

PUBLIC NOTICE

**DIRECTOR, LAND RECORDS, PUNJAB
OFFICE OF DIRECTORATE OF LAND RECORDS,
KAPURTHALA ROAD, JALANDHAR, PUNJAB**

EMPLOYMENT NOTICE NO. L-2/5-131/254

DATED : 18.08.2015

Candidate can apply online From	:	24.08.2015
Last date for Registration	:	15.09.2015
Last Date for deposit of application fee	:	18.09.2015

Director, Land Records, Punjab on behalf of the Department of Revenue, Rehabilitation & Disaster Management, Punjab, invites **ONLINE** applications from eligible candidates only at <http://punjabrevenue.nic.in> for filling up vacant posts of **Revenue Patwari (Pay Scale of Rs. 10300-34800 + Rs. 3200/- Grade Pay)** in the State of Punjab as per details given below:-

TENTATIVE VACANCY POSITION – REVENUE PATWARI												
Sr. No.	Name of District	Total Posts	Gen	SC	BC	Ex-Service Man			Orthopedic Handicap	Sportsman		Freedom Fighter
						Gen	SC	BC		Gen	SC	
1.	Amritsar	42	3	8	4	22	2	1	1	0	0	1
2.	Fatehgarh Sahib	30	1	11	5	4	2	2	2	1	1	1
3.	Gurdaspur	47	23	11	5	4	1	1	1	1	0	0
4.	Patiala	85	15	23	6	17	10	5	0	5	3	1
5.	SAS Nagar	9	4	1	1	0	0	1	0	0	1	1
6.	Sri Muktsar Sahib	4	3	1	0	0	0	0	0	0	0	0
7.	Faridkot	5	2	1	1	0	0	0	0	1	0	0
8.	Kapurthala	90	39	3	16	11	7	6	1	3	2	2
9.	Jalandhar	136	69	27	14	11	6	3	1	3	2	0
10.	Barnala	8	0	4	0	1	1	0	2	0	0	0
11.	Tarn Taran	62	28	15	2	6	2	2	3	2	0	2
12.	Moga	69	33	15	7	5	2	2	2	1	1	1
13.	Hoshiarpur	136	64	28	16	12	4	2	4	2	2	2
14.	Pathankot	36	18	8	3	3	1	1	1	1	0	0
15.	Fazilka	7	7	0	0	0	0	0	0	0	0	0
16.	Mansa	40	6	6	5	7	4	5	2	2	2	1
17.	SBS Nagar	75	50	0	0	10	5	2	2	3	2	1
18.	Sangrur	80	18	1	18	15	11	5	1	6	2	3
19.	Ferozepur	19	11	4	2	0	1	1	0	0	0	0
20.	Roopnagar	41	10	4	6	6	4	3	2	2	3	1
21.	Bathinda	20	0	0	0	12	3	3	0	2	0	0
22.	Ludhiana	186	92	36	20	12	8	6	6	2	2	2
	Total	1227	496	207	131	158	74	51	31	37	23	19

The number of vacancies shown above are tentative & those can be increased or decreased in future due to administrative exigencies and Department reserves the right to prepare a Select List of the candidates more than actual/tentative number of vacancies.

1. NATIONALITY

(1) No person shall be accepted as a Patwari candidate, unless he is:-

- a. a citizen of India or
- b. a subject of Sikkim or
- c. a subject of Nepal or
- d. a subject of Bhutan or
- e. A tibetan refugee who came over to India before the 1st January 1962, with the intention of permanently settling in India; or
- f. a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that a candidate belonging to categories (c),(d) ,(e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the competent authority, and if he belongs to category (f) the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian citizenship.

2. AGE:-

- i) As mandated by Punjab Revenue Patwaris, Class III Service Rules, 1966 and Govt. instructions issued from time to time, the candidate should have attained the minimum age of 21 years and should not have attained the age of 37 years on the first day of January of the year in which the last day falls for submission of application. In other words, the candidate should have attained the age of 21 years but should not be older than 37 years on 1st January, 2015.
- ii) That for Scheduled Castes and Backward Classes of Punjab age limit may be relaxed upto 5 years as per Punjab Government circular No.10972-4 WGI-65/3205 dated 16th, February 1966.
- iii) The upper age limit for a Punjab Government, Other State Government or the Government of India employee may be relaxed up to 45 years.
- iv) The upper age limit for widows, divorcees and certain other categories of married women as per instructions issued by the Government of Punjab vide Letter No. 1/50/83-5PP(1368)/3454 dated 23.04.1984 will be relaxed up to 40 years.
- v) Age relaxation in upper age limit, upto 10 years is available to the disabled persons of Punjab.
- vi) An Ex-serviceman of Punjab domicile shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.

3. QUALIFICATION:-

- i) The applicant should possess a Bachelor's degree in any discipline from a recognized university.
- ii) Possesses at least 120 Hours' Course with working experience in the use of Personal Computer or Information Technology in Office Productivity

Applications or Desktop Publishing Applications from a recognized institution or a reputed institution, which is ISO 9001 certified;

OR

Possesses at least 120 Hours' working experience in Computer Applications from a recognized institution or a Certificate of 'O' Level from the Department of Electronic Accreditation of Computer Course (in short DOEACC).

- iii) He must have passed matriculation with Punjabi as one of the subject or its equivalent level.

The applicant should fulfill the condition of qualification on the last date of receipt of applications i.e. 15.09.2015.

4. CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE

The following conditions, among others, shall render the candidates ineligible for the Written Examination:

- i) Insufficient examination fee;
- ii) **Examination fee deposited by means other than Bank Challan in any branch of the State Bank of Patiala;**
- iii) Wrong/incomplete information given in the application form;
- iv) Candidates debarred by the PPSC/other Public Service Commissions;
- v) Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

5. PROCEDURE OF SELECTION:-

- (i) The Recruitment Test will be held in TWO stages. All candidates will take the First Stage Test, which will be conducted at the examination centres located at Chandigarh and/or depending on number of applications received, the examination centres can also be located at Amritsar, Hoshiarpur, Jalandhar, Ludhiana, Patiala, Bathinda and Ferozepur.
- (ii) Candidates equal to 10 times the number of vacancies in each category will be shortlisted to take the Second Stage Test, which will be held only in Chandigarh.
- (iii) The Selection of the candidates will be strictly on the basis of Merit in the Second Stage Test. The First Stage Test will be only for shortlisting.
- (iv) Both First Stage & Second Stage Tests will be of Objective Type of two (2) hours duration consisting of 100 objective type questions with multiple choice answers.
- (v) Criteria for the written test will be as under:-

Sr. No.	Subject	Mode of Examination	Maximum Questions
1.	General Knowledge	Multiple Choice Objective Type Written Examination	20
2.	Mental Ability		20
3.	Arithmetic Skills		
	(a) Mensuration		15
	(b) Accounts		10
4.	English Language		5
5.	Punjabi Language		5

6.	Computers/Information Technology	15
7.	Agriculture	10
Total		100

- (vi) The medium of examination will be English (except questions of Punjabi Language subject as mentioned at Sr. No. 5 in (ii) above).
- (vii) Candidates have to make their own arrangement for reaching at the examination centres so allotted to them.
- (viii) There will be negative marking in multiple choice questions. **For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
- (ix) Weightage of written test shall be 100% marks for consideration of merit in selection.
- (x) In case of two or more candidates obtaining equal marks, the candidate older in age shall be placed higher in the order of merit.
- (xi) The number of candidates as decided by Director Land Records, Punjab, who qualify the Second Stage Written Examination will be called for checking of original testimonials at office of Director, Land Records, Punjab, Jalandhar.
- (xii) The Select List will be prepared strictly on the basis of merit in Second Stage written examination. Name of eligible candidate(s) higher in merit would be recommended for appointment (as per Punjab Revenue Patwaris, Class III Service Rules) as per the number of vacancies to be filled.
- (xiii) The Director, Land Records, Punjab reserve right to withdraw any kind of posts or amendment in selection procedure/qualifications of the post mentioned in the advertisement without any notice.

6. HOW TO APPLY ONLINE

- (i) Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the Application Form shall not be entertained under any circumstance. The Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.
- (ii) Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.
- (iii) You are required to apply online through Director, Land Records, Punjab website <http://punjabrevenue.nic.in> No other means/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) will be accepted.
- (iv) First of all ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. You should keep checking the inbox or even the spam box of this email ID regularly during the recruitment process as the Director, Land Records, Punjab may send intimations for written test etc. through this.

- (v) Please scan your Photograph and Signatures individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each, otherwise you will not be able to submit your online application.
- (vi) Please keep following details ready with you before clicking on the registration button for starting your online application.
- a) Personal demographic details including Date of Birth and Nationality.
 - b) Mobile Number
 - c) Personal Email ID
 - d) Reservation category details
 - e) Graduation percentage
 - f) Soft Copies of Scanned Photograph, Signatures and Bank Challan.

YOU ARE NOW READY TO APPLY ONLINE.

- (vii) Go to the website <http://punjabrevenue.nic.in> 'RECRUITMENT OF REVENUE PATWARI'. Further click the sub-link 'Online Application'. Clicking on this sub-link will open the Online Application form.
- (viii) Carefully fill in these details one by one. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (ix) Upload the scanned copies of photograph and signatures.
- (x) Re-Check that all details are filled correctly.
- (xi) Go through each and every point under the Declaration Para. If you fulfill all those conditions and criteria, then and only then click on 'I Agree' box. Any wrong information may cancel your candidature.
- (xii) Now you are ready to submit the Application form by clicking on the button Submit Form.
- (xiii) Once you click the button Submit Form, you will get your login ID and password. Please note these down and keep them safe with you as you will be requiring these while logging into the recruitment portal. In fact you will be required to download the Admit Card from this portal later on by logging through same login ID and password.
- (xiv) Click on the link 'BANK CHALLAN' and take a print out of the challan form.
- (xv) Based on the category in which you intend to apply, the following fees will have to be paid through the above generated challan form only;
- a) General : Rs.800/-
 - b) SC/BC/PHC/Ex-Serviceman of Punjab : Rs.400/- :
- (xvi) It is important to note that the requisite fee can only be deposited in any branch of State Bank of Patiala as department has only nominated State Bank of Patiala for collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.

- (xvii) After depositing the fee, you will get two leaflets (Candidate's copy and Department's Copy) out of three leaflets. Bank copy will be kept by the bank where you will deposit the fee.
- (xviii) Please take TWO print outs (THREE in case of Regular Govt Employees) of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.**
- (xix) **Regular Govt. Employees** must send Hard Copy (Downloaded from website) of his/her application, alongwith all relevant documents, to the Director, Land Records, Punjab, Kapurthala Road, Jalandhar through proper channel so as to reach within TEN days from the last date of Deposit of Fee.
- (xx) This application print out with photograph affixed on it will have to be submitted during counseling alongwith the original copies of the following:-
1. Relevant Degree and possession of 120 hrs. Computer Course Certificate.
 2. Reserved Category Certificate issued by the Competent Authority (if applicable)
 3. Original counterfoil of the Fee Payment Challan (Department Copy)
 4. Proof of Date of Birth Certificate of Matriculation/Higher Secondary.
 5. Proof of having passed Matric level Punjabi Language.
 6. Certificate as proof of age relaxation, if claimed.
 7. Proof of being Govt. Employee, if applicable.

If you are an ex-serviceman, additional certificate/documents mentioning the following:

1. Date of Enrolment
 2. Date of Release/Discharge
 3. Reason of Release/Discharge
- (xxi) To download your Admit Card, you will visit the department website and click the same link, which will take you to the same recruitment portal where you had filled your online application form. You can click on LOGIN button, put in your login ID and password to download and print your Admit Card. Intimation about when to download the Admit Card will be sent to you through email.
- (xxii) Question Paper alongwith the Answer Key will be posted on the department's website, within one day after the examination, for calling objections, if any, from the candidates. You can submit your objections by logging in with your login ID and password and clicking on "Objections" tab within three days after the display of answer key. The objections will be referred to experts and Key will be finalized.

This key will be used for preparation of final result.

The applicants will require pasting his/her photograph, duly attested by a Gazatted Officer, on the E-Admit card. The photograph must be same as uploaded by the applicant in his/her online application. In case of non-matching of photograph with the uploaded photograph, applicant will not be allowed to enter the examination centre and no request in this regard will be entertained in any circumstances at that time or later.

Applicants are advised to visit the website of Department and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Department should be avoided.

7. EXAMINATION FEE

<u>Sr. No.</u>	<u>Category</u>	<u>Amount (in Rupees)</u>
1.	General	800/-
2.	SC/BC/PHC/Ex-Service man of Punjab	400/-

Requisite fee must be deposited on or before the last date and time fixed for the purpose. The applicants have to deposit the requisite fee by way of 'Cash Deposit Receipt', printed after completion of Step-I of registration, in any Branch of State Bank of Patiala only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. No other mode of payment of fee is admissible. The fee once paid will not be refunded in any case. The applicant must retain the 'Cash Deposit Receipt' in original for future use.

8. DATE OF EXAMINATION

The examination is likely to be conducted in the month of October/November, 2015. The exact date will be notified on the website of Department (<http://punjabrevenue.nic.in>) and candidates are advised to regularly visit the website.

Applicants are advised in their own interest to apply online much before the closing dates and not to wait till the last date for depositing the fee and completion of Registration Step-II to avoid the possibility of disconnection/inability /failure to log on the website on account of heavy load on internet/website jam. Department shall not be responsible, if any applicant failed to apply or complete the Registration process due to aforementioned reasons. The cutoff date to apply for the post is sacrosanct, relief to the candidate to apply after cutoff date will not be granted under any circumstances.

9. IMPORTANT INSTRUCTIONS

- i) **The application can be submitted through online mode only.** No other means/mode of submitting applications will be accepted or entertained in paper form, which is sent to the Department directly except in case of 'Government Employees' as detailed in term D (vi). The applicants have to deposit the requisite

fee by way of 'Cash Deposit Receipt' printed after completion of registration, in any Branch of State Bank of Patiala only. **Fee sent by any other mode i.e. Cheque/Draft will not be accepted.**

- ii) A candidate, whether he/she belongs to General or reserve category, can submit only one application for a particular category. In case, more than one applications are received, his/her all applications may be rejected.
- iii) Registration form will be available at the website <http://punjabrevenue.nic.in>.
- iv) Reservation will be as per policy of the State Government and the details under various categories mentioned are provisional.
- v) The conditions of employment/service, reservation and all other conditions of recruitment not covered in the above Notice shall be regulated as per the instructions of the Punjab Revenue Patwaris, Class-III Service Rules as amended time to time.
- vi) The benefit of relaxation in age, fee and reservation will not be extended to the applicants of reserved category of other States (except age relaxation to Govt. employees as provided in Rules).
- vii) Merely satisfying the eligibility criteria do not entitle the applicant to be called for examination. Department reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- viii) The certificate for the claim of reservation must be issued by the competent authority. The said certificate must be latest.
- ix) The decision of the Department in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants. The Department may shortlist the candidates at any stage of the recruitment process on the basis of some criteria. No inquiry or correspondence shall be entertained in this regard.
- x) The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said process and even after the completion of selection process, if it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.
- xi) **The applicant should fulfill the condition of qualification on the last date of receipt of applications.**
- xii) No TA/DA shall be paid to the applicants for appearing in the exam and checking of original testimonials/interaction.
- xiii) Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process, thereafter.
- xiv) **HELPLINE:-** For any technical help regarding the filling of the online Application form, the applicant can send email to dlr@applyforexam.com. For any other query regarding terms and conditions of Advertisement, applicants can call at Phone **No. 0181-2254018** of Department on all working days between 10:00 A.M. to 5:00 P.M. For depositing of fee related issues, applicant can call at Phone No. of Bank

Branch, printed at the bottom portion of challan form during banking hours.

- xv) (a) As per Punjab Government's Notification dated 15.01.2015, after the direct recruitment the appointee will be paid fixed emoluments which is equivalent to the minimum of the pay band of the new post of the official during the period of his probation i.e. two years including the probation time if increased and the official will not entitled grade pay, annual increment or any other emoluments except travelling allowance.
- (b) After successfully completing the period of probation, appointee will be paid minimum initial pay of post including grade pay and all other allowances under the Rules.
- (c) The appointee shall be governed by New Defined Contributory Pension Scheme.
- xvi) An online application which is incomplete in any respect shall liable to be rejected summarily.
- xvii) The venue, date and time of the exam will be informed on the website <http://punjabrevenue.nic.in>. **Email/SMS will also be sent to the candidates in this regard. They are advised to visit website of Department and to check their Email (inbox as well as spam box) regularly. However, it shall be the responsibility of the candidates to keep them updated about the same. Department shall not be responsible in any manner in case, candidate could not appear in the exam/any other stage due to non visiting of website, where important information regarding different stages in uploading/ or for getting the E- mail in spam box of email account of the candidate.**
- xviii) The result will be displayed on website <http://punjabrevenue.nic.in>

**Director, Land Records
Punjab**

DEFINITIONS AND EXPLANATIONS

1 BACKWARD CLASSES (PUNJAB)

- i) The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93.RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005 and No.1/41/93 RCI/209, dated 24.2.2009 and No.1/41/93 RCI/609 dated 24.10.2013 in the prescribed proforma.
- ii) The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the creamy-layer as per Govt. letter No. 10/9/2009-RCI/62 Dated 08/1/2010.
- iii) The Competent Authorities to issue the necessary certificate are:
 - a) Deputy Commissioner
 - b) Additional Deputy Commissioner
 - c) Sub-Divisional Magistrate
 - d) Executive Magistrate (PCS Officers only)
 - e) Tehsildar

2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)

- i) Candidates claiming to be son/grandson/daughter/granddaughter of Freedom Fighters are required to submit a certificate issued by the competent authority (i.e., Deputy Commissioner of the district concerned) as per Punjab Government Instructions No.9 (13) 3P-II-84/5822 dated 4/4/1985, No.7(135)-8P-II-83/10120,dated 19.6.91 and No.4-13-8 P-11-97/10112 dated 22/8/1997.
- ii) Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:
 - a) belong to the State of Punjab; and
 - b) have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
 - c) are otherwise eligible for the grant of Freedom Fighter pension and Tamra Patra but for any reason whatsoever did not apply for Freedom Fighter pension and Tamra Patra but can obtain Freedom Fighter/son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

3 EX-SERVICEMEN (PUNJAB)

- (i) "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non-combatant, in the Naval, Military and Air Forces of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:
 - a) retired or released from such service at his or her own request after earning his or her pension; or
 - b) been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - c) been released otherwise than on his own request from such service as a result of reduction in establishment; or
 - d) been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;
- (ii) "but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely:
 - a) Pension holders for continuous embodied service
 - b) Persons with disability attributable to military service; and
 - c) Gallantry award winners

(iii) Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority. Failing so would result in cancellation of their candidature.

(iv) The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of "Ex-servicemen", may be permitted to apply for re-employment one year before the completion of specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

4 **SPORTS PERSON (PUNJAB)**

(i) A candidate can claim reservation under the Sports Person category as per Punjab Recruitment Sportsperson Rules, 1988 as amended from time to time and letter no. 20/4/86-5ppl/13204 dated 19th July, 1989.

(ii) If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be attached with the application form.

(iii) Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.

(iv) Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority. Failing so would result in cancellation of their candidature.

5 **SCHEDULED CASTE (PUNJAB)/SCHEDULED TRIBES**

The competent authorities for issuing Scheduled Castes/Scheduled Tribes certificates are:

i) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);

ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;

iii) Revenue Officer not below the rank of Tehsildar;

iv) Sub Divisional Officer of the area where the candidate and/or his family formally resides;

v) Administrator/Secretary to Administrator/Development Officer Lakshdeep Islands;

vi) As per para-3 of Punjab Govt. Instructions No. 1/8/2007-RC-1/815, dated 10th July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parents service record.

6 **LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)**

i) Where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.

ii) As per Punjab Government notification No.GSR9/Const./ Art309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET/2805 dated 14/05/2003

iii) "Lineal Descendent" means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/ unemployed Ex-Serviceman.

iv) "Wife" shall include the widow of an Ex-serviceman, provided she has not re-married up to the date of the issue of the appointment letter."

v) In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as "Lineal descendent" only if a certificate to this effect has been issued by the authority appointed by the Government.

7 **WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN**

The definitions as per Government Instructions issued vide letter No. 1/50/83-5PP(1368)/3454 dated 23-4-84 as amended from time to time the widows and certain other categories of women

for relaxation of maximum age limit for recruitment to State services is as under:

- i) Widows;
- ii) Women who are legally separated from their husbands or have been divorced;
- iii) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- iv) Women whose husbands have remarried; and
- v) Wives of serving military personnel or those who are disabled while in military service.

8 **PHYSICALLY HANDICAPPED (PUNJAB)**

The definitions as per Government Instructions issued vide letter No. 10/26/95/5-SS/1252, dated 2-5-97 of the handicapped for purposes of reservation in employment. Depending on the nature of job of Revenue Patwari, only Locomotor disability or cerebral palsy/Orthopaedically Handicapped persons as per under are considered for this job:

ORTHOPAEDICALLY HANDICAPPED

The orthopedically handicapped are those who have a physical defect or deformity not less than 40 % which causes an interference with the normal functioning of the bones.

Competent authorities to issue such certificate as under:-

- (i) Principal Medical Officer
- (ii) Chief Medical Officer
- (iii) Civil Surgeon
- (iv) Class-I Medical Officer of any Government Medical Institution

This certificate should be issued by the authorities of the concerned District or place of which the candidate is permanent resident.