



IMPORTANT INSTRUCTIONS TO CANDIDATES

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY ALONG WITH ADVERTISEMENT OF THE COMMISSION BEFORE SUBMITTING YOUR ONLINE 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 online application will rest squarely on the candidate.
2. To avoid frustration, candidates are advised in their own interest to make sure before applying that they fulfill all the requirements under the rules as advertised relating to their eligibility and other rules relating to the post on or before the Closing Date for receipt of applications.
3. If the Department decides to increase/decrease the number of vacancies or to withdraw altogether the requisitioned vacancies for valid reasons and if a request of variation in number of post(s) has been received, it shall be accepted by the Commission without inviting fresh applications provided the change in number of posts is received by the Commission during the process of selection; irrespective of the mode i.e written examination / test, academic based shortlisting (both followed by interview/viva voce) or simply on the basis of interview/ viva voce but this shall be done before sending of recommendation(s) by the Commission to the Department. After acceptance of revised Requisition, a press release regarding increase/decrease in number of posts shall be posted on the website of the PPSC.

Fee

4. It is mandatory for the Candidates to deposit Rs.600/- as application fee for one paper written test and Rs.1000/- for Competitive Examinations. The fee will be paid after generating PSID while applying online.

- a. Candidates are advised to deposit the fee through PSID using following mediums only:
 - i. ATMs



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- ii. Mobile Phone Banking
 - iii. Internet Banking
 - iv. Over the counter (by visiting nearest 1Link Member banks branches)
 - v. Microfinance Banks (JAZZ Cash, Easy Paisa, U Paisa and other microfinance banks)
- b. The following are not acceptable:
- i. Fee deposited on old Challan Form (32-A) of PPSC
 - ii. Bank Draft
 - iii. Pay Order
 - iv. Cheque
- c. Candidates residing outside Pakistan, but having Domicile of the Punjab, will deposit the fee using any banking channel as mentioned in Para-4(a).
- d. **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.
- e. Specially Abled Persons and PPSC employees are not required to deposit application/exam/test fee.
- f. Once Fee is paid, login to PPSC website while using 'Apply Online Link' and selecting your required post and provide your CNIC to proceed further. Please note that, after leaving PPSC website portal for applying online, when you re-login for completing Apply Online Process, the System will resume from where you left out last time. **Already provided information will not be asked again.**

Procedure for Submission of Online Application Form

5. Applicants are required to submit "**Online Application Form**" upto the Closing Date mentioned in the Advertisement. Candidates should fill Online Form carefully in the light of Guidelines and Instructions mentioned in the Advertisement for the relevant post. Editing options, to correct any data, will be available to the Candidates till the Closing Date for submission of Online Application Form. The candidates are advised to submit only their personal valid E-mail address and



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personal Mobile number at the time of submission of their online application. The Email and Cell Number given by the candidate would not be allowed to be changed at any subsequent stage.

6. Editing option to rectify 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 Online will not be Accepted by the Commission.

7. Candidates shall not be allowed to apply online after Closing Date fixed for receipt of applications.

8. Candidates are required to ensure that:

- a. No column of Web-generated Application Form is left blank.
- b. Candidates are required to submit two attested sets of copies of requisite documents for determination of eligibility for BS-19 and BS-20 posts as already reflected in Commission's advertisement. However, for the posts upto BS-18, candidates shall bring their original documents/testimonials alongwith two sets of photocopies if and when called for interview or before the interview if so decided by the PPSC and the Commission shall undertake scrutiny of such documents.
- c. For the posts up to BS-18, hard copy of the Online Application shall not be required to be submitted to the Commission.
- d. All correspondence in this connection shall clearly mention the following:
 - i. Web Generated Application Number;
 - ii. Name of the Post Applied for; and
 - iii. CNIC Number.
- 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

9. Eligibility of Candidates for the post(s) shall be determined up to the closing date for submission of application form(s) on the basis of:-

- a. Qualification/Experience/Research Papers, prescribed in the Service Rules/Advertisement.



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- b. Instructions issued by the Government or the Commission from time to time.
- c. The age, qualification, experience and other credentials etc. of the Candidates shall be taken up to the Closing Date fixed for such post.
- d. Medical Certificate issued by the Medical Superintendent of District Headquarters Hospitals or Services Hospital, Lahore or Police Hospitals shall be acceptable under the Regulations/Policy Decisions. However, Medical Fitness Certificate issued within three (03) months prior to the Closing Date of the Advertisement shall be acceptable subject to the condition that the candidate fulfills all other requirements of Physical Standards prescribed for the post if required in the advertisement.
- e. It is also pointed out that Punjab Public Service Commission has no power to relax any condition of eligibility which is prescribed in the relevant Service Rules/Advertisement.

Qualification

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

- i. **Acceptance of Foreign Degrees/Diplomas.** The Commission shall accept degrees/certificates/diplomas of those foreign universities only which have been recognized by HEC or PMC/PMDC or PEC or PNC or IBCC or any other Competent Agency/Authority.
- ii. **Acceptance of Equivalent Qualification.** The equivalence of foreign and local academic qualifications as laid down by the HEC, PMDC, PEC 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.
- iii. It shall be the responsibility of the candidates to produce Overall Percentage Marks (OPM) Certificate duly issued from the examining authority failing which they shall be credited with minimum pass percentage i.e. 60%/50%/40%/33% or pass percentage mentioned on the transcript.



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. If a candidate fails to submit Equivalence Certificate issued by the Competent Authority at the time of interview, his/her candidature shall be cancelled.

Reckoning of Age

11. 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.

12. 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 1st 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 1st January will be of one year on 31st December in same year. On 1st 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:

		Day	Month	Year
•	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 1st 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



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01-01-2016; the age shall be calculated as under:

	<u>Day</u>	<u>Month</u>	<u>Year</u>
<input type="checkbox"/> Closing date/date of-reckoning of age.	01	01	2016
<input type="checkbox"/> Date of Birth of candidate.	- 01	01	1988
Age on closing date:	1+00	00	28

(28 years, 00 months and 01 day)

13. The age of a candidate shall 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 the certificate of such examination does not bear date of birth of the candidate, he/she shall be required to produce;

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

14. Concession in upper age limit to a candidate shall be admissible as per Law, Rule & Policy of the Government.

15. The age in case of partial modification shall be calculated in the manner hereunder:-

- i. For candidates who had applied in response to the original advertisement, the date shall be the closing date as indicated in the advertisement except the candidates for Combined Competitive/Competitive Examinations.
- ii. For candidates who apply in response to the partial modification except the candidates for Combined Competitive/Competitive Examination, the date shall be the closing date of the partial modification.
- iii. For those candidates who could not apply in response to the original advertisement being under-age on the closing date shall become eligible if they attain the requisite age limit on the closing date reflected in the partial modification.



Age Relaxation

16. **General Provisions:** Concession in upper age limit admissible under the Punjab Civil Servant Recruitment (Relaxation of Upper Age Limit) Rules, 1976, is as follows:

- a. In the case of a candidate already working as a Government servant, 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 age. Provided 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.
- b. Employees of Federal Government or Semi Government and Autonomous Bodies of Federal Government or Provincial Government and those of Local Bodies are not entitled to age concession for the period of their service in such organizations.
- c. In the case of former Defence Forces Officers/Personnel, the entire period of service rendered by them in the Defence Forces, subject to a maximum of ten (10) years, shall for the purpose of upper age limit for appointment under any Rule, be excluded from their age.
- d. In case a person whose regular/confirmed services under Provincial/Federal Government have been terminated for want of vacancy, the period of service already rendered by him/her shall, for the purpose of upper age limit under any Rule, be excluded from his/her age.
- e. As provided in S&GAD Notification No.SOR-I (S&GAD) 9-36/81 dated 21/5/2012, the relaxation in upper age limit granted upto 5 years for male and 5+3 years for female candidates by the Secretary of Department shall be across the board which will appear as part of the Advertisement.
- f. In the case of Specially Abled Persons as defined vide 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 fifteen (15) years.



Claiming of Additional Marks

17. Following documents shall be required from a candidate who claims a maximum of upto 10 additional marks being an un-employed son/daughter/widow of a deceased/ incapacitated Government Servant:

- (1) Death Certificate of father or mother, as the case may be, from the concerned Corporation/Municipality concerned or a certificate from the appointing authority that the Government Servant had been declared invalidated/incapacitated for further service;
- (2) Certificate from the Department showing Name and Designation of the deceased Government Servant;
- (3) Affidavit from the candidate that he/ she is unemployed and has neither availed the benefit of 10 additional marks nor shall avail this concession in future;
- (4) 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 neither have they availed this benefit nor shall claim the same in future; and
- (5) Family tree issued by NADRA indicating the details of family members.

Departmental Permission Certificate

18. In case the Candidate is a Government Servant, a Departmental Permission Certificate (Form available on Punjab Public Service Commission's Website i.e. 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

19. 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.**



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- b. Domicile Certificate produced by the candidate should be of the same District which he/she has mentioned in the relevant column of his/her online application otherwise the application will be rejected.
- c. A married female candidate may opt for the district of domicile of her husband till she acquires her own domicile. In such a case, she shall produce domicile certificate of her husband along with the evidence of her marriage.
- d. A permanent resident of Azad Kashmir shall be considered to be the resident of the district of the Punjab where he/she is living presently, subject to production of domicile certificate of his/her present district.

Counting of Experience

20. 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 Appointing Authority/Person authorized to do so.
- c. Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority along with valid registration certificate of private entity. Candidates must provide proof of registration showing that the concerned private entity had the status of a registered body during the period of experience claimed by the candidate.
- d. House job experience in a recognized medical institution shall be counted as practical experience.
- e. Experience of residency in F.C.P.S/M.S./F.R.C.S./M.D. or during studies abroad such as Diplomate of American Board/Fellowship shall be counted as experience in the line.
- f. Only that particular/professional experience shall be counted which has been acquired in the relevant area while working in recognized institutions in the public and private sector.



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- g. Experience certificate along with appointment letter(s) in respect of Contract, Current Charge, Acting Charge and Appointment on Adhoc basis which are issued by the Appointing Authority/Head of Institution/Organization/Department under the rules, shall be accepted.
- h. In case of initial recruitment, where experience is one of the mandatory requirements, the experience acquired by any candidate in an honorary capacity shall not be counted towards the period of experience required, unless otherwise specified by the Competent Authority.
- i. Experience in a general specialty shall not be counted as experience in a specific specialty prescribed for a post.
- j. Where, experience has been prescribed as mandatory condition along with 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.

Example: For the post of Assistant Professor in 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 above Policy Decision has also been upheld by 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.

Counting of Research Experience.

21. Research Experience means actual period spent on conducting research in the area of specialty.

- a. Period spent on Research as part of M.Phil./Ph.D. program shall be counted as Research Experience up to a maximum of 2 years for M.Phil. and upto 4 years for Ph.D. However, where in the Service rules Research Experience is prescribed with Ph.D. or M.Phil. for eligibility to a post, Research work done during Ph.D. or M.Phil. shall not be counted as Research experience.



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- b. The Experience of a candidate gained during service as Research Assistant/ Associate/Research Officer in Government-recognized Research Institutions, shall be accepted as research experience.
- c. Experience of Residency in Fellowship or equivalent qualification or during studies abroad such as Diplomat of American Board/Fellowship shall be counted as experience in the line.

Research Papers.

22. Following will be ensured:-

- a. A candidate shall be required to submit two copies of published research papers and recognition list of foreign journals enlisted by HEC/PMC/PMDC within 7 days after the closing date for submission of applications, where so required.
- b. Research papers which have been published in a journal enlisted by HEC/PMC/PMDC or in a journal of HEC/PMC/PMDC recognized foreign Universities shall be accepted without further evaluation. However, Online Research Papers published in a foreign journal approved by HEC/PMC/PMDC or indexed in Pubmed/Index Medicus/Excerpta Medica/Embase shall also be accepted.
- c. The Commission shall not accept research papers of a candidate which have been published 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 published research papers.
- e. If a condition in the Requisition/Advertisement is laid down that the research papers have to be written as a Principal Author then the first name in the list of authors of research papers shall be considered as the Principal Author (First Author).
- f. In the field of Medicine, the standard journals are those Journals which are recognized by the PMC/PMDC.

Registration of Specialists

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

- a. The candidates applying for the post of Medical Officers/Women Medical Officers should have passed their M.B.B.S. Examination and should have also completed one year House Job upto closing date fixed for submission of online applications to the PPSC.



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- b. Candidates shall produce certificate of Full Medical Registration from PMC/ PMDC for the purposes of eligibility of the post (House job registration shall not be accepted). In case of candidates having DVM Degree, certificate of valid PVMC registration shall be required.
- c. In case of post-graduate medical or veterinary degrees from the PMC/PMDC/PVMC or any other notified Regulatory Body, the Certificate shall mention all the degrees acquired by the candidate.
- d. The condition mentioned in (b & c) above shall also apply mutatis-mutandis to Postgraduate Engineers including Agriculture Engineers for posts requiring a candidate to produce Certificate of Registration as “Professional Engineer” under Pakistan Engineering Council Act. The said condition shall also apply to Architects and Town Planners under the provision of Council of Architects and Town Planners Ordinance, 1983 or other relevant body as the case may be.
- e. 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.
- f. Similarly, Nurses should be registered with Pakistan Nursing Council.

Procedure for Submission of Written Request /Application for Change in Particulars after Closing Date

24. The written request/application of candidate for change in particulars should be sent to “Secretary, Punjab Public Service Commission, LDA Plaza, Edgerton Road, Near Aiwan-e-Iqbal, Lahore” within three days after closing date of advertisement. The written request/application for change in particulars should be sent along with copy of CNIC and following information be mentioned clearly:

- 1) Web generated application number
- 2) Name of the post applied for
- 3) Name of the candidate with signature
- 4) Mobile number

Written Test and Interviews

25. Candidates shall be admitted to the Written Examination/Written Test provisionally (at their own risk, subject to their being found eligible in all respects at the time of interview). To avoid frustration, the candidates are advised in their own interest to make sure before appearing in the examination that they fulfill all the requirements under the Rules as advertised relating to their eligibility for the post.



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26. 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.

Written Examinations/Tests

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

- a. **Test** includes written examination, psychological test, appraisal of record, interview and viva voce.
- b. **Written Examination** means a written Examination conducted by the Commission as required by the Government of the Punjab or by the Commission.
- c. **Written Test** means one paper written test (Subjective or Objective or both) conducted by the Commission.
- d. **Kinds and Marking of Written Examination/Test**
 1. The written test paper may be descriptive/subjective or Multiple Choice Objectives (MCQs), or a combination of both: provided that negative marking shall be done and 0.25 marks shall be deducted for each incorrect answer in the objective/ MCQs papers. Syllabus and details are available on the PPSC website.
 2. Qualifying marks in MCQs/Objective paper written tests shall be 40%.
 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.
- e. **Qualifying Conditions for Written Examination**
 1. A Candidate must obtain 40 percent marks in each of the Subjective Paper.
 2. In case of written examination, a candidate must obtain 40 percent marks in each paper and 50 percent marks in the aggregate to qualify for interview.
- f. **Admission of Candidates for Written Examination/Written Test**

Candidates will be admitted for the Written Examination/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 the time of interview.



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- g. **Admission Letter for Written Examination/Test.** Admission letters for the Written Examinations/ Tests are uploaded collectively on the website by the Commission. No Candidate will be issued Admission Letter individually.
- h. **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. **In Case, your CNIC has expired or reported lost, you shall be allowed to appear in the written examination/test on production of Original Valid Passport or Original Expired CNIC. No other document will be acceptable.**
- i. **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 original Passport of the candidate, subject to production of Original Valid Computerized National Identity Card (CNIC) 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 subject to production of NADRA receipt regarding renewal of expired CNIC within the stipulated time after the interview, which shall not be more than seven (07) working days. However, extension beyond 7 working days, if required, will be given with the approval of the Chairman, PPSC.
- j. **Mentioning of Paper Code on MCQ Answer Sheet**
It is mandatory for a candidate to write the paper 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 cancelled.
- k. **Observation on the Correctness of Question in Written Test/Examination**
If a candidate has any observation(s)/reservation(s) on the correctness of any of the question(s) or answer in MCQ type paper, 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 correctness 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.

28. In case of Specially Abled Person, relevant column of Online Application Form should be filled in mentioning "Yes". If a candidate is Specially Abled Person, he/she shall have to submit a certificate regarding his/her disability from the Provincial Council for the Rehabilitation of Specially Abled Persons of Social Welfare Department issued on or before the Closing Date for submission of applications for the post.

Provision of Reader/Writer

29. Reader/Writer shall be provided to a Specially Abled candidate by the Commission only if so requested by him/her at the time of submission of online application. Request for provision of Reader/Writer on the day of Exam/Test shall not be entertained by the Commission. Qualification of Reader/Writer shall be one step lower than the prescribed qualification.

Procedure for Shortlisting of Candidates for Interview

30. Shortlisting of the candidates for interview will be done on the basis of:

- a. Academic record of the candidate; and/or
- b. Marks secured in a written test conducted by the Commission; or
- c. Written test followed by Shorthand/Typing/Proficiency test.

Formula for Calculating the Number of Candidates to be Called for Shorthand/Typing/Proficiency Test and Interview in all Cases of Shortlisting

31. 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. However, the Chairman may increase the number of candidates to be called for interview for one post on case to case basis. Provided that if all candidates called for interview failed to qualify the interview, remained absent or rejected before the interview, next candidates (if available) shall be called for interview with the prior approval of the Chairman.

Note: The above criteria shall also be applicable for candidates when called for interview against the quota for women, specially abled persons and minorities.



Tie Cases in Shortlisting

32. Shortlisting in “tie-cases” shall be done by the following procedures:-

- a. **Where Written Test is Held:** All candidates who secure equal marks in the written test, shall be called for interview over and above the ratio of Candidates/Posts laid down in the relevant P.D.
- b. **Tie Cases on the Basis of Academic Qualification:** All candidates who secure equal marks on the basis of Academic Record shall be called for interview over and above the ratio of Candidates/Posts laid down in the relevant P.D.

Psychological Assessment

33. A candidate who qualifies in the written examination shall be called for Psychological Assessment. He/she is required to produce his/her original CNIC at the time of Psychological Assessment.

Conduct of Interviews

34. **Qualifying Conditions for Interview.**

- a. Only those candidates shall be called for Psychological Assessment and Interview who have qualified in the Written Examination.
- b. In the Interview of these Examinations, a candidate is required to secure at least 50% marks in the viva voce/interview.

Interview Call-up Letter

35. Following will be done:-

- a. Schedule of Interviews for all 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's 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 i.e. 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 Secretary, PPSC, LDA Plaza, Edgerton Road, Near Aiwan-e-Iqbal, Lahore.



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- f. In case of any difficulty, candidates may approach PPSC Office helpline (UAN 042-111 988 722) 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(s) 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.**

- a. A candidate shall also undertake, on the prescribed proforma, that if he/ she fails to provide the deficient documents within the stipulated time, his/her candidature would be cancelled by the Commission.

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

- a. In case a candidate fails to provide original Marks Sheet of any Professional(s) of MBBS/BDS, the candidate should be awarded 50% marks in that particular Professional(s) and rest should be taken as it is.
- b. Minimum qualifying marks in B.Sc.(Agri.)/M.Sc.(Agri.) are 40%.
- c. Minimum qualifying marks in S.S.C., H.S.S.C., B.A./B.Sc. or M.A./M.Sc. are 33%.
- d. Marking for calculating the academic merit both for shortlisting and interview/viva voce will be done in case of (a) at 50% (b) at 40% and (c) at 33%.

Number of Chances

38. a. For all posts to be filled through written test followed by interview, or interview alone, the number of chances shall be restricted to three (3), in case of the candidate who fails in written test/interview thrice for a specific post. Moreover, the chance of the candidate



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who is interviewed provisionally, but failed to submit the requisite document(s) within the stipulated period and consequently his candidature/data was blocked, shall be considered as availed.

- b. 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.
- c. In subject related posts, 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.
- d. The chance of a candidate who is recommended by PPSC but he/she does not join the recommended post, shall be counted.
- e. Number of chances for Competitive Examinations shall remain 03 and they shall also include Combined Competitive Examination.

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

39. Procedure for intimation of written examination/test date, time and venue to the candidate(s) 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 7 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 & venue of written examination/test preferably 5 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



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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 venue 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.**

Procedure for Intimation of Interview Date, Time and Venue to Candidates

40. **Where Interview is Conducted without Written Test.** Within two days after the closing date for receipt of applications and after decision regarding holding of Interviews; either before scrutiny; or after scrutiny of applications; or shortlisting 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 ----- 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 ----- 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

41. 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 & venue of Interview, with the instructions to **download their Interview Letter from PPSC Website.**



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- 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)** or **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 venue of Interview with the instructions to **download their Interview** Letters from PPSC Website, if already not done.
- e. A **Website** alert is posted a day before the Interview Schedule for information of the Candidates.

Merit List

42. **Validity of Merit List.** For recommending substitutes, the merit list for all the posts shall remain valid for twelve months from the date of issuance of recommendation letter irrespective of the receipt of fresh requisitions for the said post. However, where request for substitute is received within the validity period, the Chairman may extend the validity period for the disposal of such request.

43. **Substitution of Recommended Candidates.** A substitute can be provided from the merit list during its validity period if so requested by the Department concerned, in case a candidate:

- i. Fails to join the post.
- ii. Tenders his/her resignation after joining.
- iii. Is declared unfit on medical or any other ground.
- iv. Is terminated by the Department on any ground.
- v. Requisitioned post has become vacant for any other reason.
- vi. 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.

44. If at any stage, i.e., during the process of selection or even after the recommendation has been sent to the concerned Department, a person is found to be deficient in any of the conditionalities of eligibility or guilty of any irregularity or found to be selected in a deceitful manner, his/her candidature shall be cancelled and recommendation (if sent) withdrawn.



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

45. 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.

46. A candidate may be disqualified and/or debarred from any examination, test or interview for any post held or to be held by the Punjab Public Service Commission in future, who is found guilty of any one of the following:-

- a. (1) Furnishes any false or incorrect information to gain undue advantage;
- (2) Suppresses material information;
- (3) Canvasses or attempts to influence the Members of the Commission, the Officers and Officials of the Commission, Advisors, Departmental Representatives, Examiners, Supervisors, Invigilators and any other person who have been called to assist the Commission in interview or written test/examination;
- (4) Attempts to obtain support for his/her candidature through any means;
- (5) Submits forged certificates/documents;
- (6) Tampers with the entries in his/her age and academic certificates or other documents;
- (7) Violates instructions or resorts to misconduct during written examination/test/interview/proficiency test/typing test;
- (8) Fails to observe the instructions issued by the Commission;
- (9) Uses unfair means in the Written Test/Written Examination;
- (10) Impersonates at any stage or in any form;
- (11) Possesses weapon/arms, mobile phone or any electronic device/gadget except those permitted at the time of Written Examination/Test or Interview;



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- (12) Fails to return solved Answer Sheet and/or objective type MCQ Paper at examination centre;
 - (13) Copies MCQs on any substance during Examination/Test;
 - (14) If a candidate is found violating any instruction of PPSC, he/she, till the decision of the case by the Commission, will be treated as provisional candidate against any other post(s) he/she has applied for; and
 - (15) In addition, the Commission may initiate criminal proceedings against any such candidate under the relevant law.
- b. If at any stage, i.e., during the process of selection or even after the recommendation has been sent to the concerned Department, a person is found to be deficient in any of the conditionalities of eligibility or guilty of any irregularity or found to be selected in a deceitful manner, his/her candidature shall be cancelled and recommendation (if sent) withdrawn.

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.
- c. Your application number along with all posts you have applied for in PPSC will be displayed in the form of a table. You may pick your required number here.
- d. 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 query/grievance, please contact 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 addresses:-



Sr. No.	Subject Related to:	Official E-mail
1.	General Queries	ppsc@punjab.gov.pk
2.	Technical Queries	dir.it@ppsc.gop.pk
3.	Recruitment Queries	dda@ppsc.gop.pk ddb@ppsc.gop.pk ddc@ppsc.gop.pk ddd@ppsc.gop.pk dde@ppsc.gop.pk ddf@ppsc.gop.pk ddg@ppsc.gop.pk ddh@ppsc.gop.pk ddj@ppsc.gop.pk ddk@ppsc.gop.pk ddm@ppsc.gop.pk
4.	Written Exam/Test Queries	deputy.secy@ppsc.gop.pk
5.	Female Candidates	dir.monitoring@ppsc.gop.pk

Change of Mobile Number.

49. If a candidate changes his/her Mobile Number already fed in his/her Online 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 disallow the following:-

- a. Candidates are not allowed to carry mobile phone or similar gadgets in the examination hall or at the place of interview.
- b. If a candidate is found in possession of a mobile phone or any other electronic device/gadget whether using or not using during the written test/exam, an FIR may be lodged against the candidate by the Commission under the relevant Law. Besides, action under PPSC Policy Decisions/ Regulations shall also be taken against him/her.



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CAUTION

Please refuse to engage with any person who may offer to help you get selected because PPSC's 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'ble Member of the Commission:-

- Dr. Sarfraz Ahmad Warraich, Member, PPSC
(E-mail: member18@ppsc.gop.pk Tel: 042-99202756)

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

1- ڈاکٹر سرفراز احمد وارائچ، رکن پی پی ایس سی، (ای میل: member18@ppsc.gop.pk، فون: 042-99202756)

آپ کا نام میگزین میں رکھا جائے گا۔

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