



## **IMPORTANT INSTRUCTIONS TO CANDIDATES**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY ALONG WITH ADVERTISEMENT OF THE COMMISSION BEFORE SUBMITTING YOUR ON-LINE APPLICATION FORM.**

### **Advertisement**

1. Candidates are advised to read all terms and conditions and general instructions of the Advertisement carefully in order to submit their online applications complete in all respects. The onus/responsibility of correctness of the data given in the on-line application will rest squarely on the candidate.

### **Fee**

2. It is mandatory for Candidates to deposit the fee as required in the Advertisement under Head: **"C02101-ORGANIZATIONS OF STATE-EXAMINATION FEE REALIZED BY THE PUNJAB PUBLIC SERVICE COMMISSION"**, in any Branch of State Bank of Pakistan or National Bank of Pakistan or Government Treasury before the Closing Date of receipt of applications.

- a. Receipt Number will be mentioned in the Online Application Form of the Candidates.
- b. Original Receipt will be produced and submitted at the time of Interview/ Viva voce failing which Candidates will not be allowed to appear in the Interview / Viva voce. Original Receipt will be retained by PPSC for record.
- c. **No Bank Draft or Pay Order or Cheque or any such instrument will be accepted as fee by the Commission.**
- d. Candidates residing outside Pakistan, but having Domicile of the Punjab will deposit the fee at the Pakistani Embassy of residing country in the currency of that country equivalent to the amount of Application/ Examination Fee prescribed for the post.
- e. Disabled candidates are not required to deposit application/exam/test fee.

### **Procedure for Submission of On-line Application Form**

3. Applicants are required to submit **"On-line Application Form"** upto the Closing Date mentioned in the Advertisement. Candidates should fill the On-line Form carefully in the light of the Guidelines and Instructions mentioned in the Advertisement for the said post. Editing options, to correct any data will be available to the Candidates till the Closing Date of submission of On-line Application Form. The candidates are advised to submit only their personal valid E-mail address and personal Mobile number at the time of submission of their online application.



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4. Editing the Date of Birth on or before the closing date is available to the candidates. Candidates may correct/edit their date of birth on or before the closing date if so desired.

**Applications other than On-line will not be accepted by the Commission.**

5. Candidates shall not be allowed to apply On-line after Closing Date fixed for receipt of applications.

6. The Candidates are required to ensure that:

- a. No column of Web-generated Application Form is left blank.
- b. For the posts up to BS-18 Hard Copy of the On-line Application shall not be required to be submitted to the Commission.
- c. For the posts falling in Basic Scales-19 and above where scrutiny work is required before the interview, hard copy of On-line Application along with a set of photocopies of all relevant documents should be submitted as requisitioned in the relevant Advertisement.
- d. In case any application is rejected due to any reason, representation, if any, shall be addressed to the **"Secretary, Punjab Public Service Commission", LDA Plaza, Edgerton Road, Near Aiwan-e-Iqbal, Lahore** in accordance with the instructions provided in the Rejection letter/Advertisement(s) for the post.
- e. In case any information provided by the Candidate in his/her online application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.

**Eligibility**

**Medical Fitness Certificate**

7. Medical Certificate issued by the Medical Superintendent of concerned District Head Quarters Hospital or Services Hospital, Lahore shall be acceptable under the Regulations/Policy Decisions. However, Medical Fitness Certificate issued within three (3) months prior to the Closing Date of the Advertisement for the post shall be acceptable subject to the condition that the candidates fulfil all requirements of Physical Standards prescribed for the post applied for by the candidates. Medical Fitness Certificate issued by the Competent Authority i.e. Medical Superintendent District Head Quarters Hospital or Services Hospital after the closing date for receipt of online applications shall not be acceptable."



8. Eligibility of Candidates for the Post will be determined on the basis of:-
- Qualification/experience prescribed in the Service Rules/Advertisement.
  - Instructions issued by the Government or the Commission from time to time.
  - The age, qualifications, experience and other credentials etc. of the Candidates shall be taken up to the Closing Date fixed for such post.
  - It is also pointed out that Punjab Public Service Commission has no power to relax any condition of eligibility as prescribed in the relevant Service Rules/Advertisement.**

### **Qualification**

9. Qualification mentioned in the Advertisement and relevant Service Rules are acceptable to the Commission, other than these qualification the Candidates will not be held eligible for the Post:-

- Acceptance of Foreign Degrees/Diplomas.** The Commission shall accept degrees/certificates/diplomas of those Foreign Universities only which have been recognized by Higher Education Commission (H.E.C), Pakistan Medical & Dental Council (P.M.D.C), Pakistan Engineering Council (P.E.C), Pakistan Nursing Council, Inter Board Committee of Chairmen (I.B.C.C) or any other Competent Agency/Authority.
- Acceptance of Equivalent Qualification.** The equivalence of foreign and local academic qualifications as laid down by the Higher Education Commission (H.E.C), Pakistan Medical & Dental Council (P.M.D.C), Pakistan Engineering Council (P.E.C) or other Competent Committee/Authority and Qualification Equivalence Determination Committee (QEDC) duly approved by the Administrative Department shall be accepted by the Commission as final.

**Note:** In case a candidate claims that his/her qualification is equivalent to the prescribed qualification, he/she will be required to submit equivalence of his/her qualification issued by the Competent Authority at the time of interview or whenever asked by the commission. If a candidate fails to submit Equivalence Certificate issued by the Competent Authority at the time of interview or whenever asked by the commission, his/her candidature shall be cancelled.



### **Reckoning of Age**

**10. Where recruitment is to be made on the basis of Written Examination, age of the Candidate shall be reckoned as on the first of January of the year in which the examination is proposed to be held and in all other cases age will be reckoned as on the Closing Date fixed for receipt of applications.**

11. In case a candidate is under-age or becomes over-age even by one day after adding the actual day of his/her birth, to his/her age on the closing date for the receipt of applications or on 1<sup>st</sup> January of the year of the combined /competitive examinations as advertised, he/she shall be considered ineligible. This has been done on the ground that a child born on 1<sup>st</sup> January will be of one year on 31<sup>st</sup> December in same year. On 1<sup>st</sup> January of next year, his/her age shall be one year and one day.”

### **Example for Calculating Age of the Candidate**

**i) Where age is reckoned on the closing date**

If date of birth of a candidate is 15 August, 1970 and the closing date for receipt of application in the PPSC office is 07-02-1998; the age shall be calculated as under:

	<u>Day</u>	<u>Month</u>	<u>Year</u>
• Closing date.	07	02	1998
• Date of Birth of candidate.	15	08	1970
<hr/>			
Age on closing date:	1+23	05	27
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(27 years, 05 months and 24 days)			

**ii) Where age is reckoned on 1<sup>st</sup> January of the year in which the examination is proposed to be held**

In case upper age limit is 28 years and date of birth of a candidate is 01 January, 1988 and the closing date for receipt of applications in the PPSC office/date of reckoning of age of candidates is 01-01-2016; the age shall be calculated as under:

	<u>Day</u>	<u>Month</u>	<u>Year</u>
• Closing date/date of reckoning of age.	-01	01	2016



•	Date of Birth of candidate.	-	01	01	1988
	Age on closing date:		1+00	00	28
			(28 years, 00 months and 01 day)		

12. The age of a Candidate will be calculated from his/her Date of birth as given in Secondary School Certificate (Matriculation). In case the Candidate has appeared in any other examination equivalent to Secondary School Certificate such as Senior Cambridge/O-Level and certificate of such examination does not bear Date of Birth of the Candidate, he/she shall be required to produce;

- a. **The School Leaving Certificate bearing his/her Date of Birth; or**
- b. **Original and Valid Computerized National Identity Card (CNIC) issued by National Database and Registration Authority (NADRA); or**
- c. **Birth Certificate duly issued by the concerned Local Council Authority.**

13. Relaxation/concession in upper age limit to a Candidate shall be admissible as per Law, Rule and Policy of the Government.

14. In case Additional Vacancies are added to the Advertised number of vacancies, the age of the Candidate shall be calculated in the manner hereunder:-

- a. For Candidates who had applied in response to the Original Advertisement, the Date shall be the Closing Date as indicated in the said Advertisement.
- b. For Candidates who had applied in response to the Subsequent Advertisement, (increasing the number of posts of the original Advertisement), **except the Candidates appearing in Combined/Competitive Examination**, the Date shall be the Closing Date of the Subsequent Advertisement. **Whereas, for candidates for Combined/Competitive Examination, age shall be reckoned from 1st January of the year in which the examination is proposed to be held.**
- c. Those Candidates who could not apply in response to the Original Advertisement since they were underage on the Closing Date shall become eligible if they attain the requisite age limit on the Closing Date of



the Subsequent Advertisement which would be reflected in the Subsequent Advertisement as well.

### **Age Relaxation**

15. **Relaxation in upper age limit as admissible under the Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules, 1976** is as under:-

- a. In the case of Ex-Defence Forces Officers/Personnel, the entire period of service rendered by them in the Defence Forces, subject to a maximum of 10 years, shall, for the purposes of upper age limit for appointment under any rule, be excluded from their age.
- b. **In the case of a Candidate already working as a Government Servant, under the Government of the Punjab, the period of his continuous service as such shall for the purpose of upper age limit prescribed under any service rules, of the post for which he/she is a candidate, be excluded from his/her total age.** Provided that the upper-age limit shall not exceed 35 years for recruitment to any post to be filled in on the recommendations of the Punjab Public Service Commission on the basis of the combined competitive examination.
- c. In case of disabled persons as defined under Rule 2(iii) of the Punjab Civil Servants Recruitment (Relaxation of upper Age Limit) Rules 1976, the maximum upper age limit prescribed in the Service / Recruitment Rules, for appointment to a post, shall be raised by ten (10) years.
- d. **Employees of Federal Government or Semi Government and Autonomous Bodies of Federal Government or Autonomous Bodies of Provincial Government and those of Local Bodies are not entitled to age concession for the period of their service in such organizations.**

### **Claiming of Additional Marks**

16. If an applicant claims award of upto 10 additional marks being a son/ daughter of a deceased/incapacitated Civil Servant, during service he/she should submit the following documents:-

- a. Death Certificate of the father or mother, as the case may be, from the Corporation/Municipality concerned.



- b. Certificate, showing Name and Designation of the Incapacitated or Deceased Civil Servant, issued by the Competent Authority of the Department where he was employed.
- c. Affidavit from the Candidate that he/she is un-employed, and that he/she has neither availed the benefit of additional marks nor shall avail this concession in future.
- d. Affidavit from other brothers and sisters of the Candidate declaring solemnly that they surrender their right of grant of 10-additional marks in favour of the Candidate and that they have neither availed this benefit nor shall claim the same in future.
- e. Family tree issued by NADRA indicating detail of family members.

#### **Departmental Permission Certificate**

17. In case the Candidate is a Government Servant, a Departmental Permission Certificate (**Form available on Punjab Public Service Commission's Website [www.ppsc.gop.pk](http://www.ppsc.gop.pk)**) duly signed and stamped by the Competent Authority of the concerned Department is required to be produced at the time of interview.

#### **Conditionalities of Domicile**

18. Candidates are required to ensure the following conditions with respect to Domicile:-

- a. Domicile Certificate of a Candidate shall be from the relevant district of Province of Punjab issued on or before the Closing Date of receipt of applications. **Provided that in case Candidate has applied for domicile before the Closing Date and provides documentary evidence in this regard, his/her domicile issued after the Closing Date will be acceptable.**
- b. The Domicile Certificate produced and submitted by the Candidate should be of the same district which he/she has mentioned in the relevant column of his/her on-line application otherwise, application will be rejected.
- c. A married female candidate may opt for the district of domicile of her husband **provided that she has surrendered her previous Domicile Certificate and in such case she will produce Domicile Certificate**



**of her husband along with proof of her marriage.** Provided further that her previous Domicile Certificate will be considered to have been cancelled for any future claim of domicile by the said candidate.

- d. Candidates from Azad Jammu & Kashmir who are permanent residents of Azad Jammu & Kashmir but are also domiciled in the Punjab will be considered on the basis of domicile of concerned district of the Punjab.

### **Counting of Experience**

19. For the purpose of counting of experience of the candidates, the following criteria will be applied:-

- a. Experience required for determination of eligibility for the post, a candidate shall have to produce documentary evidence in support of his/her claim.
- b. Experience of Government service shall only be accepted if the certificate is issued by the concerned Appointing Authority/Person authorized to do so.
- c. House job experience in a Public Sector or recognized medical institution in Private Sector shall be counted as practical experience.
- d. Experience of residency in F.C.P.S/M.S./F.R.C.S./M.D. or during studies abroad such as Diplomat of American Board/Fellowship shall be considered as experience in the line only.
- e. **Only that particular/professional experience shall be considered which has been acquired in the relevant area while working in Public Sector or recognized institutions in the Private Sector.**
- f. Experience certificate in respect of Contract, Current Charge, Acting Charge and Adhoc Appointment, issued by the Appointing Authority under the rules, shall be accepted.
- g. Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.
- h. **In case where Experience is a Pre-requisite Qualification, experience acquired in an Honorary Capacity will not be considered unless a notification to this effect has been issued by the Competent Authority.**





- i. Experience in a general specialty shall not be considered relevant as experience in a specific specialty prescribed for a post.
- j. Where, experience has been prescribed as mandatory condition alongwith minimum educational qualification in the Service Rules for eligibility to a post. In such cases only that particular period of experience will be counted which a candidate would possess after acquiring the prescribed minimum educational qualification. Provided that in the Service Rules it is provided that experience shall be counted "before" or "after" the prescribed qualification, in such case(s) experience shall be counted in accordance with the relevant Service Rule(s).

**Example**

For the post of Assistant Professor in the Punjab Education Department, some teaching experience after passing M.A./M.Sc. examination is a mandatory condition for eligibility. In such a case, the Commission will count only that specific experience of a candidate which he/she has gained after acquiring prescribed qualification of M.A/M.Sc.

**Note:** The Honourable Supreme Court of Pakistan vide its Judgment dated 27-12-2016 passed in Civil Petition No. 924-L/2014 titled as Punjab Public Service Commission vs Mst. Numaira Saeed has also upheld the above Policy Decision.

**Counting of Research Experience.**

20. Research experience means the actual period spent on conducting research in the area of specialty:-

- a. Period spent on research as part of M.Phil/Ph.D. programme shall be counted as research experience up to a maximum of 2 years for M.Phil and 4 years for Ph.D.
- b. The research experience of a candidate gained during service as Research Assistant/Associate/Officer in Government or recognized Research Institutions, will be accepted as such experience.

**Research Papers.**

21. Following will be ensured:-

- a. A candidate shall be required to submit two copies of published research papers, along with recognition list of foreign journals enlisted by Higher



Education Commission, within three days after the Closing Date of applications, where so required.

- b. Research papers which have been published in a journal enlisted by Higher Education Commission (HEC) or in a journal of HEC recognized foreign university shall be accepted without further evaluation.
- c. **The Commission shall not accept research papers of a candidate which have been published in any journal after the Closing Date for receipt of applications for the advertised post.**
- d. **Review articles, case-studies, translations, briefs, presentations in conferences etc. shall not be admissible as professional research papers.**
- e. If a condition in the Rules/ Advertisement is laid down that the research papers have to be written as Principal Author then only the first name in the list of authors of research papers shall be considered as the Principal Author.

#### **Registration of Specialists**

22. For the purpose of Registration of Specialists following criteria will be applicable:-

- a. Candidates applying for the posts of **Medical Officers/Women Medical Officers/ Dental Surgeons** etc. **shall submit Full Medical Registration by PM&DC showing all medical qualifications.**
- b. **Engineers/Agriculture Engineers** shall submit Certificate of Registration as Professional Engineer under Pakistan Engineering Council Act, 1976.
- c. **Architects and Town Planners** should furnish Certificate of Registration under Pakistan Council of Architects and Town Planners Act, 1976.
- d. Candidates of **Law related posts like Assistant District Public Prosecutor and Deputy District Attorney & similar posts** shall submit valid Certificate of Registration with relevant Bar Councils.
- e. Similarly, Nurses should be registered with Pakistan Nursing Council.

#### **Written Test and Interviews**

23. Candidates will be admitted to the written examination/test (whenever held) provisionally. Detailed scrutiny of applications and documents of successful Candidates



in written examination/test will be carried out at the time of Interview. If any Candidate is found ineligible under law, Rules, his /her candidature will be cancelled regardless of the fact whether he / she appeared in the Written Examination/Test and qualified the same.

24. Candidates will be called for interview provisionally. On detailed scrutiny of applications and documents of the Candidates on the day of interview, if any Candidate is found ineligible in any respect under the Rules, his / her candidature will be rejected.

25. To avoid frustration, Candidates are advised in their own interest to make sure before applying that they fulfill all the requirements of selection criteria as advertised and other rules relating to the post before the Closing Date of receipt of applications.

### **Written Examinations/Tests**

26. The Commission has adopted two categories of examination system:-

a. **Written Examination.** Where the Government of the Punjab or Commission prescribes a mandatory written examination such an examination is known as "**Written Examination**".

b. **Written Test.** "**Written test**" means one paper written test (Subjective or Objective or both) conducted by the Commission.

c. **Kinds and Marking of Written Examination/Test**

(1) Written Test paper may be Descriptive/Subjective Type or Multiple Choice, Objective Type (MCQs) or combination of both. Syllabus and details are available on the PPSC website.

(2) Negative marking will be done and 0.25 marks shall be deducted for each wrong answer in the Multiple Choice/Objective/MCQ's paper.

(3) The Candidates who have applied for a post where mandatory Written Examination is not laid down, may be required to appear in the Written Test. The decision to hold or not to hold a Written Test entirely rests with the Commission.

d. **Qualifying Conditions for Written Examination/Test**

(1) A Candidate must obtain 40 percent marks in each of the Subjective Paper (0.50 or more marks will be rounded off).

(2) Qualifying Marks for MCQ/Objective paper will be 40 percent.



(3) In case of written examination a Candidate must obtain 50 percent marks in the aggregate to qualify for interview.

e. **Admission of Candidates for Written Examination/ Written**

**Test** Candidates will be admitted for the Written Examination/Written Test provisionally without scrutiny of their applications, at their own risk, subject to be found eligible for the post after scrutiny of requisite documents at time of interview.

f. **Admission Letter for Written Examination/Test.** Admission letters for the Written Examinations/Written Tests are uploaded collectively on the website by the Commission. No Candidate will be issued Admission Letter individually.

g. **Production of Original Valid Computerized National Identity Card at the Time of Written Examination/Test**

Production of Valid Computerized National Identity Card (CNIC) for the purposes of appearing in the written examination/test by the candidates is mandatory requirement. Provided that in case Computerized Identity Card has expired or lost, the Officer Incharge of the Centre, shall allow such a candidate provisionally to appear in the written examination/test on **production of Valid Original Passport or Service Card or any other valid/authentic original document to the satisfaction of the Centre Incharge.** Provided further that the Centre Incharge shall obtain an undertaking on the matter from the candidates to the effect that he/she shall produce the original valid CNIC at the time of interview failing which his/her candidature shall be cancelled. The Centre Incharge shall annex such undertaking with the attendance sheet of the candidate.

h. **Production of Original Valid Computerized National Identity Card at the Time of Interview**

"Where at the time of interview, a candidate fails to produce his/her Original Valid Computerized National Identity Card (CNIC), he/she may be interviewed provisionally and his/her identification be carried out on the basis of any other authentic alternate document(s) like Passport/Original Domicile/Degree/Certificate bearing photograph of the candidate, subject to production of Original Valid Computerized National Identity Card (CNIC) in person before the same Presiding Member within seven (07) working days, failing which his/her application shall be rejected. Provided that if a candidate has an expired Computerized National Identity Card (CNIC),



he/she may be interviewed provisionally but rejected if he/she fails to produce the same within the stipulated time after the interview, which shall not be more than seven (07) working days.”

**i. Deposit of Application Fee/Submission of Online Application**

In case a candidate deposits application fee for a specific post but inadvertently submits his/her online application for another post for which he/she has not deposited application fee, his/her application, with prior approval of the Chairman, may be considered for the post for which he/she has deposited application fee. However, application fee deposited for a specific post shall not be considered for any other post advertised by the Commission.

**j. Mentioning of Paper Code on MCQ Answer Sheet**

It is mandatory for a candidate to write the code and fill the relevant bubble code on his/her Answer Sheet carefully. Failing which, his/her Answer Sheet shall not be marked and his/her candidature shall be deemed considered as cancelled.

**k. Observation on the Correctness of Question in Written Test/ Examination**

If a candidate has any observation(s) on the correctness of any of the question(s), the same may be brought to the notice of PPSC in writing, during the conduct of written test/examination or after the written test/examination on the same day. No objection on the fallacy of any question(s) will be entertained thereafter.

**Note:** Candidates should bring their own writing material such as Pointer/ballpoint, pen/ink. Only blue or black ink should be used.

**Provision of Writer and Reader**

27. The Commission has an appropriate mechanism for providing helper to disabled candidates during Written Exam/Test:-

- a. Reader/Writer shall be provided to a Handicapped Candidate by the Commission if so requested by him/her at least 3 days before his/her Written Examination/Test.

- b. Qualification of the Writer shall be one step lower than the prescribed qualification of the post for which written examination or written test is to be conducted.
- c. Request for Reader/Writer on the day of the Written Exam/Test shall not be entertained by the Commission.



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- d. **Candidates are not allowed to bring his/her own Reader/Writer for Written Examination/Test without the prior approval of the Commission.**

**Procedure for Short Listing of Candidates for Interview**

28. Short listing of the candidates for interview will be done on the basis of:

- a. **Academic record of the Candidates; or**
- b. **Marks secured in the Written Test conducted by the Commission; or**
- c. **By both of the above.**



**Formula for Calculation of Number of Candidates to be Called for Interview in all Cases (Except Combined/Competitive Examination)**

29. The number of Candidates to be called for Interview shall depend upon the number of posts indicated in the Requisition. Five (05) candidates shall be called for interview for one post. Provided that if all candidates called for interview fail to qualify the interview, next candidates (if available) with the same ratio shall be called for interview with the prior approval of the Chairman. However, the Chairman may increase the number of candidates to be called for interview for one post on case to case basis.

30. The above criteria shall also be applicable for candidates when called for interview against the quota for women, disable persons and minorities.

**Tie Cases**

31. Short listing in "tie-cases" is done by following procedures:-

- a. **Tie cases Where Only Written Test is Held.** \_\_\_\_\_ Candidates who secure equal marks in Written Test, may be called for Interview over and above the ratio of Candidates/ Posts i.e. ratio of 1:5.
- b. **Tie Cases on the Basis of Academic Qualification Only.** Candidates who secure equal marks on the basis of Academic record may be called for Interview over and above the ratio of Candidates/Posts i.e. ratio of 1:5.

**Increase or Decrease in Number of Posts**

32. In case number of posts are increased or decreased by the Competent Authority as provided in the provisions of PPSC Regulations and Policy Decisions, a fresh Advertisement or Corrigendum will be published in the Newspapers.

**Psychological Assessment**

33. A Candidate who passes the written examination will be called for Psychological Assessment.

**Conduct of Interviews**

34. **Qualifying Conditions for Interview.** Only those Candidates will be called for Interview who have passed the Written Examination or Written Test or have been Shortlisted on the basis of Academic qualification or all eligible candidates where the Commission decides not to conduct Written Examination/Written Test/Shortlisting on the basis of Academic qualification. In order to qualify the interview a candidate is required to obtain 50% marks in the interview.





### **Interview Call-up Letter**

35. Following will be done:-

- a. Schedule of Interviews for the said posts will be uploaded on the website of the Commission.
- b. Candidates can download their Call-up-letter and Information about Date, Time and Venue of Interview from the PPSC website.**
- c. Communication with the candidates will be made electronically only i.e SMS, e-mail and website. No Candidate will be informed about the Date of Interview individually.
- d. Candidates are advised to regularly visit the Commission's Website [www.ppsc.gop.pk](http://www.ppsc.gop.pk) for any information / update on any particular Case Number.
- e. In case copies of requisite documents are required by the Commission, candidates can send these copies through courier or registered mail to PPSC, LDA Plaza, Edgerton Road, Near Aiwan-e-Iqbal, Lahore.
- f. In case of any difficulty, candidates may approach PPSC Office helpline for assistance/ clarification.

### **Production of Original Documents**

**36.** The academic marks shall be awarded only on the basis of original documents, certificates, diplomas or degrees, produced/submitted by the candidate at the time of interview. **Provided that the Commission shall accept Provisional Certificate issued by Controller of Examination of the Board of Intermediate and Secondary Education or University, if till then original certificate, diploma or degree has not been issued by the Board/University for such purposes.**

37. In case Degrees/Diplomas/Certificates do not bear the marks awarded to a student and the candidate also fails to submit detailed marks certificate related to such Degrees/Diplomas/Certificates, the Commission shall award marks according to the lowest percentage of marks which have been prescribed to qualify such examination. For example if detailed marks certificate has not been produced/submitted, the marks shall be awarded according to the minimum qualifying percentage of marks prescribed as shown below:-

- a. Minimum qualifying marks in M.B.B.S./B.D.S. professional examination are 50%. The same applies to Associate Member of the Institute of Engineers (AMIE).



- b. Minimum qualifying marks in B.Sc.(Agri.)/M.Sc.(Agri.) are 40%.
- c. Minimum qualifying grade in S.S.C., H.S.S.C., B.A. /B.Sc. or M.A./M.Sc. is 33% marks.
- d. Marking for calculating the academic merit both for shortlisting and interview/viva voce will be done in case of (a) at 50% (b) 40% and (c) 33%.

### **Number of Chances**

38. A Candidate appearing in Written Test/Written Examination/Interview shall be allowed to avail three chances only for each particular Written Test/Written Examination/Interview irrespective of the type or categories of posts grouped in that Written Examination / Test with the exception that for posts of Lecturers in Education Department for a candidate who is applicant for more than one job, he/she shall have three chances in each subject for which he/she is a candidate.

### **Procedure for Intimation of Examination/Test Date, Time and Place to Candidates and Subsequent Action by PPSC.**

39. Procedure of intimation of Written Examination/Test Date, Time and Place to the Candidate is given below:-

- a. Communication with the candidates will be made electronically i.e. SMS, e-mail and website. No candidate will be informed about date of examination/test individually.
- b. Tentative Written Exam/Test schedule is displayed at least 10 days before the Written Examination/Test on **Website** by the Commission.
- c. **E-Mail and SMS** regarding actual schedule of Written Examination/Test is sent to the Candidates collectively informing them about the Date, Time & Place of Written Examination/Test at least 7 days before the event with the instructions to **download their Roll Number Slip from PPSC Website. It is also displayed on the Website.**
- d. Three days before the actual Date of Written Examination/Test a reminder in the form of **SMS** and **E-Mail** is sent to the Candidates and flash message is displayed on the **PPSC Website** reminding the candidates about the Date, Time and Place of Written Examination/Test with the instructions to **download their Roll Number Slip from PPSC Website, if already not done.**



- e. If the Candidate does not receive intimation through **Website, SMS** and **E-Mail** regarding his/her date of Written Examination/Test then he/she may confirm his/her status from PPSC, UAN Number (042-111-988-722), PPSC Office Phone No.99202761-62 at **least 3 days before the scheduled date of Written Examination/Test.**

40. A congratulatory **E-Mail** is sent to all the successful Candidates who have passed Written Examination/Test with certain instructions to be followed by them.

- f. Following **SMS** and **E-mail** is also sent to all the Candidates 2 days after the congratulatory E-Mail:-

**You are directed to submit one set of photocopy of documents as mentioned in your E-Mail by \_\_\_\_\_, 2016, failing which you will not be called for interview.**

- b. Three days before the stipulated Date of Submission of Documents, following reminder through **SMS/E-Mail** is sent to the Candidates:

**You are reminded to provide one set of photocopy of required documents as conveyed earlier through Website, SMS & E-Mail by \_\_\_\_\_, 2016 positively, failing which your application will be deemed to have been rejected.**

- c. A **Website** alert is posted a day before the date of Written Examination/Test for information of the candidates.

**Procedure for Intimation of Interview Date, Time and Place to Candidates**

41. **Where Interview is Conducted without Written Test.** Within two days after the Closing Date of receipt of applications and after decision regarding holding of Interviews; either before scrutiny; or after scrutiny of applications; or short listing of the candidates on the basis of academic record only, candidates are issued instructions through **Website, E-Mail** and **SMS** as under:-

- a. **Email** and **SMS** is sent to all the Candidates wherein, candidates are advised to submit one set of photocopy of documents within 7 days of receipt of message or by \_\_\_\_\_, 2016 positively.

- b. Three days before the stipulated Date of Submission of Documents a reminder through **Website, E-Mail** and **SMS** is sent to the candidates advising them to submit one set of photocopy of required documents as conveyed to them earlier through **Website, SMS & E-Mail** by , \_\_\_\_\_ 2016 positively, failing which their application shall be



deemed to have been rejected and no representation shall be entertained thereafter.

### **Where Interview is Conducted after Examination/Test**

42. Following will be ensured:-

- a. Tentative Interview schedule is displayed at PPSC Website at least 7 days before the Interviews.
- b. At least 6 days before the scheduled interview dates **E-Mail** and **SMS** is sent to the candidates informing them about the Date, Time & Place of Interview, with the instructions to **download their Interview Letter from PPSC Website.**
- c. If the Candidate fails to receive intimation, for any reason, through **Website, SMS** and **E-Mail** regarding his/her Interview, 3 days before the scheduled date of the interview for that particular post, he/she may confirm his/her status from PPSC **Website**, UAN Number (042-111-988-722), **PPSC Phone No.99202761-62.**
- d. Two days before the actual Date of Interview a reminder in the form of **SMS** and **E-Mail** is sent to the Candidates and flash message is displayed on the PPSC **Website** reminding the candidates about the Date, Time and Place of Interview with the instructions to **download their Interview Letter from PPSC Website, if already not done.**
- e. A **Website** alert is posted a day before the Interview Schedule for information of the Candidates.
- f. If any candidate fails to receive the information for any reason and in emergency circumstances, he/she may contact Secretary, PPSC on Ph# **99202761-62** for the redressal of his/her grievances.

### **Merit List**

43. **Validity of Merit List.** For recommending substitutes, the Merit List remains valid for twelve months only from the date of issuance of first recommendation or till the date of receipt of next requisition in the Commission for the same post, whichever is earlier, provided that where request for substitutes is received within the validity period but the Merit List could not be issued due to any reason; the Chairman in his discretion may extend the validity period for disposal of such requests.



44. **Substitution of Recommended Candidates.** A substitute shall be provided by PPSC from the existing Merit List, if requested by the concerned Department during the validity of the Merit List, if a recommended Candidate;

- a. **Fails to join the post for whatever reason; or**
- b. **Tenders his/her resignation after joining; or**
- c. **Is terminated by the Department on any ground; or**
- d. **Is declared medically unfit; or**
- e. **The Appointing Authority refuses to issue letter of appointment under Rule 21-A(2) of Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.**

**Withdrawal of Recommendation**

45. The Commission is empowered under the law to withdraw recommendation of a selected Candidate at any time, if he/she is subsequently found ineligible, for any reason, for the post.

**Action against Candidates on Cheating/Violation of Instructions or Submission of False Information.**

46. A candidate may be disqualified or debarred from any Written Examination/Test or Interview for any post held or to be held by the Punjab Public Service Commission in future, if he/she is found guilty of cheating/violation of any of the instructions issued from time to time or on the basis of submission of false information to the Commission.

**Miscellaneous**

**47. How to Find the Application Number, if lost.**

- a. If you have lost your application number, you may find it by using following link on PPSC website:-

<http://www.ppsc.gop.pk/UsersReg/CheckApplicationNo.aspx>

- b. Open above mentioned URL and supply your CNIC and click on "Find Application Number" Button. Your application number along with all posts you have applied in PPSC will be displayed in the form of a table. You may pick your required number here.
- c. This application number is required for following purposes:-
  - (1) To Edit Application (after applying online).
  - (2) To obtain Single Paper DMC- After Interview.



(3) To obtain MCQ Paper DMC- After Interview.

48. For any queries/grievances, please contact on UAN Number (042-111-988-722), PPSC Office Phone No.99202761-62. In case the calls are not being attended to for any reason, the candidates may contact the Commission through E-Mail on the following email address:-

Sr. No.	Subject relating to	Official E-Mail addresses
1.	General Queries	<a href="mailto:ppsc@punjab.gov.pk">ppsc@punjab.gov.pk</a>
2.	Technical Queries	<a href="mailto:dir.it@ppsc.gop.pk">dir.it@ppsc.gop.pk</a>
3.	Recruitment Queries	<a href="mailto:dda@ppsc.gop.pk">dda@ppsc.gop.pk</a> <a href="mailto:ddb@ppsc.gop.pk">ddb@ppsc.gop.pk</a> <a href="mailto:ddc@ppsc.gop.pk">ddc@ppsc.gop.pk</a> <a href="mailto:ddd@ppsc.gop.pk">ddd@ppsc.gop.pk</a> <a href="mailto:dde@ppsc.gop.pk">dde@ppsc.gop.pk</a> <a href="mailto:ddf@ppsc.gop.pk">ddf@ppsc.gop.pk</a> <a href="mailto:ddg@ppsc.gop.pk">ddg@ppsc.gop.pk</a> <a href="mailto:ddh@ppsc.gop.pk">ddh@ppsc.gop.pk</a> <a href="mailto:ddj@ppsc.gop.pk">ddj@ppsc.gop.pk</a> <a href="mailto:ddk@ppsc.gop.pk">ddk@ppsc.gop.pk</a>
4.	Online Application Queries	<a href="mailto:online.help@ppsc.gop.pk">online.help@ppsc.gop.pk</a> <a href="mailto:online.help1@ppsc.gop.pk">online.help1@ppsc.gop.pk</a>
5.	Written Exam/Test Queries	<a href="mailto:dir.exam@ppsc.gop.pk">dir.exam@ppsc.gop.pk</a> <a href="mailto:deputy.secy@ppsc.gop.pk">deputy.secy@ppsc.gop.pk</a>
6.	Disabled Candidates	<a href="mailto:dir.exam@ppsc.gop.pk">dir.exam@ppsc.gop.pk</a>
7.	Female Candidates	<a href="mailto:dir.monitoring@ppsc.gop.pk">dir.monitoring@ppsc.gop.pk</a>

#### **Change of Mobile Number.**

49. If a candidate changes his/her Mobile Number already fed in his/her On-line application, he/she shall send a signed application through mail along with a copy of Original and Valid CNIC, new mobile number, application number and the post applied for. The application should be addressed to Secretary, PPSC. The Commission will not be responsible for ensuring any intimation to the candidate in case of a changed mobile number without intimation to the PPSC.



**Following Gadgets are Not Allowed in the Written Examination/Test Centres:-**

50. The PPSC shall strictly not allow the following:-

- Candidates are not allowed to carry mobile phone or similar gadgets in the examination hall and at the place of interview.
- If a candidate is found using mobile phone or similar gadget in the examination center, his/her cell phone or gadget as well as his paper will immediately be taken in control by the Supervisor and presented to the Member, PPSC on duty.
- If cheating is proved from the data of mobile phone or similar gadget, Member PPSC/Venue Incharge will direct the Centre Supervisor to lodge FIR against the delinquent candidate and PPSC will also proceed to punish him/her as provided in PPSC Regulations/Policy Decisions.

**CAUTION**

**Please refuse to engage with any person who may offer to help you get selected because the system does not allow such a breach/favour. Have faith in your own ability and trust in ALLAH (SWT). In case any dubious person contacts you for providing undue favour in written examination/test or interview, please immediately contact the following Hon'able Members of the Commission at once:-**

- **Muhammad Arshad Bhatti, Member PPSC, (E-mail: [feedback\\_ppsc@yahoo.com](mailto:feedback_ppsc@yahoo.com), Tel: 042-99202301)**
- **Dr. Arif Mushtaq Chaudhary, Member PPSC, (Email: [member22@ppsc.gop.pk](mailto:member22@ppsc.gop.pk), Tel: 042-99202735)**

**Your name will be kept secret and no prejudice will be caused to you.**

**انتباہ**

امیدواران کو سختی سے ہدایت کی جاتی ہے کہ کسی ایسے شخص سے رابطہ نہ کریں جو کہ آپ کو یہ پیشکش کرے کہ میں آپ کو پنجاب پبلک سروس کمیشن کے ذریعے ملازمت دلوا سکتا ہوں۔ آپ اپنی قابلیت اور اللہ سبحانہ و تعالیٰ پر بھروسہ رکھیں۔ اگر کوئی مشکوک شخص آپ سے اس سلسلے میں رابطہ کرے، تو فوری طور پر کمیشن کے درج ذیل ممبران سے رابطہ کریں، کیونکہ کمیشن کا سلیکشن کا طریقہ کار انتہائی شفاف ہے اور کوئی بھی شخص کسی امیدوار کی کسی قسم کی کوئی بھی مدد نہیں کر سکتا۔

1. محمد ارشد بھٹی، ممبر (پی پی ایس سی) فون نمبر: 042-99202301 ای میل: [feedback\\_ppsc@yahoo.com](mailto:feedback_ppsc@yahoo.com)

2. ڈاکٹر عارف مشتاق چوہدری، ممبر (پی پی ایس سی) فون نمبر: 042-99202735 ای میل: [member22@ppsc.gop.pk](mailto:member22@ppsc.gop.pk)

آپ کا نام صیغہ راز میں رکھا جائے گا۔