सत्यमेव जयते

PUNJAB PUBLIC SERVICE COMMISSION
BARADARI GARDENS, PATIALA- 147001
WEBSITE : https://ppsc.gov.in
Email ID : pcsregister2026@gmail.com

Advt. No
20263

GENERAL INFORMATION FOR THE CANDIDATES

For the posts of

Punjab Civil Services (Executive Branch) to be filled from Register A-II (Ministerial Cadre Group A and B only)

1.0 PUNJAB PUBLIC SERVICE COMMISSION:

1.1 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.

1.2 The Punjab Public Service Commission invites Online applications for the posts of Punjab Civil Services (Executive Branch) to be filled from Register A-II for Recruitment **Process Year 2026** from members of Group 'A' and Group 'B' services, serving in connection with the affairs of State of Punjab holding ministerial appointments not below the level of Senior Assistants.

IMPORTANT NOTE: The hard copy (i.e. Print out) of the Online Application form and relevant documents mentioned at clause No. 5.4.1 to 5.4.9 **MUST be sent through Proper Channel i.e. through Head of the Department.**

2.0 NUMBER OF POSTS:

The number of posts and cut-off date for determining eligibility as intimated by the Department of Personnel, Government of Punjab vide their Memo No. 10/04/21-6 P.P.3/113 dated 18.03.2026 and Memo No. 10/04/21-6 P.P.3/219 dated 08.05.2026 are as given below:-

Sr. No.	Name of the Post	Register and Process Year	No. of Posts	Cut-off date for determining eligibility of candidates
1	Punjab Civil Services (Executive Branch)	Register A-II Process Year-2026	21	01.11.2025

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3.0 APPOINTMENTS/RECOMMENDATIONS:

3.1 As per rules 4 (5) of the Punjab Civil Services (Executive Branch) (First Amendment) Rules, 2011 on completion of the selection process the list of selected candidates shall be forwarded to the Government by the Commission for entering their names in Register A-II as accepted candidates and these names shall be entered in this Register in the order in which they are recommended by the Commission.

4.0 CRITERIA FOR ELIGIBILITY:

The criteria for eligibility to these posts as provided in Rule 4 (4) of the Punjab Civil Services (Executive Branch) (First Amendment) Rules, 2011 is as under:-

The name of a person shall not be included in the final list unless he-

a) is a confirmed hand and has completed eight years continuous service under the Government;

b) was under the age of fifty four years on the first day of November immediately preceding the date of submission of names by the concerned authorities; and

c) is a Graduate of a recognized university.

Note: Before applying for ibid posts, the candidate is advised to ensure from his/her respective department that:

(a) the post on which he/she is working falls in Group 'A' or Group 'B' of "Ministerial Cadre" of the Punjab Government because no change would be permitted by the PPSC at any stage. So, candidates are advised to read the rules carefully and fill the type of register within the application form with due diligence as no change in type of register will be permitted at any stage.

(b) he/she fulfills the eligibility conditions as mentioned in above mentioned clause 4.0 (a), (b) and (c).

5.0 HOW TO APPLY:

5.1 The process of filling Online Application Form shall comprise of the following basic steps:

Step 1- Fill details in the Online Application Form

Step 2- Payment of fee through online mode & submission of Online Application Form. **(Last Date 30/06/2026)**

Step 3- Take print out of duly filled and submitted Online Application Form.

Step 4- Submit the hard copy (i.e. print out) of duly filled and submitted Online Application Form along with relevant documents mentioned at clause No. 5.4.1 to 5.4.9 through proper channel in the Office of PPSC **by 30/07/2026.**

5.2 The eligible candidate of group A and B after making himself/herself well acquainted with the "General Information for the candidates" and "Instructions for filling Online Application Form", may apply online if he/she fulfills the criteria for eligibility and is holding ministerial appointment not below the level of Senior Assistant serving in connection with the affairs of the State of Punjab.

5.3 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 www.ppsc.gov.in

5.4 After filling online application form and depositing fee, the hard copy (i.e. the print out) of duly filled and submitted online application form along with copy of certificates/documents as mentioned below must be submitted in the office of PPSC through proper channel by 30/07/2026:-

5.4.1 Certificate from Head of Department (Original). **(Annexure-A)**

5.4.2 Service Record Proforma by Head of Department **(Annexure-B)**

5.4.3 Scrutiny Form to be filled by the candidate **(Annexure-C)**

5.4.4. Proof of Date of Birth (Certificate of Matriculation/Higher Secondary)

5.4.5. Copy of Graduation Degree Certificate

5.4.6. Proof of having passed Punjabi language up to matric level or its equivalent

5.4.7. Copy of Reserve Category Certificate issued by the Competent Authority (if Applicable to claim fee concession only)

5.4.8. Confirmation certificate.

5.4.9 UDID certificate(if applicable to avail compensatory time/scribe only as per rules) (refer to Para 9.5).

6.0 LAST DATE FOR ONLINE APPLICATION /DEPOSITION OF FEE AND SUBMISSION OF HARD COPY:

PROCESS	LAST DATE
Last date of submission of online Application forms alongwith submission of fees.	**30/06/2026 by 11:59 P.M.**
Last date for submission of the hard copy of the Online applications form along with **Annexure-A, B, C** and requisite certificates in the Commission through proper channel i.e. through Head of the Department.	**30/07/2026 till 05:00 P.M.**

(It may be noted that the last date of filling and submit Online Application Form is **30/06/2026** and the last date of submission of print out of the Online Application Form is **30/07/2026.** The extra time is given only to cater for the time required in

forwarding Application through Proper Channel and travel time of post/ postal delay if any).

Important Note:

1) **Failure to submit the hard copy of the Online Application Form along with requisite certificates/ documents as mentioned in clause 5.4.1 to 5.4.9 through Proper Channel i.e. through Head of Department by or before the closing date i.e. 30/07/2026 till 5:00 P.M. in the office of PPSC Patiala SHALL result in rejection of his/her candidature.**

2) **The Instructions and other Proformas, which are required to be filled and deposited along with hard copy of the application form, are available on the website of the PPSC i.e. www.ppsc.gov.in.**

3) **The employees of Universities, Boards, Societies, PUDA, GMADA, PSPCL, PSTCL, Corporations etc. are not eligible to apply for these posts.**

7.0 APPLICATION AND EXAMINATION FEE

a) The candidates are required to pay the application fee as per Government Letter No. 10/26/2007-3.P.P.-3/953 dated 25-11-2022 as mentioned below : -

Name of Category	Online Application charges	Examination Fee	**Total**
Ex-Serviceman, Economically Weaker Sections (EWS), Persons with Disabilities (PWD) and Lineal Descendants of Ex-Serviceman (LDESM) of Punjab State only.	Rs. 500/-	No Fee to be paid	**Rs.500/-**
Scheduled Castes/Scheduled Tribes of all States and Backward Classes of Punjab State only.	Rs. 500/-	Rs.250/-	**Rs.750/-**
All Other Categories	Rs 500/-	Rs.1000/-	**Rs.1500/-**

b) Candidates entitled to fee concession/exemption **MUST** submit along with the hard copy of Application Form, a self attested copy of the certificate issued by the Competent Authority certifying their claim for fee concession/ exemption.

c) Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.

d) Candidate should carefully fill in the details of the Online Application forms and click on the **"SUBMIT"** button at the end of the Online Application Form.

- Before pressing the "**SUBMIT**" button, candidates are advised to verify every detail filled in the application.

- No Change/Edit will be allowed after fee submission.
- Once the candidate completely fills his/her application, only then should the candidate submit his/her application form.

e) The requisite fee must be submitted through online mode ONLY.

f) The fee once paid by the candidates is non-refundable.

GUIDELINES TO PAY FEE ONLINE

STEP-1: UPON SUCCESSFUL REGISTRATION FOLLOWING PAGE WILL BE SHOWN.

STEP-2 : UPLOAD PHOTO AND SIGNATURE

It is mandatory to upload the photo and signature after registering online as per STEP-1.

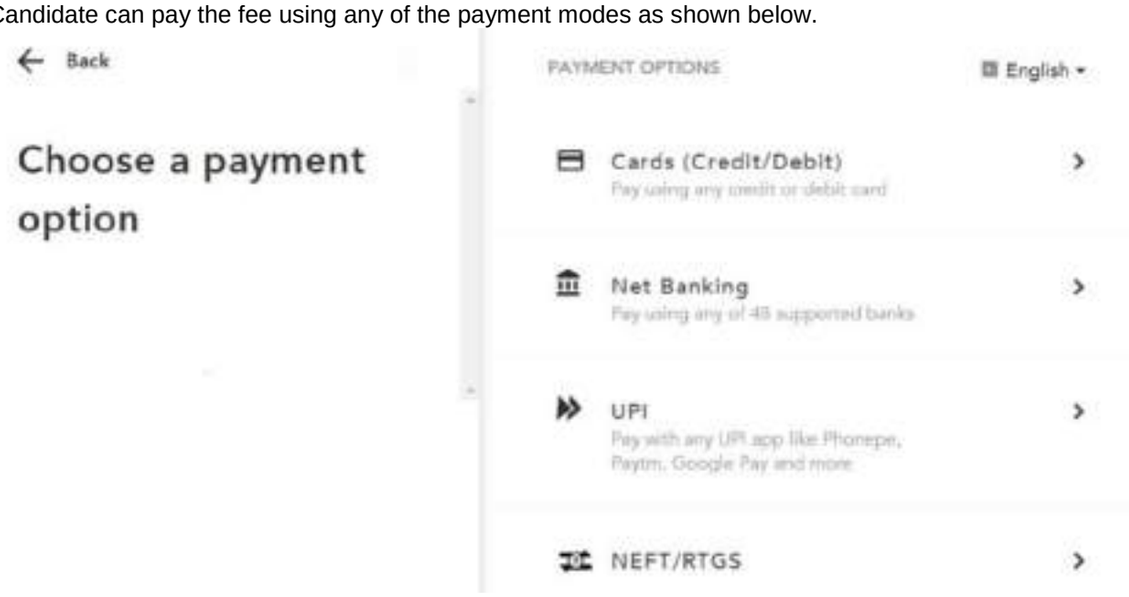
Once the candidate clicks on the **"Submit "**button after uploading the photo and signature, below screen is shown.

STEP-3: CANDIDATE FEE DETAIL PAGE

Clicking on "**Pay Now** "link will show the next screen as per STEP-4.

STEP-4: PAYMENT MODES

Candidate can pay the fee using any of the payment modes as shown below.



STEP-5:- OTP SCREEN

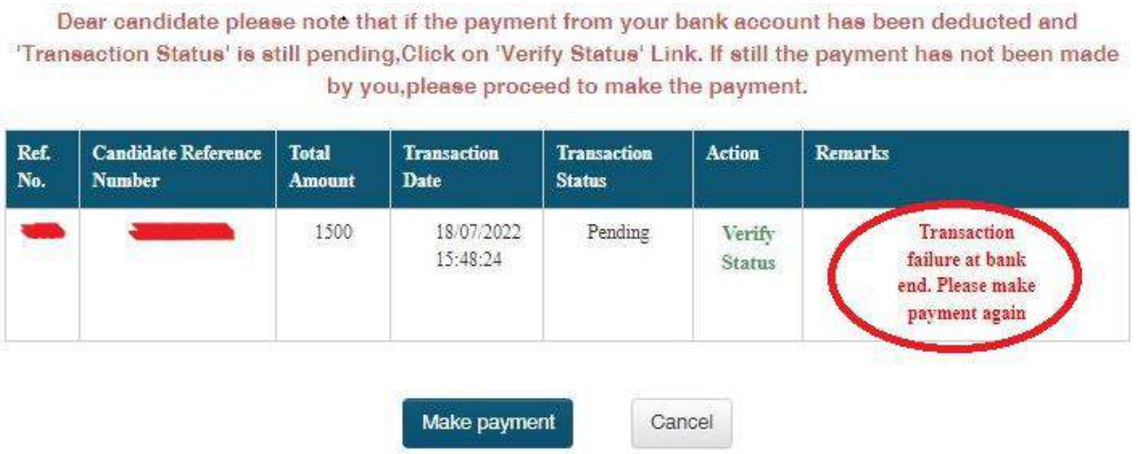
OTP will be received by the candidate on his/her mobile numberregistered with the payment bank.

STEP-6:-PAYMENT SUBMISSION RECIPT

Once the payment is successful, below screen will be shown and confirmation will be received by the candidate on both registered mobile number and email id.
Candidate can also download the payment receipt using the link **Download Receipt.**

NOTE: -If the payment process is not completed successfully due to any of the reasons like network/system failures etc., then the candidate can re-login again using the link **"ONLINE PAYMENT"** available on the home page of the website. Below is the screen shot of page after re-login.

- If the payment is already deducted from the bank account of the candidate but the **transaction status** shown is still "**Pending**", please click on the "**Verify Status**" link for fee reconciliation.
- If the payment has not been deducted from the bank account of the candidate so far, upon clicking on the "**Verify Status**" link, **failure message** will be shown and the candidate is required to click on the Make Payment link for the payment.



8.0 CRITERIA FOR SHORT-LISTING OF CANDIDATES:

As provided in Rule 4 (2) of the Punjab Civil Services (Executive Branch) (First Amendment) Rules, 2011, the Commission shall conduct a screening test to shortlist the candidates and shall prepare a list of eligible persons, three times the number of vacancies.

8.1 Selection of the candidates:

As provided in Rule 4 (2) 4(3) of the Punjab Civil Services (Executive Branch) (First Amendment) Rules, 2011, for final selection of the candidates from the list prepared on the basis of screening test, the Commission shall determine the suitability of candidates on the basis of Annual Confidential Reports, seniority, experience and performance in the Interview by associating two representatives of the State Government; one serving as Secretary, Personnel and General Administration and the other, a senior IAS officer nominated by the Chief Secretary to Govt. of Punjab.

8.2 Criteria for making selection:

The criteria for making selection to the posts of PCS (E.B.) Register A-II are as follows:-

Sr. No.	Details	Weightage (Marks)
1	Screening Test (Maximum Marks 100)	(50% of Screening Test) 50
2	Length of Service	15
3	Assessment of Service Records (ACRs/APARs)	20
4	Interview	15
	Total	**100**

NOTE : -

It is for the information of all candidates that the Common Screening Test for Register A-II and Register-C is tentatively scheduled to be held during the month of **September/October-2026**. The exact date and schedule will be notified later on.

9.0 PATTERN AND SCHEME OF SCREENING TEST:

9.1 Procedure of screening test:

a) The Screening Test shall consist of 100 questions, with each question of 01 mark. For final selection, 50% weightage of the marks scored in the screening test will be considered.

b) The questions shall be of Objective Type with Multiple Choices.

c) The level of questions shall be of Graduation standard.

d) The duration of the test will be of two (02) hours. (For Persons with Disabilities (with 40% or more disability), compensatory time of 20 minutes per hour is allowed.

e) The Commission shall conduct a Common Screening Test for both the registers i.e. Register A-II and Register-C for shortlisting the candidates. However, merit of the candidates shall be prepared separately for each Register.

9.2 Pattern of the screening test:

a) The question paper will be printed in English and Punjabi language.

b) Each question will carry one mark and, for each correct answer candidate will get 1 (One) mark.

c) **There will be Negative Marking for the wrong answer and 0.25 marks will be deducted for every wrong answer.**

d) To answer a question, the candidate has to mark for each question, the most appropriate option out of the given options.

e) Unanswered/Un-attempted questions will be given no marks. In case, a question is withdrawn, all candidates will be given one (01) mark irrespective of the fact whether the question has been attempted or not attempted by the candidate.

f) Candidates are advised to go through instruction mentioned on question paper and OMR answer sheets before starting of the exam.

g) Answer key will be uploaded on the PPSC website (after screening test), and the candidates will be permitted to raise objections (if any) within four days using the link available on the web page of the respective posts for consideration by the Commission. Objections received through any other mode (i.e. by email or by post etc.) will not be entertained.

9.3 Minimum qualifying Marks:

Eligible persons, three times of the number of vacancies as mentioned at clause 2.0 (in the order of merit of written examination) who have scored a minimum of 30 percent marks in screening test shall only be short-listed for appearing in the interview.

9.4 Syllabus of the screening test:

The syllabus for the screening test as notified by the Government of Punjab vide No.G.S.R.37/Const.Art.309/Amd.(II)/2012 dated 24.7.2012 is as under:-

General knowledge in the subjects of Civics, Constitution of India, Indian History, Geography, General Science, Punjabi, English, History of Punjab and General Knowledge. **(Annexure-D)**

Out of the aforesaid subjects, at least ten questions shall be included from each subject in the screening test.

9.5 Scribe Facility And Compensatory Time For Pwd Candidates

As per Section 2(r) of The Rights of Persons with Disabilities Act, 2016, "Person with Benchmark Disability" means a person with not less than 40% of a specified disability where the specified disability has not been defined in measurable terms and includes a person with disability where the specified disability has been defined in measurable terms, as certified by the certifying authority.

a) Compensatory Time

Compensatory time of 20 minutes per hour of examination shall be allowed to all candidates having benchmark disability (40% or more disability), and candidates covered under section 2(s) of the RPwd Act, 2016 (refer 9.5 (b) iii) subject to submission of the UDID Card/Online Disability Certificate at the Reception Counter of PPSC by hand or through email at **supdt.exam@ppsc.gov.in on or before 30.07.2026.**

b) **Facility of Scribe for Persons with Disabilities**

***(i)* Categories Entitled to Scribe Facility**

The facility of a scribe shall be provided, if so desired by the candidate, to persons with benchmark disabilities falling under the categories of:

- Blindness;
- Locomotor Disability (Both Arms Affected – BA); and
- Cerebral Palsy.

(ii) Other Persons with Benchmark Disabilities

In case of candidates belonging to other categories of benchmark disabilities, the facility of a scribe may be allowed on production of a certificate from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution certifying that the candidate concerned has a physical limitation to write and that the assistance of a scribe is essential for writing the examination on his/her behalf, as per the prescribed format at **Annexure-E.**

(iii) Candidates Covered under Section 2(s) of the RPwD Act, 2016

Candidates who are not covered under Section 2(r) of the RPwD Act, 2016 but are covered under Section 2(s) of the Act (i.e. having less than 40% disability and facing difficulty in writing) may avail the facility of a scribe and/or compensatory time in accordance with Punjab Government Letter No. 3/3/2024-3DS/232 dated 12.11.2025 adopting the Guidelines issued by the Ministry of Social Justice and Empowerment, Government of India vide No. 29-6/2019-DD-III.

Such candidates shall be required to produce a certificate from a Multi-Member Medical Authority certifying that the candidate has a physical limitation to write and that the assistance of a scribe is essential for writing the examination on his/her behalf. The Multi-Member Medical Authority shall comprise:

1. Chief Medical Officer/Civil Surgeon/Chief District Medical Officer – Chairperson;
2. Orthopaedic/PMR Specialist;
3. Neurologist, if available;
4. Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator;
5. Occupational Therapist, if available; and
6. Any other expert, based on the condition of the candidate, as may be nominated by the Chairperson.

The prescribed certificate format is provided at Annexure-F.

c. <u>Mode of Availing Scribe Facility and Eligibility Criteria for Scribe</u>

(i) A candidate eligible for the facility of a scribe under Section 2(r) or Section 2(s) of the RPwD Act, 2016 may either arrange his/her own scribe or request the Punjab Public Service Commission (PPSC) to provide a scribe.

(ii) Where a candidate opts to engage his/her own scribe, the qualification of the scribe shall be one step below the minimum educational qualification prescribed for the post. The candidate shall submit a duly filled Scribe Proforma and an Affidavit in the prescribed format regarding the engagement of the scribe.

(iii) Where a candidate requests PPSC to provide a scribe, the Commission shall allot a suitable scribe from its approved panel. The qualification of the scribe so allotted shall also be one step below the minimum educational qualification prescribed for the post. The candidate shall be permitted to meet the allotted scribe two days prior to the examination.

(iv) Candidates opting to engage their own scribe or seeking allotment of a scribe by PPSC shall submit the requisite documents, including the UDID Card/Online Disability Certificate, relevant medical certificate(s), request for scribe (where applicable), Scribe Proforma and Affidavit, by hand at the Reception Counter of PPSC or through email at supdt.exam@ppsc.gov.in on or before 30.07.2026.

The prescribed Scribe Proforma and Affidavit are enclosed at **Annexure-G** and **Annexure-H** respectively.

10.0 LENGTH OF SERVICE:

Maximum weight-age to length of service is 15 Marks

i) 0.54 marks will be awarded for each completed year (12 months) of service after 8 years of service, which is the eligibility condition.

ii) For first 8 years, no marks are to be awarded (as it is the minimum eligibility criteria).

iii) For example 27 years of service above 8 years, (i.e. total service of 27+8 = 35 years) total 14.58 marks will be awarded and for 28 years of service, full marks (15 marks) will be awarded.

11.0 ASSESSMENT OF SERVICE RECORDS (ACRs/APRs):

11.1. According to Govt. of Punjab letters no.7/45/95-5PP.I/15394 dated 21 July 1997 and No 15/8/2000-1PP.I/9216 dated 18 June 2001, the last five year ACRs shall be considered and if five year record is not available then preceding year ACRs will be considered.

11.2. The Commission has decided that the ACRs written by any single authority will also be accepted.

11.3. The Commission has also decided that in case the Reporting Authority has signed for the full year even though the Reviewing or Accepting Authority may have signed for a specific time less than a year, then that ACR will be considered as the ACR for the full year.

11.4. Further, the Commission has decided that in accordance with UPSC Guidelines, the ACRs record as received from the Department contains an ACR for more than or equal to 3 months, and there is no other ACR for that year, then that ACR will be considered for the full year.

11.5 If two or more than two ACRs are written for a particular year, then the weighted average of all ACRs of that year will be taken.

11.6. Marks for grading of ACRs/APRs per year :

Sr. No.	**Grading**	**Marks**
1	Average	1
2	Good	2
3	Very Good	3
4	Outstanding	4

12.0 INTERVIEW:

The aim of the Interview is to assess the candidate's suitability for the job in terms of his personal qualities by the Interview Panel. The marks of screening test obtained by the candidates will not be disclosed at the time of short listing the candidates for interview, to avoid the same influencing the interview panel.

13.0 FINAL RESULT:

Final result shall be prepared on the basis of the grand total of the :

i. 50% of the marks obtained in the screening test.
ii. Marks obtained as per grading of respective ACR's.
iii. Marks obtained based on length of service.
iv. Marks obtained in the interview.

14.0 CANDIDATURE OF THE CANDIDATE:

14.1 During various stages of selection process, the candidature of the candidate shall be "purely provisional" subject to his/ her fulfilling eligibility criteria and verification of documents by the Commission.

14.2 ONLY the eligible short-listed candidates on the basis of their performance in the screening test would be required to submit their service record along with ACRs through their respective departments before the interview.

14.3 If any document/certificate/statement of the candidate is found false or forged at any stage, his/her candidature will be rejected and further action will be taken as per law.

15.0 CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:

The following conditions, among others shall render the candidates ineligible for these posts:-

a) Insufficient examination fee;
b) Application fee not deposited by online mode;
c) Wrong/incomplete information given in the application form;
d) Candidates debarred by the UPSC/ PPSC/other Public Service Commissions;
e) Non-fulfillment of any of the eligibility conditions, including those of age, experience, confirmation and educational qualification.
f) Application filled in wrong register i.e. Register A-II or Register-C;

g) Applications not received through proper channel i.e. through Head of the Department.

IMPORTANT NOTE :

Note 1. Travelling and other expenses shall be borne by the candidates themselves for appearing in the Examination/ Interview. The Commission will not make any arrangements for the boarding and lodging of the candidates.

Note 2. The candidates who are unable to appear on the scheduled date of examination for any reason shall not be entitled to re-examination under any circumstances.

16.0 USE OF UNFAIR MEANS BY THE CANDIDATE:

16.1 A candidate may render himself/herself to adverse action by the Commission and/or liable to face criminal proceedings if declared by the Commission to be guilty of obtaining support for his candidature by:

a) offering illegal gratification , or

b) applying pressure , or

c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or

d) impersonating; or

e) procuring impersonation by any person; or

f) submitting fabricated document or documents which have been tampered with; or

g) making statements which are incorrect or false or suppressing material information; or

h) **resorting to the following means in connection with his candidature for the examination, namely:**

i) Obtaining copy of question paper through illegal means,

ii) finding out the particulars of the persons connected with secret work relating to the examination,

iii) influencing the examiners or

iv) using unfair means during the examination; or

v) writing obscene matter or drawing obscene sketches on the scripts, or

vi) misbehaving in the examination hall, including tearing of the scripts, provoking fellow examinees to boycott the examination, creating a disorderly scene and the like, or harassing or doing bodily harm to the staff

employed by the Commission for the conduct of the examination; or violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination.

16.2 Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:

a) to be disqualified by the Commission from the examination for which he is a candidate;

Or

b) to be debarred either permanently or for a specified period by the Commission, from any examination or selection held by it.

Provided that no penalty under clause (a) or clause (b), as the case may be, shall be imposed, except after

i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and

ii) taking into consideration the representation, if any submitted by the candidate, within the period allowed to him.

Note (A):

i) For any general inquiry candidates may contact the Commission on telephone number **0175-5014821** or by sending email with subject as "QUERY REGARDING PCS (EB) Register A-II" **to pcsregister2026@gmail.com**

ii) For any technical issue/ enquiry candidates may contact the Commission on telephone number **0175-5014822** or by sending email with subject as "QUERY REGARDING PCS (EB) Register A-II" to **techassist.ppsc@gmail.com and enquiry@ppsc.gov.in**

Note (B):

Candidates are advised in their own interest to fill the 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.

Sd/-
Secretary
Punjab Public Service Commission
Patiala

Dated : 05/06/2026

ANNEXURE-(A)

FORMAT OF THE CERTIFICATE TO BE ISSUED BY THE HEAD OF DEPARTMENT

From

To

The Secretary,

Punjab Public Service Commission,

Baradari Gardens,

Patiala- 147001.

No_____ **Date:** _____

Subject:- **Forwarding the hard copy of Online Application Form of candidate employee for the posts of PCS (Executive Branch) to be filled through Register- A-II (Process Year 2026).**

Memo,

With reference to Circular Letter No. PR 584/2026/A-5/…… Dated ..…/06/2026 issued by the Punjab Public Service Commission, Patiala for the selection of candidates to the posts of PCS (Executive Branch) Register-C **(Process Year 2026),** hard copy of Online Application Form along with copies of requisite certificates/documents of the Applicant employee of this Department is forwarded herewith for consideration as per General Information for the candidates para no. 5.4.

It is certified that the Applicant Employee Mr.//Mrs./Ms._____D/o/S/o ..... Smt…….(Mother's name) and Sh……. (Father's Name) is presently working as, _____ (Designation) in Group _____ in the Department of _____ Punjab.

It is further certified that he/she joined the Department of _____ Government of Punjab, as_____ (Designation) on _____

The service record Proforma **(Annexure-B)** of the Applicant employee is also enclosed herewith.

It is certified that applicant-employee:

a) is working in the "Ministerial Cadre" on a Group-A or Group-B post the Government of Punjab as on the cut-off date i.e. 1st November, 2025

b) has Total Service experience of _____ years _____ Months _____days under the Government of Punjab as on 1st November, 2025.

c) is a confirmed hand as on the cut-off date i.e. 1st November, 2025.

d) has the required experience for the posts applied for i.e. has completed eight years continuous service under the Government as on the cut- off- date i.e. 1st November, 2025.

e) has acquired the basic qualification i.e. graduation from a recognized university, as on the cut-off date i.e. 1st November, 2025.

f) was under the age of 54 years for the posts applied for as on the cut-off date i.e. 1st November, 2025.

g) has satisfactory Integrity as per official record;

h) has no pending criminal case, vigilance inquiry and/or departmental proceedings against him/her. (If pending, then give details).

i) has given true and correct information in Online Application Form (hard copy attached) as per office record.

Signature _____

Full Name _____

(Head of the Department)

Designation…….

Name of the Department……..

Stamp:

Documents attached:

1. Service Record Proforma by Head of Department **(Annexure-B).**
2. Scrutiny Form to be filled by the candidate (**Annexure-C)**.
3. Proof of Date of Birth (Certificate of Matriculation/Higher Secondary).
4. Copy of Graduation Degree Certificate.
5. Proof of having passed Punjabi language up to matric level or its equivalent.
6. Copy of Reserve Category Certificate issued by the Competent Authority (if Applicable to claim fee concession only).
7. Confirmation certificate.
8. UDID card/ Online Disability Certificate to avail compensatory time/scribe only (if Applicable).

ANNEXURE-(B)

PUNJAB PUBLIC SERVICE COMMISSION

PCS (Ex. Branch) Register A-II (Process Year 2026)

Sr. No.	Title	Details
1	**Registration No.**	
2	**Name of the candidate**	
3	**Father's Name**	
4	**Date of Birth**	
5	**Age as on 01.11.2025**	**Years..... Months..... Days.....**
6	**Punjabi Pass in matriculation or equivalent examination Yes/ No(Year of Passing)**	
7	**Graduation Details :-** **i) Name of Degree :** **ii) Passing Year :** **iii) Name of University :**	
8	**Date of Joining in Punjab Govt. Service/ Designation/Group**	
9	**Department as on 01.11.2025**	
10	**Designation as on 01.11.2025**	
11	**Working in Group A or Group B as on 01.11.2025**	
12	**Experience in Punjab Government Service as on 01.11.2025**	**Years..... Months..... Days.....**
13	**Date of Confirmation in Govt. Service.**	
14	**Departmental Proceedings/Adverse Remarks (Yes/No)** **[Please annexed the details, if yes and mention annexure no. in the adjacent column]**	
15	**Integrity Satisfactory (Yes/No)** **[Please annexed the details, if No and mention annexure no. in the adjacent column]**	
16	**Contact Number**	
17	**Email Address**	

It is hereby certified that the particulars furnished above have been verified from the official service record/documents of the candidate and are found to be correct to the best of my knowledge and belief. It is further certified that no material information has been concealed and the candidate fulfills the prescribed eligibility conditions as per record available in this department.

Signature & Stamp
Head of the Department

Date :

ANNEXURE-(C)

PUNJAB PUBLIC SERVICE COMMISSION

PCS (Ex. Branch) Register A-II (Process Year 2026)
Scrutiny Form to be filled by the candidate

Roll No.

1	**Registration No.**	
2	**Name of the candidate**	
3	**Father's Name**	
4	**Date of Birth**	
5	**Age as on 01.11.2025**	**Years..... Months..... Days.....**
6	**Punjabi Pass (level/Year) Yes/ No**	
7	**Graduation (Degree/Year/ University)**	
8	**Date of Joining in Punjab Govt. Service**	
9	**Department as on 01.11.2025**	
10	**Designation/Group A/B as on 01.11.2025**	
11	**Experience in Punjab Government Service as on 01.11.2025**	**Years..... Months..... Days.....**
12	**Date of Confirmation in Govt. Service.**	
13	**Contact Number**	
14	**Email Address**	

I hereby declare that the information provided by me in this application is true and correct to the best of my knowledge and belief. If any information is found false, my candidature may be canceled.

Dated : **Signature of Candidate**

Space for Office Use Only :-

ANNEXURE-(D)

PUNJAB PUBLIC SERVICE COMMISSION
Baradari Garden, Patiala-147001. Website: www.ppsc.gov.in

Punjab Civil Services (Executive Branch)
Syllabus: Register A-II and Register C

Note:

a) The Screening Test shall consist of 100 Questions.

b) Each Question shall be of one mark, thus the total would be of 100 Marks.

c) The questions shall be Objective Type with Multiple Choices

d) The level of questions shall be of graduation standard.

e) **The Commission shall conduct a common Screening Test for both the Register A-II and Register-C, to shortlist the candidates. However, merit of the candidates shall be counted separately for the respective Register subject to their eligibility.**

f) There will be Negative Marking (@ 0.25 marks for each question) in the written examination for questions wrongly answered i.e. for each incorrect answer, 0.25 marks will be deducted from the total score.

g) **The topics listed in the syllabus are only indicative for the general guidance of the candidates and cannot be deemed as exhaustive list.**

h) Eligible persons, three times of the number of vacancies as mentioned at clause 2.0 (in the order of merit of written examination) who have scored a minimum of 30 percent marks in screening test shall only be short-listed for appearing in the interview.

i) The syllabus for the screening test as notified by the Government of Punjab vide notification No. G.S.R. 37/Const.Art.309/Amd. (II)/2012 dated 24.07.2012 is as under:-

"(2-A) The screening test referred to in sub-rule (2) shall be of hundred marks of general knowledge of graduation level in the subjects of Civics, Constitution of India, Indian History, Geography, General Science, Punjabi, English, History of Punjab and General Knowledge.

Out of the aforesaid subjects, there shall be hundred questions of multiple choice and at least ten questions shall be included from each subject in the screening test."

THE BROAD CONTENTS OF THE SUBJECTS MENTIONED IN THE NOTIFIED SYLLABUS ARE DELINEATED FOR THE REFERENCE OF THE CANDIDATES:-

(i) CIVICS

Basic concept of freedom, equality, social justice, rights & duties, citizenship, nationalism, secularism etc.

Panchayati Raj and Urban Local Bodies.

Elections- People's Representation Act, Electoral reforms, etc.

(ii) CONSTITUTION OF INDIA

Basic features, provisions, Schedules of the Indian Constitution, Key amendments.

(iii) INDIAN HISTORY

The Indus valley civilisation.

The Aryan and the Vedic age.

Jainism and Buddhism.

The Maurya and Gupta Periods.

Advent of Islam and Sultanate period (political, social & cultural).

The Bhakti Movement.

The Mughals (political, social & Cultural till Aurangzeb).

The coming of the European Powers and the advent of the British rule.

The Mutiny of 1857.

The British rule and the Indian National Movement (1857-1947)

(iv) GEOGRAPHY

Population – distribution, density, growth and comparison.

Migration – types, causes and consequences.

Human development. Human settlements. Land resources and agriculture. Water resources.

Mineral and energy resources. Manufacturing industries.

Planning and sustainable development in India. Transport and communication. International trade.

Geographical perspective on selected issues and problems.

(v) GENERAL SCIENCE

States of matter, structure of atom, versatile nature of carbon.

Acids, bases, salt: corrosion in metals, action of soaps.

Life on Earth – evolution, marine & terrestrial life.

Human body and life processes, nutrition, diseases – their causes & prevention, infectious diseases, lifestyle diseases.

Public health initiatives, mother and child health, immunisation & vaccination, HIV- AIDS, TB, Polio etc.

Force-laws of motion & gravitation, Archimedes principle.

Energy – kinetic & potential.

Light – reflection & refraction – concepts and applications.

Sound – propagation & reflection – concepts and applications.

Electric current – concepts and applications. Computers and telecommunication – concepts and applications.

(vi) PUNJABI

a) Comprehension: An unseen passage followed by Questions to be answered

b) Translation of English to Punjabi

c) Grammar

d) Vocabulary

(vii) ENGLISH

a) Comprehension: An unseen passage followed by Questions to be answered

b) Translation Punjabi to English

c) Grammar

d) Vocabulary

(viii) HISTORY OF PUNJAB

Major personalities in the history of Punjab, religious movements, major religions & spiritual personalities, Punjabi literature, folklore, performing arts, fine arts and crafts. Sufis, saints and gurus, Lodhis and Mughals, Sikh rulers, The British period, National movement in Punjab. Punjab in Independent India.

(ix) GENERAL KNOWLEDGE

Events of National and International Importance/Current Affairs, Environmental issues, etc.

ANNEXURE-(E)

Certificate regarding Physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms./Mrs. _____ (name of the candidates with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a government health care institution

Name and Designation

Name of Government Hospital/Health care centre with seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g., Visual impairment - Ophthalmologist, Locomotor disability - Orthopedic specialist/PMR).

ANNEXURE -F

Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr./Ms./Mrs. ..... (Name of the candidate), S/o/D/o..... a resident of ..... (Vill/PO/PS/District/State), aged..... yrs, a person with .....(nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination, with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto ..... (it is valid for maximum period of six months or less as may be certified by the medical authority) .

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/PMR Specialist	Clinical Psychologist / Rehabilitation Psychologist/ Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if available)
(Signature & Name)				
Chief Medical Officer/ Civil Surgeon/ Chief District Medical Officer ..... Chairperson				

Place :
Date :

Name of Government Hospital/ Health Care Centre with Seal

ANNEXURE- G

PERFORMA FOR SCRIBE
REQUEST FOR AVAILING THE FACILITY OF A SCRIBE/ READER DURING EXAMINATION

To

The Controller of Examination,
Punjab Public Service Commission,
Patiala

Sir,

I have applied for the post of _____ in the Department of _____ and appearing in the Screening Test for the said post. I wish to avail the facility of a Scribe/ Reader during the Examination to be provided by the Punjab Public Service Commission. I am enclosing my Medical Disability Certificate issued by the competent Medical Authority and not less than 40% of a specified disability. (Name/ Type of Disability _____)

Yours faithfully

Dated : Name & Signature of the candidate

(FOR OFFICE USE)
SCRIBE ADMIT CARD FORM

Valid for (Date of Exam : _____

Examination Centre Name : _____

Name of Scribe : _____

Scribe for Roll No. _____

Photograph of Scribe

The above mentioned scribe has been allowed by the Punjab Public Service Commission Patiala for the Candidate (Name of Candidate _____ bearing Roll No. _____

Signature of Candidate Signature of Scribe Superintendent
Punjab Public Service
Commission, Patiala

ANNEXURE-H

AFFIDAVIT BY THE CANDIDATE FOR SCRIBE

AFFIDAVIT

I_____a candidate with_____(name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____) Name of the entre) in the district _____ (name of the State). My qualification is_____

I do hereby state that____(name of the scribe) will provide the service of scribe for the undersigned for taking theaforesaid examination.

I do hereby undertake that his qualification is _____In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

Photograph of the Scribe	Photograph of the Candidate

(Signature of Scribe) (Signature of the candidate with Disability)

Place :

Dated :