

GENERAL INSTRUCTIONS (BS-19 AND ABOVE-GENERAL POSTS)

1. Candidates are advised to read all terms and conditions/instructions of the Advertisement as well as “Important Instructions for Candidates” given on PPSC website carefully in order to submit their Online Applications complete in all respects. The Onus/Responsibility of correctness of the data given in the on-line application will rest squarely on the Candidate.
2. Applicants are required to submit “**On-line Application Form**” upto the Closing Date mentioned in the Advertisement. Candidates should fill in the On-line Form carefully in the light of the Guidelines and Instructions mentioned in the Advertisement for the said post.
3. Editing options, to correct any data in the on-line application, will be available to the candidates till the Closing Date of submission of Online Applications.
4. It is mandatory for Candidates to deposit the fee as required in the Advertisement under Head: “**C02101-ORGANIZATIONS OF STATE- TEST FEE REALIZED BY THE PUNJAB PUBLIC SERVICE COMMISSION**”, in any Branch of State Bank of Pakistan or National Bank of Pakistan or Government Treasury on or before the Closing Date of submission of applications. Following be kept in mind:-
 - a. **No Bank Draft or Pay Order or Cheque or any such instrument will be accepted as fee by the Commission.**
 - b. Candidates residing outside Pakistan, but having Domicile of the Punjab will deposit the fee at the Pakistani Embassy of residing country in the currency of that country equivalent to the amount of Application/Examination Fee prescribed for the post.

c. **Disabled candidates are not required to deposit application fee.**

5. **Applications other than On-line will not be accepted by the Commission. However, the applicants are directed to provide hard copies of their On-line Application Form alongwith two sets of photo copies of all relevant requisite documents by_____.**

6. Communication with the candidates will be made electronically only i.e. SMS, E-mail and Website. **Candidates are essentially required to mention their e-mail address in their On-line Application Form.** Please add Address (ppsc-info@ppsc.gop.pk) into your contacts / address book in order to ensure the delivery of PPSC mail into INBOX rather than into JUNK / SPAM like folder. **No candidate will be informed about date of interview individually by Post/Courier.**

7. Schedule of Interview will be given on PPSC Website. **E-Mail and SMS** will be sent to the Candidates informing them about the Date, Time & Place of Interview preferably 7 days before the event with the instructions to **download their Interview Call Letter from PPSC Website.** The candidates should constantly remain in touch with the Punjab Public Service Commission's Website: www.ppsc.gop.pk for further information and updates.

8. If a candidate **changes his/her Mobile Number** already fed in his/her On-line application, he/she shall send a signed application through mail along with a copy of Original and Valid CNIC, new mobile number, application number and the post applied for. The application should be addressed to Secretary, PPSC. The Commission will not be responsible for ensuring any intimation of information to the candidate in case of a changed mobile number without intimation to the PPSC.

9. A candidate shall be disqualified or debarred from any Written Examination/Test or Interview for any post held or to be held by the Punjab Public Service Commission in future, if he/she is found guilty of cheating or violation of any of the instructions issued from time to time or on the basis of submission of false/bogus information/documents to the Commission.

10. The number of posts shall be increased or decreased by the Competent Authority if the interviews will be in progress.

11. In case of Disabled Person, Column 20 of Online Application Form should be filled in mentioning "Yes". If the candidate is disabled, he/she will have to **submit a certificate regarding his/her disability from the Provincial Council for Rehabilitation of Disabled Persons of Social Welfare Department issued on or before the Closing Date of submission of applications for the post.**

12. **Eligibility of Candidates for the Post will be Determined on the Basis of:-**

- a. The age, qualification/experience, other credentials and research papers of the candidates prescribed in the relevant Service Rules/Advertisement should be completed in all respects on or before the Closing Date fixed for such post(s). Other than requisite qualification the candidate will not be held eligible for the post(s).
- b. Instructions issued by the Government or the Commission from time to time.

13. **Acceptance of Foreign Degrees/Diplomas.** The Commission shall accept degrees/certificates/diplomas of those Foreign Universities only which have been recognized by Higher Education Commission (H.E.C),

Pakistan Engineering Council (P.E.C), Inter Board Committee of Chairmen (I.B.C.C) or any other Competent Agency/Authority.

14. **Acceptance of Equivalent Qualification:** The equivalence of foreign and local academic qualifications as laid down by the Higher Education Commission (H.E.C), Pakistan Engineering Council (P.E.C) or other Competent Committee/Authority and Qualification Equivalence Determination Committee (QEDC) duly approved by the concerned Administrative Department shall be accepted by the Commission as final.

15. Employees of Federal Government or Semi Government and Autonomous Bodies of Federal Government or Autonomous Bodies of Provincial Government and those of Local Bodies are not entitled to age concession for the period of their service in such organizations.

16. **COUNTING OF EXPERIENCE WHERE SO REQUIRED/ MANDATORY)**

- a. Experience required for determination of eligibility for the post, a candidate shall have to produce documentary evidence in support of his/her claim.
- b. Experience of Government Service shall only be accepted if the Certificate is issued by the concerned Appointing Authority/Person Authorized to do so.
- c. Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.
- d. Experience Certificate in respect of Contract, Current Charge, Acting Charge and Adhoc Appointment, issued by the Appointing Authority under the rules, shall be accepted.

- e. Experience in a general speciality/subject shall not be considered relevant as experience in a specific speciality/subject prescribed for a post.
- f. **In case where Experience is a Pre-requisite Qualification, experience acquired in an Honorary/Visiting Capacity will not be considered unless a notification to this effect has been issued by the Competent Authority.**
- g. **Research experience** means the actual period spent on conducting research in the area of specialty:-
 - i) Period spent on research as part of M.Phil/Ph.D. programme shall be counted as research experience up to a maximum of 2 years for M.Phil and 4 years for Ph.D.
 - ii) The research experience of a candidate gained during service as Research Assistant/Associate/Officer in Government or recognized Research Institutions, will be accepted as such experience.

17. RESEARCH PAPERS (WHERE SO REQUIRED/MANDATORY)

- a. Research papers which have been published in a journal enlisted by Higher Education Commission (HEC) or in a journal of HEC recognized foreign university shall be accepted without further evaluation.
- b. **The Commission shall not accept research papers of a candidate which have been published in any journal after the Closing Date for receipt of applications for the advertised post. Research Papers under publications shall also not be acceptable.**
- c. **Review articles, case-studies, translations, briefs, presentations in conferences, short communication etc. shall not be admissible towards original research papers.**

- d. If a condition in the Rules/Advertisement is laid down that the research papers have to be written as Principal Author then only the first name in the list of authors of research papers shall be considered as the Principal Author.

18. VALID REGISTRATION (WHERE SO REQUIRED):

- a. Valid Registration Certificate from Pakistan Veterinary Medical Council (PVMC) as on_____.
- b. Valid Registration Certificate from Pakistan Nursing Council (PNC) as on_____.
- c. Valid Registration Certificate from Pakistan Engineering Council (PEC) as on_____.

19. **Number of Chances:** A Candidate shall allow to avail three chances only for each particular post.

20. Following documents in original along with 2 sets of photocopies issued On or Before the Closing Date of submission of applications will be required, to produce/submit on the date of interview /viva voce:

- a) Matriculation Certificate or in case of 'O' Level, Equivalent Certificate from Inter Board Committee of Chairmen, showing Total/ Obtained Marks, Date of Birth. Or School Leaving Certificate showing Date of Birth.
- b) Intermediate Certificate / 'A' level along with Equivalent Qualification from IBCC, showing Total / Obtained Marks.
- c) Bachelor Degrees and Detailed Marks Certificates duly issued by the Controller of Examinations Showing Total/Obtained Marks, CGPA/ GPA or Percentages of Marks.etc.
- d) Postgraduate Degrees/Diplomas and Detailed Marks Certificates duly issued by the Controller of Examinations

Showing Total/Obtained Marks, CGPA/ GPA or Percentages of Marks.etc.

- e) M.Phil/Ph.D.
- f) Research Papers alongwith complete list of Publication.
- g) Domicile certificate of relevant district of Province of Punjab issued on or before the closing date.
- h) In case of Government Servant, the Departmental Permission Certificate (available on PPSC website) duly signed and stamped by the competent authority of concerned Department.
- i) Experience certificate (specimen available on website) issued by the competent authority.
- j) Valid C.N.I.C.
- k) Certificate from the Provincial Council for Rehabilitation of Disabled Persons of Social Welfare Department (For Disabled Candidates only).
- l) Original Treasury Receipt of fee deposited.
- m) Valid Registration Certificate, if so required.

21. **Provisional Interview:** Candidates will be called for interview provisionally without scrutiny of applications and detailed scrutiny of their applications and documents will be carried out on the day of interview. If any Candidate is found ineligible in any respect under the Law & Rules, his/her candidature will be rejected.

22. **Advise for Candidates:** To avoid frustration, Candidates are advised in their own interest to make sure before applying that they fulfill all the requirements of eligibility criteria as advertised and other rules relating to the post before the Closing Date of submission of applications.