

PUNJAB PUBLIC SERVICE COMMISSION
INSTRUCTIONS FOR FILLING OF APPLICATION FORM

IMPORTANT

Please read the following instructions carefully before filling the Application Form. Also read advertisement of the Commission, published in National Dailies for the Post applied for.

Cautionary Note:- "CANDIDATES ARE CAUTIONED THAT IF AN APPLICATION WHICH DOES NOT MEET THE CONDITIONS OF ELIGIBILITY AS ON THE CLOSING DATE OF RECEIPT OF APPLICATIONS OR IS NOT SIGNED AND/OR IS RECEIVED INCOMPLETE OR WRONGLY FILLED IN AND IS NOT ACCOMPANIED BY TREASURY RECEIPT/BANK CHALLAN IN ORIGINAL AND ATTESTED COPIES OF ALL THE REQUISITE DOCUMENTS, IT WILL BE LIABLE TO REJECTION".

1. Eligibility

Applicants who are citizens of Pakistan and are domiciled in the respective District, Region or Circle of Punjab and possess the requisite academic qualifications (and experience gained in a regular / full time paid job, if applicable) and are within the prescribed age limits and fulfill other conditions as advertised in the press are eligible.

2. Relaxation of prescribed conditions

The Commission is not competent to relax any of the conditions of appointment including age, academic qualification and experience advertised for the post. If necessary, the candidate will have to approach the Administrative Department concerned in this matter and obtain requisite sanction before submission of Application.

3. Appointment will be made on open merit or Zonal basis as per the prevailing policy of the Government of Punjab as indicated in the advertisement.

4. Filling of Application Form

- (a) Fill in the Form carefully and legibly.
- (b) No column of the application form should be left blank. If any column is not applicable, write 'Not Applicable' or "N.A." or draw a line across it.
- (c) Use additional pages if more space is needed.
- (d) If a candidate wants to apply for more than one post/subject, separate applications should be sent for each category of posts, accompanied by treasury challan, separately.
- (e) In case of Competitive Examination, only the name of examination should be mentioned.

Note: While writing date in any column of the Application Form, two digits should be used each for recording day, month and year. For example 31st January, 1962 will be written as 31-01-62.

5. Column-wise instructions for filling of Application Form.

**COLUMN NO.
OF APPLICA-
TION FORM**

INFORMATION TO BE SUPPLIED BY THE CANDIDATE

<i>Column 1</i>	Consolidated Advertisement No. as mentioned in the Commission's Advertisement.
<i>Column 2</i>	Case No. of the post applied for as mentioned in the Commission's Advertisement..
<i>Column 3 & 4</i>	Bank Receipt No. , Date, Amount deposited and Name of the Bank in which fee was deposited.

Note: Application /Examination Fee

- a) Candidates are required to pay following non-refundable Application/Exam Fee for each application on or before the closing date in any branch of State Bank of Pakistan or National Bank of Pakistan or Government Treasury:-
 - i) For Competitive Examinations Rs.700/-
(including Rs.100 for Detailed marks certificate)
 - ii) For posts filled through written tests other than Competitive Exams. Rs.400/-
(including Rs.100 for Detailed marks certificate)
 - iii) Appeal against rejection Rs.100/-
 - iv) Recounting/Rechecking of marks (It does not involve re-evaluation.) Rs.100/-

Note: The fee is subject to alteration and will be notified/indicated in the advertisement accordingly. Original folio of the payment receipt must be pasted at the space provided at page-5 of the application form. Application without original folio of payment receipt will be rejected.

b) Cash, Postal Order, Cheque or Bank Draft will not be accepted.

c) On the Treasury Receipt/Bank Challan the candidates should clearly give the name of post for which the fee is being paid. The fee will be deposited under the Head "Miscellaneous Departments "C02101-Organization of State-Examination fee Realized by the Punjab Public Service Commission".

- d) Pakistani candidates abroad will also deposit the fee at the Pakistani Embassy in the currency of that country equivalent to the amount of Application/Examination Fee.
- e) Neither any claim for refund of fee will be entertained nor it will be held in reserve or at credit for another test or selection on the pretext of non appearance in the test or ineligibility of the candidate. Candidates should, therefore, satisfy themselves before depositing the fee that they are eligible in all respects.

Column 5 Candidate's full **Name** in Capital Letters.

Column 7 Complete **Postal Address**. The same should also be given in the Address Slip provided at page-5 of the Application Form.

Note: Any change in Postal Address should immediately be communicated to the Commission. The candidates should also ensure that such communications are re-directed to their new address.

Column 9 **District of Domicile**

Mention District of Domicile. Certificate of Domicile, on Form PI from the Competent Authorities of the District concerned has to be submitted with the application form failing which the application will be liable to rejection.

District of Domicile, mentioned under this column, should tally with the Domicile Certificate actually possessed by the candidate. In case where a candidate is not already in government service and has claimed domicile of a District which had come into existence as a result of administrative changes/set up and the domicile certificate produced is from the Competent Authorities of the old District and such domicile certificate shows the old Tehsil subsequently becoming District, such candidate will be considered to be domiciled of the new District which has come into existence after the issue of such certificate. The concerned candidate would, however, be required to produce domicile certificate from the Competent Authorities of the newly created District.

Note-I: For In-service Candidates

District of Domicile mentioned under this column must be the same as recorded in the official record of the Department and endorsed by the Appointing Authority in the Departmental Permission Certificate.

Note-II: For Married Women

If a lady candidate desires to be considered against the Domicile of her husband, she must mention District of Husband's Domicile. However, in that case, she will have to submit Husband's Domicile with the application form in which her name is shown as his wife and proof that she has surrendered her own Domicile, otherwise such claim will not be accepted.

Column 11 **National Identity Card**

Please write your National Identity Card No. Attested photocopy of National Identity Card MUST be attached with the application form.

Note-I: N.I.C valid on the closing date for receipt of applications will be accepted. However, in case of expiry of N.I.C depositing receipt of NADRA for new N.I.C will be accepted at the time of interview

Column 16 **Date of Birth** as recorded in Matriculation Certificate.

Matriculation or Equivalent Certificate, showing Date of Birth has to be submitted with the application form failing which the application will be liable to rejection.

Note-I: For all posts the cut off date for determining the eligibility of the Candidates in terms of qualification, experience, domicile etc shall be the closing date for receipt of applications.

Note-II: Calculation of Age

While calculating age, the day of birth is also counted as one day and actual age is obtained by adding candidate's day of birth to his/her age. For Combined Competitive / Provincial Management Service Examination, the cut off date for determining the eligibility as far as age is concerned shall be the 1st January of the year in which examination is proposed to be held and for all other posts the closing date for receipt of applications.

Note-III: Age Concession

Concessions in upper age limit as admissible under the Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules, 1976, unless relaxation is specifically denied and indicated as such in the advertisement, are as follows:-

- (i) In the case of persons serving in connection with the affairs of the Province of Punjab the period of their continuous service as such shall for the purpose of upper age limit, be excluded from their age unless provided otherwise in any Service Rules or Government's Policy Instructions.

Note: Employees of Central Government/Semi Government and Autonomous Bodies like WAPDA, ADC and those of Local Bodies are not entitled to age concession for the period of their service.

- (ii) In the case of Ex-Defence Forces officers/personnel, the entire period of service rendered by them in the Defence Forces, subject to a maximum of 10 years, shall, for the purposes of upper age limit for appointment under any rule, be excluded from their age.
- (iii) In the case of a person whose services regular/confirmed under Government have been terminated for want of vacancy, the period of service already rendered by him/her shall for the purpose of upper age limit under any rule, be excluded from his/her age.
- (iv) In the case of disabled person as defined below vide rule 2(iii) of the Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules 1976, the maximum upper age limit prescribed in the Service/Recruitment Rules, for appointment to a post, shall be raised by 10 Years.

"Disabled person" means a person who, on account of injury, disease or congenital deformity, is handicapped for under-taking any gainful profession or employment in order to earn his livelihood, including a person who is blind, deaf, physically handicapped or mentally retarded.

Only such disabled persons will be eligible to be considered for jobs reserved for disabled persons, who have been declared to be disabled and fit for work on a particular job by the Provincial Council as defined in Section 5 of Disabled Persons (Employment and Rehabilitation) Ordinance, 1981.
- (v) According to amendment notified vide No.SORI(S&GAD) 9-1/2000(P-I) dated 15-10-2002 in para-3 of the Punjab Civil Servants Recruitment (Relaxation of upper age limit) Rules, 1976, "the appointing authority may grant relaxation in upper age limit upto a maximum period of 10 years to a family member of a deceased Civil Servant who dies during service."

For Combined Competitive / Provincial Management Service Examination only

- (vi) In case of persons serving in connection with the affairs of the Federal Govt., who are domiciled in the Punjab with at least four years service as such, the upper age limit shall be 35 years.
- (vii) In case of persons who are domiciled in Punjab and are serving in connection with the affairs of Punjab Government with, at least, 4 years service as such, the upper age limit shall be 40 years.

For the Post of Civil Judges-cum-Judicial Magistrates only

Age:- No person shall be appointed to the Service:-

- (i) In case of initial recruitment as Civil Judges-cum-Judicial Magistrate if he is less than (twenty two)* years and more than thirty years of age.
 Provided that-----
- (a) in the case of a Government Servant who has served in connection with the affairs of the Federal or the Province of Punjab for a period of not less than three years, the upper age limit shall be thirty-five years.
- (b) in the case of a Barrister or an Advocate of the High Court and the Courts subordinate thereto or a Pleader, the period during which he practised at the Bar, subject to a maximum period of three years, shall, for the purpose of the upper age limit under this Rule, be excluded from his age.
- (c) in the case of a person whose service under Government has been terminated for want of vacancy, the period of service already rendered by him shall for the purpose of upper age limit under this rule, be excluded from his age.

For the Post of Deputy District Attorney only

Age:- No person shall be appointed to the service:-

- (i) In case of initial recruitment as Deputy District Attorney if he is less than twenty seven years and more than thirty five years of age.

For the Post of Additional Prosecutor General only

Age & Qualification/Experience:- No person shall be appointed to the service:-

- (i) In case of initial recruitment as Additional Prosecutor General if he is less than forty years and more than fifty five years of age.
- (ii) Ten (10) years practice as an advocate of the Lahore High Court. or Eight (8) years practice as an advocate of the Lahore High Court if holding a Post- Graduate degree in Law; or
- (iii) Fifteen (15) years experience in the prescribed civil service and a Bachelor's Degree in Law; or Twelve (12) years experience in the prescribed civil service and a Post-Graduate Degree in Law; or Barrister- at-Law; or
- (iv) Seven (7) years experience as a Deputy Prosecutor General and Bachelor's Degree in Law; or
- (v) Five (5) years experience as District Public Prosecutor; or Twelve (12) years experience as a Public Prosecutor.

For the Post of Deputy Prosecutor General only

Age & Qualification/Experience:- No person shall be appointed to the service:-

- (i) In case of initial recruitment as Deputy Prosecutor General if he is less than thirty five years and more than fifty years of age.

- (ii) Eight (8) years practice as an advocate of the Lahore High Court. or Six (6) years practice as an advocate of the Lahore High Court if holding a Post- Graduate Degree in Law; or
- (iii) Ten (10) years experience in the prescribed civil service and a Bachelor's Degree in Law; or Seven (7) years experience in the prescribed civil service and a Post-Graduate Degree in Law; or Barrister- at-Law; or
- (iv) Seven (7) years experience as Assistant Prosecutor General; or Ten (10) years experience as a Public Prosecutor and a Bachelor's Degree in Law.

For the Post of District Public Prosecutor only

Age & Qualification/Experience:- No person shall be appointed to the service:-

- (i) In case of initial recruitment as District Public Prosecutor if he is less than forty years and more than fifty five years of age.
- (ii) Bachelor's Degree in Law with twelve (12) years practice as an advocate, or
- (iii) Ten (10) years practice as an advocate if holding a Post-Graduate Degree in Law; or
- (iv) Ten (10) years experience in the prescribed civil service and a Graduate Degree in Law.

For the Post of Deputy District Public Prosecutor only

Age & Qualification/Experience:- No person shall be appointed to the service:-

- (i) In case of initial recruitment as Deputy District Public Prosecutor if he is less than thirty years and more than forty five years of age.
Bachelor's Degree in law with
- (ii) Seven (7) years practice as an advocate, or
- (iii) Five (5) years experience as a Public Prosecutor.

For the Post of Assistant District Public Prosecutor only

Age & Qualification/Experience:- No person shall be appointed to the service:-

- (i) In case of initial recruitment as Assistant District Public Prosecutor if he is less than twenty five years and more than thirty five years of age.
- (ii) Bachelor's Degree in Law with Two (2) years practice as an advocate.

- (8) For the purposes of this rule, age shall be reckoned as on the last date fixed for submission of applications for appointment.

NOTE:-The above said instructions in respect of Age-Relaxations or Upper Age Limits are subject to changes as per Govt. orders as may be issued from time to time.

For the posts of Assistant Sub-Inspector of Police & Inspector Legal.

Concessions in upper age limit as mentioned in para (i) to (x) above shall not apply in the case of Assistant Sub-Inspector of Police and Inspector Legal.

Column 18 In case the candidate is already serving in any Government or Semi Government Organisation, tick the relevant:-
Also mention date of commencement of current Government Service.

Column 19 **For Armed Force Released/Retired Commissioned Officer/Personnel**

In case the candidate is Ex-Defence Personnel? tick 'Yes' otherwise 'No':-

Note: Discharge Certificate showing period of service and Rank at the time of release/discharge from the Armed Forces has to be submitted with the application form otherwise the concession in upper age limit as admissible to Ex-Defence personnel as mentioned at Note-III (iii) under Column 16 above of these instructions will not be granted.

Column 20 In case candidate's previous services under government have been **terminated for want of vacancy**, tick 'Yes' otherwise 'No'.

Note: The termination of the services of persons appointed in temporary capacities (on Adhoc basis) consequent upon appointment of candidates selected by the Commission or on the return of regular incumbents of the post from leave, training etc. will not be treated as termination of services for want of vacancy and such candidates are not entitled to concession in upper age limit as mentioned at Note-III (iv) under Column 16 above of these instructions.

Certificate of such service has to be submitted with the application form without which the concession in upper age limit as admissible under the rules will not be granted.

Column 21 **For Disabled Candidates only**

In case the candidate is disabled person then tick 'Yes' otherwise 'No'. For definition of "Disabled Person", please see Note-III(v) under Column 16 above of these instructions.

If a candidate claims to be a disabled person, he/she will have to submit with the application form, certificate from the Standing Medical Board in each District Headquarters Hospital & Services Hospital, Lahore and certificate from the Provincial Council referred to in Section 5 of Disabled Person's (Employment and Rehabilitation) Ordinance 1981, without which the concession in upper age limit as admissible under the rules will not be granted.

Note: Any claim against disabled person's quota will be admissible only if a vacancy has been advertised for disabled persons.

Disabled candidates will not be eligible for the posts of Assistant Sub-Inspector of Police / Inspector Legal / Assistant Supdt. Jail / Deputy Supdt. Jail and Supdt. Jail.

Column 23 Equivalent qualification will be accepted, if provided in the advertisement.

Column 24 Entire Service Record beginning from the start upto the present post should be mentioned. Separate certificate(s) in support of each service showing exact period of service (from to) and nature of duties performed must be submitted with the application form otherwise the claim will not be accepted. The certificate should endorse the details given by the candidate under this column. (Detailed instructions for filling the Experience Certificate have been given in columns 1 to 5 at page-7 of application form.

Note-I: Candidates who are in Govt. or Semi-Govt. Service, are required to furnish a Certificate of Departmental Permission with the application form in addition to other documents. The proforma of the Departmental Permission Certificate is enclosed at page-6 of the Application Form. In-service candidates should detach the proforma from the Application Form and get it duly completed for submission to the Commission with the application form.

Note-II: A candidate who enters into Government or Semi-Government service after submitting the Application Form should also obtain this certificate from his/her appointing authority and submit the same to the Commission. A fresh certificate should be obtained if the job is changed after submitting the application. It should be from the appointing authority at the time of interview.

Note-III: Personnel of the Armed Forces of Pakistan

Service personnel including personnel on leave preparatory to retirement are required to obtain separately the permission in writing from their respective Chief of Staff, or an Officer duly authorised by them, before applying for employment in Government Department. JCO's and other ranks will take permission from their respective Centre Commandants/equivalent authority.

Column 25 If the applicant claims the **award of additional marks**, allowed to one unemployed child of a Civil Servant of Punjab Government who was incapacitated or died while in service, he/she should tick 'Yes' otherwise 'No'. Following documents should be submitted along with the application form, otherwise the claim for such marks will not be accepted:-

- a) Death Certificate of the parent from the Corporation/Municipality concerned.
- b) Certificate from the Department showing Name and Designation of the Incapacitated or deceased Govt. Servant.
- c) Form of Registration **B (ب)** of the family of the Incapacitated or deceased Civil Servant.
- d) Affidavit from the candidate that he/she is un-employed, in case of female candidate she is unmarried too, and that he/she has neither already availed the benefit of additional marks nor shall avail this concession in future.
- e) Affidavit from other brothers and sisters of the candidate declaring solemnly that they surrender their right of grant to additional marks in favour of the candidate and neither they have already availed this benefit nor shall claim the same in future.

NOTE-I: CLAIM FOR ADDITIONAL MARKS ON THIS GROUND MUST BE FILED BEFORE THE CLOSING DATE FOR SUBMISSION OF APPLICATIONS, OTHERWISE THE CLAIM WILL NOT BE ACCEPTED.

NOTE-II: HOWEVER ANY CHILD OF A CIVIL SERVANT WHO DIED WHILE IN SERVICE ON CONTRACT BASIS WILL NOT BE ENTITLED TO THE GRANT OF ADDITIONAL MARKS.

Column 26 In case Research Work is prescribed as pre-requisite condition for the post, required number of research papers, as mentioned in the advertisement, must be attached with the application form.

Column 27 Candidates applying for the posts of Medical Officers/Women Medical Officers/Dental Surgeons or equivalent posts should submit valid Certificate of Registration issued by the Pakistan Medical & Dental Council (PMDC). Similarly, Engineers including Agriculture Engineers should submit Certificate of Registration as "Professional Engineers" under Pakistan Engineering Council Act 1976 and in case of Architects and Town Planners, a Certificate of Registration as Architects and Town Planners under the Pakistan Council of Architect and Town Planner Ordinance, 1983. Candidates applying for the post of Civil Judges-cum-Judicial Magistrates and Deputy District Attorney should submit valid certificate of registration with Punjab Bar Council.

Column 30 **Choice of Centre for Interview/Written Test**

All written tests/examinations are normally held at various centres at Lahore station. Interviews are also usually held at the Commission's office at Lahore. However, in case of large number of

candidates belonging to Rawalpindi, Multan and its surrounding areas, Interviews may be held at Commission's regional offices at Rawalpindi and Multan.

Candidates should mention their choice of Centre for Interview in the order of 1st, 2nd and 3rd priority out of Lahore, Rawalpindi and Multan centres. The Commission would give due consideration to the centre opted by the candidate in the order of priority. However, a candidate may be required to appear at the centre other than the opted one. The exact date and place of interview would be communicated to the candidates in due course.

Column 31 **Number of Chances** already availed for the post applied for.

All candidates whether private or in-service, shall be allowed to avail three chances to appear before the Punjab Public Service Commission for a post subject to the condition that candidates fulfill all other requirements of the rules. In case age relaxation has been allowed only one chance shall be given. The following exceptions are applicable:-

- i) One more chance may be given to a candidate who has acquired an additional relevant qualification and the gap between the 3rd and 4th appearance is not less than one year (*Not Applicable in case of Competitive Examinations*).
- ii) For the posts of Lecturer in Education Department or a candidate who is applicant for more than one job he/she shall have three chances in each subject/post.

Column 34

- i) A candidate is required to indicate his preference of all of the posts in his order of priority.
- ii) Allocation of posts is made on the basis of merit-cum-option.
- iii) The option once exercised will be considered final as far as the candidate is concerned.
- iv) If, as per the merit, a candidate can not be allocated a category of his first choice, he will be allocated a service of his subsequent choices on the basis of his overall merit.
- v) A candidate not opting for any of the categories will not be considered for that category which he has not opted for, even if his merit dictated so. Therefore he must give his priorities for ALL the categories except the one in which he might be serving already.
- vi) Allocation of service may change as a consequence of re-allocation of service if the Department requests for a substitution owing to failure of a recommendee to join for duty. Such reallocations are binding on all the recommended candidates.
- vii) Female candidates can not opt for any post which is meant exclusively for male candidates.
- viii) Allocation of service made by the Commission will be considered final.

Column 35 **APPLICABLE TO CIVIL JUDGES – CUM - JUDICIAL MAGISTRATES, DEPUTY DISTRICT ATTORNEY, ADDITIONAL PROSECUTOR GENERAL, DEPUTY PROSECUTOR GENERAL, DISTRICT PUBLIC PROSECUTOR, DEPUTY DISTRICT PUBLIC PROSECUTOR AND ASSISTANT DISTRICT PUBLIC PROSECUTOR EXAM ONLY.**

- a. A candidate should possess a degree in law from a recognized University entitling him to practice the profession of law or is a Barrister of England or Ireland or is a Member of the Faculty of Advocates of Scotland.
- b. Candidates are expected to have basic knowledge regarding Islam, Pakistan studies, General knowledge and International affairs in addition to the relevant subject. Persons securing less than 50% marks in the interview will not be considered for appointment to the job.
- c. Experience Certificate (for over age candidates) on the prescribed form PPSC-4 attached in the application form, from the President District Bar Association duly countersigned and affixing rubber stamps of the District and Sessions Judge concerned (in original).
- d. The candidates applying for the post of Civil Judges-cum-Judicial Magistrates and Deputy District Attorney must submit an Affidavit declaring that he/she had been actively practicing the profession of law during the two years and five years respectively preceding the date of advertisement and during this period he/she had not engaged himself/herself in any other whole time service, business or as the case may be, occupation for gain.

Column 36 **Physical Standard** *Applicable to Assistant Sub-Inspector of Police & Inspector Legal Exams and any other post where indicated.*

The column should be filled in with exact physical measurements. Medical Certificate in support of Physical Measurements from the Medical Superintendent of a District Headquarters Hospital or Services Hospital, Lahore as specified in the advertisement must be attached with the application otherwise the claim of fulfilment of medical standards will not be accepted. Notwithstanding this Medical Certificate, candidates will have to undergo a full medical examination during or after the selection.

Column 37 If **relaxation in upper/lower age limit** (for the post applied for) has been obtained from the concerned Administrative Department, please mention Date of Relaxation Order and the Period for which relaxation has been granted.

Note: Relaxation in upper/lower age limit is to be granted by competent authorities notified as such by the Government. Candidates who are overage/underage on the closing date for submission of applications, may obtain this relaxation and submit it in original with the application form.

Relaxation in age limit beyond competency of the authority will not be accepted.

Column 38 ATTESTED PHOTOCOPIES OF THE FOLLOWING CERTIFICATES MUST BE ENCLOSED WITH THE APPLICATION.

- (i) National Identity Card
- (ii) Secondary School (Matriculation) Certificate or equivalent Certificate, showing date of birth of the candidate. Candidates who have done Cambridge / O' Level must produce certificate of date of birth from the school first attended.
- (iii) Certificate in support of Board and University Examinations such as Intermediate, Degree, Post-Graduate Degree and technical qualification obtained including higher qualifications as claimed under this Column.
- (iv) Detailed Marks Certificates showing total marks and marks obtained in the Board and University examinations.
- (v) For professional academic qualifications, e.g. Medical/Engineering/Agriculture Examination's Detailed Marks Certificate(s) for each professional Examination/ Semester.
- (vi) Experience Certificate, where ever required.

Note-I: In case candidate fails to submit detailed marks certificate(s) with the application form, the Commission will presume that the candidate has passed in the lowest division/class. Any evidence to the contrary will not be accepted after the interview.

Note-II: The candidates applying for posts in Health Department or any other Department on the basis of foreign qualification/experience, must submit with the application the Certificate of Recognition and Equivalence of their qualification/experience from the competent authority without which the claim will not be accepted.

Note-III: The candidates possessing Certificates, Diplomas or Degrees of academic qualifications and experience in language other than English or Urdu, must submit with the application authenticated translated copies of the same in English or Urdu alongwith copies of original documents.

6. SUBJECTS FOR COMPETITIVE EXAMINATIONS (These subjects are applicable till further orders.)

Sr. No.	Inspector Legal	Civil Judges-cum-Judicial Magistrates	Deputy District Attorney
1	English Essay	English including Essay	English including Essay
2	Urdu Essay	Urdu including Essay	Urdu including Essay
3	General Knowledge (Objective)	Islamic Studies, Pakistan Studies & General Knowledge (Objective)	Islamic Studies, Pakistan Studies & General Knowledge (Objective)
4	Islamic & Pakistan Studies (Objective)	Civil Law-I (Subjective)	Civil Law-I (Subjective)
5	Pakistan Penal Code 1860 & Code of Criminal Procedure (Subjective)	Civil Law-II (Subjective)	Civil Law-II (Subjective)
6	Qanoon-e-Shahadat Order 1984 & Local & Special Law (Subjective)	Criminal Law (Subjective)	Criminal Law-I (Subjective)
7	-----	General Law (Subjective)	Criminal Law-II (Subjective)

Note-I: A candidate must obtain 33% marks in each subject and 50% in the aggregate to qualify for interview. **0.50 or more marks will be rounded off.** Thereafter a candidate must also secure 50% marks in the interview to be finally successful.

Note-II: Non Muslim candidates have the option either to attempt MCQs on Islamic Studies or the same number of questions in a separate section titled "Ethics".

Note-III: Negative marking will be done and 0.25 marks will be deducted for each wrong answer in the MCQ type papers.

Sr. No.	Additional Prosecutor General	Deputy Prosecutor General	District Public Prosecutor
1	Law-I (Subjective)	Law-I (Subjective)	Law-I (Subjective)
2	Law-II (Objective)	Law-II (Objective)	Law-II (Objective)
3	Psychological Test and Viva Voce	Psychological Test and Viva Voce	Psychological Test and Viva Voce

Note: Negative marking will be done and 0.25 marks will be deducted for each wrong answer in the MCQ type papers.

Sr. No.	Deputy District Public Prosecutor	Assistant District Public Prosecutor
1	Law-I (Subjective)	Law-I (Subjective)
2	Law-II (Objective)	Law-II (Objective)
3	Psychological Test and Viva Voce	Psychological Test and Viva Voce

Note: Negative marking will be done and 0.25 marks will be deducted for each wrong

answer in the MCQ type papers.

Inspector Legal

All the papers will be of graduate level, while Qanoon-e-Shahadat Order 1984 & Local & Special Law, Pakistan Penal Code 1860 and Code of Criminal Procedure will be of LL.B level.

Civil Judges-cum-Judicial Magistrates

English

This paper is intended to test the ability of the candidates in functional English comprising precis writing, translation from Urdu into English, composition, usage of idioms and an essay on one of the several specified topics.

Urdu

This paper will test the ability of the candidates to translate an English passage into Urdu, usage of legal terms in Urdu, composition, precis writing, use of idioms and an essay on one of the several specified topics.

Islamic Studies, Pakistan Studies & General Knowledge

This will be MCQ type paper on Pakistan Studies, basic principles of Islam, fundamental beliefs and practices, everyday science, current world affairs and also broad facts of historical, political, geographical and economic significance.

Civil Law-I

- 1) The Code of Civil Procedure, 1908.
- 2) The West Pakistan Civil Courts Ordinance, 1962.
- 3) The Contract Act, 1872.
- 4) The Sale of Goods Act, 1930.
- 5) The Specific Relief Act, 1877.

Civil Law-II

- 1) Muhammadan Law.
- 2) The Muslim Family Law Ordinance, 1961.
- 3) The Family Court Act, 1964.
- 4) The Registration Act, 1908.
- 5) The Stamps Act, 1899.
- 6) The Limitation Act, 1908.
- 7) The Guardian and Wards Act, 1890.

Criminal Law

- 1) The Pakistan Penal Code 1898.
- 2) The Criminal Procedure Code, 1898.
- 3) The Police Order, 2002.
- 4) The Offence against Property (Enforcement of Hadd) Ordinance of 1979.
- 5) The Prohibition (Enforcement of Hadd) Order, 1979.

General Law

Part-I 75 Marks

The Qanoon-e-Shahadat Order, 1984.

Part-II 75 Marks

- 1) The Land Revenue Act, 1967.
- 2) The Small Claims and Minor Offences Courts Ordinance, 2002.
- 3) The Juvenile Justice System Ordinance, 2000.

All the papers other than Civil Law-I, Civil Law-II, Criminal Law and General Law will be of B.A. level, while the four papers relating to law will be of LL.B Level

Deputy District Attorney

English

This paper is intended to test the ability of the candidates in functional English comprising precis writing, translation from Urdu into English, composition, usage of idioms and an essay on one of the several specified topics.

Urdu

This paper will test the ability of the candidates to translate an English passage into Urdu, usage of legal terms in Urdu, composition, precis writing, use of idioms and an essay on one of the several specified topics.

Islamic Studies, Pakistan Studies & General Knowledge

This will be MCQ type paper on Pakistan Studies, basic principles of Islam, fundamental beliefs and practices, everyday science, current world affairs and also broad facts of historical, political, geographical and economic significance.

Civil Law-I

- 1) Code of Civil Procedure
- 2) Land Revenue Act.
- 3) Contract Act.
- 4) Sale of Goods Act.
- 5) Specific Relief Act.

Civil Law-II

Part-I 75 Marks

- 1) Principles of Muhammadan Law.
- 2) Registration Act & Stamp Act.
- 3) Limitation Act.
- 4) West Pakistan Civil Courts Ordinance, 1962.

Part-II 75 Marks

- 1) Qanoon-e-Shahadat

Criminal Law-I

- 1) Pakistan Penal Code.
- 2) Criminal Procedure Code.
- 3) Police Order, 2002.

Criminal Law-II

- 1) Offence against Property (Enforcement of Hudood) Ordinance of 1979.
- 2) Offence against Zina (Enforcement of Hudood) Ordinance of 1979.
- 3) Control of Narcotics Substances Act, 1997.
- 4) Prohibition (Enforcement of Hadd) Order 1979.
- 5) Juvenile Justice System Ordinance, 2000.
- 6) Police Rules relating to Investigation and Court Matters.

All the papers other than Civil Law-I, Civil Law-II, Criminal Law-I and Criminal Law-II will be of B.A. level, while the four papers relating to law will be of LL.B Level

Additional Prosecutor General**Law-I (Subjective)**

- 1) Constitution of Pakistan 1973
- 2) The Pakistan Penal Code, 1860
- 3) The Code of Criminal Procedure 1898
- 4) The Qanun-e-Shadat Order, 1984
- 5) Criminal Prosecution Service Act, 2005

Law-II (Objective)

- 1) Juvenile Justice System Ordinance, 2000
- 2) Prevention of Corruption Act, 1947 with Punjab Anti-Corruption Establishment Rules 1985
- 3) Anti-Terrorism Act 1997
- 4) High Court Rules and Orders, (Volume-III and Supreme Court Rules)
- 5) Medical Jurisprudence and Application of Forensic Science to Criminal Cases.

Deputy Prosecutor General**Law-I (Subjective)**

- 1) The Pakistan Penal Code, 1860
- 2) The Code of Criminal Procedure 1898
- 3) The Qanun-e-Shadat Order, 1984
- 4) Constitution of Islamic Republic of Pakistan, 1973

Law-II (Objective)

- 1) Control of Narcotic Substances Act, 1997
- 2) Juvenile Justice System Ordinance, 2000
- 3) Probation and Parole Laws.
- 4) National Accountability Bureau Ordinance, 1999
- 5) Prevention of Corruption Act, 1947 with Punjab Anti-Corruption Establishment Rules, 1985
- 6) Anti-Terrorism Act, 1997.
- 7) The West Pakistan Maintenance of Public Order, 1960
- 8) Medical Jurisprudence and Application of Forensic Science to Criminal Cases.
- 9) High Court Rules and Orders, (Volume-III) and Supreme Court Rules

District Public Prosecutor**Law-I (Subjective)**

- 1) The Pakistan Penal Code, 1860
- 2) The Code of Criminal Procedure 1898
- 3) The Qanun-e-Shadat Order, 1984

Law-II (Objective)

- 1) Control of Narcotic Substances Act, 1997
- 2) Juvenile Justice System Ordinance, 2000
- 3) Probation and Parole Laws.
- 4) National Accountability Bureau Ordinance, 1999
- 5) Prevention of Corruption Act, 1947 with Punjab Anti-Corruption Establishment Rules, 1985
- 6) The Jail Manual.
- 7) Anti-Terrorism Act, 1997.
- 8) The West Pakistan Maintenance of Public Order, 1960
- 9) Medical Jurisprudence and Application of Forensic Science to Criminal Cases.

Deputy District Public Prosecutor**Law-I (Subjective)**

- 1) The Pakistan Penal Code, 1860
- 2) The Code of Criminal Procedure 1898
- 3) The Qanun-e-Shadat Order, 1984

Law-II (Objective)

- 1) Control of Narcotic Substances Act, 1997
- 2) Juvenile Justice System Ordinance, 2000
- 3) Probation and Parole Laws.
- 4) National Accountability Bureau Ordinance, 1999
- 5) Prevention of Corruption Act, 1947 with Punjab Anti-Corruption Establishment Rules, 1985
- 6) The Jail Manual.
- 7) Anti-Terrorism Act, 1997.
- 8) The West Pakistan Maintenance of Public Order, 1960
- 9) Medical Jurisprudence and Application of

Assistant District Public Prosecutor**Law-I (Subjective)**

- 1) The Pakistan Penal Code, 1860
- 2) The Code of Criminal Procedure 1898
- 3) The Qanun-e-Shadat Order, 1984 along with Precedent law.

Law-II (Objective)

- 1) Control of Narcotic Substances Act, 1997
- 2) Juvenile Justice System Ordinance, 2000
- 3) Probation and Parole Laws.
- 4) The Jail Manual.
- 5) Medical Jurisprudence and Application of Forensic Science to Criminal Cases.

Combined Competitive/ Provincial Management Service Examination**Compulsory Subjects****(600 Marks)**

<u>Sr.No.</u>	<u>Subjects</u>	<u>Marks</u>
1.	<u>English Essay</u> An essay on one of the several specified topics.	100
2.	<u>English</u> This paper is intended to test the ability of the candidates in functional English comprising precis writing, translation from Urdu into English, composition and usage of idioms.	100
3.	<u>Urdu</u>	100
4.	<u>Islamic Studies</u> (Combination of both Subjective & Objective)	100
<i>For Non Muslims Candidates Ethics (Combination of both Subjective & Objective)</i>		
5.	<u>Pakistan Studies</u> (Combination of both Subjective & Objective)	100
6.	<u>General Knowledge</u> (Objective)	100

Optional Subjects**(600 Marks)**

<u>Group & Sr. No.</u>	<u>Subjects</u>	<u>Marks</u>
<u>Group "A"</u>		
1.	Commerce	200
2.	Economics	200
3.	Business Administration	200
4.	Public Administration	200
<u>Group "B"</u>		
5.	Agriculture	200
6.	Veterinary Science	200
7.	Botany	200
8.	Zoology	200
<u>Group "C"</u>		
9.	Mathematics	200
10.	Computer Science	200
11.	Statistics	200
12.	Principle of Engineering	200
<u>Group "D"</u>		
13.	Physics	200
14.	Chemistry	200
15.	Geology	200
16.	Geography	200
<u>Group "E"</u>		
17.	Political Science	200
18.	History	200
19.	Law	200
20.	Mass Communication	200
<u>Group "F"</u>		
21.	Philosophy	200
22.	Psychology	200
23.	Sociology	200
24.	Social Work	200
<u>Group "G"</u>		
25.	English Literature	200
26.	Urdu	200
27.	Arabic	200
28.	Education	200
29.	Persian	200
30.	Punjabi	200

NOTE: All the candidates shall take all the compulsory subjects and three of the optional subjects (not more than one from each group)

*** Available on Cost**

Note-I: A candidate must obtain 33% marks in each subject and 50% in the aggregate to qualify for interview. **0.50 or more marks will be rounded off.** Thereafter a candidate must also secure 50% marks in the interview to be finally successful.

Note-II: Non Muslim candidates have the option either to attempt MCQs on Islamic Studies or the same number of questions in a separate section titled "Ethics".

Note-III: Negative marking will be done and 0.25 marks will be deducted for each wrong answer in the MCQ type papers.

Note-IV: Subsequent change in the selection of optional subjects shall not be allowed.

7. Before Submission of Application, please ensure that:-

- a) This application Form has been filled in completely and correctly in the light of these instructions and the relevant advertisement of the Commission.
- b) The replies given in this Application Form are correct and true.
- c) No column of Application Form is left blank.
- d) The Application Form has been **signed** and is accompanied by original copy of Treasury Receipt/Bank Challan and attested photocopies of all the relevant Certificates, Diplomas, Graduate/Post Graduate Degrees, one attested photograph and other testimonials as required, without which the application is liable to rejection.
- e) Application should be sent to the 'Secretary, Punjab Public Service Commission', 2-Agha Khan Road, (Davis Road), Lahore or PPSC Regional Office Rawalpindi or Multan in accordance with the instructions provided in the advertisement. Further correspondence in this connection, if any, should be done with him clearly mentioning.
 - (i) Name of the post applied for;
 - (ii) Advertisement No.;
 - (iii) Your name and postal address as given in the application form.
- f) Applications are received by the Commission through Postal mail/courier service and by hand on or before the closing date advertised. Applications received after the closing date, due to postal delay or any other reason, will not be entertained. If an acknowledgment is desired, the application should be sent by Registered Post Acknowledgment Due.

8. The attestation of photographs and documents by officers (Grade 16 and above) of the Federal or Provincial Government, Oath Commissioner and Notary Public is acceptable to the Commission. In addition photographs and documents attested by officers of University and semi-autonomous bodies who are equal in status to the above officers of Government, shall also be acceptable.

9. Test/Examination/Interview.

- a) Depending upon the nature of post, the number of applications received and the time at the disposal of the Commission, eligible candidates may be required to appear in one paper written test for short listing of the candidates. The exact date of the test/examination and syllabus will be notified in due course.
- b) Where no Written Test is held, short listing may be done on the basis of such academic or professional record of the candidates as the Commission may decide.
- c) The Commission will not pay any T.A./D.A. for this purpose.
- d) Eligible candidates will be required to bring the original documents/certificates at the time of interview, otherwise they will not be interviewed.
- e) Candidates are expected to have basic knowledge regarding Islam, Pakistan Studies, General Knowledge, and International affairs in addition to the relevant subject. Persons securing less than 50% marks in the interview will not be considered for appointment to the job.
- f) Appointments are made by Government and not by the Commission.
- g) Names of the candidates recommended for appointment to the Administrative Department concerned, with their order of merit are displayed on the Notice Boards in the Commission's Office and are also published in Newspapers. The Commission does not disclose the reason for rejecting a candidate in the interview.
- h) No candidate will be allowed to appear in a written examination/test/Interview unless he/she possesses original National Identity Card.

10. Canvassing, Misconduct and False Information.

- a) Canvassing in any form will disqualify a candidate.
- b) A candidate may be disqualified and/or excluded from any examination, test or interview for any post held or to be held by the Punjab Public Service Commission in future and/or criminally prosecuted/debarred from employment under Government if he/she:-
 - (i) Knowingly furnishes any information which is false;
 - (ii) Suppresses material information;
 - (iii) Attempts to influence the Members of the Commission, the Officers and Officials of the Commission, Advisers and Departmental Representative called as member of a selection panel;
 - (iv) Attempts to obtain support for his/her candidature by improper means;
 - (v) Submits forged certificates;
 - (vi) Tampers with the entries in his/her age and academic certificates;
 - (vii) Misbehaves in the examination hall;
 - (viii) Is found guilty of misconduct during test/examination or interview, or otherwise influences or conspires with the staff of the Commission to get undue benefit etc.
 - (ix) Fails to observe the instructions issued by the Commission.
 - (x) Uses unfair means in the test.

IMPORTANT NOTES:

- (i) COMPLETE APPLICATION FORM SHOULD BE SENT TO THE SECRETARY PUNJAB PUBLIC SERVICE COMMISSION, 2-AGHA KHAN (DAVIS) ROAD, LAHORE OR PPSC REGIONAL OFFICE RAWALPINDI OR MULTAN. APPLICATION NOT ACCOMPANIED BY ORIGINAL PAID TREASURY CHALLAN WILL NOT BE ACCEPTED. APPLICATIONS ARE RECEIVED BY THE COMMISSION THROUGH POSTAL MAIL/COURIER SERVICE AND BY HAND ON OR BEFORE THE CLOSING DATE ADVERTISED.
- (ii) IF APPLICATION IS FOUND INCOMPLETE, WRONGLY FILLED IN OR UNSIGNED OR NOT ACCOMPANIED BY ATTESTED COPIES OF ALL THE REQUISITE DOCUMENTS, IT WILL BE REJECTED. AGGRIEVED CANDIDATES MAY APPEAL TO THE COMMISSION WITH REASONABLE GROUNDS FOR RECONSIDERATION OF REJECTION ORDER WITHIN THE TIME LIMIT GIVEN IN THE REJECTION MEMO.
- (iii) ELIGIBILITY OF A CANDIDATE FOR TEST/EXAMINATION/INTERVIEW IS PURELY PROVISIONAL (BASED ON THE INFORMATION SUPPLIED BY HIM/HER IN THE APPLICATION FORM) SUBJECT TO VERIFICATION WITH THE ORIGINAL DOCUMENTS AT THE TIME OF INTERVIEW.
- (iv) THE COMMISSION RESERVES THE RIGHT TO WITHDRAW RECOMMENDATIONS OF A SELECTED CANDIDATE AT ANY STAGE IN SERVICE, IF A CANDIDATE IS FOUND INELIGIBLE FOR THE POST.
- (v) CANDIDATE WILL BE ADMITTED TO THE WRITTEN EXAMINATION/ TEST PROVISIONALLY AT THEIR OWN RISK SUBJECT TO THEIR BEING FOUND ELIGIBLE IN ALL RESPECTS. ON DETAILED SCRUTINY OF THE APPLICATIONS OF THE CANDIDATES DECLARED SUCCESSFUL IN THE WRITTEN EXAMINATION / TEST, IF ANY CANDIDATE IS FOUND INELIGIBLE IN ANY RESPECT UNDER RULES, HIS/HER CANDIDATURE WILL BE CANCELLED REGARDLESS OF THE FACT WHETHER HE/SHE HAS APPEARED IN THE WRITTEN EXAMINATION / TEST OR QUALIFIED THEREIN, TO AVOID FRUSTRATION, THE CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO MAKE SURE BEFORE APPEARING IN THE EXAMINATION THAT THEY FULFILL ALL THE REQUIREMENTS OF THE RULES, RELATING TO THE EXAMINATION.
- (vi) NO CANDIDATE SHALL BE SUMMONED FOR VIVA VOCE AND PSYCHOLOGICAL TEST UNLESS HE/SHE HAS OBTAINED AT LEAST 33 PERCENT MARKS IN EACH INDIVIDUAL WRITTEN PAPER AND 50 PERCENT MARKS IN THE AGGREGATE OF THE WRITTEN PORTION OF THE EXAMINATION (0.50 OR MORE MARKS WILL BE ROUNDED OFF). NO CANDIDATE SHALL BE CONSIDERED TO HAVE QUALIFIED FOR THE APPOINTMENT UNLESS HE/SHE ALSO OBTAINS AT LEAST 50 PERCENT MARKS IN VIVA VOCE AND PSYCHOLOGICAL TESTS. FAILURE IN OR ABSENCE IN VIVA VOCE AND PSYCHOLOGICAL TESTS SHALL MEAN THAT THE CANDIDATE HAS FAILED TO QUALIFY FOR APPOINTMENT AND HIS NAME WILL NOT BE INCLUDED IN THE MERIT LIST.

BEWARE

PLEASE DO NOT APPROACH COMMISSION STAFF OR ANY OTHER PERSON TO HELP YOU GET SELECTED. HAVE FAITH IN YOUR ABILITIES AND TRUST IN GOD.