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NOTIFICATION

No. PPSC/DDR(Res)-23.- In exercise of the powers conferred by Sub-Section (2) of section 10 of the Punjab Public Service Commission Ordinance 1978, (II of 1978)\(^1\) the Commission is pleased to make the following Regulations:

**PART-I**

**GENERAL**

**TITLE, EXTENT AND COMMENCEMENT**

These Regulations may be called the Punjab Public Service Commission Regulations, 2015. These Regulations shall come into force with immediate effect.

1. The Regulations may be amended in a Commission Meeting by majority of total members.


**PART-II**

**DEFINITIONS**

3. In these Regulations, unless the context otherwise requires:-
   
a) **“Additional Vacancy”** means a vacancy added to the number of vacancies in respect of which a department had sent a requisition before the process of selection is completed.
   
b) **“Advisor”** means a person approved by the Commission to assist in the conduct of interviews of the Commission.
   
c) **“Appointing Authority”** means an officer or authority designated as such in the relevant Service Rules framed by the Government for the post(s).
   
d) **“Attached Department”** means a Department as defined in Rules of Business of Government of the Punjab, 1974.
   
e) **“Commission”** means the Punjab Public Service Commission as defined in PPSC Ordinance, 1978.
   
f) **“Committee”** means a Committee constituted by the Chairman to conduct interviews of eligible candidates for selection to specified posts. The strength and composition of such Committee shall be determined by the Chairman.

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\(^1\) The figures “(II of 1978) added being missing in the Gazette Notification
g) “Department” means an Administrative Department as defined in Rules of Business, 1974 of Government of the Punjab.

h) “Departmental Representative” means a senior officer of the concerned Department, who is accepted by the Commission as member of Interview Committee, constituted for selection of candidate(s) against the post(s) advertised concerning that Department.


j) “Interview/Viva Voce” means an oral examination to assess the suitability of a candidate for the job/post applied for. In the case of candidates of Combined Competitive Examination or any other Exam/post where it may be so required, interview, also includes psychological assessment.

k) “Member” means a Member of the Commission and includes the Chairman.

l) “Policy Decisions” mean decisions in the Full Commission Meeting by the Commission lying down to lay down detailed procedure for various activities/proceedings of the selection process.

m) “Requisition” means a requisition received from a Department of the Government for purposes of selection to various posts.

n) “Requisition Form” means the Requisition Form as devised by the Commission.

o) “Test” includes written examination, psychological test, appraisal of academic record, interview and viva voce.

p) “Written Examination” means a written examination conducted by the Commission as required by Govt. of the Punjab or by the Commission.

PART-III

REQUISITIONS

4. Departments of Government send requisitions to the Commission on the “Requisition Form” for making recruitments against the available vacancies.

5. The time schedule fixed by the Commission shall be followed for advertising requisitions complete in all respects forwarded by the Departments of the Government.
   a. A requisition for Combined Competitive Examination within five (05) days of its receipt.
   b. For all other posts, within four (04) days after the receipt.

6. All requisitions shall be signed by the Administrative Secretary of the Department.

7. All Requisitions shall be accompanied by:
   a. Copy of the notified Service Rules.
b. Job description of the post.

8. All posts shall be filled on open merit/all Punjab basis unless otherwise decided by the Government. Zonal or Regional allocation, if any where applicable and notified quota for Women/Minorities/Disabled shall be provided with the Requisition.

9. If during processing, any discrepancy/ambiguity/deficiency is detected in the requisition, the same shall be returned to the Department for rectification.

PART-IV
ADDITIONAL VACANCIES

10. (a) (i) Approval of (S&GAD), (Additional Chief Secretary) shall be required if the Department decides to increase or decrease the number of vacancies subsequent to the original requisition but before the post(s) are advertised except for valid reasons. No request for decrease in the number of post(s) advertised or complete withdrawal of the original requisition shall be entertained after the same has been advertised.

(ii) In cases where selection is to be made only on the basis of interview/viva voce, the new requisition indicating increase in number of vacancies shall be accepted if the interviews are still in progress.

(iii) Requisition for additional vacancies indicating increase in number of original vacancies shall be accepted only if no date for Written Test/Examination has been fixed or academic shortlisting has not been carried out.

(iv) After acceptance of additional vacancies, a fresh advertisement/amendment to the previous advertisement shall be issued inviting fresh applications.

(v) The candidates who have already applied in response to the original advertisement and found eligible shall not be required to apply again.

(b) In the case of Combined Competitive Examinations variation in number and nature of posts shall be accepted by the Commission without inviting fresh applications when an indication to this effect has been given in the original advertisement and the change in number and nature is received by the Commission before the finalization of the interview.

PART-V
SUBMISSION OF APPLICATIONS AND THEIR CONSIDERATION

11. a. An application by an eligible candidate(s) shall be submitted through online system on the specified form available on the Commission’s website.
b. In case of posts falling in BS-19 and above, the candidates shall submit hard copies of the on-line applications along with two sets of all relevant documents and research papers.

12. The Commission shall forward advertisement to the Ministry of Foreign Affairs for circulation to Pakistan’s Missions abroad.

13. The Commission shall not entertain any application received after the closing date.

14. A period of two weeks from the date of advertisement shall be allowed to candidates for submission of their applications.

15. If the closing date fixed for receipt of application falls on gazetted holiday, the next working day shall be considered as the closing date.

16. Eligibility of a candidate shall be determined in accordance with the advertisement for the post, service rules governing appointments to the relevant post and such other ancillary instructions issued by the Government and/or the Commission from time to time. For this purpose, the age, qualifications, experience and other credentials, etc. of the candidates existing on or up to the closing date fixed for such posts as advertised shall be taken into account. No relaxation in this regard shall be allowed.

17. In case the Commission decides to hold a Written Test/Examination, all the applicants of a particular post shall be called provisionally at their own risk, subject to their eligibility in all respects.

18. Candidates shall bring their original documents/testimonials along with two sets of photocopies if and when called for interview and the Commission shall undertake scrutiny of such documents. If a candidate is found ineligible, his/her application shall be rejected and rejection letter delivered accordingly.

PART-VI

CALCULATION OF CANDIDATES’ AGE

19. a. The age of a candidate is calculated from his/her date of birth as given in Secondary School Certificate (Matriculation). In case the candidate has appeared in any other examination equivalent to Secondary School Certificate such as Senior Cambridge/O-Level and certificate of such examination does not bear date of birth of the candidate, he/she shall be required to produce the School Leaving Certificate bearing his/her date of birth or Computerized National Identity Card (CNIC) issued by National Database and Registration Authority (NADRA) or birth certificate duly issued by the concerned Local Council.

b. Relaxation/concession in upper age limit to a candidate shall be admissible as per Law, Rule and Policy of the Government.

2 Printed in the gazette Notification as “eligibility”
20. The age in case of additional vacancies shall be calculated in the manner hereunder:

(a) For candidates who had applied in response to the original advertisement, the date shall be the closing date as indicated in the advertisement.

(b) For candidates who apply in response to the subsequent advertisement, (increasing the number of posts of the original advertisement), except the candidates for Combined Competitive Examination, the date shall be the closing date of the subsequent advertisement.

(c) For those candidates who could not apply in response to the original advertisement and were found underage on the closing date shall become eligible if they attain the requisite age limit on the closing date of the subsequent advertisement which would be reflected in the subsequent advertisement.

PART-VII

DOMICILE

21. (a) Only such candidates shall be eligible for selection by Punjab Public Service Commission as are domiciled in any district of the Province of Punjab.

(b) A candidate is essentially required to mention his/her district of domicile at the time of submission of application.

(c) The Domicile Certificate shall be issued by the competent authority.

(d) If a candidate has applied for domicile before closing date for submission of application and provides a receipt in this regard, his/her domicile issued after closing date shall be accepted.

(e) A married female candidate may opt for the district of domicile of her husband till she acquires her own Domicile. In such a case she shall produce domicile certificate of her husband along with evidence of her marriage.

22. A permanent resident of Azad Kashmir shall be considered to be the resident of the district of Punjab where he/she is living presently, subject to production\(^3\) of domicile certificate of his/her present district.

PART-VIII

ACTION AGAINST CANDIDATES ON GROUNDS OF UNFAIR MEANS

23. (i) A candidate may be disqualified and/or debarred from any examination, test or interview for any post held or to be held by the Punjab Public Service Commission in future who is found guilty of any of the following:

\(^3\) Printed in the Gazette Notification as "production"
a. Furnishes any false or incorrect information to gain undue advantage.

b. Suppresses material information.

c. Canvasses or attempts to influence the Members of the Commission, the officers and officials of the Commission, Advisors, Departmental Representatives, Examiners, Supervisors, Invigilators\(^4\) and any other person who has been called to assist the Commission in interview or written test/examination.

d. Attempts to obtain support for his/her candidature through any means

e. Submits forged certificates/documents.

f. Tampers with the entries in his/her age and academic certificates or other documents.

g. Is found guilty of misconduct during examination/test/interview.

h. Fails to observe the instructions issued by the Commission.

i. Uses unfair means in the Written Test/Written Examination.

j. Is guilty of impersonation at any stage or in any form.

k. Is in possession of weapon/arms, mobile phone or electronic device, except those permitted.

(ii) In addition the Commission may initiate criminal proceedings against any such candidate under the relevant law.

24. If at any stage, i.e., during the process of selection or even after the recommendations have been sent to the concerned Department, a person has been found to be deficient in any of the conditionalities of eligibility, his or her candidature shall be cancelled and recommendations (if sent) withdrawn.

**PART-IX**

**REPRESENTATION / APPEAL**

25. The following procedure shall be adopted in respect of Representation/Appeal filed by an aggrieved candidate on receipt of a decision of the Presiding Member or Member Incharge:

   i. Representation or Appeal, as the case may be of a candidate shall be examined and submitted to the Member Incharge for orders. The candidate shall be provided an opportunity of being heard by the Member Incharge. The decision taken in this respect (by the Member Incharge) shall be conveyed to the candidate immediately.

\(^4\) Printed in the gazette Notification as “invigilators”
ii. A candidate aggrieved by the order under (i) above may prefer an Appeal to the Chairman within seven days of the receipt of the order.

**PART-X**

**WRITTEN EXAMINATION/TEST/SHORTLISTING**

26. i. The Commission, on receipt of a requisition shall hold a written Combined Competitive Examination/Competitive Examination in accordance with the provisions of existing Service Rules.

   ii. Schedule for the posts in which Competitive Examinations shall be conducted is Annexed at “A”.

27. These examinations (Combined and Competitive) shall be conducted as part of the total process of selection including psychological tests and interview/viva voce according to the schedule laid down by the Commission.

28. (a) Syllabus and minimum qualifying marks in each subject and aggregate shall be as laid down by the Commission or the Government, as the case may be.

   (b) Depending on the number of applications received, candidates may be required to appear in a written test related to the post(s) and qualifications and/or a general ability for screening/shortlisting of the candidates as the case may be.

29. a. Where the Commission decides to hold a written test it shall specify the scope and nature of such test keeping in view the qualifications, job description and experience required for the posts.

   b. Where no written test is held, short-listing may be done by evaluation of academic and/or professional record of the candidates.

**PART-XI**

**NUMBER OF CHANCES**

30. Unless otherwise prescribed by the Government, a candidate appearing in Written Test/Examination/ Interview shall be allowed to avail three chances only for each particular Written Test/Examination/Interview irrespective of the type or categories of posts grouped in that Examination.

31. For all other posts to be filled through written test followed by interview, or interview alone, the number of chances shall also be restricted to three with the exception that for posts of Lecturers in Education Department for a candidate who is applicant for more than one job, he/she shall have three chances in each subject for which he/she is a candidate.

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5 Printed in the Gazette Notification as "cometative"
6 Printed in the Gazette Notification as "Annexued"
PART-XII
EQUIVALENCE AND EVALUATION OF FOREIGN AND LOCAL DEGREES/CERTIFICATES/DIPLOMAS - RESEARCH WORK

32. The Commission shall accept degrees/certificates/ diplomas of those Foreign Universities only which have been recognized by Higher Education Commission (H.E.C), Pakistan Medical & Dental Council (P.M.D.C), Pakistan Engineering Council (P.E.C), Pakistan Nursing Council (P.N.C), Inter Board Committee of Chairmen (I.B.C.C) or any other competent Agency/Authority.

33. The percentage of marks awarded by Foreign or Local University shall be acceptable to the Commission as determined by the IBCC/HEC/Concerned Authority.

34. a. A candidate shall be required to submit two copies of published research papers, along with recognition list of foreign journals enlisted by Higher Education Commission, within three days after closing date of application, where so required.

b. 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.

c. The Commission shall not accept research papers of a candidate which have been published after the last date for receipt of applications for the advertised post.

d. Review articles, case-studies, translations, briefs, presentations in conferences etc. shall not be admissible as professional research papers.

e. If a condition in the requisition/ advertisement is laid down that the research papers have to be written as a Principal Author then the first name in the list of authors of research papers shall be considered as the Principal Author.

PART-XIII
COUNTING OF EXPERIENCE

35. Experience required for determination of eligibility shall not be considered by the Commission unless the candidate produces documentary proof in support of his/her claim.

36. Experience of Government service shall only be accepted if the certificate is issued by the Appointing Authority/Person authorized to do so.

37. Experience in a general specialty shall not be counted as experience in a specific specialty prescribed for such post.

38. House job experience in a recognized medical institution shall be counted as practical experience.

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7 The alphabets "(P.N.C)" added being missing in the Gazette Notification
8 Printed in the gazette Notification as "foreign university"
9 Printed in the Gazette Notification as "speciality"
10 Printed in the Gazette Notification as "speciality"
39. Experience of residency in F.C.P.S./M.S./F.R.C.S./M.D. or during studies abroad such as Diplomat of American Board/Fellowship shall be counted as experience in the line.

40. Only that particular/professional experience shall be counted which has been acquired in the relevant area while working in recognized institutions in the public & private sector.

41. Experience certificate in respect of Contract, Current Charge, Acting Charge and appointment on Adhoc basis which are issued by the Appointing Authority under the rules, shall be accepted.

42. Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory authority. In all other cases the attestation of District Coordination Officer of the concerned District shall be mandatory.

PART-XIV
FORMATION OF INTERVIEW COMMITTEE AND CONDUCT OF INTERVIEW

43. For the purposes of interview, the Commission may work in committees as constituted by the Chairman. Member of the Commission shall preside over\textsuperscript{11} the interview Committee.

44. An Interview Committee shall normally comprise one or more Members of the Commission assisted by Two Advisors and Departmental Representative to be determined by the Chairman.

45. The distribution of work to Committees for interview shall be assigned by the Chairman.

46. (a) If a candidate absents himself/herself on the date fixed for his/her interview, his/her candidature shall be cancelled and he/she shall be deemed to have lost his/her chance provided that, for reasons beyond his/her control a written request for another date for the interview must be submitted to the Commission within two days after interview date along with evidence. The Commission may fix some other date for the interview in such a case, provided further such a candidate shall preferably be interviewed by a Committee headed by the original Presiding Member.

(b) If a candidate fails to produce the original documents on the day of interview but undertakes in writing to produce the same within seven days, the Interview Committee shall interview the candidate provisionally.

47. If a Presiding Member of the Interview Committee finds that any of the Advisors/Departmental Representative in his opinion is unduly prejudiced in favour or against a candidate, the Presiding Member can, in his/her discretion, disregard the marking of that particular Advisor/Departmental Representative for that particular candidate and shall after the interview inform the Chairman. The name of such Advisor shall be deleted from the approved panel of Advisors. Such Departmental

\textsuperscript{11} The preposition “over” added being missing in the Gazette Notification
Representative shall also not be allowed to sit in the interviews and his/her Department shall be informed accordingly.

48. (a) The Commission shall allocate aggregate marks of different categories of interviews, depending on the nature of posts. The distribution of marks amongst two categories of Members of Interview\textsuperscript{12} Committee i.e. Members of Punjab Public Service Commission and Advisors, Departmental Representatives etc. shall depend on the nature of interview. The aggregate and the distribution of marks among Members in the case of Competitive Examinations shall be different as compared to other posts.

(b) The Commission shall award additional marks as per policy of the Government to one unemployed child of a deceased civil servant who dies while in service or is declared invalidated/incapacitated for further service.

**PART-XV**

**SERVICE ALLOCATION IN COMBINED COMPETITIVE EXAMINATIONS**

49. (a) At the time of psychological assessment, all candidates, who have qualified in written examination, shall be required to give in writing their personal preferences on the specified “Option Certificate” in order of priority for all the categories of posts/services advertised for recruitment through Combined Competitive Examination. This option once exercised, shall be final as far as the candidate is concerned.

(b) After the preparation of final merit list, the allocation of service/post shall be made on the basis of option cum merit of the candidate.

(c) If a candidate according to his/her merit cannot be allocated to the service/post of his/her first choice, he/she shall be allocated to the service of his/her subsequent choices on the basis of his/her position in the merit list.

(d) Irrespective of his/her position in the merit list, the Commission shall not allocate any service/post to a candidate for which he/she had not exercised his/her option even though according to his/her position in the merit list he/she becomes eligible for such post.

(e) Male candidates cannot opt for a post/service exclusively reserved for female candidates and vice versa.

(f) Allocation of service shall not be changed on the request of a candidate or the Department.

(g) Allocation of service (posts) may change as a consequence of re-allocation of services (posts) in the light of Regulation No. 50 (f) on the request of the Department for a substitute. Such re-allocation shall be binding on a selected candidate.

\textsuperscript{12} Printed in the Gazette Notification as “interview”
(h) Allocations announced by the Commission shall be final.

**PART-XVI**

**MERIT LIST**

50. Merit list shall be strictly in accordance with the Law, Rules, Regulations and Policy of the Commission and Government.

51. In case where various posts belonging to the same service/cadre but in different subjects (such as those of Lecturers) are advertised, separate merit list in each subject shall be prepared. Their combined merit list for purposes of inter-se-seniority shall be prepared in accordance with the respective merit of each candidate based on the total marks obtained by the candidate in the combined list.

52. A substitute can be provided from the merit list during its validity period if so requested by the Department concerned, in case any candidate:
   
   (a) Fails to join the post.
   
   (b) Tenders his/her resignation after joining.
   
   (c) Is declared unfit on medical or other grounds.
   
   (d) Requisitioned post has become vacant for any other reason.

53. If a recommended candidate(s) does not join a post, the original merit list shall be revised by the Commission excluding the name of said candidate(s) and recommendations sent to the Department.

54. If a candidate recommended against a vacancy of a particular zone or area fails to join the post, another candidate from the same zone or area shall be recommended out of the approved merit list of that selection.

55. For recommending substitutes, the Merit List remains valid for twelve months from the date of issuance of first recommendation, provided that where request for substitute is received within the validity period, the Chairman in his discretion may extend the validity period for the disposal of such request.

56. If any error or omission is detected in the eligibility of a candidate, result or merit list at any stage even after its dispatch\(^{13}\) to the Department concerned, the recommendation(s) made on the basis of such a mistake/error shall be withdrawn for review by the Commission and duly rectified.

57. **REPEAL/SAVINGS:**

   i. The Punjab Public Service Commission Regulations, 2000 are hereby repealed.

   ii. All actions taken under the provisions of Regulations, 2000, (No.D.S.3-5/2000-PPSC-133 dated 08-04-2000) shall be deemed to have been taken under these Regulations. All proceedings pending under the previous Regulations shall continue to their logical end.

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\(^{13}\) Printed in the Gazette notification as “despatch”
58. **REMOVAL OF DOUBTS/DIFFICULTIES.-** If any doubt/difficulty arises in giving effect to provisions of these Regulations, the Chairman of the Commission may take a decision to remove such difficulty, provided that this power shall cease to exist after the expiry of twelve months from the date of promulgation of Regulations-2015.

**BY ORDER OF THE CHAIRMAN**

PUNJAB PUBLIC SERVICE COMMISSION

DATED: 27th July 2015
ANNEXURE “A”

a. Tehsildar (Board of Revenue).
b. Tehsildar (Ministerial Quota) (Board of Revenue).
c. Assistant Registrar Cooperative Societies/Lady Assistant Registrar Cooperative Societies (Cooperatives Department).
d. Civil Judges-cum-Judicial Magistrate (Lahore High Court).
e. Additional Director, Law & Parliamentary Affairs Wing (Law & Parliamentary Affairs Department).
f. Additional Solicitor, Law & Parliamentary Affairs Wing (Law & Parliamentary Affairs Department).
g. Deputy Director, Advisory Wing (Law & Parliamentary Affairs Department).
h. Deputy Director, Legislation & Parliamentary Affairs Wing (Law & Parliamentary Affairs Department).
i. Deputy District Attorney (Law & Parliamentary Affairs Department)
j. Deputy Solicitor, Law & Parliamentary Affairs Wing (Law & Parliamentary Affairs Department).
k. Research Officer, Law & Parliamentary Affairs Wing (Law & Parliamentary Affairs Department).
l. Additional Prosecutor General (Public Prosecution Department).
m. Assistant District Public Prosecutor (Public Prosecution Department).
n. Deputy District Public Prosecutor (Public Prosecution Department).
o. Deputy Prosecutor General (Public Prosecution Department).
p. District Public Prosecutor (Public Prosecution Department).
q. Inspector Legal (Police Department).
r. Provincial Management Service (Ministerial Quota) (S&GAD).