



# THE PUNJAB SCHEDULED CASTES LAND DEVELOPMENT & FINANCE CORPORATION

(STATE GOVERNMENT UNDERTAKING)

S.C.O. No. 101 to 103, Sector 17-C, Chandigarh-160 017

To

The Registrar,  
Thapar University  
Patiala.

No.SCFC/Admn/2016/ 3778

Dated: 04/10/2016

**Subject:- Relaxation in typing test for handicapped candidates.**

Sir,

Kindly refer to your E-mail dated: 04.10.2016 on the subject cited above.

In this regard it is submitted that as per guidelines issued by Govt. of Punjab vide circular No. 4/17/79-1PP/13274 dated 1st October 1985 (copy enclosed), those physically handicapped persons in whose case the civil surgeon of the district to which he/she belongs, certifies that he/she is physically incapable of typewriting, may be exempted from the proficiency in typewriting.

The concerned candidates may kindly be informed about the said instructions and ask them to produce the necessary certificate from the competent authority as per Govt. guideline please.

Thanking you,

Yours faithfully,

Administrative Officer (Admn)

for : Executive Director.

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Copy of Punjab Government circular letter No. 4/17/79-1PP/13274, dated 1st October, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject—Proficiency in type writing for direct recruitment to the post of Clerk.

I am directed to refer to this Department's circular letter No. 4/17/79-1PP/9977, dated 24th August, 1983, where in it has been provided that proficiency in type writing of a prescribed minimum standard be made an essential qualification, for direct recruitment to the post of Clerk in all departments. The matter regarding grant of exemption to the physically handicapped persons has been under consideration of the Government. It has now been decided that only those physically handicapped persons in whose case the Civil Surgeon of the district to which he/she belongs, certifies that he/she is physically incapable of typewriting, may be exempted from the proficiency in typewriting.

2. These instructions may please be brought to the notice of all concerned for information and meticulous compliance.

3. The receipt of this communication may please be acknowledged.

Copy of Punjab Government circular letter No. 5/57/81-5GE/ dated 9th October, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners and Administrative Secretaries to Government, Punjab.

Subject.—Assignment of Indian Experts for posts under International Organisation and foreign Government. Amendments in the Instructions relating to

All the Financial Commissioners and Administrative Secretaries to Government, Punjab, may please refer to this Department U.O.