



PUNJAB PUBLIC SERVICE COMMISSION
BARADARI GARDEN, PATIALA- 147001
WEBSITE : <http://ppsc.gov.in>

Advt. No. 05

General Information for the Candidates

For the Posts of Head Master/Head Mistresses in the Department of School Education Punjab

Introduction.

The Punjab Public Service Commission (PPSC) has been established under Article 315 of the Constitution of India, with the basic purpose of recruiting officials in various departments of the Government as per the requisitions sent by the Government in this regard from time to time.

1. The Punjab Public Service Commission invites **Online Application Forms** from eligible candidates for recruitment to 311 posts of **Head Master/Head Mistresses** in the Department of School Education, Punjab

Note : This Advertisement is being published as per the requisition received from the Department of School Education, Government of Punjab vide letter No.2020/88680/18/12020 Se/3/(3)/4/ dated 12/03/2020.

2. **Reservation of Posts:**

Category Code	Name of Post/Category	No. of Posts
71	General	121
72/73	Ex-Serviceman/ LDESM, Punjab	22
74	Wards of Freedom Fighter, Punjab	03
75	Sports Persons, Punjab	06
76	Persons with Disability Blind and Low Vision (76 A) 03 Deaf and Hard of Hearing (76 B) 03 Locomotive Disability (76 C) 03 (including Cerebral palsy, Leprosy cured, Dwarfism, Acid attack victims and Muscular dystrophy) Intellectual Disability (76 D) 03 (including Autism ,and Specific disability) and Mental illness OR Multiple disabilities specified in Serial No. 1 to 4 above, including deaf-blindness	
77	Scheduled Castes Other, Punjab	31
78/79	Scheduled CasteS (Others) ESM/LDESM, Punjab	06
80	Scheduled Castes Others Sports Persons, Punjab	02
81	Balmiki Mazbhi Sikhs, Punjab	31
82/83	Balmiki Mazbhi Sikhs ESM/LDESM, Punjab	06
84	Balmiki Mazbhi Sikhs Sports Persons, Punjab	01
85	Backward Classes, Punjab	31
86/87	Backward Classes ESM/LDESM, Punjab	07
92	Economically Weaker Section Punjab	32
	Total	311

***The number of vacancies and reservation of posts is liable to alteration without any notice.**

3. PAY SCALE: 10300-34800+5400 Grade Pay

As per existing Government orders regarding the pay of the appointed candidates, as per Notification No. 7/204/2012- 4FP1/66, Dated 15/01/2015 Govt. of Punjab Department of Finance (Finance Personnel-I Branch) Chandigarh and Notification No. 1/62016- 4P.P.1/834680/1 dated 07/09/2016 Govt. of Punjab Department of Personnel (Personnel Policies-1 Branch), Chandigarh fixed emolument equal to Minimum of the Pay Band without any Grade Pay or any allowance will be paid during the probation period of three years. Besides above, Annual increment or any other allowance except travelling allowance will not be paid during the probation period of three years. However, this issue is under litigation in Hon'ble High Court. So there may be some change in rule in due course, but so far the Rule stands.

4. ESSENTIAL QUALIFICATIONS :-

- 4.1 Should have passed Graduation with minimum fifty-five per cent (55%) marks from a recognized university or institution as per University Grants Commission Guidelines;
- 4.2 Should have passed Degree of Bachelor of Education from a recognized university or institution except in case of persons working to the posts of Vocational Masters or Vocational Lecturer or Computer Masters or Computer Faculty as per University Grants Commission Guidelines; and
- 4.3 Should possess teaching experience for a minimum period of three years against the post of a teacher in any Government School under the control of the Director (Means Director of Public Instructions, Punjab)
- 4.3 Punjabi of Matric or its equivalent Standard is essential.

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him and his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

5.0 AGE

- (i) **Candidates should not be below 18 years and above 37 years of age as on 01-01-2020.**
- (ii) Upper age limit may be relaxed up to 45 years for Punjab Govt. and its Board/Corporation/Commission and Authorities employees, all States/ Central Government employees.
- (iii) The Upper age limit is relaxed up to 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 up to 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.

6.0 Competitive Examination for selection:

- (a) The Commission hold the Competitive Examination for recruitment to the posts of **Head Master/Head Mistresses** tentatively in May, 2020 . The exact date of exam may be decided and intimated later keeping in view the public health safety issues. The procedure for Competitive Examination for selection of candidates for the post of **Head Master/Head Mistresses** in the Department of School Education, Punjab is in following sequence:-
- (b) There will be a written test of 300 marks (120 questions of 2.5 marks each) and an interview of 40 marks as per following details:

Topics	No. of Questions	Marks
Logical Reasoning & Mental Ability	40 questions	100 Marks
Current Affairs & General Knowledge including History, General Science, Geography, Polity, Economy, Child Rights and the related regulation, Education Policy of Union & State Govt.,Counselling of Students, Administration & Management of Schools, Union & State Govt.'s social welfare schemes , Nutrition , Sanitation & Health and English and Punjabi.	80 questions	200 Marls
Total questions (Duration of examination is 2 hours)	120 questions	300 marks
Interview		40 marks
Total Marks		340

- (c) Candidates not more than two times the number of posts (in their order of merit of written exam) who have scored a minimum of 45 percent marks in written exams (40% for candidates of Scheduled Castes of Punjab and Backward Classes Punjab) shall be short-listed for appearing in the interview. However, this number shall be subject to variation if two or more candidates at the last number (the number at the end) get equal marks, then all of them shall be considered for appearing in the Interview (subject to eligibility), warranting the corresponding increase in the stipulated ratio.
- (d) No candidate shall be eligible to be shortlisted for interview unless he/she obtains 45% marks in the competitive examination (read 40% for the candidates belonging to Schedules Caste of Punjab and Backward Classes of Punjab) and No candidate shall be eligible to be appointed unless he/she obtains at least 45% marks in the aggregate i.e. competitive examination including interview (read 40% for the candidates belonging to Schedules Castes of Punjab and Backward Classes of Punjab).

7.00 The salient features of the written competitive exam shall be as follows:-

- (a) There will be no negative marking in the written test, for questions wrongly answered or questions not answered.
- (b) After the answer key is put on the PPSC website (after written examination), candidates will be permitted to raise objections if any. Candidates will be given four days to deliberate before putting up objections. Any objection found 'frivolous' may draw negative marking, equal to the weightage of the question.
- (c) The aim of the Interview is to assess the candidate's suitability for the job in terms of his personal qualities by a Panel Interview.
- (d) Final result shall be prepared on the basis of the grand total of the marks obtained by the Candidates in the **Written Competitive Examination and the Interview.**

(e) The marks of written competitive examination obtained by the candidates or cut off marks for interview will not be disclosed at the time of short listing the candidates for interview, to avoid the same influencing the interview panel. However the complete details of written marks and interview marks will be available on the website of Commission after compiling the final result.

8.1 Information about the examination centre(s) shall be mentioned on Admit Cards of all candidates. Details regarding the Admit cards shall be given shortly on the website of the Commission.

8.2 All candidates who apply for ibid posts will be treated “provisionally eligible” for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers by PPSC does not indicate acceptance of candidature by the PPSC, since there is no scrutiny of documents before the written test.

8.3 The scrutiny of application forms shall be done after the conduct of the examination. During the process of scrutiny, the application forms and other relevant documents, certificates, etc of the candidates shall be examined to determine their eligibility **as on 31/05/2020**. Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.

8.4 The candidates applying for the Competitive Examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Competitive Examination and Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on checking at any time before or after the Competitive Examination/ Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission or the civil court. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/ her liable for disqualification and disciplinary action.

9.0 Nationality:

A candidate shall be a:

- i) Citizen of India; or
- ii) Citizen of Nepal; or
- iii) Subject of Bhutan; or
- iv) Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- v) 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 (ii), (iii), (iv) and (v) 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.

10.0 Submission of Application Form

The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website of the Commission <http://ppsc.gov.in> No other mode of application will be accepted.

Process	Step	Last Date
To make new registration for applying for the post.	(Step-1)	30/04/2020 By 11:59:00 PM
To deposit the Application fees by system generated Bank Challan Form.	(Step-2)	07/05/2020 [During Banking Hours]

- 11.0 (a)** The candidates are NOT REQUIRED to send the Hard Copy of the Online Application Form to the Office of Punjab Public Service Commission. However, the candidates must take out the hard copy in soft form or print out at the time of applying otherwise he/she will not be able to take out the copy at the later stage. He/she must retain the hard/soft copy of online application form along with all eligibility documents ready to be sent at a short notice to PPSC whenever required by PPSC during short listing for the interview or earlier
- (b) However, candidates applying under the Sports Category if any such post exists, will send a hard copy of 'On line Application Form' along with Sports Gradation Certificate and other certificates related to sports to establish his eligibility under the sports category.
- (c) Candidates applying under Physically Handicapped Category if any such post exists, should also refer to "General Information" with reference to documents to be sent to PPSC.
- (d) *The following **SELF ATTESTED CERTIFICATES** shall be submitted by candidates when asked at short notice:*
1. Proof of Date of Birth : Certificate of Matriculation/Higher Secondary.
 2. Proof of having passed Punjabi Language.
 3. Relevant Degree and DMC Certificate.
 4. Reserved Category Certificate issued by the Competent Authority(If Applicable)
 5. Experience certificate issued by Competent Authority.
 6. If ESM, certificates/documents mentioning the following:-
 - i) Date of Enrolment
 - ii) Date of Release/Discharge
 - iii) Reason of Release/ Discharge
 7. Certificate as proof of age relaxation claim. (If Applicable)
 8. Certificate as proof of fee concession (If Applicable)
 9. Proof of being Govt. Employee.
 10. Copy of Bank Challan (jPPSSC Copy only)
- (e) **The Candidates SHALL sign the declaration on Page No. 2 of the print out of Online Application Form before submitting the same** *The Candidates SHALL sign the declaration on last page of the print out of Online Application Form before submitting the same.*

12.0 Application and Examination Fee

The candidates are required to pay the Application fee as per Govt. Letter No. 10/20/2007 - 3PP3/97751/1 dated 17-9-2013 as mentioned below:-

Name of Category	Online Application charges	Examination Fee	Total
Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab State only.	Rs. 500/-	Rs. 625/-	1125/-
Ex-Servicemen of Punjab state only	Rs. 500/-	No Fee to be paid	500/-
All Others Categories (including Lineal Descendent of Ex-servicemen,	Rs 500/-	Rs. 2500/-	3000/-

Punjab)			
Persons with disability, Punjab State only.	Rs. 500/-	Rs. 1250/-	1750/-

The candidates entitled to fee concession/exemption MUST submit with their Application Form, a self attested copy of the certificate certifying their claim for fee concession/exemption. Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.

Application fee MUST be submitted **through any Branch of State Bank of India only.** Candidate should carefully fill the details in the Online Application Form and click on the "SUBMIT" button at the end of the Online Application Format. Before pressing the "SUBMIT" Button, candidates are advised to verify every detail filled in the application. After submitting the online application form, the candidate should take a printout of the system generated Bank challan. **No Change/Edit will be allowed after Submitting the Application Form. The application fee is non-refundable.**

13.0 Conditions which may render a candidate ineligible

14.1 The following conditions, among others, may render the candidates ineligible:

- a) Insufficient fee;
- b) **Application fee deposited by means other than a Bank Challan through any branch State Bank of India.**
- c) Late receipt of print out of Online Application Form;
- d) Wrong/incomplete information given in the application form;
- e) Candidates debarred by the PPSC/other Public Service Commissions;
- f) Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

Important Note

- 13.2 Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Physically Handicapped, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- 13.3 **A candidate should indicate the specific category for which he/she wants to be considered and category once opted cannot be changed under any circumstances.**
- 13.4 **SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.**
- 13.5 **Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM)/Grand children of Gallantry Award Winners who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM/Grand children of Gallantry Award Winners shall be considered against the vacancies for Ex-servicemen ONLY IF no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.**

14.0 Definition Of Categories

Candidates should select their categories carefully, because candidates belonging to categories other than category 71 (General), are entitled to fee concession/exemption, age relaxation and job reservation. **The category once selected by a candidate will not be changed under any circumstances.** Candidates shall submit certificates issued by the Competent Authority in support of their claim to a particular category.

Categories and Category Code