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**PUNJAB PUBLIC SERVICE COMMISSION**  
**BARADARI GARDEN, PATIALA- 147001**

**GENERAL INFORMATION**

**REGARDING RECRUITMENT TO**  
**11 POSTS OF RESEARCH OFFICER (GROUP-A)**

**IN THE DEPARTMENT OF PLANNING ( STATE DIRECTORATE OF  
STATISTICS), GOVERNMENT OF PUNJAB**

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**PUNJAB PUBLIC SERVICE COMMISSION**  
**BARADARI GARDEN, PATIALA- 147001**  
**WEBSITE : <http://ppsc.gov.in>**

**Advt. No.**  
**20261**

## **GENERAL INFORMATION FOR THE CANDIDATES**

### **RECRUITMENT TO 11 POSTS OF RESEARCH OFFICER (GROUP-A) IN DEPARTMENT OF PLANNING (STATE DIRECTORATE OF STATISTICS), GOVERNMENT OF PUNJAB**

#### **1. 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.*

**The Punjab Public Service Commission invites Online Application Forms from eligible candidates for recruitment to 11 posts of Research Officer (Group-A) in the Department of Planning (Directorate of Statistics), Government of Punjab.**

**Note:** This advertisement is being published as per requisitions received from the Department of Planning, Government of Punjab vide letter No.2/1/2021/3P/98 dated 25.05.2021, letter No. 02.01.2021-3पी (पारट दाएली)/32 dated 13.04.2022, letter No.02/01/2021-3पी/242 dated 26.07.2023, letter no. PLAN-PLAN01(APNT)/7/2025-3P/I/1147830/2025 dated 09/07/2025 and letter no. ਡਾ.ਅ.ਸ. (ਅ1) 2026/1433 dated 26/02/2026.

#### **2. NUMBER AND RESERVATION OF THE POSTS**

Category Code	Category Name	Total No. of Posts	Posts reserved for Women out of Total no. of Posts
71	General	04	01
92	General Economically Weaker Section, Punjab	01	01
72/73	Ex-Serviceman/LDESM Punjab	01	01
76	<b>Person with Disability</b> Locomotive Disability - (76-C) (including Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy)	01	01
77	Scheduled Castes (Others), Punjab	01	-
81	Balmiki/Mazbhi Sikhs, Punjab	02	01
85	Backward Classes, Punjab	01	01
<b>Total</b>		<b>11</b>	<b>06</b>

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

**Note 2** The Punjab Civil Services (Reservation of posts for women) Rules 2020 issued by the Department of Social Security and Women and Child Development provide for 33% reservation for women of Punjab. These Rules are attached as **Annexure-I** with General Information for candidates.

- Note 3 Candidates who apply under sports category should have gradation certificate as per Government of Punjab, Department of Sports & Youth Services (Sports & Youth Services Branch) Notification No. **03/18/2018-3SS/** dated 09/03/2026 (**Annexure-II**) issued by the competent authority. The candidature of the candidates who are found ineligible at any stage of the recruitment process for not possessing requisite documents i.e. sports gradation certificate as per latest commission decision would be considered in their respective Basic categories.
- Note 4 Only those persons with "Benchmark disabilities" would be eligible for reservation in the Persons with Disabilities category. According to Section 2 (r) of The Rights of Persons with Disabilities Act, 2016, "Person with Benchmark disability" means a person with not less than 40% of a specified disability. The scrutiny of documents i.e. disability certificates (not less than 40% disability), Punjab domicile certificate etc. of the candidates of PwD category who apply for scribe will be conducted before the competitive examination. The candidature of the candidates who are found ineligible for NOT possessing requisite documents would be considered in their respective Basic categories.
- Note 5 The candidates are advised to select their category carefully and with due diligence, as the category once selected by a candidate will not be changed under any circumstances.

### 3. INITIAL PAY: Rs. 47,600/-

The minimum pay admissible for the ibid posts shall be as per Punjab Govt. Gaz., March 3, 2023 (PHGN 12,1944 SAKA) Part-III, Government of Punjab, Department of Planning (Planning Branch) Notification the 24th February, 2023 No. G.S.R.14 /Const./ Art.309/2023 and Notification No.1/6/2016- 4P.P.1/834680/1 dated 07/09/2016 Government of Punjab, Department of Personnel PP-I Branch Chandigarh and letter No. 7/2004/2012-4F.P.1/853793/1 dated 04/10/2016 Government of Punjab, Department of Finance (Finance Personnel-I Branch) Chandigarh; Fixed emolument equal to minimum pay without any allowance, will be paid during the probation period of 3 years.

### 4. ESSENTIAL QUALIFICATIONS

- 4.1 Should possess Master's degree with atleast fifty percent marks in Economics or Agricultural Economics or Statistics or Commerce with Statistics as one of the papers from a recognized university or an institution and **atleast one year experience in statistical work in a State or Central Government department or recognised university, Research institute or Public Sector Undertaking.**
- 4.2 Should have passed Matriculation Examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Punjab Government from time to time.

Provided further that where a ward of Defence Service Personnel, who is a bonafide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment. Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or 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 afore said knowledge of Punjabi language.

**IMPORTANT NOTE:** The candidates **MUST** possess the requisite qualification before the last date fixed for application form i.e 12/04/2026.

## 5. **AGE**

5.1 Candidates should not be below 18 years and above 37 years of age as **on** 01/01/2026.

5.2 The upper age limit may be relaxed up to 45 years for Punjab Government employees, the employees of its Boards/Corporations/Commissions and Authorities, and all States/ Central Government employees.

5.3 The upper age limit is relaxed up to 42 years for Scheduled Castes and 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 condition regarding age limit.

5.5 The upper age limit is also relaxed up to 42 years for widows, divorcees and certain other categories of women.

5.6 The upper age limit is also relaxed up to 47 years for "Persons with Disability" of Punjab.

**Note:** Provisions mentioned in Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 amended from time to time may be considered.

## 6. **PATTERN AND SCHEME OF COMPETITIVE EXAMINATION FOR SELECTION**

### 6.1 **PROCEDURE FOR SELECTION**

The procedure for selection of candidates for 11 Posts of Research Officer (Group-A) in the Department of Planning (State Directorate of Statistics), Government of Punjab will be as per the following details: -

Subject Matter	No. of Questions	Total Marks
Written Competitive Examination	120	480
Interview	-	60
Total Marks	-	<b>540</b>

The written competitive examination for the post will be scheduled soon.

### 6.2 **PATTERN OF THE WRITTEN COMPETITIVE EXAMINATION**

The pattern for written competitive examination comprising of 120 questions (@ 4 marks for each question) is as follows:-

Sr. No.	Topic	No. of Questions	Marks (Each Question carries 4 Marks)	Type of Questions
1	Questions from the subject (Part A of Syllabus)	90	360	MCQs (Multiple Choice Questions)
2	Questions from General Knowledge and Current Affairs (Part B of Syllabus)	10	40	
3	Questions from General Mental Ability, Logical Reasoning and Quantitative Aptitude (Part C of Syllabus)	10	40	
4	Punjabi	10	40	

	(Part D of Syllabus)		
	<b>Total</b>	<b>120</b>	<b>480</b>

***The important points to note:***

- I. The question paper will be in English language only.*
- II. Each question carries **4 marks** and for each correct answer, the candidate will get **4 (four) marks**.*
- III. There will be **negative marking** (one mark for each question) in the written examination for questions wrongly answered i.e. for each incorrect answer, **1 (one) mark** will be deducted from the total score*
- IV. To answer a question, the candidate has to find, for each question, the correct answer/ best option.*
- V. Answer key will be uploaded on the PPSC website (after written examination), and the candidates will be permitted to raise objections (if any). Candidates will be given four days to deliberate before putting up the objections.*
- VI. Unanswered/ unattempted questions will be given no marks. In case, a question is withdrawn, all candidates will be given **four (04) marks** irrespective of the fact whether the question has been attempted or not attempted by the candidate.*

### **6.3 DURATION OF EXAMINATION**

The exam will be of two (02) hours duration.

### **6.4 SYLLABUS OF THE WRITTEN EXAMINATION**

The Question Paper will be based on the given syllabus from the subject and General Knowledge and Current Affairs, General Mental Ability, Logical Reasoning and Quantitative Aptitude and Punjabi ([Annexure-VII](#))

### **6.5 MODE OF EXAMINATION**

The examination is a pen and paper-based, to be answered on the specially designed machine gradable OMR sheet using ball point pen.

### **6.6 INFORMATION ABOUT EXAM CENTRE**

Information about the examination centre(s) will be mentioned on Admit Cards of all candidates. The Public Notice to download the Admit cards will be given on the website of the Commission.

### **6.7 ELIGIBILITY AND SCRUTINY OF APPLICATION FORMS AND TESTIMONIALS**

**6.7.1** All candidates who apply for the said 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 detailed scrutiny of documents before the written exam.

**6.7.2** The candidates belonging to **Sports Person, Punjab category** are required to submit **ONLY** their **Sports Gradation Certificate** via email at [research.officer11post@gmail.com](mailto:research.officer11post@gmail.com) or by hand before or by **30/04/2026**, failing which they will **NOT** get any benefit of Sports Person category and will be considered

in their respective Basic categories.

- 6.7.3** The candidates belonging to **Persons with Disabilities categories are required to submit only their Persons with Disabilities Certificates (along with relevant Annexures (Anneuxre III to V) under Para 12.5) via email at researchofficer2026@gmail.com or by hand before or by 30/04/2026** failing which they will **NOT** get any benefit of Persons with Disabilities category and will be considered in their respective Basic categories. **For any assistance, candidates applying under the Persons with Disabilities category may contact Superintendent Examination: 0175-5014832, 0175-5014833.**
- 6.7.4** The detailed 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 12/04/2026**. Candidates **NOT** meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.
- 6.7.5** 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 will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on checking at any time before or after the Competitive Examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission or the civil court.
- 6.7.6** 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/legal action.

## **6.8 INTERVIEW**

- 6.8.1** Candidates **NOT** more than **Two times** the total number of posts as mentioned at (in their order of merit of written examination) who have scored a minimum of 40 percent marks in written examination (35% for candidates of Scheduled Castes of Punjab and Backward Classes Punjab) will be short-listed for appearing in the interview. However, this number shall be subject to variation if two or more candidates at the bottom of this list (the number at the end) get equal marks. In such case, then all of them will be considered for appearing in the Interview (subject to eligibility), warranting the corresponding increase in the stipulated ratio.
- 6.8.2** No candidate shall be eligible to be shortlisted for interview unless he/she obtains 40% marks in the written competitive examination (read 35% for the candidates belonging to Scheduled Castes of Punjab and Backward Classes of Punjab) and no candidate shall be eligible to be appointed unless he/she obtains at least 40% marks

in the aggregate i.e., competitive examination including interview (read 35% for the candidates belonging to Scheduled Castes of Punjab and Backward Classes of Punjab).

**6.8.3** The aim of the Interview is to assess the candidate's suitability for the job in terms of his personal qualities by the Interview Panel

## **6.9 FINAL RESULT**

6.9.1 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. 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.

6.9.2 Category wise merit list will be drawn on the basis of grand total of marks obtained by the candidates in the Written Competitive Examination and the Interview.

6.9.3 In case the marks of candidates are equal then the following criteria in the given order will be considered: -

1. Date of birth, with the candidate senior in age will be ranked higher in merit.
2. Alphabetic order in which the first names of the candidates appear.
3. Higher % Marks obtained in the minimum educational qualification required for the particular post as per rules of the concerned department.

## **7. NATIONALITY**

A candidate shall be a:

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

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

## **8. SUBMISSION OF APPLICATION FORM**

**8.1** 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.

<b>Process</b>	<b>Last Date</b>
Last date for submission of online Application forms along with submission of fees.	<u>12/04/2026</u> <b>By</b>

- 8.2 Candidates are advised to fill their details in the online application form carefully e.g., Name, Father's Name, Date of Birth, Category for post, Qualification, Experience, Photo and Signature, Category for fee, etc. After the final submission of online application form by the candidate, no change will be allowed, and the candidate will be responsible for any mistake in the data filled in the online application form. Category once selected by a candidate will not be changed under any circumstances.
- 8.3 **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 copy in soft form or the print out of the Application Form at the time of applying, as he/she will not be able to take out the copy at a 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.**
- 8.4 *The following **SELF ATTESTED CERTIFICATES** shall be submitted by candidates along with printout of online application form at the time of detailed Scrutiny or whenever required by the Commission:*
- i) Proof of Date of Birth: Certificate of Matriculation/Higher Secondary
  - ii) Proof of having passed Punjabi language
  - iii) Relevant Degree and DMC Certificate
  - iv) Sports Gradation Certificate issued by the competent Authority (if applicable)
  - v) Persons with Disabilities Certificate issued by the competent Authority (if applicable)
  - vi) Reserve Category Certificate issued by the competent authority (if applicable)
  - vii) Latest Punjab Residence certificate (all Reserve Categories including female candidates who have applied in General Category) issued by competent authority.
  - viii) Experience certificate issued by competent authority (if applicable)
  - ix) For ESM, certificates/documents mentioning the following:-
    - a) Date of Enrolment
    - b) Date of Release/Discharge
    - c) Reason of Release/ Discharge
  - x) Certificate as proof of age relaxation claim (if applicable)
  - xi) Certificate as proof of fee concession (if applicable)
  - xii) Proof of being a government employee (if applicable)

## 9. APPLICATION AND EXAMINATION FEE

- 9.1 The candidates are required to pay the application fee as per Government Letter No. 10/26/2007-3.P.P.3/953 dated 25-11-2022 as mentioned below: -


Name of Category	Online Application charges	Examination Fee	Total
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Ex-Serviceman, Economically Weaker Sections (EWS), Persons with Disabilities (PWD) and Lineal Descendants of Ex-Serviceman (LDESM) of Punjab State only.	Rs. 500/-	No Fee to be paid	<b>Rs. 500/-</b>
Scheduled Castes/Scheduled Tribes of all States and Backward Classes of Punjab State only.	Rs. 500/-	Rs. 250/-	<b>Rs. 750/-</b>
All Other Categories.	Rs 500/-	Rs. 1000/-	<b>Rs. 1500/-</b>

- 9.2** At the time of detailed Scrutiny of documents after the exam, the candidates entitled to fee concession/exemption **MUST** submit with their Application Form, a self-attested copy of the relevant certificate certifying their claim for fee concession/exemption. Candidates who **DO NOT** submit such a certificate shall be liable for rejection.
- 9.3** 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. No Change/Edit will be allowed after submitting the Application Form.
- 9.4** Application fee and examination fee will be accepted via online mode only. The fee is non-refundable. Guidelines for online submission of fee are given below. A copy of Guidelines is also uploaded on respective advertisement page.


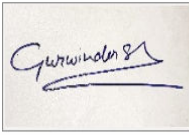

## **GUIDELINES TO PAY FEE ONLINE**

### **STEP-1: UPON SUCCESSFUL REGISTRATION FOLLOWING PAGE WILL BE SHOWN.**

About Us	Back	Edit Photo and Signature
Regulations Other Service Commission Links Punjab Civil Service Executive Branch Class 1 Rules 1976 Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments Nodal Officer For The Implementation Of Hrms Project Punjab Public Service Commission Conferred With Best E-Governance Project Award Punjab Civil Service Rules 2009 With Amendments	<p style="text-align: center;"><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. Enter Your Registration Number.</li> <li>2. Enter your Corresponding Password in Password box.</li> <li>3. Password will be encrypted when you leave the box.</li> <li>4. If You want to change the password, completely remove and type again.</li> <li>5. Captcha needs to be entered as shown in figure and is not Case Sensitive.</li> <li>6. Dont Refresh or Press Back Button.</li> </ol>	OPEN ADVERTISEMENT CLOSED ADVERTISEMENT APPLY FOR THE POST UPLOAD PHOTO SIGNATURE EDIT APPLICATION RESET YOUR PASSWORD PRINT BANK CHALLAN PRINT APPLICATION DOWNLOAD ADMIT CARD
INFORMATION ACT LATEST RESULTS ANNOUNCEMENTS LATEST NOTIFICATION GENERAL NOTICES	<p><b>Mr/Miss RAHUL</b> You have been successfully Registered / Updated your first step. Please Upload Photo and Signature on or before the 16/07/2022 for final Submission of your application form. You have applied for the post of EXCISE AND TAXATION OFFICER on 15/07/2022 under the category GENERAL. Your Registration number is [REDACTED] and the last date for Payment is on or before 17/07/2022. Regards PPSC.</p> <p>Registration Number: [REDACTED]</p> <p>Password: [REDACTED]</p> <p>Enter the code shown: [REDACTED]  Change Image</p> <p style="text-align: center;"><b>Submit</b> <b>Cancel</b></p>	

### **STEP-2 : UPLOAD PHOTO AND SIGNATURE**

It is mandatory to upload the photo and signature after registering online as per STEP-1.

About Us	Back	Upload Photograph and Signature
Regulations Other Service Commission Links Punjab Civil Service Executive Branch Class 1 Rules 1976 Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments Nodal Officer For The Implementation Of Hrms Project Punjab Public Service Commission Conferred With Best E-Governance Project Award Punjab Civil Service Rules 2009 With Amendments	<p style="text-align: center;"><b>Upload Photograph and Signature( Allowed Signature Size - 10KB to 40KB)</b></p> <p>Photo of the candidate* <input type="button" value="Choose File"/> No file chosen</p> <p style="text-align: center;"><b>Upload</b></p> 	OPEN ADVERTISEMENT CLOSED ADVERTISEMENT APPLY FOR THE POST UPLOAD PHOTO SIGNATURE EDIT APPLICATION RESET YOUR PASSWORD PRINT BANK CHALLAN PRINT APPLICATION DOWNLOAD ADMIT CARD
INFORMATION ACT LATEST RESULTS ANNOUNCEMENTS LATEST NOTIFICATION	<p>Signature of the candidate* <input type="button" value="Choose File"/> No file chosen</p> <p style="text-align: center;"><b>Upload</b></p> 	
	<p>Enter the code shown: T8R3M2  Change Image</p> <p style="text-align: center;"><b>Submit</b> <b>Cancel</b></p>	

Once the candidate clicks on the “**Submit**” button after uploading the photo and signature, below screen is shown.

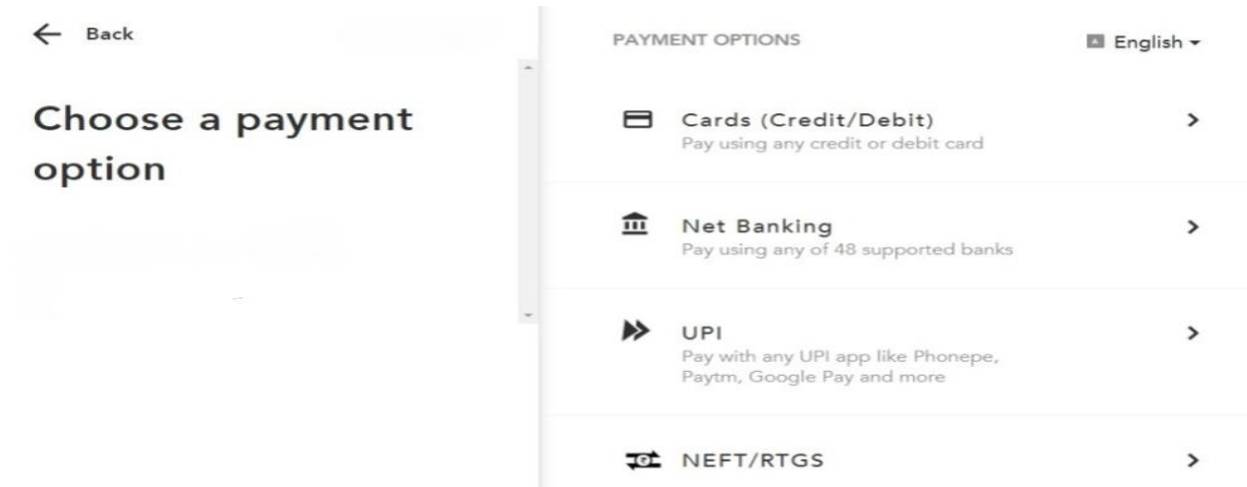
### **STEP-3: CANDIDATE FEE DETAIL PAGE**

About Us	Fee Payment Details																				
Regulations Other Service Commission Links Punjab Civil Service Executive Branch Class 1 Rules 1976 Punjab Civil Service Executive Branch Class 1 Rules 1976 Amendments Nodal Officer For The Implementation Of Hrms Project Punjab Public Service Commission Conferred With Best E-Governance Project Award Punjab Civil Service Rules 2009 With Amendments	<table border="1"> <tr> <td>Registration No :</td> <td>[REDACTED]</td> </tr> <tr> <td>Fee Amount</td> <td>1500</td> </tr> <tr> <td>Advertisement Number</td> <td>[REDACTED]</td> </tr> <tr> <td>Advertisement Name</td> <td>Recruitment for 10 posts</td> </tr> <tr> <td>Post Name</td> <td>EXCISE AND TAXATION OFFICER</td> </tr> <tr> <td>Candidate Name</td> <td>RAHUL</td> </tr> <tr> <td>Date of Birth</td> <td>01/01/1990</td> </tr> <tr> <td>Post Category Name</td> <td>GENERAL</td> </tr> <tr> <td>Fee Category Name</td> <td>GENERAL</td> </tr> <tr> <td>Online application form submission date</td> <td>15/07/2022</td> </tr> </table> <p style="text-align: center;"><b>Pay Now</b> <b>Pay Later</b></p>	Registration No :	[REDACTED]	Fee Amount	1500	Advertisement Number	[REDACTED]	Advertisement Name	Recruitment for 10 posts	Post Name	EXCISE AND TAXATION OFFICER	Candidate Name	RAHUL	Date of Birth	01/01/1990	Post Category Name	GENERAL	Fee Category Name	GENERAL	Online application form submission date	15/07/2022
Registration No :	[REDACTED]																				
Fee Amount	1500																				
Advertisement Number	[REDACTED]																				
Advertisement Name	Recruitment for 10 posts																				
Post Name	EXCISE AND TAXATION OFFICER																				
Candidate Name	RAHUL																				
Date of Birth	01/01/1990																				
Post Category Name	GENERAL																				
Fee Category Name	GENERAL																				
Online application form submission date	15/07/2022																				
INFORMATION ACT LATEST RESULTS ANNOUNCEMENTS	OPEN ADVERTISEMENT CLOSED ADVERTISEMENT APPLY FOR THE POST UPLOAD PHOTO SIGNATURE EDIT APPLICATION RESET YOUR PASSWORD PRINT BANK CHALLAN PRINT APPLICATION																				

Clicking on “**Pay Now**” link will show the next screen as per STEP-4.

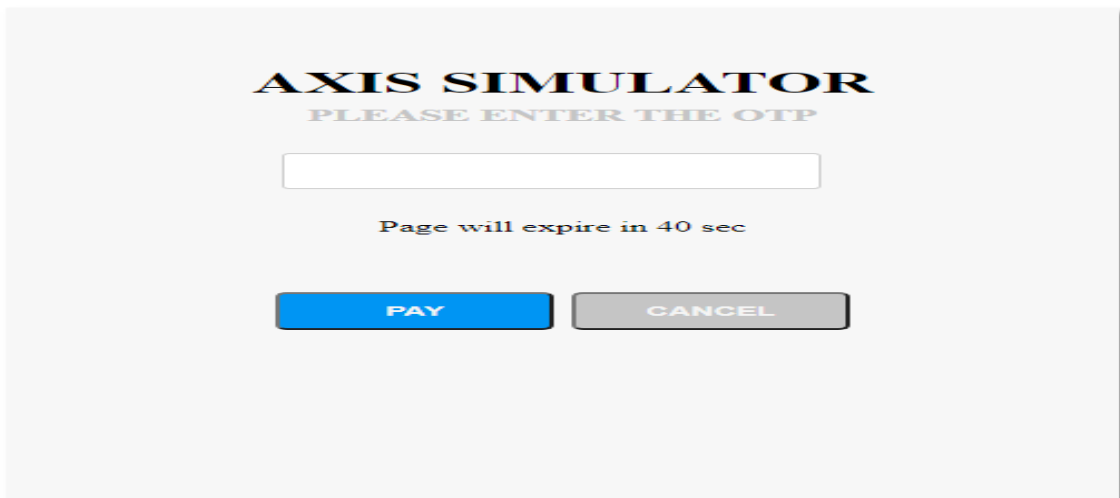
### **STEP-4: PAYMENT MODES**

Candidate can pay the fee using any of the payment modes as shown below.



### STEP-5:- OTP SCREEN

OTP will be received by the candidate on his/her mobile number registered with the payment bank.



### STEP-6:-PAYMENT SUBMISSION RECEIPT

Once the payment is successful, below screen will be shown and confirmation will be received by the candidate on both registered mobile number and email id.

Candidate can also download the payment receipt using the link [Download Receipt](#).

**NOTE:** -If the payment process is not completed successfully due to any of the reasons like network/system failures etc., then the candidate can re-login again using the link **“ONLINE PAYMENT”** available on the home page of the website. Below is the screen shot of page after re-login.

Dear candidate please note that if the payment from your bank account has been deducted and 'Transaction Status' is still pending, Click on 'Verify Status' Link. If still the payment has not been made by you, please proceed to make the payment.

Ref. No.	Candidate Reference Number	Total Amount	Transaction Date	Transaction Status	Action	Remarks
[REDACTED]	[REDACTED]	1500	18/07/2022 14:44:46	Pending	Verify Status	

Cancel

- If the payment is already deducted from the bank account of the candidate but the **transaction status** shown is still "**Pending**", please click on the "**Verify Status**" link for fee reconciliation.
- If the payment has not been deducted from the bank account of the candidate so far, upon clicking on the "**Verify Status**" link, **failure message** will be shown and the candidate is required to click on the **Make Payment** link for the payment.

Dear candidate please note that if the payment from your bank account has been deducted and 'Transaction Status' is still pending, Click on 'Verify Status' Link. If still the payment has not been made by you, please proceed to make the payment.

Ref. No.	Candidate Reference Number	Total Amount	Transaction Date	Transaction Status	Action	Remarks
[REDACTED]	[REDACTED]	1500	18/07/2022 15:48:24	Pending	Verify Status	Transaction failure at bank end. Please make payment again

Make payment

Cancel

## 10. CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE

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

- Insufficient fee.
- Application fee deposited by means other than online mode.**
- Non submission of signed copy of Online Application Form whenever demanded.
- Wrong/incomplete information given in the application form.
- Candidates debarred by the PPSC/other Public Service Commissions.
- Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.
- Non-submission of the Relevant Proof with regard to the reserve category in which candidate has applied.

## 11. SELECTION 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 (as mentioned in the application form) at the time of scrutiny of documents.

### 11.1 CATEGORIES AND CATEGORY CODE

<u>Code No.</u>	<u>Category Name</u>
71	General
72	ESM, Punjab
73	LDESM, Punjab
74	Freedom Fighter, Punjab
75	Sports Person, Punjab
76	Persons 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 Others ESM, Punjab
79	SC Others LDESM, Punjab
80	SC Others Sports Person, Punjab
81	Balmiki/ Mazhbi Sikh, Punjab
82	Balmiki/ Mazhbi Sikh ESM, Punjab
83	Balmiki/ Mazhbi Sikh LDESM, Punjab
84	Balmiki/ Mazhbi Sikh Sports Person, Punjab
85	BC, Punjab
86	BC ESM, Punjab
87	BC LDESM, Punjab
92	General Economically Weaker Sections, Punjab.

### 11.2 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 Sikhs Punjab Only
94	Widows & certain other categories of women of Punjab.
95	B.C., Punjab Only
96	ESM, Punjab Only
97	Persons with Disabilities, Punjab Only
98	SC Punjab only + State Government/Central Government Employees.
99	SC Punjab only + ESM, Punjab.
100	SC Punjab only + Persons with Disabilities, 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 + Persons with Disabilities, Punjab.
104	B.C., Punjab. + State Government/Central Government Employees.
105	B.C., Punjab. + ESM, Punjab
106	B.C., Punjab. + Persons with Disabilities, Punjab.

**Note 1:-** Ex-Serviceman/LDESM, Freedom Fighter, Sports Persons, **Person With Disability**, Scheduled Casters Others, Balmiki/Mazbhi Sikhs, Backward Classes, General Economically Weaker Section and Women Reservation of ONLY PUNJAB DOMICILE are eligible for the benefit of reservation.

**Note 2:-** 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.

**Note 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. A candidate will be eligible to get the benefits of community reservation in case the particular caste to which the candidates belong is included in the list of reservation communities issued by the Punjab Government. If a candidate indicates in his/her application form that he/she belongs to a particular category but subsequently writes to the commission to change his/her category, such request shall not be entertained by the Commission and shall be filed without any intimation.

## 12. DEFINITIONS OF CATEGORIES

### 12.1 EX-SERVICEMEN (PUNJAB)

**12.1.1** As per the Punjab Recruitment of Ex-Servicemen Rules, 1982, "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 (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. 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
- 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;

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.

**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.

**12.1.2** As per Punjab Government 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 accordance with the provisions of these Rules.

**12.1.3** 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.

**12.1.4** 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:

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

Provided further that one grandchild 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 of 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.

**12.1.5** As per Punjab Government notification No. GSR9/Const./Art. 309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and letter No.1/28/92-3ET/2805 dated 14/05/2003

- a) “Lineal Descendent” means sons/daughters (married/un-married/ widowed/legally divorced) of the re-employed/ unemployed Ex-Serviceman.
- b) “Wife” shall include the widow of an Ex-serviceman, provided she has not 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.

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

### **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 a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the ongoing conflict with Pakistan or in any 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 Chakra 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 not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, 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.

## 12.2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)

- i) Candidates claiming to be son/daughter/grandson/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)-3PII-84/5822 dated 4/4/1985, No. 7(135)-8P-II-83/10120 dated 19/6/1991 and No. 4-13-8PII-97/10112 dated 22/8/1997.
- ii) 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 certificate or son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

## 12.3 SPORTS PERSON (PUNJAB)

- 12.3.1** If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 amended as per Government of Punjab, Department of Sports & Youth Services (Sports & Youth Services Branch) Notification No. 03/18/2018-3SS/25 dated 09/03/2026 ([Annexure-II](#)) issued by the competent authority should be attached with the application form.
- 12.3.2** 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.
- 12.3.3** Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority on the day of detailed Scrutiny to be conducted after the exam, failing which, they **SHALL NOT BE** considered in the Sports Person, Punjab Category.

## 12.4 WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN

The definitions as per Government Instructions issued vide letter No. 1/50/83-5PP (1368)/3454 dated 23-4-1984 as amended from time to time the widows and certain other categories of women for reservation in employment is as under:

- (a) Widows;
- (b) Women who are legally separated from their husbands or have been divorced;
- (c) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- (d) Women whose husbands have remarried; and
- (e) Wives of serving military personnel or those who are disabled while in military service.

## 12.5 PERSONS WITH DISABILITIES, (PUNJAB)

Only those persons with "**Benchmark disabilities**" would be eligible for reservation.

According to Section 2 (r) of The Rights of Persons with Disabilities Act, 2016, "**Person with Benchmark disability**" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the Persons with Disabilities, where disability has been defined in a measurable term, as certified by the certifying authority.

As per the Instructions of Government 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 Right of Persons with Disabilities Act, 2016 is as under:-

Sr. No	Type of Disability	Percentage
1	Blindness and Low – Vision;	1%
2	Deaf and Hard of hearing;	1%
3	Locomotor Disability (including Cerebral palsy, Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy);	1%
4	Intellectual disability (including Autism and Specific learning disability), and Mental illness; OR Multiple disabilities specified in Serial No. 1 to 4 above, including deaf blindness.	1%

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

A person who wants to avail benefit of reservation will have to submit a "Disability Certificate" issued by a Competent Authority as per Government of India guidelines. The certificate should be dated on or before last date of registration of application.

- a) For Persons with Disabilities (with 40% or more disability), compensatory time of 20 minutes per hour is allowed.

- b) For Persons with disabilities (with 40% or more disability) who apply for scribe in a prescribed format attached as **Annexure-IV**, compensatory time of 20 minutes per hour is allowed.
- c) The facility of Scribe would be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed, if so desired by him/her.

In case of person with benchmark disabilities in the category of blindness, locomotor disability (both arm affected BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person.

**In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and a scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **Annexure- V**.**

- d) Punjab Public Service Commission has framed a panel of scribes having qualification matriculation & above. The eligible candidates may request the PPSC for scribe, if needed along with submission of hardcopies of Disability Certificate and request for scribe by hand or **via email: researchofficer2026@gmail.com** by **30/04/2026** in the office of PPSC. On receipt of request from the candidates, the candidate will be allotted scribe by PPSC, and he/she will be allowed to meet the scribe 02 days before the examination.

Persons with disabilities who request for scribe must submit the hardcopies of Disability Certificate, if any and other eligibility documents at the reception counter of PPSC by hand or via **email: researchofficer2026@gmail.com** by **30/04/2026**.

*Only those Candidates having UDID Card/Online Disability Certificate shall be considered for availing any/all the benefits such as reservation,scribe,granting of compensatory time,fee relaxation etc.*

**Note: The candidature of the candidates who do not possess disability certificate as per The Rights of Persons with Disabilities Act, 2016 and its latest amendments, if applicable, (not less than 40% disability) would be considered in their respective Basic categories.**

## **12.6 SCHEDULED CASTES, (PUNJAB)/ SCHEDULED TRIBES**

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

- (a) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipen Dairy Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipen Dairy Magistrate);
- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;

- (c) Revenue Officer not below the rank of Tehsildar;
- (d) Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- (e) Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- (f) As per para-3 of Punjab Government Instructions No. 1/8/2007-RC-1/815, dated 10<sup>th</sup>July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parents service record.

## 12.7 BACKWARD CLASSES (PUNJAB)

**12.7.1** 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-RC-I/459 dated 17/1/1994, No. 1/41/93-RC-1/1597, dated 17-8-2005, No.1/41/93 – RC-I/209, dated 24/2/2009 and No.1/41/93-RC-I/609 dated 24/10/2013 in the Section of prescribed proforma.

**12.7.2** 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 (as per [Annexure-VI](#)) 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.

**12.7.3** The Competent Authorities to issue the necessary certificate are:

- a) Deputy Commissioner
- b) Additional Deputy Commissioner
- c) Sub-Divisional Magistrate
- d) Executive Magistrate
- e) Tehsildar

## 12.8 ECONOMICALLY WEAKER SECTIONS (EWS)

**12.8.1** 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.

**12.8.2** 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.

**12.8.3**"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.

**12.8.4**"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: -

- a) 5 acres of Agricultural Land and above;
- b) Residential flat of 1000 sq.ft. and above;

- c) Residential plot of 100 sq. yards and above in notified municipalities/nagar panchayats;
- d) Residential plot of 200 sq. yards and above in other than the notified municipalities/nagar panchayats.

**NOTE-1** Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of Punjab shall be as per the Circular issued by Government of Punjab, Department of Social Justice, Empowerment and Minorities (Reservation Cell) vide No. SJEM-RCWB03/81/2024-RC-3/I/1030761/2025 dated 10<sup>th</sup> February, 2025 **ANNEXURE (VII).**

**IMPORTANT NOTE-2** General Economically Weaker Section, Punjab (EWS) certificate based on the gross Family income for the Financial Year 2025-26 and Valid for Financial year 2026-27 only shall be considered valid.

**Note: (1)** For any General query, candidates may contact the Commission's Office on telephone number 0175-5014843, 5014831, 5014847, 5014849 or by sending email at [research.officer11post@gmail.com](mailto:research.officer11post@gmail.com) with subject as "GENERAL QUERY REGARDING THE POST OF Research Officer (11 Posts)"

**Note: (2)** For any Technical query, regarding form submission, fee issue etc. candidates may contact the Commission's Office on telephone number 0175-5014822 or by sending email with subject as "TECHNICAL QUERY REGARDING THE POST OF RESEARCH OFFICER (11 POSTS) " to [enquiry@ppsc.gov.in](mailto:enquiry@ppsc.gov.in) OR [technicalhelp.ppsc@gmail.com](mailto:technicalhelp.ppsc@gmail.com)

**Note: (3)** Candidates are advised in their own interest to apply using Online Application Form well before the closing date and NOT to wait till the last date to avoid congestion on the web server.

**Note: (4)** Candidates are advised to go through the 'General Information for the candidates' and 'Instructions for filling Online Application Form' and read carefully all the given NOTES before filling up Online Application Form. The Commission will NOT be responsible for any consequence arising out of incorrect filling up of Application.

**Dated:20/3/2026**

**Sd/-**  
**Secretary**  
**Punjab Public Service Commission**  
**Patiala**

## ANNEXURE (I) – Reservation of Posts for Women

ਨੰ. 11/5/2017-1ਸਸ(3ਸਸ)/ 2594

ਪੰਜਾਬ ਸਰਕਾਰ

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਦੇ ਕਾਲ ਵਿਭਾਗ ਵਿਭਾਗ

(ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ  
ਜਿਲ੍ਹਿਆਂ ਦੇ ਸੈਸ਼ਨ ਜੱਜ।  
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 26.10.2020

ਵਿਸ਼ਾ The Punjab Civil Services (Reservation of Posts for Women) Rules, 2020.

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਂਨੂੰ ਰਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ Notification No. G.S.R.27/Const./Arts.309 and 15/2020, dated the 21<sup>st</sup> October,2020, containing the Punjab Civil Services (Reservation of Posts for Women) Rules, 2020 ਦੀ ਕਾਪੀ (ਨਾਲ ਨੱਥੀ) ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਲੇੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਾਂ।

ਵਿਸ਼ਵਾਸਪੱਤਰ

26/10/20

(ਨਰਿੰਦਰ ਕੌਰ) 26/10/20

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

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

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

26/10/20

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ

PART III

GOVERNMENT OF PUNJAB  
DEPARTMENT OF SOCIAL SECURITY, WOMEN  
AND CHILD DEVELOPMENT  
(SOCIAL SECURITY BRANCH)

NOTIFICATION

The 21st October, 2020

No. G.S.R. 87/Const./Arts.309 and 15/2020.-In exercise of the powers conferred by the proviso to Article 309 read with clause (3) of Article 15 of the Constitution of India, the Governor of Punjab is pleased to make the following rules for providing reservation in services for women in direct recruitment, namely:-

RULES

1. **Short title and commencement.-** (1) These rules may be called The Punjab Civil Services (Reservation of Posts for Women) Rules, 2020.  
(2) These rules shall come into force on and with effect from the date of their publication in the Official Gazette.
2. **Definitions.-** In these rules, unless the context otherwise requires,-
  - (a) "establishment" means any office of the State Government, a local authority or a statutory authority constituted under any State Law for the time being in force, or a Board or Corporation in which not less than fifty-one per cent of the paid up share of capital is held by the Government of the State of Punjab and includes a university or college affiliated to the university, primary and secondary schools and other educational institutions, which are owned by the State Government and also includes an establishment in public sector; and
  - (b) "establishment in public sector" means any industry, trade, business or occupation owned, controlled or managed by,-
    - (i) the State Government ; and
    - (ii) Government Company as defined in sub-section (45) of section 2 of the Companies Act, 2013, in which not less than fifty-one per cent of the paid up share capital is held by the Government of the State of Punjab.
3. **Scope and application.-** Without prejudice to the generality of the

provisions contained in any Service rules, these rules shall apply to the filling up of posts by direct recruitment in all the establishments in Group 'A', Group 'B', Group 'C' and Group 'D' services.

4. **Percentage and manner of reservation of posts.-** (1) Notwithstanding anything contained in any Service rules, there shall be a thirty-three percent reservation, in favour of women, in all posts in Group 'A', Group 'B', Group 'C' and Group 'D' services under all the establishments at the stage of direct recruitment and this reservation shall be horizontal and compartmentalised.
- (2) Where a vacancy is filled by direct recruitment by a woman on the basis of merit, then such woman candidate shall be appointed against the horizontal reservation for women within their respective vertical reservation in any category.

**Explanation.-**

(i) "Vertical reservation" means reservation in favour of the Scheduled Castes, Backward Classes, Other Backward Classes and Economically Weaker Sections under clauses (4) and (6) of Article 16 of the Constitution of India.

(ii) For the purposes of this rule, "horizontal and compartmentalised reservation" means reservation within each watertight category, namely, Scheduled Castes, Backward Classes, Other Backward Classes, Economically Weaker Sections and Open Category.

5. **Procedure for reservation of posts.-** (1) The reservation of posts for women set out in rule 4 shall be applied in the following manner, namely:-

- (i) firstly, to fill the quota of the Open Category in order of merit and thereafter;
- (ii) secondly, to fill up each of the vertical reservation quotas and thereafter;
- (iii) thirdly, to find out how many women belonging to specific vertical reservation have been selected on the above basis and thereafter;
- (iv) if the number of women candidates in each vertical is equal to or more than the thirty three percent reservation quota for women, then there shall be no further selection towards the reservation quota for women.

- (2) Only if there is any shortfall of women candidates in a vertical

category, then the requisite number of women belonging to such vertical category shall have to be taken and adjusted or accommodated against their respective vertical reservation categories by deleting the corresponding number of candidates therefrom. This process of verification and adjustment or accommodation shall be applied separately to each of the vertical reservations. In such a case, the overall reservation of thirty-three percent in favour of women, may be satisfied or may not be satisfied.

(3) If the posts remain unfilled due to lack of sufficient number of eligible women candidates, then the unfilled posts shall not be carried forward to subsequent years and such posts shall be filled from the other candidates of the respective vertical categories.

**Example.-**

*If there are 200 vacancies and fifteen percent are reserved for Schedule Castes and twenty seven percent for Other Backward Classes under vertical reservation; and thirty three percent are reserved for women under horizontal reservation, then, there are 116 seats in Open Category, thirty seats for Schedule Castes and fifty four seats for Other Backward Classes under vertical reservation. Since, thirty three percent seats in each vertical is the reservation quota for women, i.e. thirty eight seats for Open Category women, ten seats for Schedule Caste women and eighteen seats for Other Backward Classes women.*

*Step 1.- Candidates shall have to be first listed in accordance with merit, from out of the successful eligible candidates, in their respective vertical categories.*

*Step 2.- As such, thirty posts are reserved for Schedule Caste (of which the quota for women is ten), Schedule Caste candidates shall have to be first listed in accordance with merit, from out of the successful eligible candidates. If such list of thirty candidates contains ten Schedule Caste women candidates, then there is no need to disturb the list by including any further Schedule Caste women candidates. On the other hand, if the list of thirty Schedule Caste candidates contains only eight women candidates, then the next two Schedule Caste women candidates in*

56) PUNJAB GOVT. GAZ. (EXTRA), OCTOBER 26, 2020  
(KRTK 4, 1942 SAKA)

*accordance with merit, will have to be included in the list and corresponding number of candidates from the bottom of such list shall have to be deleted, so as to ensure that the final list of thirty selected Schedule Caste candidates contains ten women Schedule Caste candidates. But if the list of thirty Schedule Caste candidates contains more than ten women candidates, selected on own merit, all of them will continue in the list and there is no question of deleting the excess women candidates on the ground that Schedule Caste women have been selected in excess of the specified internal quota of ten.*

*Step 3.- Repeat this exercise for each vertical to fill vacancies.*

*It is clarified that if there is a shortfall of women in any watertight vertical category e.g. two Schedule Caste women (above) are not available in the list then,-*

- (i) the vacancy shall not be made available to women of any other vertical category i.e. Open Category Women or Other Backward Class women; and*
- (ii) as such, the overall reservation of thirty three percent in favour of women, may be satisfied or may not be satisfied.*

**6. Power to remove difficulties.-** If any difficulty arises in giving effect to the provisions of these rules, it shall be referred to the State Government in the Department of Personnel, whose decision thereon shall be final.

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

2137/10-2020/Pb. Govt. Press, S.A.S. Nagar

ਪੰਜਾਬ ਸਰਕਾਰ  
ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ  
(ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

✓ ਡਾਇਰੈਕਟਰ,  
ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ  
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਮੀਮੋ ਨੰ: 11/05/2017-1ਸਸ(3ਸਸ)E-283416/370  
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 07.02.2022

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਸਿੱਧੀ ਤਰਤੀ ਦੀਆਂ ਅਸਾਮੀਆਂ ਵਿੱਚ ਔਰਤਾਂ ਨੂੰ 33 ਫੀਸਦੀ ਰਾਖਵੇਂਕਰਨ ਸਬੰਧੀ ਸਪੱਸ਼ਟੀਕਰਣ ਦੇਣ ਬਾਰੇ।

\*\*\*\*\*

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਆਪ ਵੱਲੋਂ ਸਿੰਗਲ ਈ-ਮਿਸਲ ਨੰ:289411 ਰਾਹੀਂ ਭੇਜੀ ਤਜਵੀਜ਼ ਦੇ ਹਵਾਲੇ ਵਿੱਚ।

2. ਹਵਾਲਾ ਅਧੀਨ ਤਜਵੀਜ਼ ਦੇ ਸਬੰਧ ਵਿੱਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: 11/05/2017-1ਸਸ(3ਸਸ)/2594 ਮਿਤੀ 28.10.2020 ਰਾਹੀਂ "THE PUNJAB CIVIL SERVICES (RESERVATION OF POSTS FOR WOMEN) RULES, 2020" ਜਾਰੀ ਨਿਯਮਾਂ ਅਤੇ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਮਿਤੀ 29.01.2021 ਵੱਲ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਸਬੰਧਤ ਵਿਭਾਗ ਨੂੰ ਸੂਚਿਤ ਕਰਨ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਸਿੱਧੀ ਤਰਤੀ ਦੀਆਂ ਅਸਾਮੀਆਂ ਵਿੱਚ ਔਰਤਾਂ ਨੂੰ 33% ਰਾਖਵੇਂਕਰਨ ਦਾ ਲਾਭ ਕੇਵਲ ਪੰਜਾਬ ਦੀਆਂ ਵਸਨੀਕ ਔਰਤਾਂ ਨੂੰ ਹੀ ਮਿਲਣਯੋਗ ਹੈ।

ਸ਼ੀ  
ਸੁਪਰਡੈਂਟ

ਪਿ.ਅੰ.ਨੰ: 11/05/2017-1ਸਸ(3ਸਸ)E-283416/371

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ:

ਉਪਰੋਕਤ ਦਾ ਇਕ ਉਤਾਰਾ ਸ੍ਰੀ ਗੁਰਜਿੰਦਰ ਸਿੰਘ ਮੋਤ, ਜੁਆਇੰਟ ਡਾਇਰੈਕਟਰ ਕਮ ਨੇਡਲ ਅਫਸਰ ਨੂੰ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਸ਼ੀ  
ਸੁਪਰਡੈਂਟ

## ANNEXURE (II)- Sportsperson Rules

Government of Punjab  
Department of Sports & Youth Services  
(Sports & Youth Services Branch)

Notification

No.03/18/2018-3SS/25

Dated: Chandigarh; 09-03-2026

Governor of Punjab is pleased to notify Punjab State Policy on Reservation for Sportspersons in Government Jobs and Admissions to Educational Institutions as Annexure-4 (attached) to Government of Punjab's Sports Policy-2023. It shall overrule the provisions of Punjab Recruitment of Sportsmen Rules, 1988 including its amendments which are inconsistent with it. This Policy shall come into force with effect from date of its publication in Official Gazette.


Date: Chandigarh  
09-03-2026

  
Sarjit Singh, IAS  
Special Chief Secretary, Govt. of Punjab  
Department of Sports & Youth Services.

No.03/18/2018-3SS/2C

Dated: Chandigarh; 09-03-2026

A copy is forwarded to Controller of Printing and Stationery, Punjab for publish this notification in the Extra Ordinary Gazette of the Punjab.

  
Special Secretary to Govt. of Punjab  
Department of Sports & Youth Services.  
Dated: Chandigarh; 09-03-2026

No.03/18/2018-3SS/27/0-3

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

1. Principal Secretary to Govt. of Punjab, Department of Personnel.
2. Director Sports Punjab, Chandigarh.
3. Superintendent, Department of General Administration (Cabinet Affairs Branch) with reference to their letter No. 01/55/2026-1Cab/846 dated 07.03.2026.

  
Special Secretary to Govt. of Punjab  
Department of Sports & Youth Services.

**Punjab State Policy on Reservation for Sportspersons in  
Government in Jobs and Admissions to Educational  
Institutions  
(Annexure 4 to Government of Punjab, Sports Policy -2023)**

1. For selection of Sportspersons under 3% Quota for them in Punjab Government Jobs, achievement in Sports shall be scored as per table on next page. Marks shall be awarded for the highest achievement in Sports mentioned in Sports Gradation Certificate. Score of achievement in Sports shall get 75% weightage. 25% weightage shall be given to marks obtained in the entrance test.
2. Marks for achievement in Sports shall be considered only in case candidate secures minimum qualifying marks in the entrance exam.
3. Gradation and Scoring of achievement in Sports by the Department of Sports, as per table on next page, shall be mandatory for all posts advertised by Government of Punjab.
4. Eligibility of Sportspersons under 3% Reservation for them in Government Jobs will be as below:

Gradation of Achievement in Sports	Eligibility for Government Jobs
Grade A	Group A, B, C, D
Grade B	Group A, B, C, D
Grade C	Group C, D
Grade D	Group D

5. This policy shall override The Punjab Recruitment of Sportsmen Rules, 1988, wherever there is a difference between the two.
6. Merit of Sportspersons for admissions to Educational Institutes as per % reservation for Sportspersons the Institute has kept, shall be drawn in the same manner as in Para 1 above, in supersession of clause 5.1 of Annexure-2 of Sports policy 2023.

*(Signature)*

Sr. No	Grade	Competition	Marks out of 300				
			Gold	Silver	Bronze	Participation	
1	A	Olympic Games	300	297	294	285	
2		World Cup (every 4 year).	291	288	285	282	
3		Asian Games	282	279	276	279	
4		Commonwealth games	273	270	267		
5	A	World cup/ World Championships (every 2 years).	257	254	251		
6		World cup/ World Championships (Annual), Davis Cup, Test/One day Cricket Matches	248	245	242		
7		Afro Asian Games and Asian Championship. (Once in 4 years)	239	236	233		
8		Afro Asian Games and Asian Championship. (Once in 2 years)	230	227	224		
9		Afro Asian Games and Asian Championship. (Once in 1 years)	221	218	215		
10		1)SAF Games	212	209	206		
		2)World University Games,	203	200	197		
		3)Junior World Championships, and other International Recognized Competitions where at least 10 teams participate.	194	191	188		
11		B	1)National Games	186	183	180	
			2)Senior National Championship/Ranji Trophy	169	166	163	
		3) National Championship for women organized by Sports Authority of India.	160	157	154		
12	B	1) All India Inter University tournament/Khelo India University Games	144	141	138		
		2) Junior National Championships conducted by Sports Associations.	135	132	129		
		3) Youth National Championship, Khelo India Youth National Tournament.	126	123	120		
13		1) National School Games under 19 conducted by SGFI	117	114	111		
		2) National School Games under-17 conducted by SGFI/ National School	108	105	102		

*thul*

		Championships for Punjab Schools/Kendriya Vidyalaya Schools and Navodhya Sangathan Schools situated in Punjab				
		3) All India Rural meet under age 16 organized by SAL.	99	96	93	
14	C	1) Senior State tournament conducted by recognized/affiliated Punjab State Sports associations/ Punjab Sports Department	83	80	77	
		2) Junior State tournament conducted by recognized/affiliated Punjab State Sports Associations/ Punjab Sports Department.	74	71	68	
		3) Punjab State School Games (U-19) conducted by Education department.	65	62	59	
		4) Punjab State School Games (U-17) conducted by Education department.	56	53	50	
15	D	1) Senior district Tournaments, conducted by recognized/affiliated Punjab state sports association /Punjab Sports Department.	47	44	41	
		2) Inter College Tournaments including Punjab Technical University.	38	35	32	
		3) Junior district Tournaments conducted by recognized/affiliated Punjab state sports association/ Punjab Sports Department.	29	26	23	
		4) Inter School District (U-19) tournaments organized by Education/Sports department	20	17	14	
		5) Inter School District (U-17) tournaments organized by Education/Sports department	11	8	5	

Note: Graduation certificates already issued for achievements in All India Inter Zonal League Tournaments, under Gradation Policy 1997 (which are not graded under this Policy) shall be treated at par with entry 12(1) in table above.

*Shubh*

## ANNEXURE(III)- The Schedule for Specified Disability

### 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 test 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 Government of India.

## ANNEXURE (IV)- Performa For Scribe

### REQUEST FOR AVAILING THE FACILITY OF A SCRIBE/READER DURING EXAMINATION

To

The Controller of Examination  
Punjab Public Service Commission,  
Patiala

Sir,

I have applied for the post of \_\_\_\_\_ in the Department of \_\_\_\_\_ and appearing in the Competitive Examination for the said post. I wish to avail the facility of a Scribe/Reader during the Examination to be provided by the Punjab Public Service Commission. I am enclosing my Medical Disability Certificate issued by the competent Medical Authority and not less than 40% of a specified disability. (Name/ Type of Disability \_\_\_\_\_)

Yours faithfully,

(\_\_\_\_\_)

Name & Signature of the candidate

Date : \_\_\_\_\_

**(FOR OFFICE USE)**

### SCRIBE ADMIT CARD FORM

Valid for (Date of exam) \_\_\_\_\_

Examination Centre Name: \_\_\_\_\_

Name of Scribe \_\_\_\_\_

Scribe for Roll No: \_\_\_\_\_

Photograph of  
Scribe

The above mentioned scribe has been allowed by Punjab Public Service Commission Patiala for the Candidate (Name of Candidate) \_\_\_\_\_ bearing Roll No. \_\_\_\_\_

Signature of  
Candidate

Signature of  
Scribe

Officer On Special Duty  
Punjab Public Service  
Commission  
Patiala

**ANNEXURE (V)- Certificate regarding Physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidates with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_ a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
government health care institution

Name and Designation

Name of Government Hospital/Health care centre with seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/disability (e.g., Visual impairment - Ophthalmologist, Locomotor disability - Orthopedic specialist/PMR).

## ANNEXURE (VI)- Self Declaration From BC Candidates

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

1. ਮੈਂ.....ਪੁੱਤਰ/ਪੁੱਤਰੀ  
 ਸ੍ਰੀ.....ਵਾਸੀ.....ਪਿੰਡ/ਕਸਬਾ/ਸ਼ਹਿਰ.....  
 .....ਜਿਲ੍ਹਾ.....ਘੋਸ਼ਣਾਕਰਦਾ/ਕਰਦੀਗਾਂ ਕਿ ਮੈਂ..... ਜਾਤੀ  
 ਨਾਲ ਸਬੰਧ ਰੱਖਦਾ/ਰੱਖਦੀ ਹਾਂ ਤੇ ਇਹ ਜਾਤੀ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ.....  
 ਮਿਤੀ.....ਰਾਹੀਂ ਪੱਛੜੀ ਸ਼੍ਰੇਣੀ ਕਰਾਰ ਦਿੱਤੀ ਗਈ ਹੈ।
  
2. ਮੈਂ ਇਹ ਵੀ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਮੈਂ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਹਦਾਇਤਾਂ  
 ਨੰ:1/41/ 93—ਰਸ1/459, ਮਿਤੀ17.01.1994, ਜਿਸ ਨੂੰ ਬਾਅਦ ਵਿੱਚ ਪੱਤਰ ਮਿਤੀ 1/41/93—  
 ਰਸ1/1597ਮਿਤੀ 17.08.2005 ਨੰਬਰ 4/41/93—ਰਸ1/209, ਮਿਤੀ 04.02.2009 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।

ਸਥਾਨ:  
ਮਿਤੀ:

ਘੋਸ਼ਣਾਕਰਤਾ

ਵੈਰੀਫਿਕੇਸ਼ਨ:—

ਮੈਂ ਇਥੇ ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਮੇਰੀ ਸਮਝ ਅਨੁਸਾਰ ਸਹੀਦਾਰ 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 ਪੂਰਬੀ ਨੂੰ ਇਸ ਸੂਚਨਾਂ ਦੇ ਅਧਾਰ ਤੇ ਦਿੱਤੇ ਗਏ ਲਾਭ ਵਾਪਿਸ ਲੈ ਲਏ ਜਾਣਗੇ।

ਸਥਾਨ:  
ਮਿਤੀ:

ਘੋਸ਼ਣਾਕਰਤਾ

**ANNEXURE (VII) Syllabus  
PART-A  
Syllabus of the Subject**

Nature and Scope of Business: Forms of Business Organizations; Sole Trading Concerns, Partnership, Joint Stock Company, Co-operative Societies.

Accounting: Concepts and Conventions

Share and Share Capital: Meaning, Nature and Types; Debentures: Types of Debentures, Issue at Par, Premium and at a Discount

Indian Partnership Act 1932: Partnership Deed; Limited Liability Partnership Act 2008

Law of Contract (1872); Special Contracts: Indemnity; Guarantee

Nature and Significance of Management: Concept, objectives, and importance, Management as Science, Art and Profession, Management functions; Planning, Organizing, Staffing, Directing and Controlling.

Management Accounting: Functions of Management Accounting, Management Accounting relation with Financial Accounting and Cost Accounting.

Cost Accounting: Essentials of a good Cost Accounting System. Cost concepts and classification; Preparation of cost sheet.

Finance: Role of Finance in an economy, Kinds of Finance, Financial Management; Nature, scope of Finance function

Indian Banking System: Structure and organization of Banks

E- Commerce in India: Meaning, Features, Functions and Benefit of E-Commerce, Basic Models of E-Commerce, Limitations of E-Commerce, Meaning of B2C, B2B, C2C & P2P.

Working Capital: Meaning, Concept, Nature of Working Capital, Significance of Working Capital,

Insurance: Fundamentals/Principles of Life Insurance/ Marine/ Fire/ Medical/General Insurance

Income-tax: Basic concepts; Residential status and tax incidence; Exempted incomes; Agricultural income; Computation of taxable income under various heads; Deductions from Gross total income; Assessment of Individuals; Clubbing of incomes

International Taxation: Double taxation and its avoidance mechanism; Transfer pricing

**AGRICULTURE ECONOMICS**

Agricultural Economics; nature, scope and Importance'

Agricultural Productivity' growth trends, causes of low productivity and measures to raise productivity.

New Agricultural Strategy; meaning, features, an appraisal of new agricultural strategy.

Agricultural Prices; trends, causes of price trends and agricultural price policies.

Agricultural Finance; need, sources, and role of Agricultural Finance.

Agricultural Labour; present position, problems and government measures.

Land Reforms; Need, scope, and an appraisal of land reforms.

WTO and Agriculture; Definition, Positive impact of WTO Agriculture trade.

Rural Development; nature, scope, importance and its determinants.

Foods Security; meaning, key challenges to achieve food security.

Agrarian Crisis; meaning, factors responsible for crisis and government policies.

## STATISTICS

1. Correlation Analysis: Linear and Multiple
2. Regression Analysis: Linear and Multiple
3. Analysis of Time Series; meaning, components and methods of measurement of secular trend
4. Interpolation and Extrapolation, meaning, methods; Binomial method, Newton 's method and Lagrange Method Statistical Inference: Test of Hypothesis
5. Chi-Square ( $X^2$ ) and Goodness of Fit
6. F-Test and Analysis of Variance
7. Statistical Quality Control, meaning, types and methods

## ECONOMICS

**Economics:** Meaning, Nature and scope of Micro and Macro Economics.

**Consumer Behaviour:** Utility approach; Law of diminishing Marginal utility, Consumer's equilibrium and Law of Equi- Marginal Utility. Indifference Curve Approach; Consumer Equilibrium, Price, Income, Substitution Effects, properties of Indifference Curve and limitations of Indifference Curve.

**Demand;** meaning, factors, Law of Demand and Elasticity of Demand, meaning, methods of measurement.

**Theory of Cost, Revenues and Break Even Analysis.**

**Production Function:** Meaning, Law of returns and returns to scale, Law of Variables Proportions, Internal and external economies of scale.

**Price and Output Determination under different Markets:** Perfect Competition, Monopoly, Discriminating Monopoly and Monopolistic Competition.

**Macro Economics:** National Income; meaning, concepts of national income, methods of measurement of national income, precautions and difficulties of the measurement of national income.

**Consumption Function;** Average and marginal propensity to consume, Psychological Law of Consumption.

**Multiplier:** Concept, operation and leakages of Multiplier. Investment Function; concept, operation and limitations.

**Inflation;** meaning, types, causes and effects of Inflation. Trade Cycles; meaning and phases of trade cycles.

**Demand Forecasting:** meaning and techniques of demand forecasting.

**Commercial Banks:** their systems and functions, Credit creation and structure of Commercial Banks in India.

**Central Banking:** functions and techniques of monetary management. Non-banking Financial Institutions, role and Functions.

**Fiscal and Monetary policies;** Meaning, Objectives, Instruments and Limitations.

## PART-B

### General Knowledge & Current Affairs

General Knowledge and Current affairs of National and International importance including:

- (i) Economic issues.
- (ii) Polity issues.
- (iii) Environment issues.
- (iv) Geography
- (v) Science and Technology.
- (vi) Any other current issues.
- (vii) (a) History of India with special reference to Indian freedom struggle movement  
(b) History of Punjab- 14th century onwards.

## PART-C

### General Mental Ability, Logical Reasoning & Quantitative

#### Aptitude

- (i) Logical reasoning, analytical and mental ability
- (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation.
- (iii) Data analysis, Graphic presentation charts, tables, spreadsheets.

## PART-D

### Punjabi

1. ਬਹੁਅਰਥਕ ਸ਼ਬਦ, ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ।
2. ਪੰਜਾਬੀ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ।
3. ਸ਼ੁੱਧ ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ।
4. ਸ਼ਬਦ ਦੇ ਭੇਦ।
5. ਅਗੇਤਰ/ਪਿਛੇਤਰ।
6. ਲਿੰਗ ਅਤੇ ਵਚਨ ਬਦਲੇ।
7. ਵਿਸ਼ਰਾਮ ਚਿੰਨ।
8. ਵਿਆਕਰਨ।
9. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਅਤੇ ਵਾਕਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸ਼ੁੱਧ ਰੂਪ।
10. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸ਼ੁੱਧ ਪੰਜਾਬੀ ਰੂਪ।
11. ਭਾਸ਼ਾ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ।
12. ਸ਼ਬਦ ਬੋਧ।
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
14. ਪੰਜਾਬ ਦੇ ਮੇਲੇ, ਤਿਉਹਾਰ ਅਤੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
15. ਅਣਡਿੱਠੇ ਪੈਰੇ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ।