

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF RURAL DEVELOPMENT**  
**Office of Joint Development Commissioner**  
**Punjab State Rural Livelihoods Mission (PSRLM)**  
**Vikas Bhawan, Sector-62, S.A.S Nagar**

Eligible applicants are invited to submit online applications on all days during **22<sup>nd</sup> November, 2022 to 14<sup>th</sup> December, 2022** (up to 12.00 midnight) in the prescribed online format available at <https://govt.thapar.edu> for the different categories of posts (Contractual) with payment mode as prescribed:

<b>Application Fee (Non-refundable to the candidates)</b>	
<b>General</b>	<b>Rs. 600/- (Six hundred only)</b>
<b>SC / ST/ PH / ESM</b>	<b>Rs. 300/- (Three hundred only)</b>

Please ensure that you fulfill the following conditions of eligibility in terms of nationality, age and educational qualifications.

**1. NATIONALITY:**

- i) A candidate shall be:
- A Citizen of India; or
  - A Citizen of Nepal; or
  - A Subject of Bhutan; or
  - A Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settlement in India; or
  - 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.

- ii) A person in whose case a certificate of eligibility is necessary may be admitted to a written examination or skill test. He/She should furnish the proof that he/she has applied for the certificate at the time of counselling. But he/she shall not be appointed to the service unless the necessary certificate is given to him/her by the Government of Punjab in the Department of Home Affairs and Justice, failing to produce the certificate in counselling would result in cancellation of their candidature and next candidate in the merit list will be selected.

**2. AGE AS ON 01.01.2022**

- Candidates should not be below 18 years and above 55 years of age as on 01.01.2022 for all the posts except for the post of 'Young Professionals'.
- For the post of 'Young Professionals', candidate should not be more than the age of 35 years at the time of recruitment (as per YP policy available at [https://govt.thapar.edu/PSRLM/YP\\_Policy.pdf](https://govt.thapar.edu/PSRLM/YP_Policy.pdf)).

### 3. DETAILS OF POSTS

Sr. No.	Name of the Posts	Consolidated Pay per Month	Category wise No. of Posts															
			SC	SC (F)	BC	BC (F)	ESM	ESM (SC)	ESM (BC)	ESM (F)	HCAP (F)	Sports (SC)	Sports (F)	GEN	GEN (F)	EWS	EWS (F)	Total
1.	District Program Manager	45,000/-	2	2	0	1	1	0	0	1	1	0	0	3	2	0	1	14
2.	Block Program Manager	25,000/-	6	5	3	2	2	2	1	2	2	1	1	15	6	3	2	53
3.	Block Program Manager – Farm Livelihoods	25,000/-	4	3	2	1	1	1	0	2	1	0	1	8	3	1	1	29
4.	Block Program Manager – SVEP/NF	25,000/-	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	2
5.	District MIS Manager	20,000/-	2	2	0	1	1	0	0	1	1	0	0	3	2	0	1	14
6.	Cluster Coordinator	18,000/-	5	3	2	1	1	1	0	2	1	0	1	9	4	2	1	33
7.	Accountant at Districts	20,000/-	2	1	0	1	0	0	0	1	0	0	0	3	1	0	1	10
8.	Young Professionals	40,000/- to 55,000/-	0	1	0	0	0	0	0	0	0	0	0	1	1	0	0	3
9.	Office Assistant (State Level)	20,000/-	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	2
10.	Account Assistant (State Level)	25,000/-	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
11.	MIS Assistant (State Level)	25,000/-	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1

**Note: 1. Nature of job is Purely Contractual in nature. Candidate will be selected for a tenure of one year, extendable on yearly basis depending upon the performance of Candidate.**

**4. THE RESERVATION CONDITIONS FOR RESERVED CATEGORIES AND THEIR RELEVANT EXPLANATION ARE AS UNDER:-**

- a) The category once filled will not be allowed to be changed.
- b) To take benefit of reservation, the reservation certificates/testimonials must be issued by the competent authority on or before submitting the online application form as per Punjab Government instructions. No extra time will be given for production of these documents.
- c) **SC/ST, BC and any category of reservation belonging to other States will not be given benefit of reservation in the state of Punjab.** They are entitled only for age relaxation and application fee concession (wherever applicable) but not entitled to avail reservation. They shall be considered against General seats only, depending upon their merit in the written exam.

**D) Scheduled Caste/ Scheduled Tribes of Punjab**

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

- i) 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 1st 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 Government Instructions No. 1/8/2007-RC-1/815, dated 10th July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parent's service record.
- 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.

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 would result in cancellation of their candidature.

## II) Backward Classes of Punjab

- i) The candidates desiring to be considered for the Backward Classes category are required to submit a valid 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 performa. The Backward Class Certificate in performa other than the prescribed performa will not be accepted.
- ii) 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

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 would result in cancellation of their candidature.

## III) Ex-Servicemen of 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 service;
  - b) Persons with disability attributable to military service; and
  - c) Gallantry award winners

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

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 at the time of counselling 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.

#### **Lineal Descendent Of Ex-Servicemen of 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. 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 remarried 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) 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.

#### **(IV) Physically Handicapped of Punjab**

The definitions as per Government Instructions issued vide letter No. 10/26/95/5- SS/1252; dated 02-05-1997 of the handicapped for purposes of reservation in employment is as under:

**i) The Blindness of Low vision:**

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

- a) Total absence of sight.
- b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

**ii) Hearing Impairment**

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) Locomotor disability or cerebral palsy.**

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.

Categories of Disabled suitable for this jobs are **One Arm, One Leg or Hearing Handicap Category** which is identified by the Government of India vide their notification no 16-15/2010-DD-III dated 29/07/2013 and was adopted by Government of Punjab vide its letter no 3/39/2014-3Dis.Br./972-980 dated 10/07/2014 as only these categories of persons with disabilities have been found suitable for the nature of the post for which recruitment is being made. The candidates shall be considered under this category with suitable aids and appliances.

**(V) Sports Person of Punjab**

Sportspersons seeking reservation on sports merit as per instructions issued by Director Sports, Punjab to claim benefit under this category. The relevant certificate should be there with the candidate on or before submitting the online application form. No extra time will be given to candidates in this respect.

**(1) In the case of recruitment to a reserved vacancy in Class-I or Class-II posts.**

- a) That, he/she belonging to the State of Punjab; and
- b) That, 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
  - i) That, he/she has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
  - ii) That, he/she has won first, second or third position in team or individual events and/or he/she 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.

- (2) In the case of recruitment to a reserved vacancy in Class-III posts.
  - i) That, he/she belonging to the State of Punjab; and
  - ii) That, he/she has won first, second or third position in team or individual events while representing the state of Punjab in a state level championship in any of the discipline affiliated to the Punjab Olympic Association organization by the state level federation.
- 3) A candidate belonging to Sports Person, Punjab Category, an attested copy alongwith original Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be brought at the time of counselling, failing which would result in cancellation of their candidature.
- 4) 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 of Punjab Category as under:
- 5) Candidates claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate issued from the competent authority at the time of counselling, failing which would result in cancellation of their candidature.

**(VI) Son/Daughter/Grand Son/Grand Daughter of Freedom Fighters (Punjab)**

- i) 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.
- ii) Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:
  - a) Belong to the State of Punjab; and
  - b) have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
  - c) 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. They should submit the Freedom Fighter pension and Tamra Patra in original with attested copy at the time of counselling, failing which would result in cancellation of their candidature.

**(VII) EWS (Economical Weaker Section)**

As per Department of Social Justice, Empowerment and Minorities (Reservation Cell) Punjab notification no. 1/3/2019-RC1/1210 dated 28.05.2019.

Punjab Government has decided to provide reservation to the Economically Weaker Sections on the following conditions:

- i) 10% reservation will be provided to 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 existing scheme of reservation for Schedules Castes and backward Classes.

- ii) 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.
- iii) "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.
- iv) "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.

**5. DETAILS OF THE MINIMUM QUALIFICATIONS FOR THE VARIOUS POSTS**

SN	Name of the Posts	Educational Qualification and Experience
1	District Program Manager	(a) Post-Graduation with 1 <sup>st</sup> division preferably in Rural Development/ Management/Business Administration/ Agri-Business Management/ Social Work/ Sociology / Economics/ Agriculture & Allied Disciplines like Horticulture, Floriculture etc/ Veterinary Sciences and Allied Disciplines like Dairying, Poultry, Sheep-Breeding, Piggery etc. (b) The candidate should have at least 5 years post qualification experience in the implementation of rural development programs.  <u><b>Desirable</b></u> (a) Experience of successfully leading large team and multidisciplinary team as well as executing livelihoods, SHGs and rural development programs with demonstration. (b) Having work experience of institution & capacity building of multi-tier community institutions essentially with SHG federations/ producer companies, preferably in livelihoods and/or Microfinance sector.



SN	Name of the Posts	Educational Qualification and Experience
2	Block Program Manager	<p>Post Graduation with 1st Division from a recognized university.</p> <p><b><u>Desirable</u></b>            (a) Post-Graduation in Rural Development/ Management/ Business Administration/ Agri Business Management/ Social work/ Agriculture &amp; Allied Disciplines like Horticulture, Floriculture etc/ Veterinary Sciences &amp; Allied Disciplines like Dairying, Poultry, Sheep Breeding, Piggery etc . shall be given upto two (2) marks at the time of interview.            (b) 2 years post qualification of relevant work experience of working with community institution, their federations and producer groups on livelihoods issues.</p>
3	Block Program Manager – Farm Livelihoods	<p>Post Graduation in Agriculture or Animal Husbandry background from a recognized university.</p> <p><b><u>Desirable</u></b>            2 years of relevant work experience post qualification.</p>
4	Block Program Manager – SVEP/NF	<p>(a) Graduation in any stream with 1st Division from a recognized university.            (b) Candidate must have studied ‘Mathematics’ subject till class XII.</p> <p><b><u>Desirable</u></b>            a) Post Graduation/Graduation in management, commerce or engineering background shall be given upto two (2) marks at the time of interview.            b) 2 years post qualification of relevant work experience</p>
5	District MIS Manager	<p>(a) Graduation in Computer Science like BCA/MCA/BE/BTech (IT/CSE)            OR            B.Com with PGDCA            OR            Post Graduation in any stream with PGDCA            (b) Must qualify Typing test in Punjabi and English on computer only at a speed of 30 W.P.M.</p> <p><b><u>Desirable</u></b>            Atleast 3 year working experience in rolling out MIS and data uploading for development projects.</p>
6	Cluster Coordinator	<p>Graduation in any stream from a recognized university.            OR            10+2 from within Community (i.e Community Cadre already working in PSRLM)</p> <p><b><u>Desirable</u></b>            (a) Graduation in Rural Development / Management/Agri Business Management/ Social Science shall be given upto two (2) marks at the time of interview..            (b) Atleast 1 year of experience in working with poor in the area of social mobilization, Institutional building and capacity building</p>

SN	Name of the Posts	Educational Qualification and Experience
7	Accountant at Districts	(a) Post Graduation in Commerce/CA (b) Atleast 3 years of experience in accounts finance or auditing in well known Government or public sector organization proficiency in data entry, computer MSOffice work and/ or knowledge of tally, accounting and other accounting software.
8	Young Professionals	(a) Candidate should not be more than the age of 35 at the time of recruitment. (b) Candidates with graduate diploma/degree/Masters in rural management, business management, social work, social sciences, forestry, agriculture, engineering, marketing, finance, humanities, HR, law etc. from institutes of repute. (c) Candidates with related work experience will also be eligible. However, experience should not exceed 4 years in total.  Other details regarding the post and desirable attributes are available in YP Policy available at <a href="https://govt.thapar.edu/PSRLM/YP_Policy.pdf">https://govt.thapar.edu/PSRLM/YP_Policy.pdf</a>
9	Office Assistant (State Level)	(a) Graduation in any stream with 1st Division from a recognized university. (b) Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. <p style="text-align: center;">OR</p> One year computer course from reputed institution. (c) Must qualify Typing test in Punjabi and English on computer only at a speed of 30 W.P.M.  <u><b>Desirable</b></u> Graduation in Computer Science like BCA/MCA or BSc/BE/BTech (IT/CSE) shall be given upto two (2) marks at the time of interview.
10	Account Assistant (State Level)	Post Graduation in Commerce/CA  <u><b>Desirable</b></u> Atleast 3 years of experience in accounts finance or auditing in well known Government or public sector organization proficiency in data entry, computer MS-Office work and/ or knowledge of tally, accounting and other accounting software.

SN	Name of the Posts	Educational Qualification and Experience
11	MIS Assistant (State Level)	(a) Graduation in Computer Science like BCA/MCA/BE/BTech (IT/CSE)  OR  B.Com with PGDCA  OR  Post Graduation in any stream with PGDCA (b) Must qualify Typing test in Punjabi and English on computer only at a speed of 30 W.P.M.  <u><b>Desirable</b></u> Atleast 3 year working experience in rolling out MIS and data uploading for development projects.

**For all posts above, the candidate should have:**

- a) The candidate should have passed Punjabi upto Matric standard or its equivalent standard from any recognized Institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab.
- b) 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 aforesaid knowledge of Punjabi Language.
- c) Provided further that if you are an Ex-serviceman 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 Language Examination up to Matriculation standard or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab within six months from the date of joining the service or as per Punjab Government latest instructions, failing which your services shall be liable to be terminated.
- d) Provided further that where a ward of Defense Service Personnel, who is a bonafide resident of Punjab State is appointed by direct appointment, he/she shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he/she shall have to qualify a test conduct by the Language Wing of the Department of Education of Punjab Government within a period of two years after joining the service, failing which your services shall be liable to be terminated.

Relaxation for Sikh migrants up to the extent that they will have to pass Punjabi Language Examination up to Matriculation standard or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab within two years after joining the service failing which their services shall liable to be terminated.

**Note:**

1. **The candidates MUST possess the requisite qualification mentioned above on or before submitting the online application form. During various stages of selection process, the candidature of the candidate shall be 'purely provisional' subject to his/her fulfilling the**

eligibility criteria and physical verification of original documents by the department during the document verification.

2. Candidates will be allowed to sit in the written exam or skill test **PROVISIONALLY** on the basis of details submitted by him/her in the application form. Appearing in the written exam or skill test does not imply that the qualifications details specified by the candidate in the application form have been accepted as having met the qualification requirements specified in "Detailed Notice inviting Recruitment." In case during document verification or thereafter at any stage, it is found that candidate has not fulfilled the essential eligibility criteria, his/her candidature will be immediately cancelled without assigning any reason or notice besides taking such other action deemed appropriate by the Govt. No claim/compensation shall be admissible.

## 6. **MODE OF SELECTION**

- i) Selection for all the posts shall be based on overall merit score of written test - 80 marks, Work experience-10 marks and interview -10 marks (8+2 marks for desirable qualification, wherever applicable), **except for the Sports person category which shall be determined as per Sports Gradation Policy No. 47/26/83-5/Edu/ 2036 dated 10.12.1997.**
- ii) In addition to above, for posts District MIS Manager, Office Assistant (State Level), MIS Assistant (State Level), candidates shall be required to qualify the typing test to be conducted on the Computer only. Five times the number of vacant posts to be filled (category wise) shall be short listed for the Punjab & English Typing Test 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 with minimum speed of 30 words per minute. 8% mistakes are permissible.
- iii) As per the HR policy of PSRLM, existing employees working with PSRLM for at least 3 years (i.e. having a minimum of 3 years of working experience under the PSRLM scheme) and fulfilling the eligibility criteria of the post applied shall be awarded 5 additional marks.

## 7. **STRUCTURE OF WRITTEN EXAMS**

Syllabus and the detailed structure will be displayed on the website soon.

## 8. **SUBMISSION OF APPLICATION FORMS:**

- i) Candidates are advised to go through the Instructions/eligibility carefully before filling up Online Application Form. Request of change/correction in any particular in the online 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 Online Application Form.
- ii) Candidates may apply for more than one post by submitting separate application for each post along with separate application fee.
- iii) Each Candidate shall fill only one Online Application Form for one post. An attempt

by any candidate to fill more than one Online Application Form for one post may result in rejection of all such applications filed by him/her.

- iv) The claim of reservation such as Mazhbi, Balmiki, Ramdassia and others etc. if any; should be submitted while filing the online application form. No change in reservation category (main/subsidiary) shall be allowed after the receipt of the online application. Seeker thereof would be disqualified for the further recruitment process.
- vi) Each Candidate shall fill particulars like name, father's name and date of birth etc. as per given in the matriculation or equivalent certificate.
- vii) Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.
- viii) 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.
- ix) The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website <https://govt.thapar.edu>. Other mean/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) shall not be accepted.
- x) Candidates already working in Other Government Departments/Boards/Corporation/PSU's can only apply ONLINE and hard copy of the application form through proper channel should be submitted through post only within 05 days from the last date of submission of online application form otherwise candidature will be cancelled.
- xi) 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:
    - 1). Photograph must be a recent passport size colour photograph with light background.
    - 2). While taking photograph please look straight at the camera with a relaxed face.
    - 3). If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- 4). 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.
  - 5). Size of photograph (jpg/jpeg format) should not exceed **50 KB**.
- d) **Scanned copy of the signature of the candidate** (jpg/jpeg format), as per specification given below:
- 1). The Candidate has to sign on white paper with black/blue ink pen.
  - 2). 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.
  - 3). 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.
  - 4). Size of signature (jpg/jpeg format) should not exceed **20 KB**.
- 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.

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

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

- a) Incomplete application and insufficient application fee;
- b) Submission of form by any means other than ONLINE at the portal <https://govt.thapar.edu>
- c) Wrong/incomplete information given in the application form;
- d) Candidates debarred/dismissed from service by the any university/department/Corporation/Board or any other Government undertaking etc.
- e) Non-fulfilment of any of the eligibility conditions, including those of

nationality, age and educational qualification.

- f) Any candidate found indulging in unfair practices during the conduct of exam.

## 9. IMPORTANT INSTRUCTIONS

- i) The department reserves the right not to fill up any or all the posts without assigning any reason. The number of posts may be decreased or increased without any notice.
- ii) The candidates called for counselling/interview will bring hard copy of the online application form along with Original Qualification documents, reservation Certificates, age (matriculation certificate) (attested copy of original qualification documents and other original certificate also) and required affidavits along with four recent colour passport size photographs.
- iii) It is the responsibility of the candidate that he/she has in-time verified that the University/Institution from which he/she has acquired the academic qualification; duly approved by the competent authority in the said stream on the date he/she has acquired the qualifications. He/She must also be conscious about the legal aspects involved here. In the event that the department seeks any information in this regard and the Candidate is not able to in-time-produce the specified documents, his/her candidature shall be rejected without assigning any opportunity.

## 10. GENERAL INSTRUCTIONS:

- i) The category once filled will not be allowed to be changed.
- ii) Candidate are advised to visit the website <https://govt.thapar.edu> and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with the department should be avoided.
- iii) The place of written exam, skill tests and **Admit Card** will be available on website <https://govt.thapar.edu> only.
- iv) Candidates would be required to attach self- attested photograph with the Online Application Form. Candidates are advised to retain a copy each of Online Application Form. Candidates doing self-attestation in the manner rendering de-facing at the photograph shall risk the cancellation of their application.
- v) The candidate must ensure to reach the allotted centre 30 minutes before scheduled time.
- vi) The candidate should bring the Printed copy of admit card along with their identity proof in original i.e. either of Voter Card, Passport, Aadhaar Card, Pan Card or Driving Licence. No other identity document will be entertained.
- vii) The candidate called for counselling (Document Checking) will not have any claim for the selection. Department reserves the right to change or cancel the selection process at any stage.
- viii) The candidate is not allowed to carry any electronic device/gadget, mobile phone, Calculators, explosive material or sharp edge weapon or blade etc. in the examination hall.
- ix) **Candidate shall have to make his/her own arrangement to reach the examination centres/skill test places thirty minutes before scheduled time. No TA/DA will be payable for appearing in written examination/skill test/counselling.**
- x) The selection of a candidate will be provisional subjected to the verification of

Original documents.

- xi) During Document checking if any candidate fails to produce the original documents/certificates regarding qualification, age, category etc. he/she shall cease to have any right for selection and in that case the candidate next in the merit list shall be considered for selection. No claim whatsoever on this account shall be maintainable.
- xii) The candidate must possess the required qualification/reservation and other relevant certificates on or before the last date of submission the online application form. The application of the candidate will be rejected if the candidate does not fulfil the required qualification/ reservation criteria before the last date of filing of online application.
- xiii) 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.
- xiv) The department will not be responsible for any consequence arising out of incorrect filling up of Online Application Form.
- xv) Before declaration of the results, question papers and answer keys shall be displayed on website <https://govt.thapar.edu> and also a notice on the website shall be put up for inviting objections (if any). Five days time shall be given for raising any objection regarding validity of the key of any question.
- xvi) The final list of selected candidates shall be displayed on the website after counselling (verification of documents).
- xvii) The selected candidate may be posted anywhere in Punjab in the public interest and the interest of department work.
- xviii) The department reserves the right to modify, alter or withdraw this recruitment notice at any point of time and without assigning any reason.
- xix) The whole of the above recruitment process shall be subject to any latest instructions/notifications/orders issued by the Punjab Government from time to time.

**Notes:**

- a) 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.
- b) All candidates are required to keep in touch with website <https://govt.thapar.edu>. All subsequent Notices shall be displayed on this website only.

**11. HOW TO APPLY ONLINE:**

- i. Candidate can apply online at <https://govt.thapar.edu> from anywhere at home, at any place where there is an access to the Internet.
- ii. Complete form is available on the site <https://govt.thapar.edu>. Every successful registration will be allotted the Login id and password.
- iii. 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.



- iv. 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.
- v. Candidates are not required to send the hard copy of the application form.
- vi. Incomplete form or forms filled with wrong information the candidature shall stand automatically cancelled / rejected and shall not be considered for further processing.
- vii. 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 during working hours from 9.00 A.M to 5.00 P.M. on all working days i.e. Monday to Friday.:

**Dr. S.S. Bhatia**  
**Controller of Examination, TIET Patiala**  
**Mobile No: 8968114550**  
**E-mail: [psrlm2022@thapar.edu](mailto:psrlm2022@thapar.edu)**

- viii. Only Online registered application forms shall be entertained.

**12. IMPORTANT TENTATIVE DATES:**

<b>Particular</b>	<b>Tentative dates</b>
Date of availability of online form	22.11.2022
Last date for applying online	14.12.2022
Last date for payment of application fee	15.12.2022

The applicants are advised in their own interest to regularly visit the website <https://govt.thapar.edu> for any news in this regard.