

DETAILED NOTICE INVITING RECRUITMENT FOR 120 JE AND 30 IDM

IN

Department of Water Supply & Sanitation, Government of Punjab

HOME	DETAILED NOTICE INVITING RECRUITMENT	ELIGIBILITY CRITERIA AND PAY SCALE	CATEGORY-WISE RESERVATION OF POSTS AND OTHER DETAILS	IMPORTANT GUIDELINES AND DATES	PRESCRIBED PROFORMA	SELECTION PROCEDURE	HOW TO APPLY	FAQ
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Please note that all notifications regarding events, corrections and amendments shall be displayed in this section. All concerned are advised to keep regular touch with this link for all updations.

ELIGIBILITY CRITERIA & PAY SCALE:

a) Junior Engineer (JE):

Scale of Pay	Rs 10,300-34,800+4800 (Grade Pay) Initial: Rs.18, 250/- + Allowances
Educational Qualifications	Should possess Diploma in Civil or Mechanical or Electrical Engineering.
Deemed Higher Qualifications	Degree in Civil or Mechanical or Electrical Engineering.

Candidates having either diploma or degree in Civil/Mechanical/Electrical Engineering are eligible to apply.

b) Junior Draftsman (JDM):

Scale of Pay	Rs 10,300-34800+3200 (Gr. Pay) Initial : Rs.13,500/- + Allowances
Educational Qualifications	Should possess Certificate in Civil Draftsman by State Board of Technical Education.
Deemed Higher Qualifications	Diploma/Degree in Architecture.

Please ensure that you fulfill the following conditions of eligibility in terms of educational qualifications, age and nationality.

1. Educational Qualifications as on 29.11.2013

- a) The Candidate should be qualified as per Detailed Notice inviting Recruitment.
- b) The candidate should have passed Punjabi Language subject up to Matric standard.

However if you are an Ex-servicemen or a riot/terrorist victim or one of their dependents, you are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per Pb. Govt. latest instruction.

2. Age as on 01.01.2012(Category Wise)

- a) General : 18 to 38 years
- b) SC/BC : 18 to 43 years
- c) Widows, Divorcees and certain other categories of women : 18 to 42 years
- d) Applicants who are already in Government Service : 18 to 45 years

Candidates already in Government service shall be considered for selection only on production "No Objection Certificate" from the department concerned at the time of document verification.

- e) Physically Handicapped : 18 to 48 years
- f) The upper age limit of an Ex-serviceman of Punjab Domicile shall be calculated by deducting the period of his service in the Armed Forces from his actual age. If the resultant age still exceeds the upper age limit of 38 years, then a maximum of three years age relaxation will be given. It is reiterated that this relaxation clause is only applicable to Ex-Servicemen of Punjab Domicile.

3. Nationality

A candidate shall be a:

- a) Citizen of India; or
- b) Citizen of Nepal; or
- c) Subject of Bhutan; or
- d) Tibetan refugee who came over to India before the 1st January 1962, with the intention of permanently settling in India; or.
- e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

CATEGORY-WISE RESERVATION OF POSTS AND OTHER DETAILS

The category-wise distribution of posts is provided in the table below:

S. No.	Category	No. of Posts for Junior Engineer	Number of posts for Junior Draftsman
1	General	61	17
2	Scheduled caste(Mazhbi/Balmiki)	12	3
3	Scheduled caste(Ramdassia & Others)	12	3
4	Backward class	12	2
5	Ex Servicemen(General)	8	1
6	Ex Servicemen (Scheduled caste-Ramdassia & Others)	2	1
7	Ex Servicemen (Scheduled caste-Mazhbi /Balmiki)	3	1
8	Ex Servicemen (Backward class)	2	1
9	Sportspersons	3	1
10	Sportspersons(Scheduled caste-Ramdassia & Others)	Nil	Nil
11	Sportspersons(Mazhbi/Balmiki)	1	Nil
12	Handicapped	3	Nil
13	Freedom fighters	1	Nil
TOTAL		120	30

Related Important Instructions:

1. The category once filled will not be allowed to be changed.
2. To take benefit of reservation, the reservation certificates/testimonials must be issued by the competent authority on or before 29.11.2013. **No extra time will be given for production of these documents. Sample formats for Schedule Caste Certificate, Backward Class Certificate and Lineal Descendent Certificate are also given at the end of this document.**
3. As per the instruction issued by the Welfare Department, Punjab, **blind candidates are not eligible to apply** for this post and the total posts reserved for handicapped category have been divided into two subcategories i.e. those of orthopedically handicapped and those with hearing disability. The physical requirements of the orthopedically handicapped and hearing disability category candidates will be checked as per Ministry of Social Justice and Empowerment, Government of India notification No.16-70/2004-DD.III- New Delhi, the 15th March, 2007 which describes the job requirements in detail.
4. Sportspersons seeking reservation under Sports quota should have **Sports Gradation Certificate** issued by Director Sports, Punjab as per the latest instructions to claim benefit under this category. The relevant certificate should be there with the candidate as on 29.11.2013. **No extra time will be given to candidates in this respect.**
5. Ex-servicemen or Lineal Descendent of Ex-Servicemen (**LDESM**), who have domicile of Punjab, are eligible for reservation under the Ex-Servicemen category. Both will have to produce a certificate issued by District Defence Services Welfare officer/ District Sainik Welfare officer of their respective district in support of their category.
6. The lineal descendents of the Ex-Servicemen can also apply in the Ex-Servicemen category, provided they satisfy the eligibility conditions of a general category candidate. In case sufficient numbers of Ex- servicemen are available, then LDESM shall be treated as General Category candidates.

7. **SC/ST and BC candidates belonging to other States** are required to fill their Post Category as **General Category**. They are entitled only to age relaxation and fee concession but not entitled to avail reservation.
8. **The reservation categories and their relevant explanation is provided as below:**
- a) **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 in the Section of 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 section of 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:
 - i. Deputy Commissioner
 - ii. Additional Deputy Commissioner
 - iii. Sub-Divisional Magistrate
 - iv. Executive Magistrate (PCS Officers only)
 - v. Tehsildar
- b) **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.1(135)-8P-II/7/310/20,dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.
 - i. Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who: belong to the State of Punjab; and
 - ii. have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
 - iii. 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.
- c) **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 Force of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:
 - i. retired or released from such service at his or her own request after earning his or her pension; or
 - ii. 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
 - iii. been released otherwise than on his own request from such service as a result of reduction in establishment; or

- iv. 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:
 - i. Pension holders for continuous embodied services
 - ii. Persons with disability attributable to military service; and
 - iii. Gallantry award winners
- iii) Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority i.e District Defence Services Welfare officer/District Sainik Welfare officer of their respective districts failing which would result in cancellation of their candidature.

Explanation:

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.

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

e) SPORTS PERSON (PUNJAB)

A candidate can claim reservation under the Sports Person category only if:

- i) He/ She belongs to State of Punjab; and
 - i. He/ She has won National Championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated to the Indian Olympic Association ; or
 - ii. He/ She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - iii. He/ She has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.

- 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 which would result in cancellation of their candidature.

f) SCHEDULED CASTE, (PUNJAB)

The competent authorities for issuing Scheduled Castes 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 Deputy 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 (C) of the area where the candidate and or his family formally resides;
- v) Administrator/Secretary to Administrator/Development Officer Lakshadweep 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 parent's service record.

g) 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 reservation in employment 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.

h) 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 is as under:

- i) **THE BLIND:**
As per the instruction issued by the Welfare Department, Punjab, **blind candidates are not eligible to apply** for this post
- ii) **THE DEAF:**
The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the

better ear (profound impairment) in the conversational range of frequencies.

iii) **ORTHOPAEDICALLY HANDICAPPED:**

The orthopaedically 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 competent authorities of the concerned District or place of which the candidate is permanent resident.

IMPORTANT GUIDELINES AND DATES

All candidates are required to keep in touch with website www.thapar.edu. All contents detailed here on website www.thapar.edu shall prevail.

All subsequent Notices shall also be ONLY displayed on www.thapar.edu.

1. **Candidates are advised to go through the directions very carefully.** Applications should be completed in the 1st instance itself. Hard copies (*printout*) must be enclosed w.r.t. all the referred documents. **Incomplete applications shall be rejected and no opportunity shall be granted for subsequent supplementing.**
2. Some of the important dates are provided as below:
 - i. **Availability** of on-line Application form on website www.thapar.edu = **01.11.2013;**
 - ii. **Last Date** for applying Online Application Form = **29.11.2013;**
 - iii. **Last Date** for Receiving Hard copy(printout) of Completed Application Form = **10.12.2013;**
 - iv. Processing Application Forms, Displaying Application Forms Rejection List, Inviting Objections, Declaration of Objection consideration result = **20.12.13 - 29.01.14**
Downloading of Admit Card on www.thapar.edu = **15.01.14 onwards**
3. Selection will be made purely on the basis of merit in the written test to be held (*for both the streams*) **at Patiala on 09.02.2014 (Sunday).**
4. **Non Refundable Application Fee :** SC = Rs.750/-; All others = Rs.1,000/-. This fee shall be paid in the form of Demand Draft in favour of DWSSP-2013, Thapar University, payable at Patiala.
5.
 - i. **All applications shall be received twice.** Initially online at website www.thapar.edu for which the process shall close on **29.11.2013**. In addition the same Application Form through Hard copy(printout) would also be required to be sent {duly supplemented with (i) 2- self-attested Photographs, (ii) Specified self/public authority-attested documents (particularly for those claiming any sort of reservation) and (iii) Demand Draft **in original**}; for which the process of receipt shall close on **10.12.2013 (5.00**
 - ii. **Hard Copy of those who had not earlier applied on-line, or whose Hard copy is received after the stipulated date, shall be rejected and their Application Fee shall be forfeited. Any delay in transit shall be the sole responsibility of the Applicant. Hard Copies in time should be submitted by Registered Post/Courier at In-charge, DWSSP-Cell, Thapar University, Patiala-147004 (Punjab).** The envelope should clearly carry the title (whichever is applicable) as:

“Application Form for recruitment of 120 Junior Engineers in DWSS Pb.”

OR

“Application Form for recruitment of 30 Junior Draftsmen in DWSS Pb.”

Physical delivery of hard copy direct by the candidate (with in the office timings) is also feasible for submission at the office of **In-charge, DWSSP-Cell, Thapar University,**

Patiala-147004 (Punjab) and for which spot acknowledgment shall be provided. Nevertheless, all Applications received shall be notified at Website www.thapar.edu.

- iii. Self-attested Photographs shall be accepted. Candidates would be required to paste one self-attested photograph at the designated space in the Application Form and the second self-attested photograph would be stapled along with hard copy. Candidates are advised to retain a copy each of Application Form and the self-attested photograph as submitted. **The same self-attested photograph shall be pasted on the Admit Card. Applicants doing self-attestation in the manner rendering de-facing at the photograph or enclosing Coloured photograph, shall risk the cancellation of their application.**
 - iv. Applicants claiming reservation of any sort shall record their claim in on-line Application and also enclose requisite Certificates (*in one lot, along with the Hard Copy submission*) as per the latest prescribed formats and duly authenticated/approved by the competent authority in Punjab Govt. **Even the claim of sub-reservation such as Mazahabi, Ramdassia or Balmiki etc. if any; should be submitted along with the on-line and the Hard copy of the application. There is no scope for subsequent supplementing. No change in reservation category (main/subsidiary) shall be allowed after the receipt of the on-line application.** Seeker thereof would be disqualified for the further recruitment process.
6. Bank Draft should be drawn in favour of **DWSSP-2013, Thapar University, Patiala** which should be valid for 3 months from the date of Press Advertisement and **should be payable at Patiala**. Applicant must record (in Capital Letters) his Name, Registration No. and the Postal address on the backside of the Demand Draft.
 7. Number of posts advertised or the reservation there of etc., can be increased or decreased without assigning any reason and in this regard, the decision of Punjab Govt. shall be binding. **However, a waiting list of up to 10% vacancies in each category subject to minimum of 3 would be maintained which shall be valid for 6 months.**
 8. Those candidates who have either appeared or are appearing in the final examination, may apply at their own risk and responsibility. They shall only be considered for appointment if they produce a proof of having passed the requisite qualification at the time of document verification by the Department. No relaxation for time shall be admissible. **Written Test shall assess the candidate w.r.t. his proficiency in Civil, Mechanical, Electrical Engineering of diploma level & Basic Computer applications for Junior Engineers and as per Certificate Course in Civil Draftsman for Junior Draftsmen; along with the basic understanding about written English, General knowledge and Quantitative Analysis relevant for each of the categories. Multiple choice questions (MCQ) in a 3 hour test shall be the format of examination. The test shall be conducted in English. There shall be negative marking in the written test.**
 9. In case of a tie of marks in the written test, the same shall be broken on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at matriculation level shall be ranked higher in order of merit.
 10. **Applicants must have passed the Proficiency in Punjabi Language up to Matric examination** as a compulsory/optional subject (*or any other qualification as may be prescribed by Punjab Govt.*).

However if you are an Ex-servicemen or a riot/terrorist victim or one of their dependents, you are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per Pb. Govt. latest instruction.

11. All Original Certificates shall be authenticated by the Department after the publication on Website, the result of written test. The schedule thereof shall be notified on the Website. **No original Certificate need to be enclosed with the Hard copy of the Application Form.**
12. **It is the responsibility of the applicant that he has in-time verified that the University/Institution from which he has acquired the academic qualification; has been duly approved by the competent authority in the said stream on the date he has acquired the qualification. He must also be conscious about the legal aspects involved here. In the event that the department seeks any information in this regard and the Applicant is not able to in-time-produce the specified documents, his candidature shall be rejected without assigning any further opportunity.** Such applicants may however be allowed to appear in the written test subject to the grant of **Provisional Admit Card** and the entire risk shall be borne by the Candidate.
13. No extra weightage shall be admissible to the Applicants possessing higher qualification or experience
- 14 The selection of JEs and JDMS will be subject to any notification /amendments issued by Punjab Government from time to time.
14. For any difficulty in (i) Understanding the instructions as above, (ii) Filling the Application Form, (iii) Downloading the Admit Card, and (iv) Any subsequent instructions displayed on Website etc., immediate timely reference should be made to the following :

Dr. D. Gangacharyulu,
Controller of examination,
Thapar University, Patiala.
E-mail: dwssp2013@thapar.edu
Mob: +91-8288008120

15. In case of any further difficulty or **Complaint**; an immediate reference should be in-time made to undersigned.

Chief Engineer (North),
e-mail: bhatia43@yahoo.co.in.

PROFORMAS

**FORMAT FOR
CERTIFICATE FOR SCHEDULED CASTES / SCHEDULED TRIBES**

Dispatch No.....

Date

1. It is certified that Shri / Smt. / Kumari son / daughter of
Shri..... of Village/ Town
.....District / Division
..... State of Punjab belongs to
..... Caste which has been recognized as Scheduled Caste as
per “The Constitution (Scheduled Castes) Order, 1950”.
2. Shri / Smt. / Kumar..... and his / her family lives in village / town
.....District / Division of Punjab State.

Place :

Signature

Designation

Date :

Seal of Officer

**FORMAT FOR
CERTIFICATE OF BACKWARD CLASS**

Dispatch No.....

Date

1. This is to certify that Shri / Smt / Kumari son/daughter of
.....Village/Town..... in district/division
.....of the State of Punjab
belongs to theCaste which is recognized as a Backward Class in terms of Punjab
Govt. letter No.....dated.....
2. This is also certified that he/she does not belong to any category of persons/sections mentioned in column
3 of the schedule to Punjab Government. Department of Welfare letter No. 01/41/93-RCI/459 dated
17/01/1994 and No. 8/144/93-BS2/7017 dated 27.9.95
3. Shri / Shrimati / Kumari and or / his / her family
ordinarily reside(s) in Village/town..... of District/Division.....
..... of the State of Punjab.

Place:

Signature

Date:

Designation.....

State:

(With office seal of the officer concerned)

FORMAT FOR

CERTIFICATE TO BE FURNISHED BY EX-SERVICEMEN

This is Certified that No _____ Rank _____

Name _____ is a resident of Village / Town _____

and has served in the Indian Armed Forces from _____ to _____

and has been released / retired vide order No. _____ dated _____

or discharge certificate, issued by _____ is an ex - serviceman.

This certificate has been issued for admission purpose only to Mr. / Miss / Smt. _____ to apply for the post of JE/JDM in department of water supply and sanitation, Punjab

(Strike out which is not applicable)

No. : _____

Place: _____

Dated : _____

District Sainik Welfare Officer/District
Defence Service Welfare Officer

FORMAT FOR

CERTIFICATE TO BE FURNISHED BY LINEAL DESCENENDANT (EX-SERVICEMEN)

This is Certified that No _____ Rank _____

Name _____ is a resident of Village / Town _____

and has served in the Indian Armed Forces from _____ to _____

and has been released / retired vide order No. _____ dated _____

or discharge certificate, issued by _____ is an ex - serviceman.

Mr. / Miss / Smt. _____ wife / son / daughter of

_____ is residing with him and is wholly dependent upon him.

This certificate has been issued for admission purpose only to Mr. / Miss / Smt. _____ to apply for the post of JE/JDM in department of water supply and sanitation, Punjab

(Strike out which is not applicable)

No. : _____

Place: _____

Dated : _____

District Sainik Welfare Officer/District
Defence Service Welfare Officer

SELECTION PROCEDURE

1. Selection will be made purely on the basis of merit in the written test to be held *(for both the streams)* **at Patiala on 09.02.2014 (Sunday)**.
2. Those candidates who have either appeared or are appearing in the final examination, may apply at their own risk and responsibility. They shall only be considered for appointment if they produce a proof of having passed the requisite qualification at the time of document verification by the Department. No relaxation for time shall be admissible.
3. **Written Test shall assess the candidate w.r.t. his proficiency in Civil, Mechanical, Electrical Engineering of diploma level & Basic Computer applications for Junior Engineers and as per Certificate Course in Civil Draftsman for Junior Draftsmen; along with the basic understanding about written English, General knowledge and Quantitative Analysis relevant for each of the categories. Multiple choice questions (MCQ) in a 3 hour test shall be the format of examination. The test shall be conducted in English. There shall be negative marking in the written test.**
4. In case of a tie of marks in the written test, the same shall be broken on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at matriculation level shall be ranked higher in order of merit.
5. **Applicants must have passed the Proficiency in Punjabi Language up to Matric examination** as a compulsory/optional subject *(or any other qualification as may be prescribed by Punjab Govt.)*.

However if you are an Ex-servicemen or a riot/terrorist victim or one of their dependents, you are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per Pb. Govt. latest instruction.

6. All Original Certificates shall be authenticated by the Department after the publication on Website, the result of written test. The schedule thereof shall be notified on the Website. **No original Certificate need to be enclosed with the Hard copy of the Application Form.**
7. **It is the responsibility of the applicant that he has in-time verified that the University/Institution from which he has acquired the academic qualification; has been duly approved by the competent authority in the said stream on the date he has acquired the qualification. He must also be conscious about the legal aspects involved here. In the event that the department seeks any information in this regard and the Applicant is not able to in-time-produce the specified documents, his candidature shall be rejected without assigning any further opportunity.** Such applicants may however be allowed to appear in the written test subject to the grant of **Provisional Admit Card** and the entire risk shall be borne by the Candidate.
8. No extra weightage shall be admissible to the Applicants possessing higher qualification or experience

HOW TO APPLY

All candidates are required to keep in touch with website www.thapar.edu. All contents detailed here on www.thapar.edu shall prevail.

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2. **Non Refundable Application Fee :** SC = Rs.750-; All others = Rs.1,000-
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 - i. **All applications shall be received twice.** Initially online at website www.thapar.edu for which the process shall close on **29.11.2013**. In addition the same Application Form through Hard copy would also be required to be sent {duly supplemented with (i) 2-self-attested Photographs, (ii) Specified self/public authority-attested documents (particularly for those claiming any sort of reservation) and (iii) Demand Draft **in original**}; for which the process of receipt shall close on **10.12.2013 (5.00 PM)**.
 - ii. **Hard Copy of those who had not earlier applied on-line, or whose Hard copy is received after the stipulated date, shall be rejected and their Application Fee shall be forfeited. Any delay in transit shall be the sole responsibility of the Applicant. Hard Copies in time should be submitted by Registered Post/Courier at In-charge, DWSSP-Cell, Thapar University, Patiala-147004 (Punjab).** The envelope should clearly carry the title (whichever is applicable) as:

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“Application Form for recruitment of 30 Junior Draftsmen in DWSS Pb.”

Physical delivery of hard copy direct by the candidate (with in the office timings) is also feasible for submission at the office of **In-charge, DWSSP-Cell, Thapar University, Patiala-147004 (Punjab)** and for which spot acknowledgment shall be provided. Nevertheless, all Applications received shall be notified at Website www.thapar.edu.
 - iii. Self-attested Photographs shall be accepted. Candidates would be required to paste one self-attested photograph at the designated space in the Application Form and the second self-attested photograph would be stapled along with hard copy. Candidates are advised to retain a copy each of Application Form and the self-attested photograph as submitted. **The same self- attested photograph shall be pasted on the Admit Card. Applicants doing self- attestation in the manner rendering de-facing at the photograph or enclosing Coloured photograph, shall risk the cancellation of their application.**
 - iv. Additional Instructions for completing and submitting Application Form may also be issued along with Draft Application Form made available for downloading at Website.
 - v. Applicants claiming reservation of any sort shall record their claim in on-line Application and also enclose requisite Certificates (*in one lot, along with the Hard Copy*

submission) as per the latest prescribed formats and duly authenticated/approved by the competent authority in Punjab Govt. **Even the claim of sub-reservation such as Mazahabi, Ramdassia or Balmiki etc. if any; should be submitted along with the on-line and the Hard copy of the application. There is no scope for subsequent supplementing. No change in reservation category (main/subsidiary) shall be allowed after the receipt of the on-line application.** Seeker thereof would be disqualified for the further recruitment process.

4. Bank Draft should be drawn in favour of **DWSSP-2013, Thapar University, Patiala** which should be valid for 3 months from the date of Press Advertisement and **should be payable at Patiala**. Applicant must record (in Capital Letters) his Name, Registration No. and the Postal address on the backside of the Demand Draft.
5. Number of posts advertised or the reservation there of etc., can be increased or decreased without assigning any reason and in this regard, the decision of Punjab Govt. shall be binding. **However, a waiting list of up to 10% vacancies in each category subject to minimum of 3 would be maintained which shall be valid for 6 months.**

FREQUENTLY ASKED QUESTIONS (FAQ)

Please keep checking these FAQs time to time as we will keep them updating for relevant queries

1. AGE ELIGIBILITY

i. What is the cutoff date for Age Eligibility?

The cutoff date for Age eligibility is 01.01.2012.

2. PUNJABI LANGUAGE ELIGIBILITY

i. Will the candidates, who are appearing for the Punjabi examination after 29.11.2013, be considered eligible to sit in the written test?

No. You should have passed Matric level or higher examination in Punjabi on or before 29.11.2013

However if you are an Ex-servicemen or a riot/terrorist victim or one of their dependents, you are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per Pb. Govt. latest instruction.

ii. I am a graduate but have not passed Punjabi language subject up to Matric standard. Please let me know am I eligible for the recruitment or not?

You are not eligible. You should have passed Punjabi Language subject up to Matric standard as on 29.11.2013.

However if you are an Ex-servicemen or a riot/terrorist victim or one of their dependents, you are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per Pb. Govt. latest instruction.

iii. I have not passed Matric Level Punjabi examination but have done graduation with History & Culture of Punjab. Am I eligible?

You are not eligible. Matric Level Punjabi is mandatory for writing, reading and speaking skills required in field job. If you have passed a higher class Punjabi paper in Punjabi Gurmukhi Script like in your graduation, then you are eligible.

iv. I have done graduation but have not passed Punjabi Language subject upto Matric standard. My father is an Ex-Serviceman, am I eligible to take this test?

Yes, since you are a dependent of an ex serviceman, you will be given relaxation of six months to pass Punjabi if you are selected or as per latest Pb. Govt. instruction.

v. I am from other state and have passed Punjabi up to 10th (Matriculation standard). May I apply?

Yes, provided you fulfil other eligibility conditions as detailed in the notification.

vi. I have not studied Punjabi language during Matric but I have passed the Punjabi language examination 'Punjabi Prabodh' from the language department of Punjab. Am I eligible?

You are eligible.

vii. I have not done Matric with Punjabi but I had Punjabi as elective subject in my 12th class or graduation. Am I eligible?

Yes, you are eligible as you are having qualification more than the required.

viii. I am an Ex-servicemen/a riot/terrorist victim or one of their dependents. I do not have Punjabi Matric. Am I eligible?

You are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per latest Pb. Govt. instruction.

ix. **What are the required documents in case of riot/terrorist victims?**

The relevant proofs issued by Government which show that you are riot/terrorist victim. Please be aware that you will get six month relaxation to pass Matric Punjabi examination but you are not entitled for any reservation.

3. CATEGORY

i. **I belong to OBC category. Should I apply under BC category?**

The terms 'OBC' and 'BC' are often used interchangeably. Normally for Government of India recruitments, word 'OBC' is used and for states, word 'BC' is used.

You will apply under BC category/ BC Outside Punjab in the online application form but please ensure that you have a recently issued 'BC Certificate' as per the Certificate proforma attached in the instructions. This has become more relevant as the Government has revised the Creamy Layer limit to Rs. 6 Lacs in case of this category. If you are a BC but belong to some state other than Punjab, then you will apply as BC (Outside Punjab) and in that case you will be treated as a General Category Candidate.

ii. **I am applying for a post reserved in SC/BC/Sports/Handicapped/Ex-Serviceman/Freedom Fighter Category. Will I be eligible for the post under general category if all the posts under my reserved category are filled?**

No, the category once filled will not be allowed to be changed. You will not be considered in General Category.

iii. **As per the government instruction, there is 1% quota for visually impaired (Blind) Candidates but you have written that blind candidates cannot apply.**

Department has done job identification of posts as per directions of Department of Social Security letter dated 18.08.09 where in it is clear that only Orthopedically/ Hearing Impaired candidates are eligible for these posts.

iv. **Reservation for Widows/Divorcees/Red Card holders has not been given.**

There is no reservation for Widow/Divorcee women. Only relaxation in age is there.

4. OTHER STATES

i. **I belong to Haryana/ Himachal/Chandigarh/any other state and do not have a Punjab Domicile. Am I eligible?**

Yes, you are eligible if you have fulfilled eligibility conditions.

If you are an SC/ST/BC Candidate belonging to other States, then you will be considered as a General Category Candidate. You are entitled to age relaxation and fee concession (for SC/ST only) but are not entitled to avail reservation.

ii. **How much fees I will have to pay if I am an Ex- servicemen/Handicapped/Sports/freedom fighter Category candidate along with SC or BC Category.**

For SC Rs. 750 & For all others Rs. 1000.

iii. **I am a Scheduled caste (Mazhbi/Balmiki) category candidate and also a "lineal descendents of the Ex-Servicemen". Can I use both the categories and fill two individual forms for this post or not?**

Yes, you can use both the reservation categories simultaneously but your candidature as a 'lineal descendent of an Ex-Serviceman' will be considered only if sufficient number of Ex-Servicemen candidates' do not pass the test in the Ex-Servicemen category. In case sufficient numbers of Ex- servicemen are available, then you will not get lineal descendents of the Ex-Servicemen benefit and shall be treated as a General Category candidate. You are not required to fill two forms. Both the categories can be selected simultaneously.

If you use only SC category, then you will be considered in SC category merit.

iv. **I am a lineal dependent of an Ex Serviceman (LDESM) and belong to General Category. Can I fill LDESM category or I have to apply general category**

You will select both general and Ex Serviceman (Lineal descendent) categories while filling up the online application form. Your candidature as LDESM category candidate will be considered only if sufficient numbers of Ex-Servicemen candidates' do not clear the test in the Ex-Servicemen category. In case sufficient numbers of Ex- servicemen are available, then you will not get the benefit of Ex-Servicemen quota and shall be treated as a General Category candidate.

You are not required to fill two forms. Both the categories can be selected simultaneously.

v. **I am serving in army. I have army graduate certificate which is issued by army after completion of 15 years service. Am I eligible under Ex-Servicemen Category?**

Yes, you are eligible. Please take NOC from your respective Record office before applying for examination. If you are selected, you will have to join the service within three months of date of joining after seeking your retirement through proper channel.

5. OTHER QUESTIONS

i. **Does a candidate need to produce a certificate of Punjab domicile at any stage of recruitment?**

No. That is not required, as candidates from other states too are eligible but to take benefit of reservation, you are advised to bring your respective reservation certificates as per the prescribed proforma/having suggested details from competent authority defined.

ii. **Do I need Punjab Domicile Certificate to avail the benefits of reservation?**

For SC/BC/Ex-Servicemen or any other reservation, candidates of Punjab must bring their respective reservation certificates as per the prescribed proforma/suggested details and from prescribed authority of Punjab as mentioned in detailed instructions. SC/BC/Ex-Servicemen candidates of other states will be considered as General Category candidates.

iii. **What is the procedure for a Government Employee to apply for the exam?**

If you are eligible, you have to take permission from your respective department and fill the online form like other candidates.

iv. **I am married. My name/surname before marriage was X and after marriage is Y. Which name should I use during filling up of online application?**

You should use the same name, father name etc. as is mentioned in your qualifying exam certificates.

v. **I recently met with an accident. I will not be able to climb up the stairs. My seating should be kept on ground floor?**

This cannot be promised at this stage but you can request your examination centre in-charge regarding this.

6. ONLINE APPLICATION

i. Please tell me what is the time of apply online

You can apply anytime on or before the last date as mentioned in notification. The date of issue of Demand draft of requisite fee can be 29.11.2013 or earlier and only those DD shall be accepted whose particulars are filled in the online form. The candidates submitting the printout of the form after 29.11.2013 can do so till 10.12.2013. You are advised to apply well in time as the experience shows that during last days, computers servers are busy and slow due to high number of applications.

ii. I want to know that how to create Login Id & Password.

You will get the login ID and password in your email when you submit the online application form by clicking the submit form button.

7. FEES

i. Can I deposit application Fee by any mode other than Demand Draft?

No, you cannot. Name of Bank & Draft Number, Date & Amount should be filled in at the prescribed place in Application Form & the ORIGINAL Demand Draft should be enclosed in Hard Copy date for receipt by 10.12.2013.

8. EXAMINATION

i. What is the syllabus for the written Test?

Please refer to Sr. No. 3 of the selection procedure of the Detailed Notice Inviting Recruitment.

ii. I have another examination on 09/02/2014. Please change the date of exam?

Date cannot be changed. You have to decide as per your priority whether you want to sit in this examination or the other one.

iii. Is it necessary to pass in each paper or get overall 35% marks from the competitive exam please give me answer

There is only one paper of 180 minutes for each post and Selection shall be as per the merit list of their respective category and availability of seat in their category.

If your query is still un-answered, you can email us at dwssp2013@thapar.edu Please write a formal, well worded, point wise email along with your name, mobile number and place.

Please be aware that we will only reply to only those relevant/genuine questions which are not covered in the above FAQ section. There will be a sincere effort to reply to your email on the same day but in case of some unique/policy related question; it may take us even a week to reply. In that case, you are expected to be patient.

There may be a possibility that with inflow of hundreds of emails, we may even skip/lose your email. In that case, you may resend us a reminder email.