

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ. ਨਗਰ
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ/ਐਸਿ), ਪੰਜਾਬ।
2. ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀ, ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ: 15/1-2020 ਕੋ (1)/2020224169
ਮਿਤੀ. 16 .09.2020

ਵਿਸ਼ਾ: Instructions for the Examinees.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਦਾ ਪੱਤਰ ਨੰ: PERS-PCSOD/E/2/2019-
2PCS440(I-VII) ਮਿਤੀ 21.08.2020.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ
ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

16-9-2020
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

(18)

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DDI/SS)

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Endst. No: PERS-PCSOD/E/2/2019-2PCS 440 (I-VII) Dated, Chandigarh, the 21st August, 2020

A copy along with instructions for the examinees is forwarded to :-

- 1) The Accountant General (Accounts and Entitlements), Punjab, Chandigarh;
- 2) The Accountant General (Audit), Punjab, Chandigarh; for information.
- 3) All the Financial Commissioners; and
- 4) All Principal/Administrative Secretaries to the Government of Punjab for the information of the intending candidates working under them.
- 5) All concerned Heads of Departments, Commissioners of Ferozepur, Faridkot, Jalandhar, Patiala and Roopnagar Divisions, all Deputy Commissioners and the District and the Sessions Judges in the State of Punjab.
- 6) The Director, Mahatma Gandhi State Institute of Public Administration, Sector 26, Chandigarh.
- 7) Director, Information and Public Relations, Punjab, Chandigarh. He is requested to give wide publicity in the media by issuing an appropriate press note etc.
- 8) The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie (UP).

Kantam
21/08/2020
Superintendent

H SSE
27/08/20

Jeev

INSTRUCTIONS FOR THE EXAMINEES

AD (Comp) 27/08/20

1. The next Departmental Examination of Assistant Commissioners, Extra Assistant Commissioner /I.P.S officers, Tehsildars/Revenue Officials and other departments are to be held from **05-10-2020 TO 09-10-2020** .
2. Those officers who intend to appear in the said examination should send their applications to the Principal Secretary to Government Punjab, Department of Personnel and Secretary, Departmental Examination Committee (PCS Branch), Punjab Civil Secretariat, Chandigarh, through their Departments in the *pro forma* given in Annexure I and II separately by **18th September, 2020**. **No direct application will be entertained under any circumstances**. Incomplete applications will be rejected and no Roll No. will be issued for which the onus will fall upon the applicant concerned.
3. The candidate who does not get his/her Roll No. by **25th September , 2020** for examinations to be held w.e.f. **05-10-2020 TO 09-10-2020** should contact the PCS Branch via E-Mail (pcsbranch@gmail.com) or telephone **(0172-2740553 (PBX -4648))**.
4. No candidate will be allowed entry in the Examination Hall after the commencement of the Examination.
5. No candidate shall bring mobile phone or any other electronic gadget inside the Examination Hall. No facility shall be provided for safe keeping of the mobile phones/electronic gadgets by the authorities.

Each candidate shall have to bring his/her own books (only bare acts) .
Authorities shall not provide any book to any candidate.

No candidate shall bring into the Hall any unauthorized papers, books or note books. In case of question papers to be answered with the aid of any Manuals, codes, Acts or Rules etc., the Manuals, Codes, Acts or Rules to be brought in the Examination Hall should not be annotated editions. Candidates found in possession of such material will be disqualified for the examination and such books will be confiscated.
8. The candidates should use only blue or blue-black ink.
9. The candidates are not permitted to smoke in the Examination Hall. Mobiles, Calculators and any other thing which is a source of help in examination will not be permitted.
10. After the papers have been distributed, the candidates are not allowed to talk to one another in any subject whatever. Any question which a candidate may have to ask must be addressed to the Officer superintendent of the Examination.
11. There must be complete silence in the Hall. A candidate must not call out for paper or drinking water. He will be attended to if he raises his hand.

ਦਫ਼ਤਰ ਸਕੱਤਰ ਸਕੂਲ ਸਿੱਖਿਆ ਪੰਜਾਬ
ਆਨ ਕਾਫਿਨ ਡਿਵੀਜ਼ਨ ਨੰ 115583
ਮਿਤੀ 28/08/2020

12. The candidates are required to write on the answer books provided for the purpose and to give up the answer books the instant time is called.
13. Except in very special circumstances, a candidate shall not leave the Hall during the Examination.
14. The candidates shall retain the seats assigned to them on their first appearance right through the Examination.
15. The candidates should consult the time-table hung outside the entrance door. No excuse whatever will be accepted for late arrival.
16. The candidates should not answer more than the specified number of questions. The examiners will mark the questions up to the specified number in the order in which the examinee has answered them and will award no marks to questions awarded in excess of the specified number.
17. The candidates are on no accounts to put their names or initials in the answer books, or write any symbol like Om, Ek Onkar, Alla-hu-Akbar etc. indicative of the religion of candidate or the likely examiner. No other distinction marks designed to show the religion or community of the candidate should be displayed.
18. A candidate using unfair means suspected of cheating or disregarding these instructions will not be allowed to complete his paper. He will also be liable to disqualification and disciplinary action.

Sd/-

VIVEK PARTAP SINGH, IAS
SECRETARY TO THE GOVT OF PUNJAB
DEPARTMENT OF PERSONNEL AND SECRETARY,
DEPARTMENT EXAMINATION COMMITTEE.

ANNEXURE I

Name of the Examinee with complete address on which Roll No. be sent to him.	Year of allotment/ date of joining the present service.	Subjects/Groups in which the candidate will appear.	No. of chances already availed of.
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Affix Passport size photograph here

Signature

Name in Bock Letters

Designation _____

Place of Posting _____

Email-Id _____

Mobile No. _____

ANNEXURE II

DEPARTMENTAL EXAMINATION COMMITTEE, PUNJAB

DEPARTMENTAL EXAMINATION OF (_____) TO BE HELD AT CHANDIGARH FROM 05-10-2020 TO 09-10-2020

ADMISSION CARD

To be filled up by office

Centre of Examination

Roll No. _____

Mahatma Gandhi State Institute of Public Administration, Punjab, Sector 26, Chandigarh.

To be filled in by the candidate

Shri/Smt./Ms. _____ Designation _____

Office/Deptt. _____ may be allowed to appear in

the Departmental Examination to be held from **05-10-2020 TO 09-10-2020** in the

papers / groups / subjects indicated below:-

PAPER

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____

Affix Passport size photograph here

(_____)

Signature of the candidate

Important Note.

1. **No candidate shall bring mobile phone or any other electronic gadget inside the Examination Hall. No facility shall be provided for safe keeping of the mobile phones/electronic gadgets by the authorities.**
2. **Each candidate shall have to bring his/her own books (only bare acts) . Authorities shall not provide any book to any candidate.**

DEPARTMENTAL EXAMINATION COMMITTEE
DATE SHEET

NOTIFICATION

The 21st August, 2020

No: PERS-FCSD/ET/2019-2PCS/1440
The next Departmental Examination of Officers/Departments indicated below will be held on the dates and hours specified below in the Mahatma Gandhi State Institute of Public Administration, Punjab, Sector-26 (MGSIPAP) Chandigarh. For details of the various examinations, the intending examinees are referred to the relevant departmental rules:

Dates and Hours	Assistant Commissioners / Extra Assistant Commissioners (Officers who joined service after 01-01-2016)	I.P.S Officer	Revenue Officers	Officers of Forest Deptt. (I.F.S Officers)	Officers of the Deptt. of Agricultural/ Soil Conservation / Horti. Services	Officers of the Deptt. of Animal Husbandry & Vet. Science (Without Books)	Officers of the Deptt. of Fisheries	Officers/ Officials of the Department of Jails	Officers of the Department of Dairy Development	Officers of the Department of Co-operation	Block-Development and Panchayats Officers and LCS	Officers of Labour Deptt.	Officers of the Department of Employment	Officers/ Officials of Excise and Taxation Deptt.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
05-10-2020 (Monday) 9.00 a.m to 12.00 noon	Criminal Law, First paper	---	Criminal Law, 1st paper	---	---	Paper-I Animal Husb. & Vet. Science (Without Books)	Subject I (Punjab Jails Manual without appendices)	---	---	---	Group I Paper A (without book)	---	Employment Exchange Procedures Paper Ist	Subject-I (Law of Crime)
06-10-2020 (Tuesday) 9.00 a.m to 12.00 noon	Civil Law	---	Civil Law	Forest Law	---	---	Subject II (Punjab Jails Manual with appendices and other matters)	---	---	---	Group I Paper B (without book)	---	Paper IInd	Subject-III (Law relating to Allied Taxes)
07-10-2020 (Wednesday) 9.00 a.m to 12.00 noon	Regulatory Laws	---	Patwar Mensuration (without book)	Land Revenue	---	Paper-II Legislative (Acts and Rules (With Books)	---	---	---	---	Group II (Budget and Accounts)	---	---	Subject-IV (Civil Law)
07-10-2020 (Wednesday) 9.00 a.m to 12.00 noon	Revenue Law First Paper	---	Revenue Law First Paper	---	---	---	Subject III (Criminal Law)	Paper-I Inst, Legal & Sail Framework (with books)	---	---	Group III (Statutory Acts & Rules)	---	---	---
08-10-2020 (Thursday) 9.00 a.m to 12.00 noon	Local Government Laws	---	Public Service Laws	Procedure and Accounts	---	---	---	Paper-II Technical (without books)	---	---	---	Paper-I (Labour Law-I)	---	Subject-V (Punjab VAT Act Law)
08-10-2020 (Thursday) 9.00 a.m to 12.00 noon	Revenue Law, IInd Paper	---	Revenue Law, IInd Paper	---	---	---	Subject IV (Financial Rules)	---	---	Accounts	---	---	---	---
2.00 pm to 5.00 p.m	Service & Financial Rules	---	Service & Financial Rules	Hindi (including oral test) without book	---	---	Accounts (with Books)	Subject V Hindi (including oral test)	Accounts (with Books)	Accounts	---	Paper-II (Labour Law-II)	---	Subject VI (Book Keeping and Gen. Commercial Knowledge) (without book)

contd...

Dates and Hours	Assistant Commissioners / Extra Assistant Commissioners (Officers who joined service after 01-01-2016)	I.P.S. Officer	Tehsildars Revenue Officials	Officers of Forest Deptt. (I.P.S. Officers)	Officers of the Agricultural / Soil Conservation / Hort. Services	Officers of the Deptt. of Animal Husbandry	Officers of the Deptt. of Fisheries	Officers/ Officials of the Department of Jails	Officers of the Department of Dairy Development	Officers of the Department of Co-operation	Block-Development and Panchayats Officers and L.C.S.	Officers of Labour Deptt.	Officers of the Department of Employment	Officers / Officials of Excise and Taxation Deptt.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
09-10-2020 (Friday) 9:00 a.m. to 12:00 noon	Hindi (incl. oral test) (without book)	Hindi (incl. oral test)	Urdu (incl. oral test) without book		Accounts		Deptt. Rules (without Books)	Subject VI Punjab (including oral test)				Paper-III (Labour Law-II)		Subject VII (Computer and Management Inf. System) (without book)
2:00 pm to 5:00 pm	Punjabi (incl. oral test)	Punjabi (incl. oral test)	---	Punjabi (incl. oral test)	---	---	---	---	---	---	---	---	---	---

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VIVEK PARTAP SINGH, IAS
SECRETARY, GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL