



PUNJAB PUBLIC SERVICE COMMISSION
Baradari Garden, Patiala- 147001
Website : <http://ppsc.gov.in>

Advt.
No. 01 (1)

General Information for the Candidates
For the Posts of Traffic Manager

1.0 Introduction.

- 1.1 The Punjab Public Service Commission (PPSC) has been established under Article 315 of the Constitution of India, with the basic purpose of recruiting officials in various departments of the Government as per the requisitions sent by the Government in this regard from time to time.
- 1.2 The Punjab Public Service Commission invites Online Application Forms from eligible candidates for recruitment to the **Nine** Posts of **Traffic Manager** in the Department of Transport, Government of Punjab.

Note: This Advertisement is being published as per requisition received from the Department of Transport, Government of Punjab vide their Letter No. 13/7/11-3T1/1588/dated 15/06/2012 and Letter No. IWDMS-92148/2013/3T1/79097/1 dated 26/07/2013 and is subject to any modification or amendment that may be made by the Government subsequently.

2.0 Vacancies

- 2.1 The number of vacancies to be filled for the Posts of **Traffic Manager** is given in the table below:-

Sr. No.	Category Code	Name of Post /Category	No. of Posts	
		Traffic Manager	09	
1	71	General		04
2	75	Sports Person, Punjab		01
3	77	Scheduled Caste Others, Punjab		01
4	78/79	S.C. ESM/LDESM, Punjab		01
5	81	Balmiki/Mazhbi Sikh, Punjab		01
6	85	Backward Classes, Punjab.		01
		Total	09*	

*Note :- The number of posts is liable to alteration without any notice.

- 2.2 The Candidates should indicate in the Application Form, the category for which they want to be considered. **Category once filled would not be changed under any circumstances.**

3.0 Pay Scale : Rs. 10300-34800 + 4600/- Grade Pay.

Regarding drawing the pay of the appointed candidate, as per Notifications No. 7/204/2012-4FP1/66, Dated 15/01/2015 of Govt. of Punjab Department of Finance (Finance Personnel-I Branch) Chandigarh, fixed emolument equal to Minimum of the Pay Band without any Grade Pay or any allowance will be paid during the probation period of 2 years. It is also clear that Annual increment or any other allowance except travelling allowance will not be paid during the probation period of 2 years.

4.0 Essential Qualifications

- 4.1 Graduate of recognised University with atleast five years experience of traffic management in a supervisory capacity in a Government Transport Undertaking
- 4.2 Punjabi of Matric or its equivalent Standard

Note related to para 4.2 : 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 liable to be terminated.

5.0 Age

- 5.1 Candidates should not be below 18 years and above 37 years of age as on 01-01-2015.
- 5.2 Upper age limit may be relaxed upto 45 years for all States/ Central Government employees.
- 5.3 The Upper age limit is relaxed upto 42 years for Scheduled Castes and Backward Classes of Punjab.
- 5.4 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.
- 5.5 Upper age limit is also relaxed upto 42 years for Widows, Divorcees and certain other Categories of Women.
- 5.6 Upper age limit is also relaxed upto 47 years for Physically Handicapped of Punjab.

6.0 Competitive Examination

The details of Competitive examination are as follows:-

- 6.1 This is for information of the candidates who have applied for the posts of Traffic Manager in the Department of Transport, Government of Punjab that a competitive exam for recruitment to these posts shall be conducted. **The date and time of competitive exam will be uploaded on the website shortly.**

- 6.2 The scheme of the examination process shall be as under:

Competitive Exam (Objective Type)	- 300 Marks
Interview	- 40 Marks
Grand Total	- 340 Marks

- 6.3 **The examination centre(s) shall be in Patiala** and information of the same shall be mentioned on Admit Cards of all candidates. Details regarding the Admit cards shall be given shortly on the website of the Commission.

- 6.4 All candidates who apply for ibid post would be declared “provisionally eligible” for appearing in the competitive exam.

- 6.5 The scrutiny of application forms shall be done after the conduct of exam. During the process of scrutiny, the application forms and other relevant documents, certificates, etc of the candidates shall be examined to determine their eligibility as on the last date of submission of online application forms.

- 6.6 Thereafter, candidates not more than three times the number of posts (in their order of merit) shall be short-listed for appearing in the interview. However, this number shall be subject to variation if two or more candidates at the last number (the number at the end) get equal marks, then all of them shall be considered for appearing in the interview (subject to eligibility), warranting the corresponding increase in the stipulated ratio.

- 6.7 The salient features of the written competitive exam shall be as follows:-

- (a) The exam will consist of 100 objective type multiple choice questions.
- (b) The standard of questions would be to test the knowledge and general awareness as is expected of a person who has attained education at least up to graduation level.
- (c) The duration of exam will be **two hours**.
- (d) All questions will carry equal marks (three marks each).
- (e) There will be no negative marking.
- (f) The Viva-Voce shall carry 40 marks and final result shall be prepared on the basis of the grand total of the marks obtained by the Candidates in the **Written Competitive Examination and Viva-Voce**.

- 6.8 **SYLLABUS OF TRAFFIC MANAGER COMPETITIVE EXAMINATION**

- 1 General awareness about State of Punjab and India.
- 2 Current affairs of National and International importance.
- 3 Environment, Ecology & Science & Technology.
- 4 Disaster Management
- 5 Reasoning and Mental Ability.

7.0 **Nationality**

A candidate shall be a:

- i) Citizen of India; or
- ii) Citizen of Nepal; or
- iii) Subject of Bhutan; or
- iv) Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or.
- v) 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 (ii), (iii), (iv) and (v) 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.

8.0 **Submission of Application Form**

8.1 The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website of the Commission <http://ppsc.gov.in> No other mode of application will be accepted.

Process	Step	Last Date
To make new registration for applying for the post.	(Step-1)	27/05/2015 By 11:59:00 PM
To deposit the Application fees by system generated Bank Challan Form.	(Step-2)	03/06/2015 [During Banking Hours]
To take print of duly filled Online Application Form (after depositing the Application Fees) and to submit the Hard Copy of duly filled Online Application Form alongwith copy of self attested certificates and Challan Form (PPSC Copy only)	(Step-3)	10/06/2015 By 05:00:00 PM

8.2 The printout of the duly filled Online Application Form alongwith copy of Bank Challan and relevant documents (as mentioned at 8.3) **must reach** {by Speed post/By hand} in the office of Secretary, Punjab Public Service Commission, Baradari Gardens, Patiala at the Latest **by 5.00 pm before or by 10/06/2015**

8.3 The list of **SELF ATTESTED CERTIFICATES** that shall be submitted by candidates alongwith the print out of Online Application Form is as follows:

- 1) Proof of Date of Birth : Certificate of Matriculation/Higher Secondary.
- 2) Proof of having passed Punjabi Language.
- 3) Relevant Degree and DMC Certificate.
- 4) Reserved Category Certificate issued by the Competent Authority(If Applicable)
- 5) Experience certificate issued by Competent Authority.
- 6) If ESM, certificates/documents mentioning the following:-
 - i) Date of Enrolment
 - ii) Date of Release/Discharge
 - iii) Reason of Release/ Discharge
- 7) Certificate as proof of age relaxation claim. (If Applicable)
- 8) Certificate as proof of fee concession (If Applicable)
- 9) Proof of being Govt. Employee.
- 10) Copy of Bank Challan (PPSC Copy Only)

8.4 The Candidates SHALL sign the declaration on **Page No. 2** of the print out of Online Application Form before submitting the same.

9.0 Application and Examination Fee

9.1 The candidates are required to pay the Application fee as per Govt. Letter No. 10/20/2007 - 3PP3/97751/1 dated 17-9-2013 as mentioned below:-

Category for Application Fee	Online Application charges	Examination Fee	Total
Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab State only.	Rs. 500/-	Rs. 625/-	1125/-
Ex-Servicemen of Punjab state only	Rs. 500/-	No Fee to be paid	500/-
All Others Categories (including Lineal Descendent of Ex-servicemen, Punjab)	Rs 500/-	Rs. 2500/-	3000/-
Physically Handicapped, Punjab State only.	Rs. 500/-	Rs. 1250/-	1750/-

9.2 The candidates entitled to fee concession/exemption MUST submit with their Application Form, a self attested copy of the certificate certifying their claim for fee concession/exemption. Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.

9.3 Application fee MUST be submitted **through any Branch of State Bank of Patiala only.** Candidate should carefully fill the details in the Online Application Form and click on the "SUBMIT" button at the end of the Online Application Format. Before pressing the "SUBMIT" Button, candidates are advised to verify every detail filled in the application. After submitting the online application form, the candidate should take a printout of the system generated Bank challan. **No Change/Edit will be allowed after Submitting the Application Form. The application fee is non-refundable.**

10.0 Conditions which may render a candidate ineligible

The following conditions, among others, may render the candidates ineligible:

- a) Insufficient fee;
- b) **Application fee deposited by means other than a Bank Challan through any branch State Bank of Patiala.**
- c) Late receipt of print out of Online Application Form;
- d) Wrong/incomplete information given in the application form;
- e) Candidates debarred by the PPSC/other Public Service Commissions;
- f) Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

11.0 Important Note

11.1 Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Physically Handicapped, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.

11.2 **A candidate should indicate the specific category for which he/she wants to be considered and category once opted cannot be changed under any circumstances.**

11.3 **SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.**

11.4 **Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM) who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM shall be considered against the vacancies for Ex-servicemen ONLY IF no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.**

12.0 Definition Of Categories

Candidates should select their categories carefully, because candidates belonging to categories other than category 71 (General), are entitled to fee concession/exemption, age relaxation and job reservation. **The category once selected by a candidate will not be changed under any circumstances.** Candidates shall submit certificates issued by the Competent Authority in support of their claim to a particular category.

Categories and Category Code

<u>Code No.</u>	<u>Category Name</u>
71	General Category
72	ESM, Punjab
73	LDESM, Punjab
74	Freedom Fighter, Punjab
75	Sports Person, Punjab
76	Physically Handicapped, Punjab: A : Visually Impaired B : Hearing Impaired C : Orthopaedically Disabled
77	SC Others, Punjab
78	SC ESM, Punjab
79	SC LDESM, Punjab
80	SC Sports Person, Punjab
81	Balmiki/ Mazhbi Sikh, Punjab
82	Balmiki/ Mazhbi Sikh ESM, Punjab
83	Balmiki/ Mazhbi Sikh LDESM, Punjab
84	Balmiki/ Mazhbi Sikh Sports Person, Punjab
85	BC, Punjab
86	BC ESM, Punjab
87	BC LDESM, Punjab

CODE FOR AGE RELAXATION (If claimed)

<u>Code No</u>	<u>Category Name</u>
91	State Government/Central Government Employees.
92	SC Punjab only
93	Balmiki/Mazhbi Sikh Punjab Only
94	Widows & certain other categories of women of Punjab.
95	B.C., Punjab Only
96	ESM, Punjab Only
97	Physically Handicapped, Punjab Only
98	SC Punjab only+ State Government/Central Government Employees.
99	SC Punjab only + ESM, Punjab.
100	SC Punjab only + Physically Handicapped, Punjab.
101	Balmiki/Mazhbi Sikh Punjab only+ State Government/Central Government Employees.
102	Balmiki/Mazhbi Sikh Punjab only + ESM, Punjab.
103	Balmiki/Mazhbi Sikh Punjab only + Physically Handicapped, Punjab.
104	B.C., Punjab. + State Government/Central Government Employees.
105	B.C., Punjab. + ESM, Punjab
106	B.C., Punjab. + Physically Handicapped, Punjab.

12.1 BACKWARD CLASSES (PUNJAB)

12.1.1 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, No.1/41/93 RCI/209, dated 24.2.2009 and No.1/41/93 RCI/609 dated 24.10.2013 in the Section of prescribed proforma.

12.1.2 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.

12.1.3 The Competent Authorities to issue the necessary certificate are:

- a) Deputy Commissioner
- b) Additional Deputy Commissioner
- c) Sub-Divisional Magistrate
- d) Executive Magistrate (PCS Officers only)
- e) Tehsildar

12.2 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)

12.2.1 Candidates claiming to be son/grandson/daughter/granddaughter of Freedom Fighters are required to submit a certificate issued by the competent authority (i.e., Deputy Commissioner of the district concerned) as per Punjab Government Instructions No.9 (13) 3P-II-84/5822 dated 4/4/1985, No.1(135)-8P-II/7/310/20,dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.

12.2.2 Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:

- a) belong to the State of Punjab; and
- b) have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
- c) are otherwise eligible for the grant of Freedom Fighter pension and Tamra Patra but for any reason whatsoever did not apply for Freedom Fighter pension and Tamra Patra but can obtain Freedom Fighter/ son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

12.3 EX-SERVICEMEN (PUNJAB)

12.3.1 "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;

12.3.2 "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 service
- b) Persons with disability attributable to military service; and
- c) Gallantry award winners

12.3.3 Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority, 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.

12.4 LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)

- 12.4.1 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.
- 12.4.2 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.

12.5 **SPORTS PERSON (PUNJAB)**

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

- 12.5.1 He/ She belongs to State of Punjab; and
- a) He/ She 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) He/ She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - c) He/ She 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.
- 12.5.2 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 attached with the application form.
- 12.5.3 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.
- 12.5.4 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.

12.6 **SCHEDULED CASTE, (PUNJAB)/ SCHEDULED TRIBES**

The competent authorities for issuing Scheduled Castes/Scheduled Tribes certificates are:

- 12.6.1 District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);
- 12.6.2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- 12.6.3 Revenue Officer not below the rank of Tehsildar;
- 12.6.4 Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- 12.6.5 Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- 12.6.6 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 parents service record.

12.7 **WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN**

- 12.7.1 The definitions as per Government Instructions issued vide letter No. 1/50/83-5PP(1368)/3454 dated 23-4-84 as amended from time to time the widows and certain other categories of women for reservation in employment is as under:
- 12.7.2 Widows;
- 12.7.3 Women who are legally separated from their husbands or have been divorced;
- 12.7.4 Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;

- 12.7.5 Women whose husbands have remarried; and
12.7.6 Wives of serving military personnel or those who are disabled while in military service.

12.8 **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:

A) **THE BLIND :**

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

- a) Total absence of sight.
- b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

B) **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.

C) **ORTHOPAEDICALLY HANDICAPPED :**

The orthopaedically 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.

Note: (1) For any General query, candidates may contact the Commission's Office on telephone number 0175-5014847, 5014826 or by sending email with subject as "GENERAL QUERY REGARDING THE POST OF TRAFFIC MANAGER" to supdt.scrutiny@ppsc.gov.in

Note: (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 the web server on account of heavy load on Internet/Website.

Note : (3) Candidates are advised to go through the 'General Information for the candidates' and 'Instructions for filling Online Application Form' carefully before filling up Online Application Form. The Commission will not be responsible for any consequence arising out of in correct filling up of Application Form.