

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈ.ਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

1. ਸਮੂਹ ਜਿਲਾ ਸਿੱਖਿਆ ਅਫਸਰ(ਸੈ.ਸਿ/ਐ.ਸਿ),ਪੰਜਾਬ।
2. ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀ,ਪੰਜਾਬ।

ਸੀਮੇ ਨੰ. DPBE-CORDOCIRC/43/2020/202133830-881

ਮਿਤੀ. 20-04-2021

ਵਿਸ਼ਾ:- Instructions for the Examinees.

ਹਵਾਲਾ:- Govt. of Punjab, Department of Personnel cum Secretary, Department Examination Committee ਦਾ ਪੱਤਰ ਨੰ. 8/10/2017-2PCS/356-363 ਮਿਤੀ.23.03.2021 ।

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

ਨੱਥੀ:ਉਕਤ ਅਨੁਸਾਰ

(Handwritten Signature)
20.04.2021
(ਜਸਕੀਰਤ ਕੌਰ)

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਪਿਠ.ਅੰਕਣ ਨੰ.ਉਕਤ/ 202133832-885 ਮਿਤੀ. 20-04-2021

1. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
2. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ,ਦਫਤਰ ਡੀ.ਜੀ.ਐਸ.ਈ,ਪੰਜਾਬ।
3. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ,ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ(ਸੈ.ਸਿ/ਐ.ਸਿ),ਪੰਜਾਬ।
4. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ, ਦਫਤਰ ਡਾਇ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ, ਪੰਜਾਬ।

(Handwritten Signature)
20.04.2021
(ਜਸਕੀਰਤ ਕੌਰ)

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

541-10
01/04/2021

-1-

Endst. No: 08/10/2017-2PCS/356-363

Dated, Chandigarh, the 23rd Mar, 2021

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).


Superintendent

642211

30/3/21

2017-18
16
2017-18
24/3/2021
AG (C. & E.)
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INSTRUCTIONS FOR THE EXAMINEES

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 **26-4-2021 TO 30-4-2021** .
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 **15th April, 2021**. 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 **20th April , 2021** for examinations to be held w.e.f. **26-4-2021 TO 30-4-2021** 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.
6. Each candidate shall have to bring his/her own books (only bare acts) . Authorities shall not provide any book to any candidate.
7. 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.

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
PRINCIPAL SECRETARY TO THE GOVT OF PUNJAB
DEPARTMENT OF PERSONNEL cum 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 26-4-2021 TO 30-4-2021

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 26-4-2021 TO 30-4-2021 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 27/03/2021

No: 08/10/2017-2PCS/ 356-363

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:-

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Dates and Hours	Assistant Commissioners / Extra Assistant Commissioners	I.P.S Officer	Tehsildars Revenue Officials	Officers of Forest Deptt. (I.F.S Officers)	Officers of the Agricultural/ Soil Conservation / Hort. Services	Officers of the Deptt. of Animal Husbandry	Officers of the Deptt. of Fisheries	Officers 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 Socie and Taxation Deptt.
26-4-2021 (Monday) 9.00 a.m to 12.00 noon 2.00 pm to 5.00 pm	Criminal Law, First paper Civil Law	---	Criminal Law, 1st paper Civil Law	---	---	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 1st	Subject-I (Law of Crime)
27-4-2021 (Tuesday) 9.00 a.m to 12.00 noon 2.00 pm to 5.00 pm	Criminal Law, 2nd paper Regulatory Laws	---	Criminal Law, 2nd paper Panner Mensuration (without book)	---	---	---	---	Subject II (Punjab Jails Manual with appendices and other matters)	---	---	Group I Paper B (without book)	---	Paper 1st	Subject-II (Excise Law) Subject-III (Law relating to Allied Taxes)
28-4-2021 (Wednesday) 9.00 a.m to 12.00 noon 2.00 pm to 5.00 p.m	Revenue Law First Paper Local Government Laws	---	Revenue Law First Paper Public Service Laws	---	---	Paper -II Legislative (Acts and Rules (With Books)	---	Subject III (Criminal Law)	Paper-I Inst, Legal & Statu. Framework (with books)	---	Group II (Budget and Accounts)	---	---	Subject-IV (Civil Law)
29-4-2021 (Thursday) 9.00 a.m to 12.00 noon 2.00 pm to 5.00 p.m	Revenue Law, 1st Paper Service & Financial Rules	---	Revenue Law, 1st Paper Service & Financial Rules	---	---	---	---	Subject IV (Financial Rules)	---	---	---	Paper-I (Labour Law-I)	---	Subject-V (Punjab VAT Act Law)
								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.

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Dates and Hours	Assistant Commissioners / Extra Assistant Commissioners for officers who joined service after 01-01-2008)	I.P.S. Officer	Tehsildars Revenue Officials	Officers of Forest Deptt (I.F.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
30-4-2021 (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)					Paper-II (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 (including oral test)				Subject VI Punjabi (including oral test)						

sd/-
VIVEK RANTAP SINGH, IAS
PRINCIPAL SECRETARY TO GOVERNMENT OF
PUNJAB DEPARTMENT OF PERSONNEL