

DEPARTMENT OF RURAL DEVELOPMENT & PANCHAYATS, PUNJAB

VIKAS BHAWAN, SECTOR 62, S.A.S. NAGAR

www.pbrdp.gov.in

1.0 **INTRODUCTION:**

- 1.1 Online application forms are hereby invited from eligible candidates for recruitment to 6 posts of Senior Assistant in the Department of Rural Development & Panchayats, Punjab.

2.0 **VACANCIES:**

- 2.1 The categories wise number of vacancies to be filled for the post of Senior Assistant is given below:

SN	Category code	Name of Post/ Category	No. of post	
I		Senior Assistant		06
	101	General	04	
	107	SC Others Punjab	01	
	111	Balmiki/Mazhabi Sikh, Punjab	01	
		Total		06

Note: The number/category of the posts can be increased or decreased without any prior intimation/notice.

- 2.2 The Candidates should indicate in the Application Form, the category for which they want to be considered.

Category once filled would not be changed under any circumstances.

3.0 **PAY SCALE:**

SN	Name of Post	Number of posts	Pay Scale
1	Senior Assistant	6	10300-34800 Plus 4400 Grade Pay

3.1 CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS:

The emoluments, as per Government Instructions issued vide letter No. 7/204/2012-4FP1/66 dated 15-01-2015, letter No 7/204/2012-4 FP1/1049 dated 21.12.2015 and letter No 12/155/15-5PP2/761986/1-6 dated 25.05.2016 as amended from time to time, payable for the new recruitments and other conditions are as under:

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

4.0 MINIMUM ESSENTIAL QUALIFICATION:

4.1 (a) Senior Assistant

Should possess:

- a) a bachelor's degree from a recognized university or institution.

b) at least 120 hrs course with hands on experience in the use of Personal Computer of Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institutions or from reputed institutions, which is ISO 9001, certified

OR

A Computer Information Technology Course Equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

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

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

- 4.2 Punjabi of Matric or its equivalent standard from any recognized Institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab.

Note related to Para 4.2

Relax for Sikh migrants up to the extent that they have to acquire such qualification within two years after joining the service failing which their services shall liable to be terminated.

5.0 AGE:

- 5.1 Candidates should not be below 18 years and above 37 years of age as on 01.01.2016.
- 5.2 The upper age limit is relax-able up to 45 years for all State/Central Government employees.

- 5.3 The upper age limit is relax-able to the extent of 5 years i.e. up to 42 years for Scheduled Caste/Backward Classes of Punjab.
- 5.4 Ex-Servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the service rules concerned by more than three years, he shall be deemed to satisfy the conditions regarding age limit.
- 5.5 The upper age limit is relax-able up to 42 years for Widows, Divorcées women and certain other Categories of Women.
- 5.6 The upper age limit is relax-able to the extent of 10 years i.e. up to 47 years for Physically Handicapped of Punjab.

6.0 SELECTION CRITERIA:

- 6.1 Selection will be purely based on the competitive written examination and skill test to be conducted by **Baba Farid University of Health Sciences [BFUHS], Faridkot** for all the eligible candidates. There will be **no interview**. The merit will be prepared on the basis of the marks obtained by the candidates in the written examination subject to qualifying of skill test.
- 6.2 There will be two examinations (Written and Skill).
- 6.3 A Written Examination shall be conducted first. The short listed candidates then shall have to pass skill test. The number of shortlisted candidates will be equivalent to 15 times, the number of posts, to be filled (Category Wise) subject to the condition that candidates have secured minimum qualifying percentage of marks in written examination.
- 6.4 In case some qualifying candidates obtain equal cut off marks after the aggregate of the score of written examination, all such candidates with similar cut off score shall be considered for skill test irrespective of the limit of 15 times of the number of post as referred in 6.3 above.
- 6.5 Candidate shall have to make his/her own arrangement to reach the center. No TA/DA will be payable for appearing in written examination/counselling.
- 6.6 Written examinations shall be of three (3) hours duration consisting of 180 Objective Type Questions with Multiple Choice Answer on OMR sheet and each question carries one (1) mark.

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6.7 The question paper for both the examination shall be provided in English except for the portion relating to Punjabi subject.

6.8 Criteria – Written Examination

The question paper will broadly be set on following format:

SN	Subjects	Questions
1	Punjab History and Culture	20
2	Constitution of India	20
3	General Knowledge/Awareness	10
	Current Affairs (National and International)	10
4	Mental Ability/Aptitude/Numerical Ability	30
5	Computer Proficiency such as MS Office etc	30
6	Language proficiency (Vocabulary and Grammar)	
	a. Punjabi Language	30
	b. English Language	30
	TOTAL	180

Each Question is followed by 04 alternative responses visited as A, B, C & D out of which only one is correct/most correct. In case all the ovals are left blank, there will be deduction of **1 mark** for each such un attempted question. Fifth oval 'E' (**introduce for security purpose**) is to be darkened in case you do not want to attempt any question to avoid negative marking.

There will be **negative marking of 0.25 marks** for each **wrong answer**.

The minimum qualifying marks for the eligible candidates of **General Categories** will be **35%** of the total marks and **30%** for all other **Reserve Category** candidates in the written Competitive Examination.

6.9 Criteria – Skill Test

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

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

6.10 **Final Merit list shall be prepared** based on the **marks** obtained by the candidate in the **Written Examination only**.

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

percentage of marks secured at Graduation level shall be ranked higher in order of merit.

7.0 NATIONALITY:

A candidate shall be a

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

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

8.0 APPLICATION AND EXAMINATION FEE:

- 8.1 Candidates are required to pay the application and examination fee as per detail below:

Name of Category	Fee
Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab	Rs. 800/-
Ex-Servicemen of Punjab	Rs. 800/-
All Others Categories (including Lineal Descendent of Ex-servicemen, Punjab)	Rs. 1250/-
Physically Handicapped, Punjab	Half of the fee for category they belong.

- 8.2 The application and examination fee is non-refundable

9.0 SUBMISSION OF APPLICATION FORMS:

- 9.1 Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the

application Form shall not be entertained under any circumstance. The Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.

- 9.2 Each Candidate shall fill only one Online Application Form. An attempt by any candidate to fill more than one Online Application Form may result in rejection of all such applications.
- 9.3 Candidate shall have to apply in one category only. An attempt by any candidate to fill more than one category may result in rejection of all such applications.
- 9.4 Each Candidate shall fill particulars like name of the candidate, father's name and date of birth etc. as are given in the matriculation or equivalent certificate.
- 9.5 Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.
- 9.6 Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.
- 9.7 The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website of the Department of Rural Development & Panchayats, Punjab www.pbrdp.gov.in as well as on the website of Baba Farid University of Health Science, Faridkot www.bfuhs.ac.in
No other mean/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) shall be accepted.
- 9.8 The candidate must have the following before attempting to fill Online Application Form:
- a) A valid email account which has not been used for filling Online Application Form by any other Candidate applying for this Examination. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. Two or more Candidates CANNOT share the same email ID. All future correspondence with the Candidate will be made through the registered email ID.

- b) **A mobile phone number**, which may be used to contact the Candidate. It is not necessary that the Candidate must have mobile connection in his/her name. The Candidate may register any mobile number for communication. More than one Candidate may register the same mobile however, information given on that mobile number shall be deemed to have been delivered to all such Candidates.
- c) **Scanned copy of a recent passport size photograph** (jpg/jpeg format) as per specification given below:
- Photograph must be a recent passport size colour photograph with light background.
 - While taking photograph please look straight at the camera with a relaxed face.
 - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
 - Size of file (jpg/jpeg format) should not exceed 30 KB.
- d) **Scanned copy of the signature of the candidate** (jpg/jpeg format), as per specification given below:
- The Candidate has to sign on white paper with black/blue ink pen.
 - The Candidate must sign clearly so that the scanned image is clear because the same shall be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to Impersonate, which may lead to rejection of the candidate's candidature and may result in legal action against such a candidate.
 - The scanned image of the candidate's signature will be used for comparison at all stages of examination and counselling. The candidate must maintain uniformity in the format of signatures affixed at various stages of selection process. The signature should be of the usual kind which the candidate uses for official purposes. Any attempt to modify or using confusing signature shall be taken as an effort on the part of the candidate to impersonate or of using some other ill intent. If at any stage scanned signature of the candidate does not match with the signature on any other document, where he/she is

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required to sign, then the candidature of the Candidate may be rejected without any further enquiry or opportunity being given to the Candidate.

d. Size of file (jpg/jpeg format) should not exceed 30 KB

9.9 Based on the category in which candidate intends to apply, the fees as mention in para 8.1 will have to be paid through the generated bank challan form.

9.10 Application and Examination fee MUST be submitted through any Branch of **Oriental Bank of Commerce** of for collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.

9.11 After depositing the fee, the candidate will get two leaflets (Candidate's copy and Department's Copy) out of three leaflets. Bank copy will be kept by the bank where fees have been deposited.

9.12 Candidate shall have to take TWO print outs (THREE in case of Regular Government Employees) of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO THE DEPARTMENT.**

9.13 Regular Government Employees must send Hard Copy (Downloaded from website) of his/her application, along with all relevant documents, to the **Chief Engineer, Panchayati Raj Public Works, Punjab, Vikas Bhawan, Sector 62, SAS Nagar**, through proper channel so as to reach within **One month** from the last date of Deposit of Fee.

9.14 The list of self attested certificates that shall be submitted by candidates along with the print out of Online Application Form during counseling along with the original copies of the following:-

- 1) Proof of Date of Birth: Certificate of Matriculation/Higher Secondary.
- 2) Proof of having passed Punjabi Language.
- 3) Relevant Educational Certificate and DMC Certificate.
- 4) Reserved Category Certificate issued by the Competent Authority. (If Applicable)
- 5) If ESM, certificates/documents mentioning the following:-
 - i) Date of Enrolment.
 - ii) Date of Release/Discharge.
 - iii) Reason of Release/ Discharge.
- 6) Certificate as proof of age relaxation claim. (If Applicable)

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- 7) Certificate as proof of fee concession. (If Applicable)
- 8) Proof of being Government Employee.
- 9) Copy of Bank Challan.
- 9.15 For downloading of Admit Card, candidate has to login to the recruitment portal of the department website www.pbrdp.gov.in or www.bfuhs.ac.in. Candidate has to click the LOGIN button and has to login with his/her login Registration ID and Password to download the Admit Card. Intimation about when to download the Admit Card will be published on the website or may be sent to the candidate through their registered email.
- 9.16 Candidate shall have to paste his/her photograph on E-Admit card. The photograph must be same as uploaded by the candidate in his/her online application. In case of non-matching of photograph with the uploaded photograph, candidate will not be allowed to enter the examination centre and no request in this regard will be entertained under any circumstances.

10.0 CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:

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

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

11.0 RESERVATION BENEFITS:

- 11.1 Only Scheduled Castes (SC), Backward Classes (BC), Ex-Servicemen (ESM)/LDESM, Physically Handicapped (PH), Freedom Fighter (FF) & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- 11.2 SC/ST Candidates belonging to **other States** are required to fill their Post Category as **General Category**. Similarly Candidates belonging to categories for which **no post has been advertised** are eligible to apply as **General Category**. They are **entitled only to fee concession but not entitled to avail reservation/age relaxation**.

- 11.3 Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM) who have domicile of Punjab is eligible for reservation under the Ex-Servicemen category. LDESM shall be considered against the vacancies for Ex-servicemen ONLY IF, no Ex-servicemen are available. **In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General category.**
- 11.4 A candidate should **indicate** the specific category for which he/she wants to be considered and **category once opted cannot be changed under any circumstances.**

12.0 DEFINITION OF CATEGORIES

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

12.1 Categories

<u>Code</u>	<u>Category Name</u>
101	General Category
102	ESM, (General) Punjab
103	LDESM, (General) Punjab
104	Freedom Fighter, Punjab
105	Sports Person, Punjab
106	Physically Handicapped (General), Punjab:
	A : Visually Impaired
	B : Hearing Impaired
	C : Orthopedically Disabled
107	SC Others, Punjab
108	SC ESM, Punjab
109	SC LDESM, Punjab
110	SC (Sports Person), Punjab
111	Balmiki/Mazhbi Sikh, Punjab
112	Balmiki/Mazhbi Sikh ESM, Punjab
113	Balmiki/Mazhbi Sikh LDESM, Punjab

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114	Balmiki/Mazhbi Sikh Sports Person, Punjab
115	BC Punjab
117	BC (ESM) Punjab
118	BC (LDESM) Punjab

12.2 Age Relaxation (If to be claimed)

<u>Code</u>	<u>Category Name</u>
121	State Government/Central Government Employees
122	SC, Punjab only
123	Balmiki/Mazhbi Sikh, Punjab only
124	Widows & certain other categories of women of Punjab.
125	BC, Punjab Only
126	ESM, Punjab Only
127	Physically Handicapped, Punjab Only
128	SC, Punjab Only + State /Central Government Employee.
129	SC, Punjab Only + ESM, Punjab.
130	SC, Punjab Only + Physically Handicapped, Punjab.
131	Balmiki/Mazhbi Sikh, Punjab Only + State /Central Government Employee.
132	Balmiki/Mazhbi Sikh, Punjab Only + ESM, Punjab
133	Balmiki/Mazhbi Sikh, Punjab Only + Physically Handicapped, Punjab.
134	B.C., Punjab+ State /Central Government Employee
135	B.C., Punjab. + ESM, Punjab
136	B.C., Punjab. + Physically Handicapped, Punjab.

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12.3 Backward Classes (Punjab)

1. The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93.RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005, No.1/41/93 RCI/209, dated 24.2.2009 and No.1/41/93 RCI/609 dated 24.10.2013 in the Section of prescribed proforma.
2. The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to

attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Government letter No. 10/9/2009-RCI/62 Dated 08/1/2010.

3. The Competent Authorities to issue the necessary certificate are:

- a. Deputy Commissioner
- b. Additional Deputy Commissioner
- c. Sub-Divisional Magistrate
- d. Executive Magistrate (PCS Officers only)
- e. Tehsildar

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

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

12.5 Ex-Servicemen (Punjab)

1. "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non combatant, in the Naval, Military and Air Force of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:

- a. retired or released from such service at his or her own request after earning his or her pension; or
 - b. been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - c. been released otherwise than on his own request from such service as a result of reduction in establishment; or
 - d. been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;
2. "but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely:
- a. Pension holders for continuous embodied service
 - b. Persons with disability attributable to military service; and
 - c. Gallantry award winners
3. Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of "Ex-servicemen", may be permitted to apply for reemployment one year before the completion of specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

12.6 Lineal Descendent Of Ex-Servicemen (Punjab)

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

2. As per Punjab Government notification No.GSR9/Const./Art 309, 234 and 318/Amd (5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET/2805 dated 14/05/2003;
- "Lineal Descendent" means sons/daughters (married/un-married/ widowed legally divorced) of the re-employed/ unemployed Ex-Serviceman.
 - "Wife" shall include the widow of an Ex-serviceman, provided she has not remarried up to the date of the issue of the appointment letter."
 - In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as "Lineal descendent" only if a certificate to this effect has been issued by the authority appointed by the Government

12.7 **Sports Person (Punjab)**

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

- He/She belongs to State of Punjab; and
 - He/She has won National Championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated to the Indian Olympic Association ; or
 - He/She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - He/She has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.
- If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be attached with the application form.
- Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will

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not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.

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

12.8 **Scheduled Caste, (Punjab)/ Scheduled Tribes**

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

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

12.9 **Widows and Certain Other Categories of Women**

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

1. Widows;
2. Women who are legally separated from their husbands or have been divorced;

3. Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
4. Women whose husbands have remarried; and
5. Wives of serving military personnel or those who are disabled while in military service.

12.10 Physically Handicapped (Punjab)

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

A) The Blind :

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

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

B) The Deaf:

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

C) Orthopedically Handicapped :

The orthopedically handicapped are those who have a physical defect or deformity not less than 40 % which causes an interference with the normal functioning of the bones. Competent authorities to issue such certificate as under:-

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

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

13.0 EXAMINATION CENTRE (s):

The Examination Centres shall be intimated later on. Once the Examination Centre is allotted, no request for any change in the examination centre shall be entertained. The registered candidate shall have to reach the examination centre at his/her own cost and no TA/DA shall be payable by the Department in this regard.

14.0 EVALUATION PROCEDURE:

- 14.1 Question Paper along with the Answer Key will be posted on the University website, within one day after the examination, for calling objections, if any, from the candidates. Objections to the answers, if any, can be filed by the candidate by logging using login ID and password and clicking on "Objections" tab within three days after the display of answer key. The objections will be referred to experts and Key will be finalized.
- 14.2 This key will be used for preparation of final result.
- 14.3 The lists of selected candidates shall be uploaded through the Department website of category wise successful candidates, would be put on the website.

15.0 IMPORTANT TENTATIVE DATES

Starting of online filling of application forms	29.09.2017
Last date of filling of online application forms	24.10.2017
Last date of deposit of fees	31.10.2017
Written Examination	To be intimated later
Skill Examination	To be intimated later

The exact date of the examination would be intimated through our website. The applicants are requested to visit our website for any news in this regard.

16.0 GENERAL INSTRUCTIONS:

- 16.1 Applicants are advised to visit the website of Department and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Department should be avoided.
- 16.2 The place of exam and admit card will be available on website only.
- 16.3 The candidate must ensure to reach the allotted centre one hour before scheduled time.
- 16.4 The candidate should bring the Printed copy of E-admit card along with their identity proof in original i.e. either of Voter Card, Passport, Adhar Card, Pan Card or Driving Licence. No other identity document will be entertained.
- 16.5 Mere eligibility for written exam or passing of written exam shall not make

candidate eligible for selection/appointment. The candidate called for counselling will not have any claim for the selection. Department reserves the right to change or cancel the selection process at any stage.

- 16.6 The candidate is not allowed to carry any electronic device/gadget, mobile phone, calculators, explosive material or sharp edge weapon or blade etc. in the examination hall.
- 16.7 During counselling the candidate must produce all the original certificates/documents regarding qualification/technical qualification and concerned category etc. along with attested photo copies.
- 16.8 The selection of a candidate will be provisional subjected to the verification of documents.
- 16.9 During counselling if any candidate fails to produce the original documents/certificates regarding qualification, category etc. he/she shall cease to have any right for selection and in that case the candidate next in the rank list shall be considered for selection. No claim whatsoever on this account shall be maintainable.
- 16.10 The candidate must possess the required qualification/reservation and other relevant certificates before the date of submission the online application. The application of the candidate will be rejected if the candidate does not fulfil the required qualification/reservation criteria before the last date of filing of online application.
- 16.11 **If any information/certificates/documents are found false at any stage, the registered candidate shall be liable for disqualification and prosecution in accordance with the provisions of the law.**
- 16.12 The Department will not be responsible for any consequence arising out of in correct filling up of Application Form.
- 16.13 The Chief Engineer, Panchayati Raj, Punjab, Department of Rural Development & Panchayats reserves the right to modify, alter or withdraw this recruitment notice at any point of time and without assigning any reason.
- 16.14 The whole of the above recruitment process shall be subject to any latest instruction/notifications issued by the Punjab Government from time to time.
- 16.15 No extra weightage shall be admissible to the Application possessing higher qualification or experience.


Devi
26/11/21

Note: (1)

For any inquiry candidates may contact the Office of Chief Engineer, Panchayati Raj, Rural Development and Panchayats, Punjab, Vikas Bhawan, SAS Nagar on telephone number 0172-2210037 or by sending email with subject as "QUERY REGARDING THE POST OF Senior Assistant recruit.sa.pr@gmail.com

Note: (2)

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


for Chief Engineer,
Panchayati Raj Public Works,
Punjab. 26/11/2017