇਣ ਤੋਂ ਵਾਂਝੇ ਰਹਿ ਜਾਣਗੇ।
6. ਇਹ ਕਿ ਇਹ ਛੋਟ ਦਿੱਤੇ ਜਾਣ ਨਾਲ ਪੰਜਾਬ ਸਰਕਾਰ ਤੇ ਕੋਈ ਵਿੱਤੀ ਬੋਝ ਨਹੀਂ ਪਵੇਗਾ ਸਗੋਂ ਜੇਕਰ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਸਿੱਧੀ ਭਰਤੀ ਰਾਹੀਂ ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਚੋਣ ਹੁੰਦੀ ਹੈ, ਜੋ ਕਿ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ ਕੰਮ ਕਰ ਚੁੱਕੇ ਹਨ, ਤਾਂ ਅਜਿਹੀ ਸਥਿਤੀ ਵਿੱਚ ਸਰਕਾਰ ਨੂੰ ਵਧੇਰੇ ਤਜਰਬੇਕਾਰ ਕਰਮਚਾਰੀ ਮਿਲਣਗੇ।
7. ਇਹ ਕਿ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਕਿਸੇ ਵੀ ਨਿਯਮ ਤੋਂ ਛੋਟ ਦੇਣ ਲਈ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ 19 ਅਧੀਨ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਤੋਂ ਛੋਟ ਦੇਣ ਦੀ ਸ਼ਕਤੀ ਸਬੰਧੀ ਉਪਬੰਧ ਦਰਜ ਹਨ। ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦਾ ਨਿਯਮ 19 ਹੇਠ ਦਰਸਾਏ ਅਨੁਸਾਰ ਹੈ: -

**19. Power to relax.** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

8. ਇਹ ਕਿ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਉਕਤ ਨਿਯਮ ਤੋਂ ਸਪੱਸ਼ਟ ਹੈ ਕਿ ਨਿਯਮ 19 ਅਧੀਨ ਉਕਤ ਨਿਯਮਾਂ ਦੇ ਵੱਖ-ਵੱਖ ਨਿਯਮਾਂ ਵਿੱਚ ਢਿੱਲ ਦਿੱਤੀ ਜਾ ਸਕਦੀ ਹੈ। ਨਿਯਮ 19 ਅਧੀਨ ਇਹ ਵੀ ਸਪੱਸ਼ਟ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਉਪਬੰਧ ਜੇ ਕਿ ਵਿੱਦਿਅਕ ਯੋਗਤਾਵਾਂ ਅਤੇ ਤਜਰਬੇ ਨਾਲ ਸਬੰਧਤ ਹਨ, ਵਿੱਚ ਢਿੱਲ ਨਹੀਂ ਦਿੱਤੀ ਜਾ ਸਕਦੀ। ਹਥਲੇ ਕੇਸ ਵਿੱਚ ਤਜਵੀਜ਼ਤ ਛੋਟ ਵਿੱਦਿਅਕ ਯੋਗਤਾਵਾਂ ਅਤੇ ਤਜਰਬੇ ਨਾਲ ਸਬੰਧਤ ਨਹੀਂ ਹੈ।
9. ਇਹ ਕਿ ਉਕਤ ਵੇਰਵੇ ਅਨੁਸਾਰ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਨਿਯਮ 19 ਅਧੀਨ ਨਿਯਮ 5 ਅਤੇ 5-ਏ ਵਿੱਚ ਛੋਟ ਦੇਣ ਸਬੰਧੀ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਆਪਣੀ ਸਹਿਮਤੀ I.D.No. FD-FP-1/3/2020-FP-1/1/116314/2020, ਮਿਤੀ 11 ਦਸੰਬਰ, 2020 ਅਤੇ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਵੱਲੋਂ ਆਪਣੀ ਸਹਿਮਤੀ ਪੱਤਰ ਨੰਬਰ 3073, ਮਿਤੀ 2 ਦਸੰਬਰ, 2020 ਰਾਹੀਂ ਦਿੱਤੀ ਗਈ ਹੈ।
10. ਉਪਰੋਕਤ ਦੀ ਰੇਸ਼ਨੀ ਵਿੱਚ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਨਿਯਮ 19 ਵਿੱਚ ਦਰਜ ਉਪਬੰਧਾਂ ਤਹਿਤ ਪ੍ਰਾਪਤ ਸ਼ਕਤੀਆਂ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ 5 ਅਤੇ 5ਏ ਤੋਂ ਛੋਟ ਹੇਠ ਦਰਸਾਏ ਵੇਰਵੇ ਅਨੁਸਾਰ ਦੇਣ ਦੇ ਹੁਕਮ ਕੀਤੇ ਜਾਂਦੇ ਹਨ:-
- (ੳ) ਉਮੀਦਵਾਰ ਵੱਲੋਂ ਜਿੰਨੇ ਸਾਲ/ਮਹੀਨੇ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਿਸੇ ਵਿਭਾਗ ਜਾਂ ਅਦਾਰੇ ਵਿੱਚ ਕੰਮ ਕੀਤਾ ਹੋਵੇ, ਸਿੱਧੀ ਭਰਤੀ ਸਮੇਂ ਅਰਜ਼ੀ ਦੇਣ ਲਈ ਉਪਰਲੀ ਉਮਰ ਸੀਮਾ ਵਿੱਚੋਂ ਉਨ੍ਹੇ ਸਾਲ ਜਾਂ ਮਹੀਨੇ ਦੀ ਛੋਟ ਦਿੱਤੀ ਜਾਵੇਗੀ। ਪਰ ਇਹ ਛੋਟ ਕੇਵਲ ਉਨ੍ਹਾਂ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਮਿਲਣਯੋਗ ਹੋਵੇਗੀ, ਜੇ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਨੌਕਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਸਮੇਂ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਅਨੁਸਾਰ ਉਪਰਲੀ ਉਮਰ ਸੀਮਾ, ਵਿਦਿਅਕ ਯੋਗਤਾ ਅਤੇ ਹੋਰ ਲੋੜੀਂਦੀਆਂ ਸ਼ਰਤਾਂ ਪੂਰੀਆਂ ਕਰਦੇ ਸਨ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਤਹਿਤ ਉਮੀਦਵਾਰ ਕੇਵਲ ਉਸੇ ਆਸਾਮੀ ਲਈ ਉਪਰਲੀ ਉਮਰ ਸੀਮਾ ਵਿੱਚ ਛੋਟ ਦਾ ਲਾਭ ਪ੍ਰਾਪਤ ਕਰ ਸਕਣਗੇ, ਜਿਸ ਆਸਾਮੀ ਤੇ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੰਮ ਕੀਤਾ ਗਿਆ ਹੋਵੇ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਉਮੀਦਵਾਰ ਵੱਲੋਂ ਜਿਸ ਵਿਭਾਗ ਵਿੱਚ ਠੇਕੇ ਤੇ ਕੰਮ ਕੀਤਾ ਗਿਆ ਹੈ, ਦੇ ਸਮਰੱਥ ਅਧਿਕਾਰੀ, ਜੇ ਕਿ ਸਰਕਾਰ ਪੱਧਰ ਤੇ ਘੱਟੋ ਘੱਟ ਸੰਯੁਕਤ ਸਕੱਤਰ ਪੱਧਰ ਦਾ ਅਧਿਕਾਰੀ ਹੋਵੇਗਾ ਅਤੇ ਡਾਇਰੈਕਟੋਰੇਟ ਜਾਂ ਖੇਤਰੀ ਪੱਧਰ ਤੇ ਘੱਟੋ-ਘੱਟ ਵਿਭਾਗੀ ਮੁੱਖੀ ਪੱਧਰ ਦਾ ਅਧਿਕਾਰੀ ਹੋਵੇਗਾ, ਤੋਂ ਨਿਰਧਾਰਿਤ ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਸਰਟੀਫਿਕੇਟ ਪ੍ਰਾਪਤ ਕਰੇਗਾ। ਇਸ ਮੰਤਵ ਲਈ ਜਾਰੀ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਸਰਟੀਫਿਕੇਟ ਦਾ ਪ੍ਰੋਫਾਰਮਾ ਨਾਲ ਨੱਥੀ ਹੈ।
- (ਅ) ਇਸ ਸਕੀਮ ਅਧੀਨ ਲਾਭ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਘੱਟੋ ਘੱਟ ਤਿੰਨ ਮਹੀਨੇ ਦੀ ਸੇਵਾ ਕੀਤੀ ਹੋਵੇ।
- (ੲ) ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੀਤੀ ਗਈ ਸੇਵਾ ਵਿੱਚ ਖਲਾਅ (Breaks) ਗਿਣਨਯੋਗ ਨਹੀਂ ਹੋਵੇਗਾ। ਭਾਗ ਸਾਲ (Part year) ਦਾ ਸਮਾਂ ਗਿਣਨਯੋਗ ਹੋਵੇਗਾ।
- ਸ) ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਕੰਮ ਕਰ ਚੁੱਕੇ ਉਮੀਦਵਾਰ, ਜੇ ਕਿ ਹੁਣ ਅਜਿਹੀ ਸੇਵਾ ਵਿੱਚ ਨਹੀਂ ਹਨ ਅਤੇ ਜਿਨ੍ਹਾਂ ਨੂੰ ਸੇਵਾ ਛੱਡਿਆਂ ਇੱਕ ਸਾਲ ਤੋਂ ਘੱਟ ਸਮਾਂ ਹੋਇਆ ਹੈ, ਵੱਲੋਂ ਵੀ ਜਿੰਨੇ ਸਾਲ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਸੇਵਾ ਕੀਤੀ ਹੈ, ਸਿੱਧੀ ਭਰਤੀ

ਸਮੇਂ ਅਰਜ਼ੀ ਦੇਣ ਲਈ ਉਪਰਲੀ ਉਮਰ ਸੀਮਾ ਵਿੱਚੋਂ ਉਨ੍ਹੇ ਸਾਲਾਂ ਜਾਂ ਮਹੀਨੇ ਦੀ ਛੋਟ ਦਿੱਤੀ ਜਾਵੇਗੀ। ਇਸ ਸਥਿਤੀ ਵਿੱਚ ਉਹ ਉਮੀਦਵਾਰ ਨਹੀਂ ਵਿਚਾਰੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਨੂੰ ਸਜ਼ਾ ਵੱਜੋਂ ਸੇਵਾ ਵਿੱਚੋਂ ਕੱਢਿਆ ਗਿਆ ਹੋਵੇ। ਇਹ ਛੋਟ ਵੀ ਕੇਵਲ ਉਨ੍ਹਾਂ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਹੀ ਮਿਲਣਯੋਗ ਹੋਵੇਗੀ, ਜੇ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਨੌਕਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਸਮੇਂ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਅਨੁਸਾਰ ਉਪਰਲੀ ਉਮਰ ਸੀਮਾ, ਵਿੱਦਿਅਕ ਸ਼ਰਤਾਂ ਅਤੇ ਹੋਰ ਯੋਗਤਾਵਾਂ ਪੂਰੀਆਂ ਕਰਦੇ ਸਨ।

(ਹ) ਇਹ ਛੋਟ ਕੇਵਲ ਇੱਕ ਆਸਾਧਾਰਣ ਮਾਪ (exceptional measure) ਵੱਜੋਂ ਸਿੱਧੀ ਭਰਤੀ ਦੀਆਂ ਉਨ੍ਹਾਂ ਪ੍ਰੀਖਿਆਵਾਂ ਤੇ ਲਾਗੂ ਹੋਵੇਗੀ ਜਿਨ੍ਹਾਂ ਸਬੰਧੀ ਇਸਤਿਹਾਰ ਇਹ ਅਧਿਸੂਚਨਾ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਬਾਅਦ ਜਾਰੀ ਕੀਤੇ ਜਾਣਗੇ ਅਤੇ ਇਹ ਛੋਟ ਕੇਵਲ ਮਿਤੀ 31.12.2021 ਤੱਕ ਜਾਰੀ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਇਸਤਿਹਾਰਾਂ ਤੇ ਲਾਗੂ ਰਹੇਗੀ। ਇਨ੍ਹਾਂ ਹੁਕਮਾਂ ਤਹਿਤ ਉਪਰਲੀ ਉਮਰ ਸੀਮਾ ਵਿੱਚ ਛੋਟ ਦਾ ਲਾਭ ਪ੍ਰਾਪਤ ਕਰਨ ਵਾਲੇ ਉਮੀਦਵਾਰ ਮਿਤੀ 31.12.2021 ਤੱਕ ਜਾਰੀ ਹੋਣ ਵਾਲੇ ਵੱਖ-ਵੱਖ ਇਸਤਿਹਾਰਾਂ ਲਈ ਅਰਜ਼ੀ ਦੇ ਸਕਣਗੇ।

11. ਇਹ ਹੁਕਮ ਮੰਤਰੀ ਮੰਡਲ ਦੀ ਪ੍ਰਵਾਨਗੀ ਨਾਲ ਜਾਰੀ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।



ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ: 12.01.2021

ਵਿਨੀ ਮਹਾਜਨ  
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

## (ਵਿਭਾਗ ਦਾ ਨਾਮ)

ਨੰ:..... ਮਿਤੀ:.....

### ਸਰਟੀਫਿਕੇਟ

ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਸ੍ਰੀ/ਸ੍ਰੀਮਤੀ ..... ਪੁੱਤਰ/ਪੁੱਤਰੀ/ਪਤਨੀ ਸ੍ਰੀ  
..... ਵਾਸੀ..... ਵੱਲੋਂ .....(ਵਿਭਾਗ ਦਾ ਨਾਮ).....ਵਿੱਚ  
ਮਿਤੀ..... ਤੋਂ ਮਿਤੀ ..... ਤੱਕ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੰਮ ਕੀਤਾ ਗਿਆ ਹੈ/ਕੰਮ ਕਰ ਰਿਹਾ  
ਹੈ।

2. ਇਹ ਕਿ ਉਕਤ ਵਿਅਕਤੀ ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ (ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀਜ਼-1  
ਸ਼ਾਖਾ) ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਨੰਬਰ:9/56/2020-5PP1/33-37 ਮਿਤੀ 12.01.2021 ਵਿੱਚ ਦਰਜ  
ਉਪਬੰਧਾਂ ਦੀ ਰੋਸ਼ਨੀ ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਨਿਰਧਾਰਿਤ ਉਪਰਲੀ ਉਮਰ ਹੱਦ ਵਿੱਚ ਛੋਟ ਪ੍ਰਾਪਤ ਕਰਨ  
ਲਈ ਯੋਗ ਹੈ।

3. ਇਹ ਕਿ ਉਕਤ ਵਿਅਕਤੀ ਨੂੰ ਇਸ ਵਿਭਾਗ ਅਧੀਨ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੀਤੀ ਜਾ ਰਹੀ  
ਨੌਕਰੀ ਵਿੱਚੋਂ ਸਜ਼ਾ ਦੇ ਤੌਰ ਤੇ ਕੱਢਿਆ ਨਹੀਂ ਗਿਆ ਹੈ।

4. ਇਹ ਕਿ ਉਕਤ ਵਿਅਕਤੀ ਇਸ ਵਿਭਾਗ ਵਿੱਚ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਨੌਕਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਸਮੇਂ  
ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਅਨੁਸਾਰ ਉਪਰਲੀ ਉਮਰ  
ਸੀਮਾ, ਵਿੱਦਿਅਕ ਯੋਗਤਾਵਾਂ ਅਤੇ ਹੋਰ ਲੋੜੀਂਦੀਆਂ ਸ਼ਰਤਾਂ ਪੂਰੀਆਂ ਕਰਦਾ ਸੀ।

5. ਇਹ ਕਿ ਉਕਤ ਵਿਅਕਤੀ ਦੁਆਰਾ ਇਸ ਵਿਭਾਗ ਵਿੱਚ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੀਤੀ ਜਾ  
ਰਹੀ/ਕੀਤੀ ਗਈ ਨੌਕਰੀ ਵਿੱਚ ਮਿਤੀ ..... ਤੋਂ ..... ਤੱਕ ਖਲਾਅ (breaks) ਹਨ, ਜੋ ਕਿ ਪ੍ਰਸੋਨਲ  
ਵਿਭਾਗ (ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀਜ਼-1 ਸ਼ਾਖਾ) ਦੇ ਪੱਤਰ ਨੰਬਰ:9/56/2020-5PP1/33-37 ਮਿਤੀ  
12.01.2021 ਅਨੁਸਾਰ ਗਿਣਨਯੋਗ ਨਹੀਂ ਹਨ।

6. ਇਹ ਕਿ ਉਕਤ ਵਿਅਕਤੀ ਨੂੰ ਇਸ ਵਿਭਾਗ ਵਿੱਚ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੀਤੀ ਗਈ ਸੇਵਾ ਨੂੰ  
ਛੱਡਿਆਂ ਇੱਕ ਸਾਲ ਤੋਂ ਘੱਟ ਸਮਾਂ ਹੋਇਆ ਹੈ।

ਸੰਯੁਕਤ ਸਕੱਤਰ/ਡਾਇਰੈਕਟਰ  
ਵਿਭਾਗ ਦਾ ਨਾਮ.....

ਨੋਟ: - ਇਹ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਸਰਕਾਰ ਪੱਧਰ ਤੇ ਘੱਟੋ ਘੱਟ ਸੰਯੁਕਤ ਸਕੱਤਰ  
ਅਤੇ ਡਾਇਰੈਕਟੋਰੇਟ ਜਾਂ ਖੇਤਰੀ ਪੱਧਰ ਤੇ ਘੱਟੋ-ਘੱਟ ਵਿਭਾਗੀ ਮੁੱਖੀ ਪੱਧਰ ਦਾ ਅਧਿਕਾਰੀ ਹੋਵੇਗਾ।