

- (ix) **Reservation Certificates shall be as per instructions mentioned in Table Below:**

Category	Certificate
EWS (Economically Weaker Section)	Certificate as per the instructions of the concerned department of Govt, of Punjab.
SC/BC (Backward Class)	Certificate as per the instructions of the concerned department of Govt, of Punjab.
XSM (Ex-servicemen/Self)	Ex-servicemen Certificate submitted by Self should be duly issued by the concerned District Sainik Welfare Officer, Govt. of Punjab.
XSM (Ex-servicemen/ Dependent)	Lineal Descendant Certificate duly issued by the concerned District Sainik Welfare Officer, Govt. of Punjab.
FF (Freedom Fighter)	The requisite certificate issued by the Deputy Commissioner of the concerned district as per the instructions of the Govt. of Punjab.
SP (Sports person)	A relevant Sports gradation Certificate as issued by Director Sports Department, Punjab.
PWD (Person with disability)	The PWD certificate with permanent disability shall be issued by Civil Surgeon of Govt. of Punjab. 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'

- **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 :

Sr. No.	Topic	No. of questions
1	Questions related to the concerned course	50 Questions
2	Punjabi Language Knowledge	20 Questions
3	General Knowledge	10 Questions
4	Reasoning	10 Questions
5	General English	10 Questions

- The question paper will consist of 100 objective type multiple-choice questions (MCQ).
- All the multiple-choice questions will carry one mark for each correct answer and there will be negative marking for a wrong answer @ 0.25 (1/4th) of the marks allotted for correct answer.
- The exam would be of 2 hours (120 minutes) duration.

5.1 **Minimum qualifying marks in the online test:**

General Category candidates: 45%

Reserve Category candidates: 35%

Reserve category candidate includes Economical Weaker Section, Scheduled Caste, Backward Class, Ex-Serviceman, Freedom Fighter, Sports person & Person with Disability candidates.

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 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). 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 1 or 2 weeks 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) 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 shall be prepared on the basis of marks scored in online exam after normalization (if applicable) and only those candidates shall be considered in merit list, who scores minimum qualifying marks in 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.

It is informed that online exam conducted for a particular post may 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.

- c) The category-wise final merit shall be prepared as mentioned in 7(a) (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).

Important instructions for Sports Person category candidates:

- Sports Person category candidates who are interested in applying for the post in PSPCL are required to submit their Sports Gradation certificates in the Recruitment Section, Head Office, PSPCL, Patiala before or upto the last date of submission of online application. Candidates are advised to submit their Sports Gradation certificates within the stipulated time. If any candidate has applied for more than one post then he/she has to submit Sports Gradation certificates separately for each post.
 - Sports Gradation certificates will be sent to the O/o Director/Sports, Punjab for verification and for issue of final list/merit of Sports person category. Therefore, the Sports Person category candidates, who qualify the online exam will be called for the process of document checking as per the merit prepared by Director/Sports, Punjab.
- d) Further, if two or more candidates have secured same marks in 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) only. Thus, candidates are advised to mention their email IDs very carefully and to visit the PSPCL site 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) and on PSPCL's website (www.pspcl.in) only. *In case candidate does not appear on the 1st scheduled date, then 2nd chance (final chance) would be given to such candidate and in case he/she again fails to appear for document checking even on 2nd 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.
- 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 1st 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 training at Technical Training Institute, PSPCL, Patiala or any other institute in India.

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.
- b) Candidates will apply online through PSPCL website in English only. **No other means/mode of submission of applications including manual/paper will be accepted under any circumstances.**