

Last date for the Receipt of Application: **7.11.2008**

File No. R.G. 213/2008

**Instructions for filling up Application Form**  
**for**

**Recruitment to the posts of Medical Officer (General) in  
the Health and Family Welfare Department, Punjab.**

(To be retained by the candidates)

- Candidates are required to read the instructions carefully for filling up their Application Forms correctly.
- Application Form should be filled up in Capital letters only.
- Three Identical Passport size recent photographs duly attested by a Gazetted Officer must be attached with the Application Form.
- Attestation of the Photographs and the Documents/Certificate should only be done by a Gazetted Officer.
- There should not be any overwriting in the Application Form.
- Application Forms, which are not legible, will be rejected.
- In boxed space, only one letter should be written in each box and to separate one word from another (e.g. in Candidates Name/Father's Name etc.) one box should be left blank.
- Application Forms which are wrongly filled up or incomplete or received late or not accompanied by the requisite fee in the prescribed manner, attested copies of Photographs and Certificates regarding Date of Birth, Degree, Experience and other requisite certificates, shall be summarily rejected. The Commission's decision in this regard will be final.
- Candidate should write his/her name and Date of Birth as mentioned in the Matriculation/Higher Secondary Certificate.

1. **VACANCIES AND RESERVATION**

The number of vacancies is 100 and the breakup is as follows :

<b><u>Sr. No.</u></b>	<b><u>Category</u></b>	<b><u>No. of Posts</u></b>	
1	General	50	
2	General Ex-servicemen/ Lineal Descendant of Ex-servicemen, Punjab	07	
3	General Physically Handicapped, Punjab	03	
4	General Sports Person, Punjab	02	
5	General Freedom Fighter, Punjab	01	
6	Scheduled Castes, Punjab	20	(Out of these 20 posts 50% posts are reserved for Balmiki/ Mazhbi Sikh, if available)
7	Scheduled Castes Ex-servicemen, Punjab	04	
8	Scheduled Castes Sports Person, Punjab	01	
9	Backward Classes, Punjab	10	
10	Backward Classes Ex-servicemen, Punjab	02	
Total Posts :		100	

Category-wise details of posts are given below :-

Sr. No.	Total posts	Gen.	Gen. ESM/ LDESM Pb.	Gen. Physically Handicapped, Pb.	Gen. SP, Pb.	Gen. FF, Pb.	SC, Pb.	SC ESM, Pb.	SC SP, Pb.	BC, Pb.	BC ESM, Pb.
1.	100	50	07	03	02	01	20	04	01	10	02

The Candidates should indicate in the Application Form, the reserve category for which they want to be considered. The number of vacancies and reservations of posts is liable to alteration without any notice.

2. **PAY SCALE** : 7880-13500 (with a start of Rs.8000/-).

3. **ESSENTIAL QUALIFICATIONS** [as specified below ] :-

1. M.B.B.S.
2. Registered with the Punjab Medical Council **or** with any other duly constituted Medical Council in India; and
3. Knowledge of Punjabi language up to Matriculation Standard. Candidates who do not possess this qualification shall have to acquire this qualification within six month of their joining the service failing which their services shall be terminated.

(Relaxable for Sikh Migrants upto 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). For this purpose a Matriculation or its equivalent certificate for having passed Punjabi will be necessary.

4. **AGE**

1. Candidate should not be below 22 years and above 35 years of age on the last date of submission of Application Forms.
2. The Upper age limit is relaxable upto five years for Scheduled Castes of all states and Backward Classes of Punjab only.
3. 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.
4. Upper age limit is also relaxable upto 40 years for Widows, Divorcees and certain other Categories of Women.
5. Upper age limit is also relaxable upto 45 years for Physically Handicapped of Punjab.

**IMPORTANT NOTE** :

- The number of vacancies and reservation of posts is liable to alteration without any notice.
- Only Scheduled Castes/Backward Classes and Ex-Servicemen of Punjab domicile are eligible for the benefit of reservation.
- A candidate should indicate the specific category for which he wants to be considered and category once opted cannot be changed under any circumstances.
- Prescribed Essential Qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the advertisement is large and if it will not be convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable

limit on the basis of short listing them by order of their academic merit as per their qualification/ higher marks or by holding a Screening Test.

5. **NATIONALITY**

- a. 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) with the intention of permanently settling in India;
- b. 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.

6. **SUBMISSION OF APPLICATIONS:-**

- a. Candidates are required to obtain Application Forms from the office of Punjab Public Service Commission, Patiala and submit to the Secretary, Punjab Public Service Commission, Baradari Gardens, Patiala.
- b. Application Form must reach to the office of **Secretary, Punjab Public Service Commission, Patiala latest by 5.00 PM on 7-11-2008 along with prescribed fee and documents.** Responsibility for any postal delay will be of the candidate.
- c. Application Forms which are wrongly filled or incomplete or received late or not accompanied by the requisite fee and attested copies of certificates regarding Date of Birth, Degree, Experience and other requisite certificates, and three identical recent passport size photographs shall be summarily rejected. The Commission's decision in this regard will be final.

7. **FEE**

i. **COST OF APPLICATION FORM**

- a. At Counter (By Cash) : Rs.25/-
- b. By Post (Through Bank Draft) : Rs.75/-

ii. **FEE**

- a. Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab : Rs.50/-
- b. Ex-Servicemen of Punjab : No Fee to be paid
- c. All Others (including Lineal Descendent of Ex-servicemen, Punjab) : Rs.200/-

- iii. The candidates entitled to fee concession/exemption **MUST** submit with their **Application Form**, an 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.

- iv. The fee must be submitted along with the Application Form through a crossed Bank Draft, in original, drawn in favour of the Secretary, Punjab Public Service Commission, and payable at Patiala. The applications received without a valid Bank Draft or with inadequate fee shall be summarily rejected. The fee is non-refundable. Candidates must write their name and address in BLOCK LETTERS on the back side of the Bank Draft.

8. **DEFINITION OF CATEGORIES**

- a. 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 to a candidate. The category once selected by a candidate will not be changed under any circumstances. Candidates should also ensure to submit required certificates in support of their claim to a particular category.
- b. Candidates must submit reservation category-cum-domicile certificate attested by a Gazetted Officer for claiming reservation.

c. **RESERVATION CATEGORY CODE**

<b><u>Code No.</u></b>	<b><u>Category</u></b>
71	General Category
72	ESM, Punjab
73	LDESM, Punjab
74	Freedom Fighter, Punjab
75	Sports Person, Punjab
76	Physically Handicapped, Punjab
77	SC Others, Punjab
78	SC ESM, Punjab
80	SC Sports Person, Punjab
81	Balmiki/ Mazhbi Sikh, Punjab
82	Balmiki/ Mazhbi Sikh ESM, Punjab
84	Balmiki/ Mazhbi Sikh Sports Person, Punjab
85	BC, Punjab
86	BC ESM, Punjab

d. **CODE FOR AGE RELAXATION**

<b><u>Code No.</u></b>	<b><u>Category</u></b>
92	SC/ST Other States
95	State Government/Government of India Employees.

e. **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 and No. 1/41/93RC-1/1597, dated 17-8-2005 in the prescribed proforma attached herewith.
- ii. The BC Certificate in proforma other than the prescribed proforma attached herewith and older than one year as on the last date of receiving Application Form i.e. **7-11-2008** will not be accepted and the candidate will be treated as General Category candidate subject to all criteria applied for the General Category candidates and submission of balance fee amount to the Commission by the date fixed by the Commission. Failing so will result into cancellation of the candidature of the applicant.
- iii. The Competent Authorities to issue the necessary certificate are:

1. Deputy Commissioner
2. Additional Deputy Commissioner
3. Sub-Divisional Magistrate
4. Executive Magistrate (PCS Officers only)
5. Tehsildar

f. **EX-SERVICEMEN (PUNJAB)**

- i. "Ex-serviceman" means a person who has served in any rank, (whether as a combatant or a non-combatant) in the Naval, Military and Air Forces of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:
  1. retired or released from such service on his or her own request after earning his pension; or
  2. been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension;
  3. been released otherwise than on his own request from such service as a result of reduction in establishment; or
  4. 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. "Ex-serviceman" does not mean a person who has served in the Defense Security Corps, the General Reserve Engineering Force, Para Military Forces and the Lok Sahayak Sena, except the following categories of the Lok Sahayak Sena, namely:
  1. Pension holders for continuous embodied service
  2. Persons with disability attributable to military service
  3. Gallantry award winners
- iii. Ex-servicemen should be of Punjab domicile and they should submit a Domicile Certificate from the competent authority. Failing so they will be considered as General Category Candidates subject to the criteria applied for the General Category Candidates and submission of balance fee amount latest by the date to be fixed by the Commission. Failing so would result in cancellation of their candidature.
- iv. The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of "Ex-servicemen", may be permitted to apply for re-employment one year before the completion of specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

g. **SCHEDULED CASTE/SCHEDULED TRIBE**

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

- a. Deputy Commissioner/ Additional Deputy Commissioner/Sub Divisional Magistrate/Executive Magistrate/Extra Assistant Commissioner/Revenue Officer not below the rank of Tehsildar of the area concerned
- b. Chief Presidency Magistrate/Additional Presidency Magistrate/ Presidency Magistrate
- c. Administrator/Secretary to Administrator/Development Officer in case of Lakshdeep Islands

\*\*\*