

GOVERNMENT OF PUNJAB

DEPARTMENT OF IRRIGATION

GENERAL INFORMATION FOR THE CANDIDATES FOR POSTS OF SUB DIVISIONAL ENGINEERS (CIVIL/MECHANICAL)

Online applications are invited for Preliminary test to fill following posts in the Department of Irrigation, Punjab. The information regarding detail of posts, reservation chart, qualifications, and other terms and conditions etc. are given below:-

DETAILS OF POSTS

1. **Name of the post** : **Sub-Divisional Engineer (Civil)**

Scale of Pay : 15600-39100+5400 Grade Pay

Note: As per the Finance Department (Finance Personnel - I Branch) Government of Punjab Instructions vide letter no.7/204/2012-4PP1/66 dated 15.01.2015 in the 2 years' probation period after appointment which includes extended probation if any, employee will get fixed emoluments which will be minimum of the Pay band of his new post and during probation period he or she will not be entitled to any Grade Pay, annual increment or other allowances except Travelling allowance.

Total Number of Posts: 90

CATEGORY	NUMBER	OF
	POSTS	
General	46	
SC (Punjab)	09	
Ex-serviceman(SC) (Punjab)	02	
Balmiki/Mazhabi Sikh (Punjab)	09	
Ex-serviceman(Balmiki/Mazhabi Sikh) (Punjab)	02	
Sportsperson (Balmiki/Mazhabi Sikh) (Punjab)	01	
BC (Punjab)	08	
Ex Serviceman(BC) (Punjab)	02	

Ex-serviceman (Punjab)	05
Physically Handicapped (Punjab)	03
(1 OL+1 OA+1 HH)	
Sportsperson (Punjab)	02
Freedom Fighters	01
Total	90

ABBREVIATIONS USED:- SC=Scheduled Caste, BC=Backward Class, OL=One Leg Affected (Right or Left), OA=One Arm Affected (Right or Left), HH=Hearing Impaired.

2. Name of the post : Sub-Divisional Engineer (Mechanical)

Scale of Pay : 15600-39100+5400 Grade Pay

Note: As per the Finance Department (Finance Personnel - I Branch) Government of Punjab Instructions vide letter no.7/204/2012-4PP1/66 dated 15.01.2015 in the 2 years' probation period after appointment which includes extended probation if any, employee will get fixed emoluments which will be minimum of the Pay band of his new post and during probation period he or she will not be entitled to any Grade Pay, annual increment or other allowances except Travelling allowance.

Total Number of Posts: 10

CATEGORY	NUMBER OF POSTS
General	04
Balmiki/Mazhabi Sikh (Punjab)	02
BC (Punjab)	02
Ex-serviceman (Punjab)	02
Total	10

Reservation shall be as per Policy/Instructions of the Punjab Government. The candidates belonging to reserve category shall clearly indicate, in the application form the category under which he/she wants to be considered. The category of reservation once opted will not be allowed to be changed. The benefit of reservation shall only be available to the candidates, who are bonafide residents of Punjab State.

NATIONALITY

A candidate shall be a:

- a) Citizen of India; or
- b) Citizen of Nepal; or
- c) Subject of Bhutan; or
- d) Tibetan refugee who came over to India before the 1st January 1962, with the intention of permanently settling in India; or
- e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

AGE CRITERIA

Age as on 01.01.2016 (Category Wise)

- a) General: 18 to 37 years
- b) SC/ST/BC: 18 to 42 years
- c) Applicants who are already in Government Service: 18 to 45 years. Candidates already in Government service shall be considered for selection only on production "No Objection Certificate" from the department concerned at the time of document verification.
- d) Physically Handicapped: 18 to 47 years
- e) 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.

EDUCATIONAL QUALIFICATIONS AS ON 01.01.2016

Name of Post	Eligibility
Sub-Divisional Engineer (Civil)	Should possess a degree in Engineering in Civil from a recognized University or institution.
Sub-Divisional Engineer (Mechanical)	Should possess a degree in Engineering in Mechanical from a recognized University or institution.

- a) In addition, the candidate should have passed Punjabi upto Matric or its equivalent level. However, if you are an Ex-servicemen or a riot/terrorist victim or one of their dependents, you are eligible to apply. If you are selected, then you will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service or as per Punjab Governments latest instructions.
- c) Note- Candidate himself will be responsible for his eligibility in accordance with the minimum qualifications provided in clause (a), (b) above.

MODE OF SELECTION

- a) Recruitment will be conducted on the basis of 2 stage process i.e. Preliminary and Mains Test. The recruitment shall be strictly made to respective categories only on merit, on the basis of written tests.
- b) Approximately Twenty times the number of candidates in each category will be called for Mains Test, for which details will be shared later with successful candidates. However department reserves the right to announce any change in this pattern.
- c) In preliminary test, the written test will contain Multiple Choice Questions (MCQ) and there shall be negative marking (1/4th marks shall be deducted for every wrong answer).
- d) Minimum qualifying marks will be 25% of total marks of preliminary examination.
- e) For more details, kindly visit website, <http://www.pbirrigation.gov.in>

IMPORTANT INSTRUCTIONS/INFORMATION:

1. Application Form and other details are available at the Department's website: <http://www.pbirrigation.gov.in/> under 'Recruitment of Sub-Divisional Engineer '.
2. Candidate can apply only under one reserve category at one time, as applicable.

3. Number of posts advertised or the reservation thereof etc., can be increased or decreased without assigning any reason and in this regard, the decision of Punjab Govt. shall be binding.
4. Reservation will be as per policy of the State Government and the details of posts under various categories mentioned are provisional. Instructions issued by Govt. from time to time regarding reservation will apply in this recruitment.
5. Candidates belonging to SC/BC/Physically challenged categories are required to deposit fee of Rs. **800/-**. All others are required to deposit fee of **Rs. 1600/-** in cash through bank challan generated on submission of online application.
6. Applications without fees or incomplete will be rejected without intimation.
7. Written test will be held in 3rd week of Feb, 2016 (Tentatively). Exact schedule will be displayed on the website during first/second week of February, 2016.
8. Thereafter admit cards can be downloaded from the website. The link to print Admit Cards would also be sent to all candidates through their registered email. Further the candidates are advised to keep checking the Department's website for updates and information, if any.
9. No TA/DA will be given for appearing in the test. Test will be conducted at Chandigarh.
10. It is the responsibility of the applicant that he has in-time verified that the University/Institution from which he has acquired the academic qualification is duly approved by the competent authority in the said stream on the date he has acquired the qualification. He must also be conscious about the legal aspects involved here. In the event that the department seeks any information in this regard and the Applicant is not able to in-time-produce the specified documents, his candidature shall be rejected without assigning any further opportunity. Such applicants may however be allowed to appear in the written test subject to the grant of Provisional Admit Card and the entire risk shall be borne by the Candidate.
11. No extra weightage shall be admissible to the Applicants possessing higher qualification or experience
12. Mere issuance of Admit Card and appearing in the written test will not make candidate eligible for selection. After publication of final merit lists, department will

conduct verification of requisite documents and eligibility conditions, any violation/wrong information will lead to disqualification of candidature.

13. Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and Punjab Irrigation Department (Group A) Service Rules, 2004 as amended from time to time will apply in this recruitment.

14. All candidates are required to keep in touch with website <http://www.pbirrigation.gov.in>. All contents detailed here on website <http://www.pbirrigation.gov.in> shall prevail. All subsequent Notices shall also be ONLY displayed on <http://www.pbirrigation.gov.in>.

15. Some of the important dates are provided as below:

Availability of on-line Application form	January 18 , 2016
Last Date for submission of Online Application	February 07 , 2016
Last date for depositing Application fee in bank	February 09 , 2016
Notification Regarding date of examination	February 13-15 , 2016

HOW TO APPLY

1. Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the Application Form shall not be entertained under any circumstance. The Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.

2. Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.

3. You are required to apply online through Department of Irrigation Punjab website <http://www.pbirrigation.gov.in/>. No other means/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) will be accepted.

4. Please scan your Recent Photograph and Signatures individually and save them individually in JPEG format. The size of any of these individual images should be as per details mentioned in application form. In case uploaded photograph/signatures are not sufficiently clear, then the application can be rejected and the department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.

6. Please keep following details ready with you before clicking on the registration button for starting your online application.

- a. Personal demographic details including Date of Birth and Nationality.
- b. Mobile Number
- c. Personal Email ID
- d. Reservation category details
- e. Graduation percentage
- f. Soft Copies of Scanned Photograph, Signatures.
- g. Any Government Identity Proof like Driving License, Aadhar Card etc.
(Candidates will be required to quote number of this ID card in application form)

7. Go to the website <http://www.pbirrigation.gov.in/> 'RECRUITMENT OF SUB-DIVISIONAL ENGINEER'. Further click the sub-link 'Online Application'. Clicking on this sub-link will open the Online Application form.

8. Carefully fill in these details one by one. The name of the candidate or his/her father/mother/ husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may lead to disqualification of the candidature.

9. Upload the scanned copies of photograph and signatures.

10. Re-Check that all details are filled correctly.

11. Go through each and every point under the Declaration Para. If you fulfill all those conditions and criteria, then and only then click on 'I Agree' box. Any wrong information may lead to cancellation of your candidature.

12. Now you are ready to submit the Application form by clicking on the button Submit Form.

13. Once you click the button Submit Form, you will get your login ID and password on SMS/e-Mail. Please note these down and keep them safe with you as you will be requiring these while logging into the recruitment portal. Applicant will be required to download the Admit Card from the portal later on by logging through same login ID and password.

14. Click on the link 'BANK CHALLAN' and take a print out of the challan form.

15. Based on the category in which you intend to apply, the following fees will have to be paid through the above generated challan form only;

- a. SC/ST/BC/Physically Challenged : Rs.800/-
- b. All other categories : Rs.1600/-

16. It is important to note that the requisite fee can only be deposited in any branch of State Bank of India as department has only nominated State Bank of India for collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. Application fee is non-refundable.

17. After depositing the fee, you will get two leaflets (Candidate's copy and Department's Copy) out of three leaflets. Bank copy will be kept by the bank where you will deposit the fee.

18. Conditions which may render you ineligible:

- a) Insufficient fee;
- b) Examination fee deposited in a bank other than State Bank of India or deposited by some other mode.
- c) Wrong/incomplete information given in the Application Form;
- d) Candidates debarred by any government department/ board/ commission;
- e) Non-fulfillment of any of the eligibility conditions, including those of age and educational Verification as stated above .

19. For any query candidates may contact 0172-2534069 on any working day between Monday to Friday between 9:00 AM to 5:00 PM.

INSTRUCTIONS REGARDING RESERVATION

- 1. The category once filled will not be allowed to be changed

2. Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Physically Handicapped, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
3. To take benefit of reservation, the reservation certificates/testimonials must be issued by the competent authority on or before 18.01.2016 as per Punjab Government instructions. No extra time will be given for production of these documents.
4. Sportspersons seeking reservation under Sports quota should have Sports Gradation Certificate issued by Director Sports, Punjab as per the latest instructions to claim benefit under this category.
5. Ex-servicemen or Lineal Descendent of Ex-Servicemen (LDESM), who have domicile of Punjab, are eligible for reservation under the Ex-Servicemen category. Both will have to produce a certificate issued by District Defence Services Welfare officer/ District Sainik Welfare officer of their respective district in support of their category.
6. The lineal descendants of the Ex-Servicemen can also apply in the Ex-Servicemen category, provided they satisfy the eligibility conditions of a general category candidate. In case sufficient numbers of Ex- servicemen are available, then LDESM shall be treated as General Category candidates.
7. SC/ST and BC candidates belonging to other States are required to fill their Post Category as General Category. They are entitled only to age relaxation and application fee concession (wherever applicable) but not entitled to avail reservation.

The reservation categories and their relevant explanation is provided as below:

- a) **BACKWARD CLASSES (PUNJAB)**
 - i) The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93.RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005 and No.1/41/93 RCI/209, dated 24.2.2009 in the Section of prescribed proforma.

ii) The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. letter No. 10/9/2009-RCI/62 Dated 08/1/2010.

iii) The Competent Authorities to issue the necessary certificate are:

- i. Deputy Commissioner
- ii. Additional Deputy Commissioner
- iii. Sub-Divisional Magistrate
- iv. Executive Magistrate (PCS Officers only)
- v. Tehsildar

b) EX-SERVICEMEN (PUNJAB)

i) "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non-combatant, in the Naval, Military and Air Force of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:

- a. retired or released from such service at his or her own request after earning his or her pension; or
- b. been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- c. been released otherwise than on his own request from such service as a result of reduction in establishment; or
- d. been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;

ii) but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely:

- a. Pension holders for continuous embodied services
- b. Persons with disability attributable to military service; &
- c. Gallantry award winners

Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority i.e District Defence Services Welfare officer/District Sainik Welfare officer of their respective districts failing which would result in cancellation of their candidature.

Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of "Ex-servicemen", may be permitted to apply for re-employment one year before the completion of specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

c) LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)

i) Where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.

ii) As per Punjab Government notification No.GSR9/Const./ Art309, 234 and 318/ Amd(5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET /2805 dated 14/05/2003 and;

a. "Lineal Descendent" means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/unemployed Ex-Serviceman.

b. "Wife" shall include the widow of an Ex-serviceman, provided she has not re-married up to the date of the issue of the appointment letter."

c. In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as "Lineal descendent" only if a certificate to this effect has been issued by the authority appointed by the Government.

d) SPORTS PERSON (PUNJAB)

A candidate can claim reservation under the Sports Person category only if:

- i. He/ She belongs to State of Punjab; and
 - a. Has won National Championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated to the Indian Olympic Association; or
 - b. has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - c. has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.
- ii) If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be submitted to the department, as and when required.
- iii) Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.
- iv) Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

e) SCHEDULED CASTE, (PUNJAB)

The competent authorities for issuing Scheduled Castes certificates are:

- i) District Magistrate/ Additional District Magistrate/ Collector / Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of 1st Class Stipendiary Magistrate);

- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- iii) Revenue Officer not below the rank of Tehsildar;
- iv) Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- v) Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- vi) As per para-3 of Punjab Govt. Instructions No. 1/8/2007-RC-1/815, dated 10th July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parent's service record.

f) PHYSICALLY HANDICAPPED (PUNJAB)

The definitions as per Government Instructions issued vide letter No. 10/26/95/5-SS/1252, dated 2-5-97 of the handicapped for purposes of reservation in employment is as under:

i) THE BLIND :-

The blind are those who suffer from either of the following conditions: -

- Total absence of sight.
- Visual acuity not exceeding 6/60 or 20/2-- (Snellen) in the better eye with correcting lenses.
- Limitation of the field of vision subtending an angle of 20 degrees or worse.

ii) THE DEAF:

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) in the conversational range of frequencies.

iii) ORTHOPAEDICALLY HANDICAPPED

The orthopedically handicapped are those who have a physical defect or deformity not less than 40 % which causes an interference with the normal functioning of the bones.

Competent authorities to issue such certificate as under:-

- (i) Principal Medical Officer
- (ii) Chief Medical Officer
- (iii) Civil Surgeon
- (iv) Class-I Medical Officer of any Government Medical Institution

This certificate should be issued by the competent authorities of the concerned District or place of which the candidate is permanent resident.
