

**OFFICE OF ADVOCATE GENERAL, PUNJAB**  
**(Detailed Notice for Recruitment)**

Online applications are invited from eligible candidates on all days during April 16, 2018 to May 09, 2018 (up to 12:00 midnight) for Recruitment of various posts in OFFICE OF ADVOCATE GENERAL, PUNJAB. The information regarding detail of posts, reservation chart, qualifications, and other terms and conditions etc. are given below: -

**DETAILS OF POSTS**

1. **Name of the post** : **Clerk-cum-Data Entry Operator**  
**Scale of Pay** : **10300-34800+3200 Grade Pay**

**Note:** The emoluments, as per Government Instructions issued vide letter No. 12/155/15-5 PP2/761986/1-6 dated 25-05-2016, as amended from time to time, payable for the new recruitments and other conditions will apply. Kindly refer to section "CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS" given below for more details.

**Total Number of Posts: 51**

<b>CATEGORY</b>	<b>NUMBER OF POSTS</b>
General	25
SC(Punjab)	05
Balmiki/ Mazhabi Sikh (Punjab)	06
Ex-service man (Balmiki/ Mazhabi Sikh) (Punjab)	01
Sportsperson (Balmiki/ Mazhabi Sikh) (Punjab)	01
BC(Punjab)	06
Ex Serviceman(BC) (Punjab)	01
Ex-serviceman (Punjab)	03
Physically Handicapped (Punjab) *	02
Sportsperson (Punjab)	01
<b>Total</b>	<b>51</b>

2. **Name of the post** : **Steno-typist**

Scale of Pay : 10300-34800+3200 Grade Pay

**Note:** The emoluments, as per Government Instructions issued vide letter No. 12/155/15-5 PP2/761986/1-6 dated 25-05-2016, as amended from time to time, payable for the new recruitments and other conditions will apply. Kindly refer to section "CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS" given below for more details.

**Total Number of Posts: 20**

<b>CATEGORY</b>	<b>NUMBER OF POSTS</b>
General	09
SC (Punjab)	02
Balmiki/ Mazhabi Sikh (Punjab)	02
Ex-serviceman (Balmiki/ Mazhabi Sikh) (Punjab)	01
BC(Punjab)	02
Ex-serviceman (Punjab)	02
Physically Handicapped (Punjab) *	01
Freedom Fighters	01
<b>Total</b>	<b>20</b>

\* Bifurcation of seats under Physical Handicapped category shall be notified separately shortly.

Reservation shall be as per Policy/Instructions of the Punjab Government. The candidates belonging to reserve category shall clearly indicate, in the application form the category under which he/she wants to be considered. The category of reservation once opted will not be allowed to be changed. The benefit of reservation shall only be available to the candidates, who are

bonafide residents of Punjab State.

**APPLICATION FEE**

<b>Application Fee (Non-refundable)</b>	
SC / BC/ ESM	Rs.150/- (One hundred and fifty only)
Handicapped	Rs.300/- (Three hundred only)
Other Categories	Rs.600/- (Six hundred only)

**CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS:**

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

- i. On direct recruitment during probation period of **three years** including extended probation period, if any, an employee shall be paid fixed emoluments, which shall be equal to the minimum of the pay band of the new post and during probation period he/she shall not be entitled to any grade pay, annual increment or any other allowance except travelling allowance.
- ii. On successful completion of probation period, pay of an employee shall be fixed at minimum of the pay band of the post including grade pay. All other allowance admissible to the post shall be payable thereafter.
- iii. The period of probation including the extended period, if any, shall not be counted for the grant of time scale.
- iv. If candidate is working in the Punjab Government office and he/she

had lien on some post, then during the probation period of his/her new post, he/she shall be paid the pay which he/she was drawing on the post on which he/she had the lien.

- v. The employee shall however during the probation period be covered under New Defined Contributory Pension Scheme and government matching share will also be provided.
- vi. In case of consolidated pay is less than the prevailing DC rates then selected candidates will be paid emoluments as per prevailing DC rates at that time.

### **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 (b), (c), (d) and (e) 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.

**AGE CRITERIA**

Age as on 01.01.2018 (Category Wise)

- i. General: 18 to 37 years
- ii. SC/ST/BC: 18 to 42 years
- iii. Applicants who are already in Government Service: 18 to 45 years.  
Candidates already in Government service shall be considered for selection only on production "No Objection Certificate" from the department concerned at the time of document verification.
- iv. Physically Handicapped: 18 to 47 years
- v. 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.

**EDUCATIONAL QUALIFICATIONS AS ON 09.05.2018**

<b>Name of Post</b>	<b>Eligibility</b>
Clerk-cum-Data Entry Operator	i) Graduation from a recognized University or Institution, and ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of personal computer on Information Technology in office productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001 certified OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India
Steno-typist	i) Graduation from a recognized University or Institution, and ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of personal computer on Information Technology in office productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001 certified OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India

In addition, the candidate should have passed Punjabi upto Matric or its equivalent level. However, if you are an Ex-servicemen or a riot/terrorist victim or one of their dependents, you are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per Punjab Governments latest instructions.

**Note:** - Candidate himself will be responsible for his eligibility in accordance with the minimum qualifications provided above.

**MODE OF SELECTION:****For the post of Steno-typist**

Selection of the candidates for the post of Steno-typist will be made on the basis of skill test, interview and fulfilment of eligibility and other conditions. Skill test will be held in English language only. In the skill test, the candidate will have to perform proficiency in English stenography at the speed of 80 W.P.M. and Transcribe at a speed of 15 W.P.M.

**Time English Stenography:** 5 minutes (first two hundred words in 2 ½ minutes and then 5 minutes' rest and then other two hundred words in 2 ½ minutes).

**Time English Transcribe:** 27 minutes

**Note:** - If category wise number of candidates who qualify the steno-typist skill test in any category is more than the category wise vacant posts, then all the qualified candidates shall appear in the written test scheduled for the post of Clerk-cum-Data Entry Operator. 3 times of the category wise no. of posts candidates will be called for interview. In that case final selection shall be made on the basis of marks secured in this written test and interview subject to fulfillment of eligibility and other conditions.

Weightage of Written test – 85%

Weightage of Interview – 15%

**For the post of Clerk-cum-Data Entry Operator**

Selection of the candidates for the post of Clerk-cum-Data Entry Operator will be done in two steps. Step – 1 will be the written test. 15 times of the category wise no. of posts candidates will be called for step – 2 i.e. skill test. Skill test

shall be of qualifying nature. Among those, who qualify the skill test, 3 times of the category wise no. of posts candidates will be called for step – 3 i.e. interview. Final merit shall be prepared on the basis of marks secured in the written test and interview of all the candidates who will qualify the skill test.

**Skill test for Clerk-cum-Data Entry Operator (typing test on computer):**

Total Time for Punjabi Test=10 Minutes

Total Time for English Test=10 Minutes

For skill test, fifteen times the number of vacant posts to be filled (category wise) shall be short listed on the basis of merit in the written exam to be conducted first. Candidates will have to clear both the Punjabi as well as English typing test. Punjabi typing test will be based on **Raavi Unicode font** only. In English typing test, the candidates have to achieve a net speed of at least 30 words per minute. The candidates, who qualify the English typing test, shall only be allowed to appear in 2<sup>nd</sup> typing test in Punjabi. In Punjabi typing test, the candidate shall be required to have a minimum gross speed of 30 words per minute. 8% mistakes are permissible in the Punjabi typing test. The typing tests (both English and Punjabi) will be conducted on Computers only. Among all those who qualify the typing test, the selection will be made on the basis of marks secured in the written exam conducted earlier and interview. If the candidate fails to reach the place for skill test on the specified date and time his/her candidature will be cancelled.

Weightage of Written test – 85%

Weightage of Interview – 15%

**Regarding written test-**

- i. Written test will contain 100 multiple choice questions of one mark each.



The paper will be of 120 minutes' duration.

- ii. Minimum qualifying marks will be 25% of total marks of examination. There will be negative marking (1/4th marks shall be deducted for every wrong answer).
- iii. Kindly visit website **www.govt.thapar.edu** for more details regarding pattern and syllabus, and marking related details.

**IMPORTANT INSTRUCTIONS/INFORMATION:**

- i. Application Form and other details will be available at the website:- **www.govt.thapar.edu**.
- ii. Candidate can apply only under one reserve category at one time, as applicable.
- iii. Number of posts advertised or the reservation thereof etc., can be increased or decreased without assigning any reason and in this regard, the decision of Punjab Govt. shall be binding.
- iv. Reservation will be as per policy of the State Government and the details of posts under various categories mentioned are provisional. Instructions issued by Govt. from time to time regarding reservation will apply in this recruitment.
- v. Candidates belonging to SC/ BC / ESM categories are required to deposit fee of Rs. 150/- only. Candidates belonging to Physical Handicapped categories are required to deposit fee of Rs. 300/- only. All other candidates are required to deposit fee of Rs. 600/- only.
- vi. Applications without fees or incomplete will be rejected without intimation.
- vii. Admit cards can be downloaded from the website. Further the

candidates are advised to keep checking the examination website for updates and information, if any.

- viii. No TA/DA will be given for appearing in the test and interview.
- ix. It is the responsibility of the applicant that he has in-time verified that the University/Institution from which he has acquired the academic qualification is duly approved by the competent authority in the said stream on the date he has acquired the qualification. He must also be conscious about the legal aspects involved here. In the event that the department seeks any information in this regard and the Applicant is not able to in-time-produce the specified documents, his candidature shall be rejected without assigning any further opportunity. Such applicants may however be allowed to appear in the written test subject to the grant of Provisional Admit Card and the entire risk shall be borne by the Candidate.
- x. No extra weightage shall be admissible to the Applicants possessing higher qualification or experience.
- xi. Mere issuance of Admit Card and appearing in the written test will not make candidate eligible for selection. After publication of final merit lists, department will conduct verification of requisite documents and eligibility conditions, any violation/wrong information will lead to disqualification of candidature. During Document Checking if any candidate fails to produce the original documents/certificates regarding qualification, category etc. he/she shall cease to have any right for selection and in that case the candidate next in the rank list shall be considered for selection. No claim whatsoever on this account shall be maintainable.

- xii. In case of a tie of marks in the written test, the same shall be broken on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at matriculation level shall be ranked higher in order of merit.
- xiii. All candidates are required to keep in touch with website **www.govt.thapar.edu**. All contents detailed here on website shall prevail. All subsequent Notices shall also be ONLY displayed on this website. Unnecessary correspondence with Department should be avoided. The place of exam and admit card will be available on website only.
- xiv. If any information/certificates/documents are found false at any stage, the registered candidate shall be liable for disqualification and prosecution in accordance with the provisions of the law.
- xv. The Office of Advocate General, Punjab reserves the right to modify, alter or withdraw this recruitment notice at any point of time and without assigning any reason.
- xvi. The selection will be subject to any notification /amendments issued by Punjab Government from time to time.
- xvii. For any difficulty in (i) Understanding the instructions as above, (ii) Filling the Application Form, (iii) Downloading the Admit Card, and (iv) Any subsequent instructions displayed on Website etc., immediate timely reference should be made to the following:

**Dr. S S Bhatia, Dean of Academic Affairs,  
Thapar Institute of Engineering & Technology, Patiala.  
M- 8557882876 or 8557884676  
E-mail: [agp2018@thapar.edu](mailto:agp2018@thapar.edu).**

In case of any further difficulty or **Complaint**; an immediate reference should be in-time made to undersigned:

**Officer on Special Duty,  
Office of Advocate General Punjab,  
Chandigarh. 0172-6612222  
e-mail: [cpirthi@yahoo.com](mailto:cpirthi@yahoo.com)**

xviii. Some of the important dates are provided as below:

Date of publication of condensed version of advertisement in newspaper	15.04.2018
Date of availability of online form	16.04.2018
Last date for applying online	09.05.2018
Last date for payment of application fee	10.05.2018
Start date of downloading the admit card for Steno-typist skill test	16.05.2018
Date of Skill Test for Steno-typist	20.05.2018
Skill Test result for Steno-Typist	04.06.2018
Start date of downloading the admit card for written test for Clerk-cum-Data Entry Operator and Steno-typist (if required as per point 1 above)	12.06.2018
Date of Exam	17.06.2018
Uploading of question paper and answer key	18.06.2018
Window for filling objection	18.06.2018 to 26.06.2018
Result of written Examination	29.06.2018
Window for OMR Sheet checking	02.07.2018 to 03.07.2018
List of successful candidates for Steno-Typist	05.07.2018
Date of Skill Test for Clerk-cum-Data Entry Operator	08.07.2018

Window for filling objections in Skill Test	09.07.2018 to 10.07.2018
Date of skill test for those having valid objections	12.07.2018
List of qualified candidates for Clerk-cum-Data Entry Operator	16.07.2018

xix. Remaining details about examination dates will be displayed on website.

### **HOW TO APPLY**

- i. Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the application Form shall not be entertained under any circumstance after the closing of date of receipt of applications. The Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.
- ii. Each Candidate shall fill only one Online Application Form for the post. An attempt by any candidate to fill more than one Online Application Form may result in rejection of all such applications.
- iii. Candidate shall have to apply in one category only. An attempt by any candidate to fill more than one category may result in rejection of all such applications.
- iv. Each Candidate shall fill particulars like name of the candidate, father's name and date of birth etc. as per given in the matriculation or equivalent certificate.
- v. Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law.

- vi. Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.
- vii. The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website **www.govt.thapar.edu**. No other mean/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) shall be accepted.
- viii. The candidate must have the following before attempting to fill Online Application Form:
  - a. A valid email account which has not been used for filling Online Application Form by any other Candidate applying for this Examination. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. Two or more Candidates CANNOT share the same email ID. All future correspondence with the Candidate will be made through the registered email ID.
  - b. A mobile phone number, which may be used to contact the Candidate. It is not necessary that the Candidate must have mobile connection in his/her name. The Candidate may register any mobile number for communication. More than one Candidate may register the same mobile however, information given on that mobile number shall be deemed to have been delivered to all such Candidates.
  - c. Scanned copy of a recent passport size photograph (jpg/jpeg format) as per specification given below:
    - Photograph must be a recent passport size colour photograph with light background.

- While taking photograph please look straight at the camera with a relaxed face.
  - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
  - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
  - Size of file (jpg/jpeg format) should not exceed 50 KB.
  - Photograph not uploaded as per above details can lead to cancellation of candidature.
- d. Scanned copy of the signature of the candidate (jpg/jpeg format), as per specification given below:
- The Candidate has to sign on white paper with black/blue ink pen.
  - The Candidate must sign clearly so that the scanned image is clear because the same shall be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to Impersonate, which may lead to rejection of the candidate's candidature and may result in legal action against such a candidate.
  - The scanned image of the candidate's signature will be used for comparison at all stages of examination and Document Checking. The candidate must maintain uniformity in the format of signatures affixed at various stages of selection process. The signature should be of the usual kind which the candidate uses for official purposes. Any attempt to modify or using confusing signature shall be taken as an effort on the part of the candidate to impersonate or of using some other ill intent. If at any stage scanned signature of the candidate does not match with the signature on any other document, where he/she is required to sign, then the candidature of

the Candidate may be rejected without any further enquiry or opportunity being given to the Candidate.

- Size of file (jpg/jpeg format) should not exceed 20 KB
- Signatures not uploaded as per above details can lead to cancellation of candidature.

- ix. Candidate must keep following details ready with them before clicking on the registration button for starting their online application process
- a. Personal demographic details including Date of Birth and Nationality.
  - b. Mobile Number
  - c. Personal Email ID
  - d. Reservation category details
  - e. Qualification certificate as per eligibility.
  - f. Proof of passing of Punjabi
  - g. Soft Copies of Scanned Photograph and Signatures.
  - h. Proof of passing of Punjabi.
- x. **Steps to apply for exam**
- a. Candidate can apply online at **www.govt.thapar.edu** from anywhere at home, at any place where there is an access to the Internet.
  - b. Complete the form available on the site **www.govt.thapar.edu**. Every successful registration will be allotted the Login id and password.
  - c. On Day 2, application fee can be paid either online or through bank challan in any of the State Bank of India branch. Link to pay fee online will be made available online in candidate's login on next day of the application form filling. Last date for depositing the application fee is 10.05.2018.
  - d. On the next day (Day 3), you will be shown links to upload your photograph and signature. After uploading the photograph and Signature you can find the link to view the application form.



- e. Candidates are not required to send the hard copy of the application form.
- f. Incomplete form or forms filled with wrong information the candidature shall stand automatically cancelled / rejected and shall not be considered for further processing.
- g. For any problem, help can be taken from the helpline no. **8557882876** or **8557884676** or Email: **agp2018@thapar.edu** available during working hours.
- h. Only Online registered application forms will be entertained.

**CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:**

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

- i. Incomplete application and Insufficient examination fee;
- ii. Submission of form by any other mean than ONLINE
- iii. Wrong/incomplete information given in the application form;
- iv. Candidates debarred by the any university/department/ or from other board
- v. Non-fulfilment of any of the eligibility conditions, including those of age and educational qualification.

**INSTRUCTIONS REGARDING RESERVATION**

- i. The category once filled will not be allowed to be changed
- ii. To take benefit of reservation, the reservation certificates/testimonials must be issued by the competent authority on or before 09.05.2018 as per Punjab Government instructions. No extra time will be given for production of these documents.
- iii. Sportspersons seeking reservation under Sports quota should have Sports Gradation Certificate issued by Director Sports, Punjab as per the latest instructions to claim benefit under this category.

- iv. Ex-servicemen or Lineal Descendent of Ex-Servicemen (LDESM), who have domicile of Punjab, are eligible for reservation under the Ex-Servicemen category. Both will have to produce a certificate issued by District Defence Services Welfare officer/ District Sainik Welfare officer of their respective district in support of their category.
- v. The lineal descendants of the Ex-Servicemen can also apply in the Ex-Servicemen category, provided they satisfy the eligibility conditions of a general category candidate. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.
- vi. SC/BC candidates belonging to other States are required to fill their Post Category as General Category. They are entitled only to age relaxation and application fee concession (wherever applicable) but not entitled to avail reservation.
- vii. The calculation details of General/reserved posts indicated in this advertisement may marginally change in view of Punjab Government instructions. 50% reservation of vacancies of the quota reserved for Schedule Caste shall be offered to Balmikis and Mazhbi Sikhs, if available, as a first preference from amongst the Schedule Caste as per the Punjab Schedule Castes and Backward Classes (Reservation in Services) Act, 2006. In cases where odd number of SC posts are available, the distribution will be done as under:

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

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

- ix. The reservation categories and their relevant explanation is provided as below:
- a. BACKWARDCLASSES(PUNJAB)
- i. 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.1/41/93 RC-1/1597, dated 17-8-2005 and No.1/41/ 93 RCI/209, dated 24.2.2009 in the Section of prescribed proforma.
  - ii. The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. letter No. 10/9/2009-RCI/62 Dated 08/1/2010.

- iii. The Competent Authorities to issue the necessary certificate are:
  - a. Deputy Commissioner
  - b. Additional Deputy Commissioner
  - c. Sub-Divisional Magistrate
  - d. Executive Magistrate (PCS Officers only)
  - e. Tehsildar

b. EX-SERVICEMEN (PUNJAB)

- i. "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non-combatant, in the Naval, Military and Air Force of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:
  - a. retired or released from such service at his or her own request after earning his or her pension; or
  - b. been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - c. been released otherwise than on his own request from such service as a result of reduction in establishment; or
  - d. been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;
- ii. 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 services
- b. Persons with disability attributable to military service; &
- c. Gallantry award winners

Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority i.e. District Defence Services Welfare officer/District Sainik Welfare officer of their respective districts 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.

c. LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)

- i. 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.
- ii. As per Punjab Government Notification No. GSR 9/Const./ Art

309, 234 and 318/ Amd (5)/2003 dated 06/11/2002 and letterNo.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.
- d. SPORTS PERSON (PUNJAB)

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

- i. He/ She belongs to State of Punjab; and
  - a. 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. has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
  - c. 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.

- ii. 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 submitted to the department, as and when required.
- iii. 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.
- iv. 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.

e. SCHEDULED CASTE, (PUNJAB)

The competent authorities for issuing Scheduled Castes certificates are:

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1<sup>st</sup> Class Stipendiary Magistrate/City Magistrate/ Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate);
- ii. Chief Presidency Magistrate/Additional Chief Presidency

Magistrate/Presidency Magistrate;

- iii. Revenue Officer not below the rank of Tehsildar;
- iv. Sub Divisional Officer(C) of the area where the candidate and or his family formally resides;
- v. Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- vi. As per para-3 of Punjab Govt.InstructionsNo.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 parent's service record.

f. PHYSICALLY HANDICAPPED (PUNJAB)

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

i. THE BLIND: -

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

- Total absence of sight.
- Visual acuity not exceeding 6/60 or 20/2--(Snellen) in the better eye with correcting lenses. Limitation of the field of
- Vision subtending an angle of 20 degrees or worse.

ii. THE DEAF:

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The



cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) in the conversational range of frequencies.

iii. ORTHOPAEDICALLY HANDICAPPED

The orthopedically handicapped are those who have a physical defect or deformity not less than 40 % which causes an interference with the normal functioning of the bones.

Competent authorities to issue such certificate as under: -

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

The certificate should be issued by the competent authorities of the concerned District or place of which the candidate is permanent resident should be produced at the time of counselling, failing which the candidature will be cancelled.

**Advocate General, Punjab**