



## PUNJAB PUBLIC SERVICE COMMISSION

### SPECIAL REQUISITION FORM

|       |   |   |
|-------|---|---|
| 1.    | Name of the Department/ Organization.   |   |
| 2.    | Name of the Post against which the Contract Employee(s) is/are proposed to be Regularized.  |   |
| 3.    | Number of Post(s).  |   |
| 4.    | Name(s) of the Contract Employee(s) proposed to be Regularized.   |   |
| 5.    | 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  |
| 6.    | Notified Service/Recruitment Rules Applicable to the Posts (copy to be attached).   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 7.    | Date of Appointment / Length of Service of Contractual Employee(s) proposed to be Regularized.  | <u>Date of appointment</u><br><input style="width: 100%;" type="text"/><br><br><u>Length of service</u><br><input style="width: 100%;" type="text"/>  |
| 8.(a) | Grade/BS  | (a) Grade/BS<br><input style="width: 50px;" type="text"/>   |
| (b)   | Special pay (if any)  | (b) Rs.   |
| 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 <sup>th</sup> April, 1975 (to be given in the form at Annexure 'A'). |   |
| (b)   | Required qualities/disposition and priority of personality traits. Please tick the five most important qualities in order of priority.                                | Leadership Qualities. <input type="checkbox"/><br>Administrative Ability <input type="checkbox"/><br>Communication Skills. <input type="checkbox"/><br>Financial Responsibility. <input type="checkbox"/><br>Ability to Think Out of the Box. <input type="checkbox"/><br>Decisiveness. <input type="checkbox"/><br>Writing Skills. <input type="checkbox"/><br>Any Other. <input type="checkbox"/> |



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|---|---|---|----------|--|--|----------------|--|--|---|-------|
| (c)                                     | <b>Computer Competency (Tick the relevant box)</b><br><br>(Ignore , if not applicable)  | Level-A (Basic user level) <input style="width: 40px; height: 20px;" type="text"/><br><br>Level-B (Intermediate user level) <input style="width: 40px; height: 20px;" type="text"/><br><br>Level-C (Advance user level) <input style="width: 40px; height: 20px;" type="text"/>   |          |  |  |                |  |  |   |       |
| (d)                                     | <b>Place of Posting</b>   |   |          |  |  |                |  |  |   |       |
| 10.(a)                                  | <b>Qualifications Prescribed in the Notified Service/Recruitment Rules. Following essential documents are also required to be attached:-</b><br><br>i. Academic Credentials of the contract employee(s) proposed to be regularized.<br><br>ii. PER's of whole contract period.<br><br>iii. E-Mail address/ contact number of contract employee(s).<br><br>iv. Latest photograph.<br><br>v. Affidavit on stamp paper that contract employee(s) proposed to be regularized would not claim continuation in their contract appointments or regularization at any forum. In the event of failure to qualify for the posts held by them, their contract shall be terminated on receipt of recommendations of PPSC. | (a)   |          |  |  |                |  |  |   |       |
| (b)                                     | <b>Equivalent Qualifications, if any</b><br><br>(If yes, attach list of all qualifications declared equivalent to the prescribed qualification of the requisitioned post and minutes of relevant QEDC meetings)   | (b)   |          |  |  |                |  |  |   |       |
| (c)                                     | <b>Experience (Tick the relevant box)</b>   | <u>Kind of Experience</u><br><br><table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px;">Teaching</td> <td style="border: 1px solid black; padding: 5px;">Research</td> <td style="border: 1px solid black; padding: 5px;">Practical</td> </tr> <tr> <td colspan="3" style="border: 1px solid black; padding: 5px;">Administrative</td> </tr> </table><br><u>Consideration</u><br><br><table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px;">Whether After Prescribed Qualification.</td> <td style="border: 1px solid black; padding: 5px;">Total</td> </tr> </table> | Teaching | Research   | Practical  | Administrative |  |  | Whether After Prescribed Qualification. | Total |
| Teaching                                | Research  | Practical   |          |  |  |                |  |  |   |       |
| Administrative                          |   |   |          |  |  |                |  |  |   |       |
| Whether After Prescribed Qualification. | Total   |   |          |  |  |                |  |  |   |       |
| 11.(a)                                  | <b>Age Limit:(Tick relevant box)</b>  | (a) <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Minimum:</td> <td style="padding: 5px;">Male <input style="width: 40px; height: 20px;" type="text"/></td> <td style="padding: 5px;">Female <input style="width: 40px; height: 20px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Maximum:</td> <td style="padding: 5px;">Male <input style="width: 40px; height: 20px;" type="text"/></td> <td style="padding: 5px;">Female <input style="width: 40px; height: 20px;" type="text"/></td> </tr> </table>  | Minimum: | Male <input style="width: 40px; height: 20px;" type="text"/> | Female <input style="width: 40px; height: 20px;" type="text"/> | Maximum:       | Male <input style="width: 40px; height: 20px;" type="text"/> | Female <input style="width: 40px; height: 20px;" type="text"/> |   |       |
| Minimum:                                | Male <input style="width: 40px; height: 20px;" type="text"/>  | Female <input style="width: 40px; height: 20px;" type="text"/>  |          |  |  |                |  |  |   |       |
| Maximum:                                | Male <input style="width: 40px; height: 20px;" type="text"/>  | Female <input style="width: 40px; height: 20px;" type="text"/>  |          |  |  |                |  |  |   |       |
| (b)                                     | <b>State Clearly the Period of Relaxation Provided in Various Rules/Government Instructions, General or Specific.</b>   | (b)   |          |  |  |                |  |  |   |       |



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|     |   |                              |                             |
|-----|---|------------------------------|-----------------------------|
| 12. | 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="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. | Any other Conditions which are Not Covered in Above Columns.  |                              |                             |

**CERTIFICATE**

1. Certified that the Special 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 against which the contractual services of the employee(s) to be regularized are not likely to be retrenched during next one year, nor shall be withdrawn out of purview of the PPSC, once the Special Requisition is received in PPSC.
3. Certified that the number of posts against which the contractual services of the employee(s) to be regularized 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 information provided in the above columns is correct to the best of my knowledge and belief; and
5. 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 Special 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.

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**Occasional Tasks and Responsibilities**

1.

2.

3.

4.

5.

6.