



PUNJAB PUBLIC SERVICE COMMISSION

REQUISITION FORM

1.	Name of the Department/ Organization.	
2.	Name of the Post Proposed to be Filled.	
3.	Number of Posts.	
4.	Whether Relaxation from the Competent Authority for Filling of Vacancies (if applicable) has been Obtained and a Copy Added?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.(a)	Posts to be Filled On: (Tick relevant box)	Merit/All Punjab Division/Region wise District wise Basis <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(b)	Number of Posts to be Reserved as Per Govt. Instructions Against: (Tick relevant box)	
	i. 3% Quota for Special Persons of Total Strength of the Department.	<input type="checkbox"/>
	ii. 5% Quota for Minority of Requisitioned Posts.	<input type="checkbox"/>
	iii. 15% Quota for Women of Total Strength of the Department.	<input type="checkbox"/>
	iv. 20% Quota for Special Zone of Requisitioned Posts.	<input type="checkbox"/>
	Note: If the posts are to be filled District wise or Division/Region-wise an authenticated list of posts allocated to each District/Division/Region be signed by the Competent Authority and be attached. Certified: The above quota for Special Persons, Minority, Women and 20% Quota for Special Zone has been worked out according to the notifications of the Government.	
6.	Notified Service/Recruitment Rules Applicable to the Posts (copy to be attached).	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.(a)	Nature of the Posts (Tick the relevant box)	<input type="checkbox"/> <u>Regular</u> <input type="checkbox"/> <u>Contract</u>
(b)	If Contract Appointment, Mention Period of Contract.	Period: <input type="text"/>
8.(a)	Grade/BS/Salary package.(Tick relevant box)	(a) Grade/BS <input type="checkbox"/> Salary Package <input type="checkbox"/>
(b)	Special pay (if any)	(b) Rs. <input type="text"/>
(c)	Can Higher Initial Pay in Above Scales be Allowed for Special Qualifications or Experience, if so State Circumstances in which it is to be Allowed.	



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9. (a)	Job Description of the Posts in Terms of S&GAD's Circular letter No. S.O, (A.R.C) 4-1-75 dated 4 th April, 1975 (to be given in the form at Annexure 'A').																	
9. (b)	Required qualities/disposition and priority of personality traits. Please tick the five most important qualities in order of priority.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Leadership Qualities.</td> <td style="width: 20%; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Administrative Ability</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Communication Skills.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Financial Responsibility.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Ability to Think Out of the Box.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Decisiveness.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Writing Skills.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Any Other.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Leadership Qualities.	<input type="checkbox"/>	Administrative Ability	<input type="checkbox"/>	Communication Skills.	<input type="checkbox"/>	Financial Responsibility.	<input type="checkbox"/>	Ability to Think Out of the Box.	<input type="checkbox"/>	Decisiveness.	<input type="checkbox"/>	Writing Skills.	<input type="checkbox"/>	Any Other.	<input type="checkbox"/>
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9. (c)	Computer Competency (Tick the relevant box) (Ignore , if not applicable)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Level-A (Basic user level)</td> <td style="width: 20%; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Level-B (Intermediate user level)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Level-C (Advance user level)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Level-A (Basic user level)	<input type="checkbox"/>	Level-B (Intermediate user level)	<input type="checkbox"/>	Level-C (Advance user level)	<input type="checkbox"/>										
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9. (d)	Place of Posting																	
10.(a)	<p>Qualifications Prescribed in the Notified Service/Recruitment Rules.</p> <p>(b) Equivalent Qualifications, if any</p> <p>(c) Experience (Tick the relevant box)</p>	<p>(a)</p> <p>(b)</p> <p><u>Kind of Experience</u></p> <table style="width: 100%; border-collapse: collapse; margin-left: 40px;"> <tr> <td style="border: 1px solid black; padding: 2px 10px;">Teaching</td> <td style="border: 1px solid black; padding: 2px 10px;">Research</td> <td style="border: 1px solid black; padding: 2px 10px;">Practical</td> </tr> <tr> <td colspan="3" style="text-align: center; border: 1px solid black; padding: 2px 10px;">Administrative</td> </tr> </table> <p><u>Consideration</u></p> <table style="width: 100%; border-collapse: collapse; margin-left: 40px;"> <tr> <td style="border: 1px solid black; padding: 2px 10px;">Whether After Prescribed Qualification.</td> <td style="border: 1px solid black; padding: 2px 10px; width: 100px;"></td> <td style="border: 1px solid black; padding: 2px 10px; text-align: center;">Total</td> </tr> </table>	Teaching	Research	Practical	Administrative			Whether After Prescribed Qualification.		Total							
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11.(a)	Age Limit:(Tick relevant box)	(a)	Male	Female	
		Minimum:	<input type="text"/>	<input type="text"/>	
		Maximum:	<input type="text"/>	<input type="text"/>	
(b)	State Clearly the Period of Relaxation Provided in Various Rules/Government Instructions, General or Specific.	(b)			
12.	Are Serving Civil Servants Eligible? If yes, Whether They are Entitled to Get Age Benefit Towards Their Upper Age Limit? (Tick the relevant box)		<input type="text"/>	<input type="text"/>	
13.	Eligibility (Tick the relevant Box)		Male <input type="text"/>	Female <input type="text"/>	Shemale <input type="text"/>
14.	Is there any Litigation/Stay Order regarding the requisitioned post(s)? If yes, complete copy of Court Case/Stay Order may be attached.		<input type="text"/>	<input type="text"/>	
15.	Any other Conditions which are Not Covered in Above Columns.				

CERTIFICATE

1. Certified that the requisition is complete in all respects. All the columns have been filled in properly and necessary papers are attached herewith.
2. Certified that the posts proposed to be filled are not likely to be retrenched during next one year, nor shall be withdrawn out of purview of the PPSC, once the requisition is received in PPSC.
3. Certified that the number of posts required to be filled through initial recruitment have been worked out correctly in accordance with the prescribed Service/Recruitment Rules and that promotion quota of these posts has since been completed.
4. Certified that the posts reserved for "Special Persons", "Minorities", "Women" and "20% Quota for Special Zone" have been worked out as per provision of relevant Rules/Instructions;
5. Certified that the information provided in the above columns is correct to the best of my knowledge and belief; and
6. Certified that there is no Writ Petition/Stay Order involved for the requisitioned post(s).

Signature _____

Name _____

(In Block Letters)

Designation _____

Date _____

INSTRUCTIONS

1. All columns of the requisition should be filled in carefully and properly and any addition or alteration be duly authenticated by the competent authority. (No column should be left unattended).
2. The requisition should be stamped and signed by the Administrative Secretary.
3. An extra sheet may be used in case of insufficient space of requisite columns.



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JOB DESCRIPTION FOR THE POST

Main Responsibilities and Tasks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- .
- .
- .
- .

Occasional Tasks and Responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.