



PUNJAB PUBLIC SERVICE COMMISSION
Baradari Garden, Patiala- 147001
Website : <http://ppsc.gov.in>

Advt. No. 01

The Punjab Public Service Commission invites Online Application Forms from eligible candidates for recruitment to **01 Post of Legal Assistant** in the office of Punjab Public Service Commission, Patiala.

Sr. No.	Category Code	Name of the Post/Category	No. of Posts	
		Legal Assistant	01	
1.	71	General		01
			Total	01

2. PAY SCALE : Rs.10300-34800 + 4200/- Grade Pay

(Regarding drawing the pay of the appointed candidate, as per Notifications No.7/204/2012-4FP.1/66,dated 15.1.2015 of Govt. of Punjab Department of Finance (Finance Personnel-1 Branch) Chandigarh, fixed emolument equal to Minimum of the Pay Band i.e. Rs.10300/- without any Grade Pay or any allowance will be paid during the probation period of 2 years. It is also clear that Annual increment or any other allowance, except the travelling allowance will not be paid during the probation period of 2 years.

3. ESSENTIAL QUALIFICATIONS

(As per Punjab Public Service Commission (Group-B) Rules, 2012)

- (a) Should be Law Graduate with second division from a recognized university or institutions; and
(b) Should have practiced at the bar for a minimum period of three years;

or

Should have three years experience as Legal Assistant in any reputed firm or institution.

- (c) Punjabi of Matriculation or its equivalent Standard.
(Relaxable for Sikh Migrants to the extent that they will have to acquire such qualification within two years after joining the service failing which their services shall liable to be terminated).

Important Note :

The candidates **MUST** possess the requisite qualification mentioned at para 3 (a),(b) and (c) above on or before **27.05.2015** (i.e. The Last date of submission of Online Application Forms) During various stages of selection process, the candidature of the candidate shall be 'purely provisional' subject to his/her fulfilling the eligibility criteria and verification of document by the Commission.

4. AGE

- (i) Candidates should not be below 18 years and above 37 years of age as on 1.1.2015
(ii) Upper age limit may be relaxed up to 45 years for all States/ Central Government employees.
(iii) The Upper age limit is relaxed upto 42 years for Scheduled Castes and Backward Classes of Punjab.
(iv) Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of 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.
(v) Upper age limit is also relaxable upto 42 years for Widows, Divorcees and certain other Categories of Women.
(vi) Upper age limit is also relaxed upto 47 years for Physically Handicapped of Punjab.

Competitive Examinations :

The Commission shall hold a Competitive Examination detail of which can be see in the 'General Information for the Candidates'.

IMPORTANT NOTE : The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website of the Punjab Public Service Commission <http://ppsc.gov.in>

Process	Step	Last date
To make new registration for applying for the post	(Step-1)	<u>27.05.2015</u>
To deposit the Application fees by system generated Bank Challan Form.	(Step-2)	<u>03.06.2015</u>
To take print of duly Online Application Form. (after depositing the Application Fees) and to submit the Hard copy of duly filled Online Application Form alongwith copy of self attested certificate and Challan Form (PPSC Copy only)	(Step-3)	<u>10.06.2015</u>

(It may be noted that the Last date of submitting Online Application Form is **27.5.2015** and the same shall be considered as last date for all purposes. Further ,the last date of submission of Print out of duly filled Online Application Form is **10.06.2015**.This extra time is given only to cater for the travel time of Postal delay if any)

Date :05.05.2015

**Sd/-
Secretary
Punjab Public Service Commission,
Patiala**

Form of certificate to be submitted by a candidate belonging to Scheduled Caste and Scheduled Tribe in support of his/her claim

FORM OF CASTE CERTIFICATE

1. This is to certify that Shri/Shrimati/Kumari _____ son/daughter of Shri _____ of village/Town _____ in District/Division _____ State of _____ belongs to _____ Caste/Tribe, which has been recognised as a Scheduled Caste/Scheduled Tribe as per “The Constitution (Scheduled Castes) Order, 1950”.
2. Shri/Shrimati/Kumari _____ and/or/his/her family ordinary resides in village/town _____ of District/Division _____ of the State of _____.

Signature _____

Designation _____

(With Seal of office) _____

Place: _____

State: _____

Date: _____

* Please score out whichever is not applicable.

Note: The word 'ordinarily resides' here will have the same meaning as is given in Section 20 of the Representation of the People Act, 1950.

Form of certificate to be submitted by a candidate belonging to a Backward Class in support of his/her claim

FORM OF CERTIFICATE OF BACKWARD CLASS

1. This is to certify that Shri/Shrimati/Kumari _____
son/daughter of Shri _____ of village/town _____ in
District/Division _____ of the State of Punjab belongs to
the _____ Caste, which is recognised as a Backward Class in terms
of Punjab Government 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 the Punjab Government, Department of
Welfare letter No.1/41/93-RCI/459 dated 17-01-1994, No. 1/41/93-RC1/1597 Dated 17-
08-2005 & No. 1/41/93-RCI/209 dated 24-02-2009 and No.1/41/93 RCI/609 dated
24.10.2013.
3. Shri/Shrimati/ Kumari _____ and or his/her family
ordinarily reside(s) in village/town _____ of District/Division _____ of
the State of Punjab.

Signature _____

Designation _____

(Seal of the officer concerned) _____

Place: _____

State: _____

Date: _____

FORM OF DECLARATION REGARDING BACKWARD CLASS STATUS

I, _____ S/o D/o Sh. _____
R/o _____ belong to backward
class (_____ Caste) which has been declared as backward class by
Govt. of Punjab. That no change occurred in my previous status and I do not fall
in the section of creamy layer as per Punjab Govt. letter No. 1/41/93 RC1/459
dated 17/1/1994 and No. 10/9/2009 RC1/62 dated 8/1/2010.

Signature of Applicant

Form of certificate to be submitted by a candidate who is a lineal descendant of an ex-serviceman in support of his/her claim

LINEAL DESCENDENT CERTIFICATE

(As per Punjab Government Notification No. G.S.R.9/Const/Art. 309, 234 and 318/Amd (5)/2003 dated 6 Nov 2002 and letter No. 15/7/92-4DW/Part 11/2056 dated 30 Apr 2003)

Certified that Sh/Smt/Miss _____ is a Lineal Descendent/ Wife of No. _____ Rank _____

Name _____ who is an Ex-Serviceman as per Identity Card No. _____ issued by District Sainik Welfare Officer _____ and residing at Village/Town _____ PO _____ District. _____

2. This certificate is issued to Sh./ Smt/ Miss _____ whose date of birth is _____ strictly for the purpose of:

*(a) employment for the post of _____ in the office of _____

*(b) admission for (name of the class/course) _____ in _____ (name of the educational Institution).

*(Strikeout whichever is not applicable)

District Sainik Welfare Officer

No.: _____

Place: _____

Date: _____