

GENERAL INSTRUCTIONS (WRITTEN TEST / INTERVIEW)
(UPTO BS-18)

1. Candidates are advised to read all terms and conditions/instructions of the Advertisement as well as **“Important Instructions for candidates”** given on PPSC website 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 Form will rest squarely on the candidate.
2. Applicants are required to submit **“On-line Application Form”** upto the Closing Date mentioned in the Advertisement. Candidates should fill in the Online Application Form carefully in the light of the Guidelines and Instructions mentioned in the Advertisement for the said post.
3. Editing options, to correct any data in the On-line Application Form, will be available to the candidates till the **Closing Date of submission** of Online Applications.
4. It is mandatory for Candidates to deposit Rs.600/- as application fee for one paper written test and Rs. 1000/- for competitive examinations under Head: **“C02101-ORGANIZATIONS OF STATE-TEST FEE REALIZED BY THE PUNJAB PUBLIC SERVICE COMMISSION”**, in any Branch of State Bank of Pakistan or National Bank of Pakistan or Government Treasury on or before the Closing Date of submission of applications.
 - a. **No Bank Draft or Pay Order or Cheque or any such instrument will be accepted as fee by the Commission.**
 - b. 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/Test Fee prescribed for the post.
 - c. **Special Persons are not required to deposit application fee.**

5. **Applications other than On-line will not be accepted by the Commission.**
6. **For the posts up to BS-18 Hard Copy of the On-line Application shall not be required to be submitted to the Commission.**
7. Communication with the candidates will be made electronically only i.e. SMS, E-mail and Website. **Candidates are essentially required to mention their e-mail address in their On-line Application Form.** Please add Address (ppsc-info@ppsc.gop.pk) into your contacts / address book in order to ensure the delivery of PPSC mail into INBOX rather than into JUNK / SPAM like folder. **No candidate will be informed about date of Test or interview individually by Post/Courier.**
8. If a candidate **changes his/her Mobile Number** already fed in his/her On-line application, he/she shall send a signed application through postal 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 of information to the candidate in case of a changed mobile number without intimation to the PPSC.**
9. Schedule of Written Test and Interview will be given on PPSC Website. **E- Mail and SMS** will be sent to the Candidates informing them about the Date, Time & Place of Written Tests and Interview preferably 5 days before the event with the instructions to **download their Roll Number Slip/Interview Call Letter from PPSC Website.** The candidates should constantly remain in touch with the Punjab Public Service Commission's Website: www.ppsc.gop.pk for further information and updates.

10. A candidate shall 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/bogus information/documents to the Commission.

11. The number of posts may be increased by the Competent Authority if no date for Written Test/Interview has been fixed or academic shortlisting has not been carried out.

12. In case of Special Person, Column 20 of Online Application Form should be filled in mentioning "Yes". If the candidate is special person, he/she will have to **submit a certificate regarding his/her disability from the Provincial Council for Rehabilitation of Disabled Persons of Social Welfare Department issued on or before the Closing Date of submission of applications for the post.**

13. The Commission has an appropriate mechanism for providing helper to special persons 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.
- d. Candidates are not allowed to bring his/her own Reader/Writer for Written Examination/Test without the prior approval of the Commission.

14. Eligibility of Candidates for the Post will be determined on the basis of:-

- a. Qualification/experience prescribed in the Service Rules/ Advertisement.
- b. Instructions issued by the Government or the Commission from time to time.
- c. The age, qualifications, experience and all other credentials etc. of the Candidates shall be taken up to the Closing Date fixed for such post.
- d. Age of the candidates shall be reckoned as on the Closing Date of Submission of applications.

15. 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.

16. **VALID REGISTRATION (WHERE SO REQUIRED):**

- a. Valid Registration Certificate from Pakistan Medical & Dental Council (PMDC) showing all Medical/Dental Degrees/ Postgraduate qualifications as on_____.
- b. Valid Registration Certificate from Pakistan Veterinary Medical Council (PVMC) as on_____.
- c. Valid Registration Certificate from Pakistan Nursing Council (PNC) as on_____.
- d. Valid Registration Certificate from Pakistan Engineering Council (PEC) as on_____.

17. **Number of Chances:**

For all posts to be filled through written tests, followed by interview or interview alone, the number of chances shall be restricted to 03, in case the candidate who fails in written tests/interview thrice for a specific posts.

- i. Number of chances for Competitive Examinations shall remain 03 and there shall be no change for Competitive Examination, including Combined Competitive Examination
- ii. There shall be no limit of chances where recruitment is being made through one paper written test followed by interview or interview alone if a candidate obtains qualifying marks (40% marks) in the written test irrespective of the fact that whether he / she is called for interview or not and if he/ she obtains qualifying marks (50% marks) in interview irrespective of the fact that whether he/ she is recommended or not. (For example: if a candidate qualified the written test with 40% qualifying marks and called for interview, but he/ she could not obtain qualifying marks (50%) in interview, his/ her chance will be considered as availed.)
- iii. If a candidate who is applicant for more than one subject he/ she shall be allowed 3 chances in each subject for which he/ she is a candidate, in accordance with laid down policy. For example, for the post of Lecturer in Education Department, a candidate who is applicant for more than one subject shall be allowed three chances in each subject for which he/ she is a candidate in accordance with above laid down policy.

18. Following documents in original along with 2 sets of photocopies issued on or before the Closing Date of submission of applications will be required, to produce on the date of Test/Examination/Interview /Viva voce:

- a) Matriculation Certificate or in case of 'O' Level, Equivalent Certificate from Inter Board Committee of Chairmen, showing Total/ Obtained Marks, Date of Birth. Or School Leaving Certificate showing Date of Birth.
- b) Intermediate Certificate / 'A' level along with Equivalent

Qualification from IBCC, showing Total / Obtained Marks.

- c) Bachelor Degrees/Detailed Marks Certificates duly issued by the Controller of Tests Showing Total/Obtained Marks, CGPA/ GPA or Percentages of Marks etc.
- d) Degrees and Detailed Marks Certificates of MBBS (1-4 Professional) duly issued by the Controller of Examinations Showing Total/Obtained Marks, CGPA/ GPA or Percentages of Marks etc.
- e) Postgraduate Degrees/Certificates/Diplomas.
- f) Domicile certificate of relevant district of Province of Punjab issued on or before the closing date. If a candidate has applied for domicile before closing date for submission of application and provides a receipt in this regard, his/her domicile issued after closing date shall be accepted.
- g) In case of Government Servant, the Departmental Permission Certificate (available on PPSC website) duly signed and stamped by the competent authority of concerned Department.
- h) Experience certificate (specimen available on website) issued by the Competent Authority.
- i) Valid C.N.I.C.
- j) One Passport size photograph.

- k) Certificate from the Provincial Council for Rehabilitation of Disabled Persons of Social Welfare Department.
- l) Foreign Degrees must be from university/institutions recognized by H.E.C and declared equivalent by the Qualification Equivalence Determination Committee of the concerned department.
- m) Original Treasury Receipt of fee deposited.
- n) Valid Registration Certificate, if so required.

19. **Method of Shortlisting:** In case a large number of applications are received, the Commission reserves the right to shortlist candidates on the basis of their qualifications and academic record or through one paper written test (MCQ type) of 100 marks 90 minutes duration relating to prescribed qualifications and job description of the post or relating to general ability, to shortlist the candidates.

20. **Provisional Written Test:** Candidates will be admitted provisionally to the written test (whenever held). Successful candidates in the written test will be called for Interview provisionally and detailed scrutiny of their applications and documents will be carried out on the day of Interview. If any Candidate is found ineligible under Law, Rules, his /her candidature will be rejected regardless of the fact whether he/she appeared in the Written Test and qualified the same.

21. **Provisional Interview:** Candidates will be called for interview provisionally without scrutiny of applications and detailed scrutiny of their applications and documents will be carried out on the day of interview. If any Candidate is found ineligible in any respect under the Law & Rules, his/her candidature will be rejected.

22. **Advise for Candidates:** To avoid frustration, Candidates are advised in their own interest to make sure before applying that they fulfill all the requirements of eligibility criteria as advertised and other rules relating to the post before the Closing Date of submission of applications.

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