

	For PwD candidates who are applying for this post shall be given the reservation to the extent of disability allowed as per lists of posts identified by Pb. Govt. Please refer Annexure 'A'
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- **Candidates must produce original reservation related certificate (as per their category mentioned in online application form) at the time of document checking.**

#### 5.0 **Scheme of Examination :**

The Govt. of Punjab vide Notification, The Punjab Civil Services (General and Common Conditions of Service) Rule, 2022, No..G.S.R.72/Const/Art.309 / Amd.(22)/2022 dated 28.10.2022 has notified as under:

``Provided that no person shall be appointed to any post in Group- `C' service unless he has passed a qualifying test of Punjabi Language equivalent to Matriculation standard with at least fifty per cent marks to be conducted by respective recruitment agencies in addition to competitive examination. The Test of Punjabi Language shall be a mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being scores or marks in the other papers of the respective exam.

**Based on the above instructions, Computer based online test will consist of two parts, Part-I and Part-II as under:**

Sr. No.	Topic	No. of questions
<b>Part-I (Qualifying test of Punjabi Language)</b>		
1	Knowledge of Punjabi Language	50 Questions.
<b>Part-II</b>		
1	Questions related to the concerned discipline of the post applied (Technical Question)	50 Questions
2	Punjabi Language Knowledge	20 Questions
3	General Knowledge	10 Questions
4	Reasoning	10 Questions
5	Arithmetic	10 Questions

- The test of Punjabi Language (Part-I) will consist of 50 objective type questions (MCQ) and shall be a mandatory qualifying test and failure to secure a minimum of 50% marks (i.e. 25 marks) in Punjabi Language test (Part-I) will disqualify the candidate for being considered in the final merit list of candidates to be selected for document checking irrespective of their scores or marks in Part-II of the online test.
- Part-II of Online exam will be bilingual (English/Punjabi) except Punjabi language questions which will be only in Punjabi Language. Thus, during online examination candidates will have the option to choose language (English/Punjabi) of examination and the Part-II question paper will consist of 100 objective type questions (MCQ).
- All the multiple-choice questions will carry one mark for each correct answer. **There will be no negative marking.**
- The exam would be of 3 hours (180 minutes) duration.
- The tentative syllabus for online written exam will be uploaded on website in due course.

#### 5.1 **Minimum qualifying marks in Part-II:**

General Category candidates: 25%

Reserve Category candidates: 20%

- a) **Reserve category candidate includes** Economical Weaker Section, Scheduled Caste, Backward Class, Ex-Serviceman, Freedom Fighter, Sports person & Person with Disability candidates.
- b) If two or more candidates secure same marks, then their relative merit shall be determined by their age where higher age candidates shall be placed at higher merit.

#### 5.2 **Normalization:**

In case of an examination being held in multiple shifts, normalization of marks obtained by candidate” will be applied.

#### 6.0 **ABOUT THE ONLINE TEST: -**

- a) ***The information regarding the online test (admit card, date & time of exam etc.) will be made available on website [www.pspcl.in](http://www.pspcl.in) from time to time.*** The online test is tentatively scheduled to be held at any Centre in Punjab/Chandigarh which will be intimated while sending/uploading the admit card through PSPCL website ([www.pspcl.in](http://www.pspcl.in)). The test Centre will be allotted by PSPCL while sending/uploading the admit card and no change of test Centre

will be permissible. The exact date, time and venue of the online test and information regarding dispatch/uploading of e-Admit Cards to the candidates, with instructions of the test will be made available prior to the date of the test by email and on website of PSPCL.

- b) Firstly, the admit cards with particulars of the candidates except test center will be uploaded atleast 7 days before the date of exam. Final admit card with test center shall be made available at least 3 days before the date of exam.
- c) After conduct of the online test, the question paper-cum-answer key will be displayed on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) and notice will be issued, wherein, if a candidate have any objection on the answers displayed on website, then he/she can file objection regarding the same as per guidelines in the notice. On the basis of objections received, the question/answer keys will be reviewed by the expert committee and final merit shall be prepared accordingly. Normalization formula, as & if applicable, will also be applied on the merit list prepared after reviewing of the objections. The decision taken by expert committee shall be final.

## **7.0 Merit:**

- a) The merit list of candidates who qualifies in Part-I of exam shall be prepared on the basis of marks scored only in Part-II of online exam and only those candidates shall be considered in merit list who scores minimum qualifying marks in Part-II of online exam as mentioned above.
- b) In case online exam is conducted in a single shift, result/final merit list shall be prepared on the basis of actual marks secured by the candidate in online examination.
- c) It is informed that online exam conducted for a particular post could be spread across multiple shifts which will have different question paper for each shift. As such normalization (as above) will be done in order to neutralize the effect of difference in difficulty level of each set of papers in different shifts. The final merit list will be prepared on the basis of marks worked out after normalization in case exam is conducted in multiple shifts. Thus, raw marks may vary with normalized marks in the final merit list.
- d) The category-wise final merit shall be prepared based on the marks secured in Part-2 of Computer based test only except for Sports person category candidates whose final merit shall be prepared by the O/o Director/Sports, Punjab as per Sports gradation policy no. 47/26/83-5Edu. /2036 dated 10.12.1997 and Punjab Recruitment of Sportsman Rules, 1988 with applicable amendments, if any. The O/o 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 as valid Certificate for claim of reservation under the Sports Person, Punjab Category). After the process of document checking of candidates of Sportsperson category qualified in the

online exam, their Sports Gradation certificates will be sent to the O/o Director/Sports, Punjab for verification and to prepare final merit list.

- e) Further, if two or more candidates have secured same marks in Part-2 of Computer based test, then their relative merit shall be determined by their age where higher age candidate shall be placed at higher merit.

## **8.0 Document checking process:**

On the basis of result/merit list, candidates who qualify in online examination shall be called for document checking. Candidates must produce original documents/certificates before the document checking committee, wherein their fulfillment of eligibility criteria w.r.t. to qualification, age, reservation etc. as per CRA shall be checked and the original documents shall be returned to the candidates on the same day after checking. However, the candidates must submit one photocopy of all the documents, duly self-attested, to the document checking committee. The date of document checking shall be notified through registered e-mail IDs (as mentioned by the candidate in his/her online application form) and on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) only. Thus, candidates are advised to mention their email IDs very carefully and to visit the PSPCL website frequently. Further, the candidate shall also produce any document as a proof regarding reservation etc asked by the document checking committee at the time of document checking or at any other stage.

### **Note:**

- i) It is further clarified that mere calling of any candidate for document checking doesn't entitle him/her for selection/appointment to the said post.
- ii) Candidate shall be notified about the date of document checking through Registered E-mail ID (as mentioned by the candidate in his/her online application form) or on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) only. *In case candidate does not appear on the 1<sup>st</sup> scheduled date, then 2<sup>nd</sup> chance (final chance) would be given to such candidate and in case he/she again fails to appear for document checking even on 2<sup>nd</sup> chance (final chance), then no further chance would be given & his/her candidature shall be cancelled/forfeited without any further notice.*
- iii) Candidate has to himself/herself appear for the process of document checking. Nobody on candidate's behalf can appear in the document checking. In case candidate himself/herself fails to appear before the document checking committee within stipulated time, then his/her candidature will be cancelled/forfeited without any further notice.

## **9.0 Offer of appointment/Joining: -**

The candidates qualified in the online test and have successfully completed the process of document checking relating to the various qualifications and eligibility criteria such as age, academic qualification, passing of Punjabi language &

certificates in respect of reservation etc. and found eligible after checking of his/her documents, shall be considered on the selection panel.

**Note:**

- i) The candidature of a candidate will be rejected without any notice if any information, certificate or document provided by the candidate is found to be wrong/fake/fictitious/forged or bogus or does not meet with the eligibility criteria(s) as mentioned in the CRA. The candidate must acquire the requisite qualification upto the last date of submission of online application and shall produce proof for the same. Candidate, who fails to do so even if he/she has qualified the online exam shall not be considered and no relaxation shall be given in this regard.
- ii) The offer of appointment, for the number of posts to be filled, shall be issued by the appointing authority to the candidates brought on the selection panel.
- iii) Those candidates who has been issued appointment letter shall be given 21 days to join the services of PSPCL. In case, candidate does not report for joining on scheduled date, then final/last notice of 21 days will be given to such candidates. In case, any candidate fails to join PSPCL within stipulated time period, his/her appointment letter shall be cancelled automatically without any further notice.
- iv) Candidate has to deposit all his/her original documents at the time of joining in the office of appointing authority for getting the same verified by appointing authority.
- v) Validity of selection panels for above said posts will be one year from the date of approval of 1<sup>st</sup> selection panel by the competent authority. After the expiry of validity of panel, waiting list shall cease to exist and candidates in waiting list will not be considered for selection. Even if document checking process of a candidate has been completed, he/she will not be considered for selection/issuance of appointment letter after expiry of validity of panel **as mere calling of any candidate for document checking doesn't entitle him/her for selection/appointment to the said post.**
- vi) Candidates working in Government/Semi-Government or Cooperative organizations shall have to submit "No objection certificate" from their organization after resigning and before joining PSPCL.

**10.0 Training: -**

PSPCL may depute the selected candidates to undergo **6-month Classroom and On the Job training.**

**11.0 ACTION AGAINST MISCONDUCT:**

11.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated, or should not suppress any material information while filling up the online application.

**11.2 At any stage of recruitment, if a candidate is or has been found guilty of**

- Using unfair means during the examination.
- Impersonating or procuring impersonation by any person.
- Misbehaving in the examination hall or taking away/destroying damaging any equipment or any other things in the examination hall.
- Resorting to any irregular/unfair means in connection with his/her candidature during selection process.
- Obtaining support for his/her candidature by any means.
- Apart from above, any other unfair means relating to Conduct of Examination or any other relevant matter.

**Such candidates in addition to rendering himself/herself liable to criminal prosecution may also be liable to be:**

- Disqualified from the examination hall.
- Debarred either permanently or for a specified period from any examination/recruitment.

11.3 Mobile-phone/Cellphone/Hand-bag/Purse/Electronics/Non-Electronics instrument/Ornaments/Goods/Articles etc. are strictly not allowed and are banned in the examination complex.

11.4 Candidates are advised to bring only Admit Card and Photo Identity Card. Frisking will be done at entry point and during the exam. PSPCL or Examination Centre will not be responsible for keeping custody of any of prohibited items & the candidate shall be solely responsible for its safe custody outside the examination complex. Candidates should, therefore, read these instructions carefully and follow them strictly. If any of the candidates is found/possessing any of the prohibited items inside the examination hall, he/she shall be straightaway debarred from examination on the spot, apart from this action as per law may also be initiated against him/her.

**12.0 GUIDELINES FOR SUBMISSION OF ONLINE APPLICATION: -**

- a) Carefully read the advertisement and the guidelines regarding online filling /submission of application form.