



General Information for the Candidates
For the 17 Posts of Functional Manager in the Department of Industries and
Commerce, Govt. of Punjab

Introduction.

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

1. The Punjab Public Service Commission invites **Online Application Forms** from eligible candidates for recruitment to 17 posts of **Functional Manager** in the Department of Industries and Commerce, Govt. of Punjab.

Note : This Advertisement is being published as per the requisition received from the Department of Industries and Commerce, Government of Punjab according to the Punjab (Group-B) Service Rules-2007 vide letter No. Memo No. E-1/3/S-6/Vacant Posts regarding/8921-A dated 11-7-2018, E1-S-6/Vacant Posts/12072-A dated 02-12-2019 and Memo No.E-1/3/S-6/Vacant Posts/508-A dated 16-01-2020.

2. **Reservation of Posts:**

Category Code	Name of Category	No. of Posts
71	General	07
72/73	ESM/LDESM Punjab	01
76-B	Person with Disability, Punjab (Deaf and Hard of Hearing)	01
77	Scheduled Castes Other, Punjab	01
81	Balmiki/Mazbhi Sikhs,Punjab	01
82/83	Balmiki/ Mazhbi Sikh ESM/LDESM,Punjab	01
84	Balmiki/Mazbhi Sikh Sports Persons Punjab	01
85	Backward Classes,Punjab	03
92	Economically Weaker Sections,Punjab	01
	Total	17*

*The number of vacancies and reservation of posts is liable to alteration without any notice.

3. **PAY SCALE: 10300-34800+5000 Grade Pay**

As per existing Government orders regarding the pay of the appointed candidates, as per Notification No. 7/204/2012- 4FP1/66, Dated 15/01/2015 Govt. of Punjab Department of Finance (Finance Personnel-I Branch) Chandigarh and Notification No. 1/62016- 4P.P.1/834680/1 dated 07/09/2016 Govt. of Punjab Department of Personnel (Personnel Policies-1 Branch), Chandigarh fixed emolument equal to Minimum of the Pay Band without any Grade Pay or any allowance will be paid during the probation period of three years. Besides above, Annual increment or any other allowance except travelling allowance will not be paid during the probation period of three years. However, this issue is under litigation in

Hon'ble High Court. So there may be some change in rule in due course, but so far the Rule stands.

4. **ESSENTIAL QUALIFICATIONS :-**

- 4.1 Should possess a degree in any of Engineering or in any discipline of Textile Technology or its equivalent from a recognized university or institution; OR
- (b) Should possess a diploma in any discipline branch of Engineering or in any branch of Textile Technology or its equivalent from a recognized university or institution; and
- (c) Should have an experience of working in a Government Department, Public Sector Undertaking or in a reputed Industry after obtaining the requisite diploma, for a minimum period of five years; OR
- (d) Should possess a degree of Master of Business Administration or post graduate degree in second division in Economics or Mathematics or Chemistry or Agriculture or Physics or Commerce or Statistics or its equivalent from a recognized university or institution.
- 4.2 Punjabi of Matric or its equivalent Standard is essential.

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him and his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

5.0 **AGE**

- (i) **Candidates should not be below 18 years and above 37 years of age as on 01-01-2020.**
- (ii) Upper age limit may be relaxed up to 45 years for Punjab Govt. and its Board/Corporation/Commission and Authorities employees, all States/ Central Government employees.
- (iii) The Upper age limit is relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.
- (iv) Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.
- (v) Upper age limit is also relaxable up to 42 years for Widows, Divorcees and certain other Categories of Women.
- (vi) Upper age limit is also relaxed upto 47 years for Persons with Disability of Punjab.

6.0 **Competitive Examination for selection**

(a) The written competitive examination post for the post will be scheduled tentatively in May 2020. The procedure for Competitive Examination for selection of candidates for the post of **Functional Manager** in the Department of Industries and Commerce, Govt. of Punjab is in following sequence:-

- (b) There will be a written test of 300 marks (120 questions of 2.5 marks each) comprising Science, Maths, Logical Reasoning and Management Techniques and an interview of 40 marks (Total 340 marks).
- (c) **Candidates not more than two times the number of posts (in their order of merit of written exam) who have scored a minimum of 45 percent marks in**

written exams (40% for candidates of Scheduled Castes of Punjab and Backward Classes Punjab) shall be short-listed for appearing in the interview. However, this number shall be subject to variation if two or more candidates at the last number (the number at the end) get equal marks, then all of them shall be considered for appearing in the Interview (subject to eligibility), warranting the corresponding increase in the stipulated ratio.

- (d) No candidate shall be eligible to be shortlisted for interview unless he/she obtains 45% marks in the competitive examination (read 40% for the candidates belonging to Schedules Caste of Punjab and Backward Classes of Punjab) and No candidate shall be eligible to be appointed unless he/she obtains at least 45% marks in the aggregate i.e. competitive examination including interview (read 40% for the candidates belonging to Schedules Castes of Punjab and Backward Classes of Punjab).

7.0 The salient features of the written competitive exam shall be as follows:-

- (a) There will be no negative marking in the written test, for questions wrongly answered or questions not answered.
- (b) After the answer key is put on the PPSC website (after written examination), candidates will be permitted to raise objections if any. Candidates will be given four days to deliberate before putting up objections. Any objection found 'frivolous' may draw negative marking, equal to the weightage of the question.
- (c) The aim of the Interview is to assess the candidate's suitability for the job in terms of his personal qualities by a Panel Interview.
- (d) Final result shall be prepared on the basis of the grand total of the marks obtained by the Candidates in the **Written Competitive Examination and the Interview.**
- (e) The marks of written competitive examination obtained by the candidates or cut off marks for interview will not be disclosed at the time of short listing the candidates for interview, to avoid the same influencing the interview panel. However the complete details of written marks and interview marks will be available on the website of Commission after compiling the final result.

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

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

8.2 The scrutiny of application forms shall be done after the conduct of the examination During the process of scrutiny, the application forms and other relevant documents, certificates, etc of the candidates shall be examined to determine their eligibility as **on 31/3/2020**. Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.

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

9.0 Nationality:

A candidate shall be a:

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

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

10.0 Submission of Application Form

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

Process	Step	Last Date
To make new registration for applying for the post.	(Step-1)	27/03/2020 By 11:59:00 PM
To deposit the Application fees by system generated Bank Challan Form.	(Step-2)	07/04/2020 [During Banking Hours]

- 10.0 (a) The candidates are NOT REQUIRED to send the Hard Copy of the Online Application Form to the Office of Punjab Public Service Commission. However, the candidates must take out the hard copy in soft form or print out at the time of applying otherwise he/she will not be able to take out the copy at the later stage. He/she must retain the hard/soft copy of online application form along with all eligibility documents ready to be sent at a short notice to PPSC whenever required by PPSC during short listing for the interview or earlier
- (b) However, candidates applying under the Sports Category if any such post exists, will send a hard copy of 'On line Application Form' along with Sports Gradation Certificate and other certificates related to sports to establish his eligibility under the sports category.
- (c) Also, **Persons with disabilities must submit the hardcopies** of Online Application Form alongwith Disability Certificate and **request for scribe, if any** and other eligibility documents at the reception counter of PPSC by hand by **07/04/2020**. For any assistance Persons with disabilities may contact **Superintendent Examination : 0175-5014832**.
- (d) *The following **SELF ATTESTED CERTIFICATES** shall be submitted by candidates when asked at short notice:*
1. Proof of Date of Birth : Certificate of Matriculation/Higher Secondary.
 2. Proof of having passed Punjabi Language.
 3. Relevant Degree and DMC Certificate.
 4. Reserved Category Certificate issued by the Competent Authority(If Applicable)
 5. Experience certificate issued by Competent Authority.
 6. If ESM, certificates/documents mentioning the following:-
 - i) Date of Enrolment
 - ii) Date of Release/Discharge
 - iii) Reason of Release/ Discharge

7. Certificate as proof of age relaxation claim. (If Applicable)
8. Certificate as proof of fee concession (If Applicable)
9. Proof of being Govt. Employee.
10. Copy of Bank Challan (PPSSC Copy only)

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

11.0 Application and Examination Fee

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

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

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

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

12.0 Conditions which may render a candidate ineligible

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

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

Important Note

12.2 Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Persons with disability, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.

- 12.3 **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.**
- 12.4 **SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.**
- 12.5 **Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM)/Grand children of Gallantry Award Winners who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM/Grand children of Gallantry Award Winners shall be considered against the vacancies for Ex-servicemen ONLY IF no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated in his/her basic category.**

13.0 Definition Of Categories

Candidates should select their categories carefully, because candidates belonging to categories other than category 71 (General), are entitled to fee concession/exemption, age relaxation and job reservation. **The category 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.

Categories and Category Code

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

CODE FOR AGE RELAXATION (If claimed)

<u>Code No</u>	<u>Category Name</u>
91	State Government/Central Government Employees.
92	SC Punjab only
93	Balmiki/Mazhbi Sikh Punjab Only
94	Widows & certain other categories of women of Punjab.

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

14.1 BACKWARD CLASSES (PUNJAB)

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

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

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

14.3 EX-SERVICEMEN (PUNJAB)

- 14.3.1 "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 (herein-after referred to as the Armed forces of the Union of India), and who has:
- retired or released from such service at his or her own request after earning his or her pension; or
 - been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

- c) been released otherwise than on his own request from such service as a result of reduction in establishment; or
- d) been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;

14.3.2 "but does not include a person who has served in the Defence Security Corps, the 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

14.3.3 Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

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

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

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

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

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

Provided further that one grand Child of the Gallantry Award Winner shall be recruited against the reserved vacancy, in case the benefit or reservation has not been availed of by any of the children or dependents such winner or by the winner himself subject to the conditions specified in the second proviso.

For the purpose 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.

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

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

14.3.8 Definition of War Hero:-

- (i) "War hero" means a defence services personnel or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in war declared so by Government of India, in operations in Kargil or any other sector in J. and K. in the on

going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country ; or

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

14.4 SPORTS PERSON (PUNJAB)

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

14.4.1 He/ She belongs to State of Punjab; and

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

14.4.2 If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be attached with the application form.

14.4.3 Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.

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

14.5 SCHEDULED CASTE, (PUNJAB)/ SCHEDULED TRIBES

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

14.5.1 District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);

14.5.2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;

14.5.3 Revenue Officer not below the rank of Tehsildar;

14.5.4 Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;

14.5.5 Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;

14.5.6 As per para-3 of Punjab Govt. Instructions No. 1/8/2007-RC-1/815, dated 10th July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parents service record.

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

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

Widows;

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

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

14.6.4 Women whose husbands have remarried; and

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

14.7 DISABLED PERSONS (PUNJAB) RULES FOR EXAMINATION:

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

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

For definition of the above mentioned categories, please refer the Schedule appended to the Right of Persons with Disabilities Act-2016 attached as **Annexure-1**

- a) For Persons with disability compensatory time of 20 minutes per hour is allowed.
- b) Persons with disability (with 40% more disability) who apply for scribe in a prescribed format attached as **Annexure-II** compensatory time of 20 minutes per hour is also allowed.
- c) Punjab Public Service Commission has framed a panel of scribes having qualification matriculation & above. The eligible candidates **must** request the PPSC for scribe, if needed alongwith submission of hardcopies of Online Application Form **by 07-04-2020** in the office of PPSC by hand. On receipt of request from the candidates, the candidate will be allotted scribe by PPSC and he/she will be allowed to meet scribe 02 days before the examination. However, if the candidate wants to bring his/her own scribe, the qualification of scribe should be one step below the minimum prescribed qualification for the post. The candidate opting for his/her own scribe should submit an affidavit annexed as **Annexure -II**.

NOTE :-

Persons with disabilities must submit the hardcopies of Online Application Form alongwith Disability Certificate and request for scribe, if any and other eligibility documents at the reception counter of PPSC by hand by **07-04-2020**.

14.8**Economically Weaker Section :**

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

For this purpose *Family* will include the person who seeks benefit of reservation, his/her parents, sibling below the age of 18 years, as also his/her spouse and children below the age of 18 year.

"Income" will include all sources for the financial year prior to the year of application. Further a person will be excluded whose family owns/possesses any of the following assets:

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

Note: (1) For any General query, candidates may contact the Commission's Office on telephone number 0175-5014825, 5014831 or by sending email with subject as **“GENERAL QUERY REGARDING THE POST OF FUNCTIONAL MANAGER.** suptd.scrutiny@ppsc.gov.in & scrutiny.ppsc@gmail.com

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

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

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

1. Physical disability.—

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

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

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

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

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

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

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

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

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

B. Visual impairment—

(a) "blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

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

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

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

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

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

C. Hearing impairment —

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

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

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

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

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

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

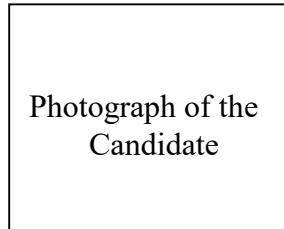
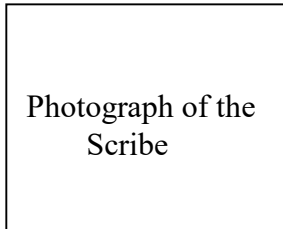
ANNEXURE-II

AFFIDAVIT

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

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

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



(Signature of Scribe)

(Signature of the candidate with Disability)

Place:

Date:

ANNEXURE-III

ਭਰਤੀ/ਦਾਖਲੇ ਸਮੇਂ ਲਏ ਜਾਣ ਵਾਲੇ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਨਾਲ ਸਬੰਧਤ ਵਿਅਕਤੀ ਤੋਂ ਲਏ ਜਾਣ ਵਾਲੇ ਸਵੈ ਘੋਸ਼ਣਾ ਪੱਤਰ ਦਾ ਪਰਫਾਰਮਾ

1. ਮੈਂ.....ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ੍ਰੀਵਾਸੀ.....
ਪਿੰਡ /ਕਸਬਾ/ਸ਼ਹਿਰ.....ਜ਼ਿਲ੍ਹਾ.....ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ
ਮੈਂ..... ਜਾਤੀ ਨਾਲ ਸਬੰਧ ਰੱਖਦਾ/ਰੱਖਦੀ ਹਾਂ ਤੇ ਇਹਜਾਤੀ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ
ਨੰ:.....ਮਿਤੀ.....ਰਾਹੀ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਕਰਾਰ ਦਿੱਤੀ ਗਈ ਹੈ।

2. ਮੈਂ ਇਹ ਵੀ ਘੋਸ਼ਣਾ ਕਰਦਾ ਹਾਂ ਕਿ ਮੈਂ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਨੰ:1/41/
93-ਰਸ1/459,ਮਿਤੀ 17-01-1994,ਜਿਸ ਨੂੰ ਬਾਅਦ ਵਿੱਚ ਪੱਤਰ ਮਿਤੀ 1/41/93-ਰਸ1/1597ਮਿਤੀ
17-08-2005 ਨੰਬਰ 4/41/93-ਰਸ1/209,ਮਿਤੀ 4-02-2009 ਅਤੇ ਪੱਤਰ ਨੰ:1/41/93-ਰਸ1/609 ਮਿਤੀ
24-10-2013 ਨਾਲ ਸੋਧਿਆ ਗਿਆ ਹੈ, ਦੀ ਅਨੁਸੂਚਿਤ ਵਿੱਚ ਦਰਜ ਕਾਲਮ 3 ਦੇ ਅਧੀਨ ਨਹੀਂ ਆਉਂਦਾ।

ਘੋਸ਼ਣਾਕਰਤਾ

ਸਥਾਨ:
ਮਿਤੀ :

ਵੈਰੀਫਿਕੇਸ਼ਨ :-

ਮੈਂ ਇਥੇ ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਮੇਰੀ ਸਮਝ ਅਨੁਸਾਰ ਸਹੀ
ਵਾ ਦਰੁਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿੱਚ ਕੁੱਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ ਹੈ। ਮੈਂ ਇਨ੍ਹਾਂ ਤੱਥਾਂ ਤੋਂ ਜਾਣੂ ਹਾਂ ਕਿ ਜੇਕਰ ਮੇਰੀ
ਕੋਈ ਵੀ ਦਿੱਤੀ ਸੂਚਨਾਂ ਗਲਤ ਨਿਕਲਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਵਿੱਚ ਦਰਜ ਸਜ਼ਾ ਦਾ/ਦੀ ਹੱਕਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ
ਪ੍ਰਾਰਥੀ ਨੂੰ ਇਸ ਸੂਚਨਾਂ ਦੇ ਆਧਾਰ ਤੇ ਦਿੱਤੇ ਗਏ ਲਾਭ ਵਾਪਿਸ ਲੈ ਲਏ ਜਾਣਗੇ।

ਘੋਸ਼ਣਾਕਰਤਾ

ਸਥਾਨ:
ਮਿਤੀ :

PUNJAB PUBLIC SERVICE COMMISSION, PATIALA

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

SCRIBE

Valid for

Examination Centre Name:

Name:

Photo

Scribe for Roll No:

The above mentioned scribe has been allowed by Punjab
Public Service Commission Patiala for the Candidate&
bearing Roll No.....

Superintendent
(Examinations)