



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

Advt. No. 18

**General Information for the Candidates**

**For the 82 Posts of Sister Tutor in the Department of Health and Family Welfare, Govt. of Punjab**

**Introduction.**

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

1. The Punjab Public Service Commission invites **Online Application Forms** from eligible candidates for recruitment to **82 posts of Sister Tutor** in the Department of Health and Family Welfare, Punjab.

**Note :** This Advertisement is being published as per the requisition received from the Department of Health and Family Welfare department, Government of Punjab according to the **Punjab (Group-B) Service Rules-2018** vide letter No.Memo No. E-6 (1) PB.-2016/4203 dated 05-04-2016 and 01/17/2018-2H4/55 dated 20-2-2019 in the Department of Health and Family Welfare, Punjab.

2. **Reservation of Posts:**

| Sr. No. | Category Code | Name of Post/Category                          | No. of Posts |
|---------|---------------|--|--------------|
| 1       | 71            | General  | 40           |
| 2       | 72/73         | Ex-Serviceman/LDESM, Punjab                    | 06           |
| 3       | 74            | Wards of Freedom Fighter, Punjab               | 01           |
| 4       | 75            | Sports Persons, Punjab                         | 02           |
| 5       | 76            | Physically Handicapped<br>(Orthopaedically)    | 02           |
| 6       | 77            | Scheduled Castes Other, Punjab                 | 09           |
| 7       | 78/79         | Scheduled Caster (Others)<br>ESM/LDESM, Punjab | 02           |
| 8       | 81            | Balmiki Mazbhi Sikhs, Punjab                   | 08           |
| 9       | 82/83         | Balmiki Mazbhi Sikhs<br>ESM/LDESM, Punjab      | 01           |
| 10      | 84            | Balmiki Mazbhi Sikhs Sports<br>Persons, Punjab | 01           |
| 11      | 85            | Backward Classes, Punjab                       | 09           |
| 12      | 86/87         | Backward Classes ESM/LDESM,<br>Punjab          | 01           |
|         |               | <b>Total</b>                                   | <b>82</b>    |

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

\*\* It is also informed that as per Punjab Recruitment of Ex-servicemen Rules, 1982, the posts are reserved for ESM candidates only. LDESM candidates could be considered if ESM Candidates are not available. If ESM candidates are available than LDESM candidates will be considered in their respective basic categories i.e. General/SC Others/Backward Classes.

### 3. **PAY SCALE: 10300-34800+4800 Grade Pay**

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

### 4. **ESSENTIAL QUALIFICATIONS :-**

- 4.1 Should possess Degree of Bachelor of Science in Nursing from a recognized University or Institution; and
- 4.2 Should be registered with the Punjab Nursing Registration Council.
- 4.3 Punjabi of Matric or its equivalent Standard is essential.

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

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

### 5.0 **AGE**

- (i) **Candidates should not be below 18 years and above 37 years of age as on 01-01-2019.**
- (ii) Upper age limit may be relaxed up to 45 years for Punjab Govt. and its Board/Corporation/Commission and Authorities employees, all States/ Central Government employees.
- (iii) The Upper age limit is relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.
- (iv) Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.
- (v) Upper age limit is also relaxable up to 42 years for Widows, Divorcees and certain other Categories of Women.
- (vi) Upper age limit is also relaxed upto 47 years for Physically Handicapped candidates of Punjab.

## 6.0 Competitive Examination for selection

- (a) The procedure for Competitive Examination for selection of candidates for the post of Sister Tutor in the Department of Health and Family Welfare , Punjab, is in following sequence:-

|   |  |
|---|--|
| Marks for written Competitive Examination | <b>300</b><br>(120 Questions of 2.5 marks each.<br>Total time allotted will be 2 hours and 30 minutes. |
|---|--|

The pattern for written exam comprising of 120 questions would be as follows:

|  |     |
|--|-----|
| No. of question from the syllabus of subject .               | 100 |
| No. of questions from Logical Reasoning and Mental Ability.  | 10  |
| No. of questions from General Knowledge and Current Affairs. | 10  |

- (b) As per the instructions of Govt. of Punjab, Department of Personnel issued vide its letter No. 12/152/2015-5PP2/720133/1 dated 28/03/2016, the selection for these posts will be finalized on the basis of written examination. No interviews will be conducted for selection of these posts.
- (c) The written Competitive examination for this post will be held in first week of July tentatively. Date will be informed shortly.

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

- (a) There will be no negative marking in the written test, for questions wrongly answered or questions not answered.
- (b) After the answer key is put on the PPSC website (after written examination), candidates will be permitted to raise objections if any. Candidates will be given four days to deliberate before putting up objections. Any objection found 'frivolous' may draw negative marking, equal to the weightage of the question.
- (c) Final result shall be prepared on the basis of the marks obtained by the Candidates in the Written Competitive Examination.

8.0 (a) **Syllabi of the Subject is attached at Annexure-A**

(b) **Syllabi of Logical Reasoning/Mental Ability:**

### Logical Deductions

1. Deriving conclusion from passages
2. Theme Detection
3. Cause and Effect Reasoning
4. Logic
5. Statement- Arguments
6. Statement- Assumptions
7. Statement- Courses of Action
8. Statement- Conclusions

### Verbal Reasoning

1. Analogy
2. Series Completion
3. Verification of truth of the Statement
4. Situation Reaction Test
5. Direction Sense Test

6. Classification
7. Data Sufficiency
8. Alpha- Numeric Sequence Puzzle
9. Puzzle Test
10. Blood Relations
11. Coding- Decoding
12. Assertion and Reasoning
13. Arithmetical Reasoning
14. Operations of Mathematics
15. Venn Diagrams
16. Word Sequence
17. Missing Characters
18. Sequential Output training
19. Directions
20. Test on Alphabets
21. Eligibility Test

### **Non-Verbal Reasoning**

1. Dot Situation
2. Identical figure groupings
3. Forming figures and analysis
4. Construction of Squares and Triangles
5. Series
6. Analogy
7. Analytical Reasoning
8. Paper Folding
9. Paper Cutting
10. Cubes and Dice
11. Water Images
12. Mirror Images
13. Figure Matrix
14. Completion of Incomplete Pattern
15. Spotting out the embedded figures
16. Classification
17. Rule Detection

### **(c) Syllabi of General Knowledge and Current Affairs:**

- (a) General Knowledge and Current affairs of National and International importance including:
  - (i) Economic issues.
  - (ii) Polity issues.
  - (iii) Environment issues
  - (iv) Science and Technology.
  - (v) Any other current issues.
- (b)
  - (i) History of India with special reference to Indian freedom struggle movement
  - (ii) History of Punjab- 14th century onwards.

- 9.1 Information about the examination centre(s) shall be mentioned on Admit Cards of all candidates. Details regarding the Admit cards shall be given shortly on the website of the Commission.
- 9.2 All candidates who apply for ibid posts will be treated “provisionally eligible” for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers by PPSC does not indicate acceptance of candidature by the PPSC, since there is no scrutiny of documents before the written test.
- 9.3 The scrutiny of application forms shall be done after the conduct of the examination. During the process of scrutiny, the application forms and other relevant documents, certificates, etc of the candidates shall be examined to

determine their eligibility as on the last date of submission of online application forms. Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.

- 9.4 The candidates applying for the Competitive Examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission in the written 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 found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission or the civil court. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/ her liable for disqualification and disciplinary action.

#### 10.0 **Nationality:**

A candidate shall be a:

- i) Citizen of India; or
- ii) Citizen of Nepal; or
- iii) Subject of Bhutan; or
- iv) Tibetan refugee who came over to India before the 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 favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

### 11.0 **Submission of Application Form**

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

| <b>process</b>   | <b>Step</b> | <b>Last Date</b>  |
|--|-------------|---|
| To make new registration for applying for the post.                    | Step-1)     | <b>24 /05//2019</b><br><b>By 11:59:00 PM</b>  |
| To deposit the Application fees by system generated Bank Challan Form. | Step-2      | <b><u>31 /05/2019</u></b><br><b>[ <u>During Banking</u></b><br><b><u>Hours</u>]</b> |

- 12.0 (a) The candidates are NOT REQUIRED to send the Hard Copy of the Online Application Form to the Office of Punjab Public Service Commission. However, the candidates must take out the hard copy in soft form or print out at the time of applying otherwise he/she will not be able to take out the copy at the later stage. He/she must retain the hard/soft copy of online application form along with all eligibility documents ready to be sent at a short notice to PPSC whenever required by PPSC during short listing.
- (b) However, candidates applying under the Sports Category if any such post exists, will send a hard copy of 'On line Application Form' along with Sports Gradation Certificate and other certificates related to sports to establish his eligibility under the sports category.

- (c) Candidates applying under Physically Handicapped Category if any such post exists, should also refer to "General Information" with reference to documents to be sent to PPSC.
- (d) *The following **SELF ATTESTED CERTIFICATES** shall be submitted by candidates when asked at short notice:*
1. Proof of Date of Birth : Certificate of Matriculation/Higher Secondary.
  2. Proof of having passed Punjabi Language.
  3. Relevant Degree and DMC Certificate.
  4. Reserved Category Certificate issued by the Competent Authority ( If Applicable)
  5. Experience certificate issued by Competent Authority.
  6. If ESM, certificates/documents mentioning the following:-
    - i) Date of Enrolment
    - ii) Date of Release/Discharge
    - iii) Reason of Release/ Discharge
  7. Certificate as proof of age relaxation claim. (If Applicable)
  8. Certificate as proof of fee concession (If Applicable)
  9. Proof of being Govt. Employee.
  10. Copy of Bank Challan ( PPSSC Copy only)
- (e) **The Candidates SHALL sign the declaration on Page No. 2 of the print out of Online Application Form before submitting the same** *The Candidates SHALL sign the declaration on last page of the print out of Online Application Form before submitting the same.*

### 13.0 Application and Examination Fee

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

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

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

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

## 14.0 Conditions which may render a candidate ineligible

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

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

### **Important Note**

- 14.2 Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Physically Handicapped, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- 14.3 **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.**
- 14.4 **SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.**
- 14.5 **Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM)/Grand children of Gallantry Award Winners who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM/Grand children of Gallantry Award Winners shall be considered against the vacancies for Ex-servicemen ONLY IF no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.**

## 15.0 Definition Of Categories

Candidates should select their categories carefully, because candidates belonging to categories other than category 71 (General), are entitled to fee concession/exemption, age relaxation and job reservation. **The category once selected by a candidate will not be changed under any circumstances.** Candidates shall submit certificates issued by the Competent Authority in support of their claim to a particular category.

### Categories and Category Code

| <u>Code No.</u> | <u>Category Name</u>    |
|-----------------|-------------------------|
| 71              | General Category        |
| 72              | ESM, Punjab             |
| 73              | LDESM, Punjab           |
| 74              | Freedom Fighter, Punjab |
| 75              | Sports Person, Punjab   |

|    |  |
|----|--|
| 76 | Physically Handicapped, Punjab:<br>A : Visually Impaired<br>B : Hearing Impaired<br>C : Orthopaedically Disabled |
| 77 | SC Others, Punjab  |
| 78 | SC ESM, Punjab   |
| 79 | SC LDESM, Punjab   |
| 80 | SC Sports Person, Punjab   |
| 81 | Balmiki/ Mazhbi Sikh, Punjab   |
| 82 | Balmiki/ Mazhbi Sikh ESM, Punjab   |
| 83 | Balmiki/ Mazhbi Sikh LDESM, Punjab   |
| 84 | Balmiki/ Mazhbi Sikh Sports Person, Punjab   |
| 85 | BC, Punjab   |
| 86 | BC ESM, Punjab   |
| 87 | BC LDESM, Punjab   |

**CODE FOR AGE RELAXATION (If claimed)**

| <b>Code No</b> | <b>Category Name</b>  |
|----------------|---|
| 91             | State Government/Central Government Employees.                                  |
| 92             | SC Punjab only  |
| 93             | Balmiki/Mazhbi Sikh Punjab Only   |
| 94             | Widows & certain other categories of women of Punjab.                           |
| 95             | B.C., Punjab Only   |
| 96             | ESM, Punjab Only  |
| 97             | Physically Handicapped, Punjab Only   |
| 98             | SC Punjab only+ State Government/Central Government Employees.                  |
| 99             | SC Punjab only + ESM, Punjab.   |
| 100            | SC Punjab only + Physically Handicapped, Punjab.                                |
| 101            | Balmiki/Mazhbi Sikh Punjab only+ State Government/Central Government Employees. |
| 102            | Balmiki/Mazhbi Sikh Punjab only + ESM, Punjab.                                  |
| 103            | Balmiki/Mazhbi Sikh Punjab only + Physically Handicapped, Punjab.               |
| 104            | B.C., Punjab. + State Government/Central Government Employees.                  |
| 105            | B.C., Punjab. + ESM, Punjab   |
| 106            | B.C., Punjab. + Physically Handicapped, Punjab.                                 |

**15.1 BACKWARD CLASSES (PUNJAB)**

- 15.1.1 The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93 .RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005, No.1/41/93 RCI/209, dated 24.2.2009 and No.1/41/93 RCI/609 dated 24.10.2013 in the Section of prescribed proforma.[Format is given in the Annexure-A in the Advertisement]
- 15.1.2 The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration 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. [Format is given in the Annexure-B in the Advertisement]
- 15.1.3 The Competent Authorities to issue the necessary certificate are:
- Deputy Commissioner
  - Additional Deputy Commissioner
  - Sub-Divisional Magistrate
  - Executive Magistrate (PCS Officers only)
  - Tehsildar



**15.2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)**

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

**15.3 EX-SERVICEMEN (PUNJAB)**

- 15.3.1 "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non combatant, in the Naval, Military and Air Force of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:
- retired or released from such service at his or her own request after earning his or her pension; or
  - been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - been released otherwise than on his own request from such service as a result of reduction in establishment; or
  - 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;
- 15.3.2 "but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely:
- Pension holders for continuous embodied service
  - Persons with disability attributable to military service; and
  - Gallantry award winners
- 15.3.3 Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

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

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

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

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

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

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

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

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

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

15.3.8 Definition of War Hero:-

- (i) "War hero" means a defence services personnel or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in war declared so by Government of India, in operations in Kargil or any other sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country ; or
- (ii) A defence services personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra : provided that,—
  - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though bona fide residents of Punjab State are closely connected to the State of Punjab;
  - (b) In the case of War Heroes, falling in the category (II), the benefits to be given by the State Government will be restricted only to first generation dependent member/next of the kin. Note.- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

#### 15.4 SPORTS PERSON (PUNJAB)

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

15.4.1 He/ She belongs to State of Punjab; and

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

15.4.2 If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules,

1988 issued by the competent authority should be attached with the application form.

- 15.4.3 Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.
- 15.4.4 Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

## **15.5 SCHEDULED CASTE, (PUNJAB)/ SCHEDULED TRIBES**

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

- 15.5.1 District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);
- 15.5.2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- 15.5.3 Revenue Officer not below the rank of Tehsildar;
- 15.5.4 Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- 15.5.5 Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- 15.5.6 As per para-3 of Punjab Govt. 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.[Format is given in the Annexure-D in then Advertisement]

## **15.6 WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN**

- 15.6.1 The definitions as per Government Instructions issued vide letter No. 1/50/83-5PP(1368)/3454 dated 23-4-84 as amended from time to time the widows and certain other categories of women for reservation in employment is as under:  
Widows;
- 15.6.2 Women who are legally separated from their husbands or have been divorced;
- 15.6.3 Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- 15.6.4 Women whose husbands have remarried; and
- 15.6.5 Wives of serving military personnel or those who are disabled while in military service.

## **15.7 PHYSICALLY HANDICAPPED (PUNJAB) RULES FOR EXAMINATION:**

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

### **a) THE BLIND:**

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

Total absence of sight.

Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.

Limitation of the field of vision subtending an angle of 20 degrees or worse.

### **b) THE DEAF:**

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

more than 60 decibels in the better ear (profound impairment) in the conversational range of frequencies.

**c) 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:-

- (i) Principal Medical Officer
- (ii) Chief Medical Officer
- (iii) Civil Surgeon
- (iv) Class-I Medical Officer of any Government Medical Institution

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

**d) Extra time (20 minutes per hour) is allowed to the following candidates, who apply under the category of 'Physical Handicapped, Punjab':-**

'Candidates with Locomotors Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum 40% impairment).'

**e) 'Scribe' is allowed to the following candidate, who apply under the category of Physically Handicapped, Punjab:-**

- (i) Blind/ Partially blind candidate as per instructions cited above in Para

**15.7(a)** above.

- (ii) Such ortho disability due to which a candidates is not able to write.

(iii) All candidates provided with Scribe, will also get additional time of 20 minutes per hour of the time allotted for the paper. The Scribe will not have an academic qualification of more than 10+2 class.

**f) Candidates at (d) and (e) above will submit the following documents to Secretary PPSC (Superintendent Examination) in person, **25 days before the date of written paper** (for vetting), failing which they will not be provided the Scribe or given additional time.**

i) Disability Certificate from office of the Civil Surgeon.

ii) For the provision of a Scribe, Affidavit registered as per the specimen attached.

iii) In case of candidates applying for additional time, they will submit certificate as per Para (d) above, signed by the office of Civil Surgeon. This certificate is not required from those candidates who are applying for a Scribe as per (i) and (ii) above.

Note: Performa of application and Affidavit from candidate and application and Affidavit from the Scribe are attached with this General Information to the Candidates.

**Note: (1) For any General query, candidates may contact the Commission's Office on telephone number 0175-5014825, 5014831 or by sending email with subject as "GENERAL QUERY REGARDING THE POSTs OF Sister Tutor [supdt.scrutiny@ppsc.gov.in](mailto:supdt.scrutiny@ppsc.gov.in)**

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

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



## ANNEXURE-A

*Form of certificate to be submitted by a candidate belonging to a Backward Class in support of his/her claim*

**FORM OF CERTIFICATE OF BACKWARD CLASS**

1. This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_ of village/town  
\_\_\_\_\_ in District/Division \_\_\_\_\_  
of the State of Punjab belongs to the \_\_\_\_\_ Caste, which is  
recognised as a Backward Class in terms of Punjab Government letter No.  
\_\_\_\_\_ dated \_\_\_\_\_.

I. 2. This is also certified that he/she does not belong to any category of  
persons/sections mentioned in column 3 of the schedule to the Punjab Government,  
Department of Welfare letter No.1/41/93-RCI/459 dated 17-01-1994, No. 1/41/93-  
RC1/1597 Dated 17-08-2005 & No. 1/41/93-RCI/209 dated 24-02-2009..

i. 3. Shri/Shrimati/ Kumari \_\_\_\_\_ and or his/her  
family ordinarily reside(s) in village/town \_\_\_\_\_ of District/Division  
\_\_\_\_\_ of the State of Punjab.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(Seal of the officer concerned)

\_\_\_\_\_

Place: \_\_\_\_\_

State: \_\_\_\_\_

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

## ANNEXURE- B

**FORM OF DECLARATION REGARDING BACKWARD CLASS STATUS**

I, \_\_\_\_\_ S/o D/o Sh. \_\_\_\_\_  
R/o \_\_\_\_\_ belong to  
backward class ( \_\_\_\_\_ Caste) which has been declared as backward class by  
Govt. of Punjab. That no change occurred in my previous status and I do not fall in the  
section of creamy layer as per Punjab Govt. letter No. 1/41/93 RC1/459 dated 17/1/1994  
and No. 10/9/2009 RC1/62 dated 8/1/2010.

**Signature of Applicant.**

**Date :**

## ANNEXURE-C

*Form of certificate to be submitted by a candidate who is a lineal descendant of an ex-serviceman in support of his/her claim*

**LINEAL DESCENDENT CERTIFICATE**

(As per Punjab Government Notification No. G.S.R.9/Const/Art. 309, 234 and 318/Amd (5)/2003 dated 6 Nov 2002 and letter No. 15/7/92-4DW/Part 11/2056 dated 30 Apr 2003)

Certified that Sh/Smt/Miss \_\_\_\_\_ is a Lineal  
Descendent/ Wife of No. \_\_\_\_\_ Rank  
\_\_\_\_\_

Name \_\_\_\_\_ who is an Ex-Serviceman as per Identity  
Card No. \_\_\_\_\_ issued by District Sainik Welfare Officer  
\_\_\_\_\_ and residing at  
Village/Town \_\_\_\_\_ PO \_\_\_\_\_  
\_\_\_\_\_ District. \_\_\_\_\_

2. This certificate is issued to Sh./ Smt/ Miss \_\_\_\_\_ whose  
date of birth is \_\_\_\_\_ strictly for the purpose of:

\*(a) employment for the post of \_\_\_\_\_ in  
the office of \_\_\_\_\_

\*(b) admission for (name of the class/course) \_\_\_\_\_ in \_\_\_\_\_  
(name of the educational Institution).

\*(Strikeout whichever is not applicable)

District Sainik Welfare Officer

No.: \_\_\_\_\_

Place: \_\_\_\_\_

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



## ANNEXURE-D

*Form of certificate to be submitted by a candidate belonging to Scheduled Caste and Scheduled Tribe in support of his/her claim*

**FORM OF CASTE CERTIFICATE**

1. This is to certify that Shri/ Shrimati/ Kumari \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_ of village/Town  
\_\_\_\_\_ in District/Division \_\_\_\_\_ State of  
\_\_\_\_\_ belongs to \_\_\_\_\_ Caste/Tribe, which has been recognised  
as a Scheduled Caste/Scheduled Tribe as per “The Constitution (Scheduled Castes)  
Order, 1950”.
2. Shri/Shrimati/Kumari \_\_\_\_\_ and/or/his/her family  
ordinary resides in village/town \_\_\_\_\_ of District/Division  
\_\_\_\_\_ of the State of \_\_\_\_\_.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(With Seal of office) \_\_\_\_\_

Place: \_\_\_\_\_

State: \_\_\_\_\_

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

\* Please score out whichever is not applicable.

**Note:** The word 'ordinarily resides' here will have the same meaning as is given in Section 20 of the Representation of People Act, 1950.

**AFFIDAVIT**

I ..... resident of ..... have applied for  
..... I solemnly declare and affirm as under:

- 1 That I am **Visually** Impaired candidate therefore I can't **read/write.**
- 2 That I require services of a Scribe for appearing the examination.
- 3 That Sh./Smt..... is becoming my scribe and is not qualified/studied more than 12<sup>th</sup> standard/ Class.
- 4 The Signatures & thumb impression of the above mentioned Scribe are given below which are duly attested by me.

**For Scribe:**

- 1. Signature \_\_\_\_\_
- 2. Thumb impression:

( )

Deponent

**Verification**

Verified that the contents of the above affidavit of mine are true and correct and nothing has been concealed or misrepresented therein. If any of the above information is found wrong or the Commission may be also to find out from any source/ evidence, that I can see and write myself, then my candidature will be cancelled.

**Note:** Affidavit must be attested by the Notary, failing which it will render the candidate ineligible for the provision of the Scribe.

Place ( )

Dated Deponent

**PUNJAB PUBLIC SERVICE COMMISSION, PATIALA**

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

**SCRIBE**

Valid for

Examination Centre Name:

Name:

Photo

Scribe for Roll No: .....

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

Superintendent  
(Examinations)

**PUNJAB PUBLIC SERVICE COMMISSION, PATIALA**

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**Recruitment of ..... post/posts of .....  
in the department of ....., Government of Punjab.**

Please attach two copies of passport size photographs of the scribe and particulars of the scribe for Physical Handicapped (Orthopedically and Visually impaired candidates)

Photo

- 1 Name of the Orthopedically/  
visually challenged candidate:
- 2 Roll No. of Candidate:
- 3 Centre Name:
- 4 Name of the Scribe: \_\_\_\_\_
- 5 Address of the Scribe: \_\_\_\_\_  
(a) Permanent Address: \_\_\_\_\_  
(b) Telephone No.: \_\_\_\_\_
- 6 Educational Qualification of the Scribe: \_\_\_\_\_
- 7 Relationship if any of the scribe to the Candidate: \_\_\_\_\_

---

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

---

Signature of the Candidate

---

Signature of the Scribe

**AFFIDAVIT OF SCRIBE**

I ..... Son of ..... resident of.....  
 ..... would be the Scribe for .....  
 son of .....appearing for PCS 2018. I here by state  
 that my qualification is 10+2 and do not possess any higher degree. In  
 case the Commission finds out that I possess a degree higher than 10+2. It  
 can take the legal action against me.

**Note:** If the self declaration of the scribe is found to be wrong. The  
 candidature of the candidate associated with the Scribe would also be  
 cancelled.

Place ( )

Dated Deponent