



**Regd. Office: PSEB HEAD OFFICE, THE MALL, PATIALA-147001 (PUNJAB)**

**Recruitment for various posts against CRA 293/19 in PSPCL**

Punjab State Power Corporation Limited (PSPCL), a power generating and distribution organization of Government of Punjab, has played a key role in implementation of Punjab Government plans for 24\*7 uninterrupted power supply in Punjab. PSPCL is looking for young & dynamic candidates with brilliant academic record for the posts of Accounts Officer, Revenue Accountant, Supdt. (Divisional Accounts), Lower Division Clerk & Steno-typist:-

**IMPORTANT DATES: -**

**Table 'A'**

Start of receiving online applications/Step- I	05.09.19 (Thursday)
Closing date of online registration/Step- II	01.10.19 (Tuesday) up to 11.59 PM
Closing date of online application fee/Step- III	04.10.19 (Friday) up to 11.45 PM

**Note 1:**

- (i) DETAILED INSTRUCTIONS MAY BE REFERRED AT THE TIME OF MAKING ONLINE APPLICATION GIVEN ON THE ONLINE WEB-PAGE AT PSPCL WEBSITE ([www.pspcl.in](http://www.pspcl.in)).
- (ii) CANDIDATES IN THEIR OWN INTEREST ARE ADVISED, NOT TO WAIT TILL THE LAST DATE & TIME AND REGISTER THEIR APPLICATION WELL WITHIN THE TIME. PSPCL SHALL NOT BE HELD RESPONSIBLE, IF THE CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATION DUE TO LAST TIME RUSH.

**1) ADVERTISEMENT NO: - CRA-293/2019:-**

**Table-'B'**

Sr. No.	Name of Post	Post Code	No. of Posts	Basic & Professional Qualification	Pay-Scale
1	Accounts Officer (AO)	11	4	CA/ICWA	16650-39100+ 5800 Grade Pay  <i>Note: During the probation period mentioned in the offer of appointment or extended probation period whichever is more, newly appointed candidates shall be paid 'fixed monthly emoluments' of initial pay only and</i>

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					<p>will not include any Grade Pay, Dearness allowance, annual increment or any other allowance except the travelling allowance as per entitlement of the post held by such candidate.</p> <p>However, in case of appointment of candidates already in service in PSPCL, their pay shall be protected if the 'fixed monthly emoluments' in the offer of appointment are lower than the pay actually drawn by them on the post on which they hold lien. But they will not be given any increment or any other allowance except TA during the probation period. When the services of a Government employee are regularized in that case the period spent on probation by them shall not be treated to be time spent on such post."</p>
2	Revenue Accountant (RA)	13	54	Full time regular B.Com. with minimum 60% marks or full time regular M.Com with minimum 50% marks or CA Inter or ICWAI Inter.	10900-34800+5400 Grade Pay Note as per sr. no. 1
3	Superintendent (Divisional Accounts) (SDA)	14	26	Full time regular B.Com. with minimum 60% marks or full time regular M.Com with minimum 50% marks or CA Inter or ICWAI Inter.	10900-34800+5400 Grade Pay Note as per sr. no. 1
4	Lower Division Clerk (LDC)	15	1000	a) Bachelor's Degree from a recognized University or Institution AND b) Possesses at least one hundred and twenty hours course with hands on	6400-20200+3400 Grade Pay Note as per sr. no. 1

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				<p>experience in the use of Personal Computer or Information Technology in Office productivity application or Desktop Publishing application from a Govt. recognized institution or a reputed institution which is ISO 9001 certified</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India</p> <p>AND</p> <p>c) Punjabi Pass upto matric standard</p> <p>d) Candidate will be required to pass English and Punjabi typing test as per PSPCL requirement within probation period.</p>	
5	Steno-typist	16	50	<p>a) Possesses Bachelor's Degree from a recognized University or Institution</p> <p>AND</p> <p>b) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office productivity application or Desktop Publishing application from a Govt. recognized institution or a reputed institution which is ISO 9001 certified</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department Of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India</p> <p>AND</p> <p>c) Punjabi Pass upto matric standard.</p>	<p>6400-20200+</p> <p>3400 Grade Pay</p> <p>Note as per sr. no. 1</p>

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				<p style="text-align: center;">AND</p> <p>d) Must qualify Punjabi or English (as the case may be) stenography dictation and typing tests to be held by the corporation at the speed of 80 w.p.m. and there shall be 400 words (2 paragraphs of 200-200 words), which has to be transcribed/typed on computer at the speed of 20 w.p.m. with exemption of 8% mistakes/errors in the typing test. Selected candidates will have to qualify second language stenography test in Punjabi/English (as the case may be) at the speed of 50 w.p.m. and 10 w.p.m. in transcribing the same within probation period.</p>	
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**Note 2:**

- i) It shall be compulsory to pass the typing test in English and Punjabi for the post of LDC at a minimum speed of 30 w.p.m. within probation period. For detail terms & conditions (except speed), please refer Dy. Secy/ENG-II, PSPCL, Patiala notification vide memo no. 15525/16257/examination 208 dated 27.03.2018 at PSPCL's website.
- ii) The name of the post of Divisional Supdt. Accounts as per short notice dated 15.08.19, 17.08.19 published in leading newspapers should be read as Superintendent (Divisional Accounts) – SDA, as shown at sr. no. 3 of Table-B.

**Tentative category-wise detailed breakup of posts is given below:-****Table 'C'**

Sr. No.	Name of Post	Detail of posts	Category															Sub-total	Total No. of posts	
			Gen		SC					BC			PWD			SP	FF			
			Gen	Gen (EWS)	SC/MB (XSM/ Self/ Dep.)	SC/MB (SP)	SC/OT	SC/OT (XSM/ Self/ Dep.)	SC/OT (SP)	BC	BC/ XSM (Self/ Dep.)	XSM (Self/ Dep.)	VH	HH	OH					
1	AO	New posts	-	-	-	-	1	3	-	-	-	-	-	-	-	-	-	-	4	4
2	RA	New posts	19	5	-	-	-	7	2	1	-	0	4	-	1	1	1	-	41	54
		Backlog	-	-	-	-	-	-	4	-	-	-	1	7	-	1	-	-	13	
3	SDA	New posts	5	1	-	-	-	2	-	1	1	1	1	-	-	1	-	-	13	26
		Backlog	-	-	-	-	-	7	1	-	1	-	3	-	-	-	1	-	13	
4	LDC	New posts	400	100	100	20	5	100	20	5	100	20	70	10	10	10	20	10	1000	1000
5	Steno-typist	New posts	4	1	1	-	-	2	-	-	2	-	1	-	-	-	-	1	12	50
		Backlog	-	-	8	2	-	7	2	-	7	2	5	2	-	1	1	1	38	

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**ABBREVIATIONS FOR CATEGORIES**

1	Gen	General
2	Gen (EWS)	General (Economically Weaker Section)
3	SC	Scheduled Caste
4	SC/OT	Scheduled Caste/Others
5	SC/OT (XSM-Self/Dep.)	Scheduled Caste/Others (Ex-servicemen-Self/Dependent)
6	SC/OT (SP)	Scheduled Caste/Others (Sports person)
7	SC/MB	Scheduled Caste/Mazhabi Balmiki
8	SC/MB (XSM-Self/Dep.)	Scheduled Caste/Mazhabi Balmiki (Ex-servicemen-Self/Dependent)
9	SC/MB (SP)	Scheduled Caste/Mazhabi Balmiki (Sports person)
10	BC	Backward Class
11	BC/XSM (Self/Dep.)	Backward Class/Ex-servicemen (Self/Dependent)
12	XSM/Self	Ex-servicemen/Self
13	XSM/Dep.	Ex-servicemen/Dependent
14	PWD	Person with disability
15	VH	Visually Handicapped
16	HH	Hearing Handicapped
17	OH	Orthopedically Handicapped
18	SP	Sports person
19	FF	Freedom Fighter

**Note 3:**

- (i) It is important to mention here that other than the categories shown in category-wise bifurcation of Table 'C', candidates belonging to Vimukt Jati and Bazigars, can also apply against SC/OT/Vimukt Jati and Bazigars category. However, reservation to Vimukt Jati and Bazigars will be applicable as per Dept. of Welfare (Reservation Cell), Govt. of Punjab instructions 1/3/98-RS1/268 dated 25.03.2011.
- (ii) It should be noted that as per Govt. of Punjab instructions, preference shall be given to Ex-servicemen/Self and SC/BC (Ex-servicemen/Self) category candidate over Ex-servicemen/Dependent and SC/BC Ex-servicemen/Dependent category candidate.
- (iii) PSPCL reserves the right to increase or decrease the number of posts as indicated above or cancel the entire/partial recruitment against the said CRA 293/19. Further, actual position of posts under a particular category/sub-category may vary.
- (iv) Candidates are advised to read the bifurcation of the categories very carefully before filling up the online application as category/sub-category once filled cannot be changed to any other category including general category after submission of application form.
- (v) As per the latest amendment made by the Ministry of Law and justice (Legislative Department) in 'THE RIGHTS OF PERSONS WITH DISABILITY ACT 2016', which have been further adopted by Govt. of Punjab vide memo. no. 1/1/2017/3DC-1543557/1 dated 06.08.2019, reservation quota for Person with disability has been increased from 3% to 4%. However, in view of this, if Govt. of Punjab make any changes in 100 no. roster point in future (before the last date of online registration) against the said CRA 293/19, then the above mentioned category-wise break-up as per Table 'C' may change accordingly.

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- (vi) As per Govt. of Punjab notification no. 1/3/2019-RC1/120 dated 28.05.2019, 10% reservation will be provided to residents of Punjab belonging to (EWSs) Economically Weaker Sections (whose family income is less than Rs. 8.00 lacs per annum) who are not covered under the existing scheme of reservation for Scheduled Castes and Backward Classes. The roster point for Gen (EWS) category is as per Govt. of Punjab notification no. 8/2/2019-3PP1/1548834/1 dated 13.08.19.
- (vii) For the posts of LDC and Steno-typist, relaxation in typing test to Person with disability (PwD) shall be given as per Govt. of Punjab notification no. 13/1/2018-3PP 2/240 dated 29.08.18 and 13/2/2018-3PP 2/1422949/1 dated 18.02.19 which has been adopted by PSPCL vide memo. no. 45957/46856/ENG-Pre-208 dated 09.08.19.

## 2) KNOWLEDGE OF PUNJABI :-

Qualification of Punjabi is essential for all posts. For this purpose, all the candidates must have passed Punjabi of at least Matriculation or its equivalent level upto the date of document checking.

**Note 4:** 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 be liable to be terminated.

## 3) AGE LIMIT: -

As per Punjab Govt. Notification G.S.R.20/Const./Art.309/Amd.(10)/2010 dated 24.05.2010, the age limit as on 1/1/2019 for eligibility for these posts will be 18 to 37 years and relaxation in age will be as per Govt. of Punjab instructions.

### 3.1 RELAXATION IN AGE LIMIT: -

Upper age limit is relaxable as admissible under rules/instructions of PSPCL/Punjab Government adopted by PSPCL from time to time. Relaxation in age in different categories subject to the condition that the candidate is meeting other eligibility criteria for the post as given below:-

- a. Scheduled Caste and Backward class: 5 years over & above the normal recruitment age.
- b. Ex-Serviceman (Self): 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.
- c. Person with disability: 10 years over and above the normal recruitment age.

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d. In case of the following, the upper age limit shall be 40 years:

- i. Widow;
- ii. Women who are legally separated from their husbands or have been divorced;
- iii. Women whose husbands have been ordered by Civil or Criminal courts to pay maintenance to them;
- iv. Women who have because of their desertion, been living separately from their husbands for more than two years.
- v. Women whose husbands have re-married; and
- vi. Wives of the serving military personnel and wives of those who are disabled while in Military service.

e. For serving employees of PSPCL/Punjab Govt.:-

To the extent of service rendered in PSPCL or erstwhile PSEB/Punjab Govt.

4) **RESERVATION OF POSTS (for candidates of Punjab Domicile only):-**

**The reservation of posts for reserved categories is applicable for candidates of Punjab Domicile only. Category once filled in the application form will not be allowed to change and no benefit of other category/General category will be admissible later on.** The reserved category candidate will be required to submit requisite certificate on the prescribed format at the time of document checking if qualified in the online test. Backlog as shown in table 'C' of Page-4 of the advertisement shall be filled as per instructions of Govt. of Punjab adopted by PSPCL.

The SC/BC Category certificate should be in accordance with the instructions of the Department of Welfare, Punjab and the certificate for the General (EWS), Person with disability, Ex-Serviceman, Freedom Fighter and Sports Person categories should be in accordance with the instruction of the Concerned Department of Govt. of Punjab as per the following details:

**Table 'D'**

Gen (EWS) General (Economically Weaker Section)	Certificate as per the instruction of the concerned department of Govt, of Punjab.
SC/BC (Scheduled Caste/Backward Class)	Certificate as per the instruction of the concerned department of Govt, of Punjab.
XSM (Ex-servicemen)	Lineal Descendant Certificate duly issued by the concerned District Sainik Welfare Officer, Govt, of Punjab.
FF (Freedom Fighter)	The requisite certificate issued by the Deputy Commissioner of the concerned district as per the instructions of the Govt, of Punjab.
SP (Sports person)	A relevant Sports gradation Certificate as issued by Director Sports Department, Punjab.

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PWD (Person with disability)	The PWD certificate shall be issued by Civil Surgeon of Govt. of Punjab.  For PWD candidates who are applying for a particular post shall be given the reservation to the extent of disability allowed as per lists of posts identified by Pb. Govt. Please refer Annexure 'A' for this at page no. 17.
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**Note 5:** Candidates applying under the above mentioned categories should have obtained reservation related certificates before last date of online submission of the applications.

5) **SELECTION PROCESS :-**

5.1 Candidates possessing qualifications defined as per Table 'B' will have to undergo online test, wherein, scheme of online examination is as below:-

**SCHEME OF EXAMINATION:**

5.1.1 **LDC, Steno-Typist:-**

**Table 'E'**

1	Static + Current affairs & General knowledge	20 Questions
2	Basic Computer knowledge	10 Questions
3	Logical Reasoning/Quantitative aptitude	25 Questions
4	Numerical Aptitude	25 Questions
5	General English	20 Questions

5.1.2 **Accounts Officer, Revenue Accountant & Supdt. (Divisional Accounts):-**

**Table 'F'**

1	Degree level Finance and accounts-CA/ICWA	70 Questions
2	General knowledge	10 Questions
3	Logical Reasoning/Quantitative aptitude	10 Questions
4	General English	10 Questions

5.2 **Detail of recruitment process for the post of Steno-Typist:-**

- 5.2.1 Candidates eligible as per sr. no. 5 of Table 'B' (Point No. a, b & c) will go through online exam.
- 5.2.2 Candidates qualified in online exam will be called for documents checking (25% extra candidates) before document checking committee.
- 5.2.3 Candidates who will complete the process of document verification will be eligible to appear for 1st Language test in Punjabi/English (as the case may be).
- 5.2.4 Candidates who will qualify both the test (online test and 1<sup>st</sup> Language test) will be considered for selection.
- 5.2.5 Merit list will be prepared on the basis of marks scored in online examination and not on the basis of marks scored in 1<sup>st</sup> language test. But 1<sup>st</sup> language test will be mandatory to qualify for selection as steno-typist.
- 5.2.6 Candidate will be given option to select their respective language (Punjabi or English) during filling up of online application form which will be considered as 1<sup>st</sup> language and steno-typing test of that language will be conducted after

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successful document checking process. Subsequently, 2<sup>nd</sup> language test in Punjabi/English (as the case may be) will be conducted within probation period as per para 'd' of sr. no. 5 of table 'B'.

- 5.3 The merit shall be prepared based on the marks secured in the online test (except Sports person category which shall be determined as per Sports gradation policy no. 47/26/83-5Edu./2036 dated 10.12.1997). **It is further informed that online exam conducted for a particular post could be spread across multiple shifts which will have different question paper for each shift. As such normalization will be done in order to neutralize the effect of difference in difficulty level of each set of papers in different shifts. The final merit list will be prepared on the basis of marks worked out after normalization. Thus, raw marks may vary with normalized marks in the final merit list.**

However, in case online exam is conducted in a single shift, result/merit list shall be prepared on the basis of actual marks secured by the candidate in online examination.

If two or more candidates secure same marks, then their relative merit shall be determined by their age with higher age candidates placed at higher merit. **The minimum qualifying marks in the online test for General Category candidates is 45% and for Reserve Category candidates is 35%.** Herein reserve category candidate include Scheduled Caste, Backward Class, Ex-Serviceman, Freedom Fighter, Sportsperson & Person with Disability candidates. There will be 100 multiple choice objective type questions with one correct answer and there will be negative marking for a wrong answer @ 0.25 (1/4<sup>th</sup>) of the marks allotted for correct answer.

- 5.4 As per Sports gradation policy no. 47/26/83-5Edu./2036 dated 10.12.1997, the final merit list of Sports person Category candidates is to be prepared only on the basis of sports achievements. After the process of document checking of candidates of Sportsperson category qualified in the online exam, their Sports Gradation certificates will be sent to Director/Sports, Punjab for verification. Therefore, in view of guidelines issued, final list of Sports persons will be issued by Sports Directorate only.
- 5.5 On the basis of result/merit list, candidates shall be called for document checking, wherein, verification of original documents/certificates would be done by the document checking committee, for which the date shall be notified later through registered e-mail ID (as mentioned by the candidate in his/her online application form) and on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) only. Thus, candidates are advised to mention their email ID very carefully. **It is further clarified that mere calling of any candidate for document checking doesn't entitle him/her for selection/appointment to the said post.** The offer of appointment for the number of posts to be filled will be given to the successful candidates qualified in the online test **provided the candidates are found eligible after checking/verification of the documents** relating to the various qualifications and eligibility criteria such as age, academic qualification, passing of Punjabi and certificates in respect of reservation etc. **The candidature of a candidate will be rejected without any notice if any certificate or document provided as found to be fake or forged or does not meet the eligibility criteria.**

Further, it is informed that candidate has to himself/herself appear for the process of documents checking. Nobody on candidate's behalf can appear in the document checking. In case candidate himself/herself fails to appear (both during the 1<sup>st</sup> and 2<sup>nd</sup> chance) before the document checking committee within stipulated time, then his/her candidature will be cancelled without any further notice.

- 5.6 Candidate shall be notified about the date of document checking through Registered E-mail ID (as mentioned by the candidate in his/her online application form) and on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) only. In case candidate does not appear on the first scheduled date, then second scheduled date i.e. last chance would be given to such candidate and in case he/she again fails to appear for document checking even on the second scheduled date then no further chance would be given & his/her candidature shall be cancelled/forfeited without any notice.
- 5.7 Validity of selection panel for above said posts will be one year from the date of its approval by the competent authority. After the expiry of validity of panel waiting list shall cease to exist and candidates in waiting list will not be considered for selection. Even if document checking process of a candidate has been completed, he/she will not be considered for selection/issuance of appointment letter after expiry of validity of selection panel.
- 5.8 Candidates who are brought on selection panel shall be issued appointment letters and such candidate shall be given maximum 21 days (subject to validity of panel) to join the services of PSPCL. In case, candidate does not report for joining on scheduled date, then another final i.e. last notice of 21 days (subject to validity of panel) will be given to such candidates. In case they fail to join PSPCL within this period, no further extension will be given and their appointment letters shall be cancelled automatically without any further notice.
- 5.9 Candidates working in Government/Semi-Government or Cooperative organizations shall have to submit "No objection certificate" from their organization after resigning before joining PSPCL.
- 5.10 Educational qualifications must be from a recognized Institution/University/Board. **Candidates who have appeared/are appearing in the final year examination (2018-19 sessions) but their result is awaited, can also apply. He/she must acquire the requisite qualifications before the date of document checking and shall produce the certificate for the same. Candidate, who fails to do so even if he/she has qualified the online test, shall not be considered and no relaxation shall be given in this regard.**

6) **ABOUT THE TEST:** -

- 6.1 The online test is tentatively scheduled to be held at any centre in Punjab which will be intimated while sending the admit card through PSPCL website ([www.pspcl.in](http://www.pspcl.in)). The information regarding the online test will be made available on our website [www.pspcl.in](http://www.pspcl.in) or <http://pspcl.in/recruitment/> from time to time. The test centre will be allotted by PSPCL while sending the admit card and no change of test centre will be permissible. The exact date, time and venue of the online test and information regarding dispatch of e-Admit Cards to the



candidates, with instructions of the test will be made available prior to the date of the test by email and on website of PSPCL.

- 6.2 After conductance of the online test, the question paper-cum-answer key will be displayed on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) and notice will be issued, wherein, if a candidate have any objection on the answers displayed on website, then he/she can file objection regarding the same as per guidelines in the notice. On the basis of objections received, the question/answer keys will be reviewed by the expert committee of test conducting agency and final merit shall be prepared accordingly.

7) **TRAINING:-**

The selected candidates shall undergo training at Technical Training Institute, Shakti Vihar, PSPCL, Patiala as per PSPCL instructions.

8) **HOW TO APPLY:-**

8.1 **STEP-I: REGISTRATION FOR ONLINE APPLICATION FORM:-**

- 8.1.1 Candidates can apply online by visiting PSPCL website [www.pspcl.in](http://www.pspcl.in). Click on the **"Recruitment"** tab or <http://pspcl.in/recruitment/>.
- 8.1.2 **Candidates are required to apply Online through PSPCL website or through hyperlink <http://pspcl.in/recruitment/> In English only.** No other means/mode of submission of application including manual/paper will be accepted under any circumstances.
- 8.1.3 Candidates should have a valid personal e-mail ID & an active mobile number to be registered while filling Online Application Form and the same should be kept active during the entire recruitment process. Registration number, password, e-admit card for online test and call letter for document checking or any other important communication will be sent to the candidates at their registered e-mail/mobile number only. The candidates are therefore requested to regularly check their registered e-mail/PSPCL website for any communication from PSPCL and under no circumstances candidate should share/mention their contact details to any other person. Please note that the e-admit card for online test or any other correspondence such as call for document checking etc. will not be sent by post. Further, applicants are advised to retain their registered Email ID & not to change their mobile number at any stage of recruitment process. PSPCL shall not be responsible in any manner at any stage either due to non-delivery of any update on registered Email ID or contacting on mobile number or if same is out of coverage area or is out of order due to some technical fault on the part of candidate or service provider.
- 8.1.4 For signup, candidates agreeing Terms & Conditions of the recruitment may apply by Click (✓) in the Box & press 'START' button. Sign-up by selecting Post Applied, Name, Mobile No. and E-mail ID. On completion of Step-I, candidates will received Application Sequence No. (User ID) and Password on their registered email ID & mobile number. Candidates are advised to note down their login ID and Password for future use.

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## 8.2 **STEP-II: COMPLETION OF ONLINE APPLICATION DETAILS:**

8.2.1 After signing-up, candidate has to Re-login and Click on "Go To Application" tab (on Right side top corner) for filling-up Personal Details, Qualification Details, Eligibility Details, and Upload photo/signature etc.

8.2.2 Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph and signature in JPG/JPEG format, as per the process given below:

### 1) **Photograph:-**

- Dimensions should be 150x200 pixels (preferred).
- Size of file should be between 20 kb-80kb and should not be more than 80 kb. Photograph must be a recent passport size colour picture.

### 2) **Signature:**

- Dimensions should be 140x60 pixels (preferred).
- Size of file should be between 10 kb-80kb and should not be more than 80 kb.
- The applicant has to sign on white paper with **Black** ink pen only.
- The signatures must be signed by the applicant herself/himself only and not by any other person.

8.2.3 The candidate **must preview his/her filled-in application form under the option "PREVIEW" before submission** of his/her Step-II details. The candidates **must check his/her all details and make corrections (if any) before clicking "SUBMIT" button. CANDIDATES CANNOT CHANGE ANY PARTICULAR DECLARED BY THEM AFTER CLICKING "SUBMIT" BUTTON.**

8.2.4 After uploading Photo and Signature images, Click on "Submit" button then Application will be submitted and It will be showing on screen "Your application has been successfully submitted and Payment is pending".

## 8.3 **STEP-III: - DEPOSITING THE EXAMINATION FEE (NON REFUNDABLE):**

After completion the Step-II, the candidates have to deposit examination fee online as mentioned below through the prescribed link of online application. "Make Payment" tab active after minimum 24 hours following by given below instructions:-

8.3.1 The candidate should login with his/her login/user- id and password by clicking "ALREADY REGISTERED CANDIDATES" button at the bottom of the instructions page and select 'Make Payment' tab. Once SB Collect of State Bank of India portal opens, then do not click refresh or Back button.

8.3.2 Select disclaimer check box and proceed.

8.3.3 On next screen select Category 'PSPCL RECTT'.

8.3.4 System will redirect you on PSPCL page of State Bank Collect Portal.

8.3.5 Enter required details i.e. application sequence number then click on submit button.

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- 8.3.6 Kindly check and confirm the details shown on the next screen i.e. application sequence number, Candidate Name, Post Applied, Applied Category and Application Fees amount, then click on submit button.
- 8.3.7 Select the On-line payment option i.e. Internet Banking/Credit Card/Debit Card. Kindly make the online payment via credit or debit card or Internet Banking and retained the transaction number for future reference.
- 8.3.8 After successful completion, the candidate can check the payment status in the online application, after 24 hours of making payment.

**Fee Details**

**Table 'G'**

Sr. No.	Category	Amount
1	All Categories except SC and Person with Disability	Rs. 1000/- per Application + Bank Charges (if applicable)
2	SC Category	Rs. 400/- per Application + Bank Charges (if applicable)
3	Person with Disability	Rs. 500/- per Application + Bank Charges (if applicable)

**Note 6:**

- (i) PSPCL shall match the details in the online payment fee receipt with the details given by the candidate and the final acceptance of the application shall be only if the details available in the Bank are matching with the details filled by the candidate in the online application. Any mismatch found will lead to the cancellation of application.
- (ii) Candidates who are eligible for more than one post need to deposit separate fee and should apply separately. However, every effort will be made to arrange tests in such a way that every candidate may appear in maximum number of tests. Here it is made clear that if due to any reason any candidate is not able to appear in any of examination then mere applying for multiple posts does not entitle candidates to appear in all the examination and no request for change in schedule of examination would be entertained under any circumstances.

**9. OTHER CONDITIONS: -**

- 9.1 On successful registration of online application, candidates are advised not to attempt for re-registration for the same post since multiple registration number and password may create problem for candidates in future. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.
- 9.2 Admit card for online test, containing the details of the centre/venue for the examination etc. will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print out of their admit card. Candidate can also download their admit card from the PSPCL website using their registration number and the password. **Candidates will not be allowed to enter the examination hall without valid admit card.**
- 9.3 **Candidates in their own interest are advised, not to wait till the last date & time and register their application well within the time. PSPCL shall not be**

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- held responsible, if the candidates are not able to submit their application due to last time rush.**
- 9.4 PSPCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason whatsoever.
- 9.5 Candidates are also advised to keep copy of application form and e-admit card with them for reference and record.
- 9.6 Please note that the above procedure is the only valid procedure for applying. No other mode of application shall be accepted.
- 9.7 Candidates serving in Govt./Quasi Govt. offices, public sector undertakings are required to submit "No objection Certificate" from their employer at the time of document checking, failing which their candidature may not be considered.
- 9.8 **Candidate should note that his/her candidature is purely "PROVISIONAL" subject to eligibility verification during document checking. Mere issue of admit card/passing of online examination will not imply that his/her candidature has been finally cleared by the PSPCL. Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement or amendments if any issued subsequently.**
- 9.9 The decision of the PSPCL about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.

#### 10. ACTION AGAINST MISCONDUCT:

- 10.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the online application.
- 10.2 At any stage of recruitment, if a candidate is or has been found guilty of
- Using unfair means during the examination.
  - Impersonating or procuring impersonation by any person.
  - Misbehaving in the examination hall or taking away/destroying damaging any equipment or any other things in the examination hall.
  - Resorting to any irregular/unfair means in connection with his/her candidature during selection process.
  - Obtaining support for his/her candidature by any means.
  - Apart from above, any other unfair means relating to Conduct of Examination or any other relevant matter.

Such candidates in addition to rendering himself/herself liable to criminal prosecution may also be liable to be:

- Disqualified from the examination hall.
  - Debarred either permanently or for a specified period from any examination/recruitment.
- 10.3 Mobile phone/Cell Phone/Hand bag/Purse/Ornaments/Electronics/Non-Electronics instrument/Goods/Articles etc. **except Pen & Pencil** are strictly not allowed and are banned in the examination complex.

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- 10.4 Candidates are advised to bring only Admit Card, Photo Identity Card. Frisking will be done at entry point and during the exam. PSPCL or Examination Centre will not be responsible for keeping custody of any of the above prohibited items & the candidate shall be solely responsible for its safe custody outside the examination complex. Candidates should, therefore, read these instructions carefully and follow them strictly. If any of the candidates is found/possessing any of the above prohibited items inside the examination hall he/she shall be straightaway debarred from examination on the spot, apart from action as per law may also be initiated against him/her.

#### **11. TERMS & CONDITIONS FOR RECRUITMENT AGAINST CRA 293/19:-**

- 11.1 No TA/DA will be paid for the journeys performed for the online test/document checking/counseling etc.
- 11.2 Candidates are requested to mention their sub-category viz-a-viz Caste in online application form.
- 11.3 All information including qualifications, experience, category, age etc. declared by the candidate in their application is presumed to be correct subject to its verification later on in respect of those eligible candidates who may be called for document checking before their appointment for joining PSPCL. There is no mechanism to verify the information/data during the online application. If, at any stage(during document checking before issue of appointment letter or even after his/her joining the PSPCL), any information of the candidate is found to be wrong forged/fictitious/bogus, the candidature of such candidate will be cancelled ab initio and action will be taken against him/her according to law.
- 11.4 Only those Government employees, if selected shall be eligible to be issued appointment letters who are certified by the Head of the Department as not having any pending disciplinary proceedings or undergoing punishment under Punjab Civil Services (Punishment & Appeal) Rules-1970, or any other applicable rules, as the case may be, not undergoing any trial/prosecution or any other material disqualification in terms of integrity and professional misconduct and necessary NOC should be obtained from the Head of the Department.
- 11.5 The selected candidates will be governed by PSPCL Rules & Regulations amended from time to time.
- 11.6 In case the candidate fails to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.
- 11.7 In case, candidate is unable to get the admit card, he/ she must contact personally at the facilitation counter to be opened before the online test and will be notified before the said examination.
- 11.8 Candidates must bring print out of Admit Card for verification on the day of online examination at the venue of the Examination Centre along with atleast one original valid photo identity proof. Valid photo identification card (e.g. employer ID (Govt.), Driving license, Voter card, Aadhar Card and Passport issued by Govt. authorities. The candidates without admit card/Registration slip will not be allowed to appear in the online examination.
- 11.9 The venue, date and time of document checking/counseling of the candidates in merit will be available on the website [www.pspcl.in](http://www.pspcl.in). Candidates will be informed

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individually about the document checking schedule only through registered e-mail.

- 11.10 In case of any ambiguity/dispute or interpretation, decision of the PSPCL shall be final and binding on the candidate. Legal jurisdiction shall be subject to Local Courts at Patiala only.

In case of any difficulty or query related to online application process against CRA 293/19 only, please contact through email: [pspclhelpdesk2019@gmail.com](mailto:pspclhelpdesk2019@gmail.com) or on toll free phone no. **02268202727** by quoting his online registration/reference number.

**Date : 05.09.19**

**Place : Patiala**

  
**Chief Engineer HRD,  
PSPCL, Patiala.**



## ANNEXURE-'A'

**ELIGIBILITY OF PERSONS WITH DISABILITY FOR THE POST ADVERTISED AGAINST CRA NO. 293/19 AS PER IDENTIFICATION LIST FOR PSPCL CIRCULATED BY GOVT. OF PUNJAB DEPTT. OF SOCIAL SECURITY AND DEVELOPMENT OF WOMEN AND CHILDREN (SOCIAL SECURITY BRANCH) VIDE ITS NOTIFICATION 3/39/2014-3DS/972-980 DATED 10.07.14.**

Sr. No.	Post	Categories of disabled suitable for job (See next table for abbreviation details)
1	Revenue Accountant	Ortho: OA, OL, BL Hearing: HH
2	Supdt. (Divisional Accounts)	Ortho: OA, OL, BL
3	LDC	Visual: B, LV Hearing: HH Ortho: OA, OL, OAL, BL
4	Steno-typist	Visual: B, LV Ortho: OA, OL, BL, OAL

**ABBREVIATIONS FOR CATEGORIES OF DISABILITIES**

OA	ONE ARM
OL	ONE LEG
OAL	ONE ARM AND ONE LEG
BL	BOTH LEG
B	BLIND
LV	LOW VISION
HH	HEARING IMPAIRED

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