

PROSPECTUS

MBA Admission 2014-15
(Two-Year Regular Course)



PUNJABI UNIVERSITY, PATIALA

(Established under Punjab Act No. 35 of 1961)

Graded as 'A' Grade University by NAAC

Visit at www.pupmbaadmissions.com or
www.punjabiuniversity.ac.in

Notwithstanding the information provided in this Prospectus, the Vice-Chancellor will have the right, in consultation with the Standing Committee of Academic Council, to delete, change or make additions to any of the provisions contained in it.

If there is any dispute/ambiguity, the decision of the Vice-Chancellor will prevail.

All disputes arising from this document or connected therewith are subject to the territorial jurisdiction of Courts situated at Patiala only and to the exclusion of all other Courts.

Important Note: Ragging in any form is not allowed. As per order of the Hon'ble Court, "if any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if explanation is not satisfactory, the authority would expel him from the institution".

As per Punjab Government Notification No. 3/7/2010 training(3)/1007 Chandigarh dated 10-03-2010

** In place of attested copies of various certificates, candidate can submit self attested copies of various documents alongwith admission form.*

**Coordinator:
Prof. (Dr.) Jamshid Ali Khan
Dean, College Development Council**

**Co-Coordinator:
Dr. Kawaljeet Singh
Director
University Computer Centre**

**Co-Coordinator:
Dr. J. S. Pasricha
Professor, Deptt. of Commerce &
Dean, Research**

**Address: MBA Admission Cell, Room No. G-16,
Department of Distance Education,
Punjabi University, Patiala.
Phone No. 0175-304-6439**

Published by Dr. A. S. Chawla, Registrar, Punjabi University, Patiala

ਯੂਨੀਵਰਸਿਟੀ ਧੁਨੀ

ਆਸਾ ਮਹਲਾ ॥੧॥ਚਉਪਦੇ॥

ਵਿਦਿਆ ਵੀਚਾਰੀ ਤਾਂ ਪਰਉਪਕਾਰੀ ।
ਜਾ ਪੰਚ ਰਾਸੀ ਤਾ ਤੀਰਥ ਵਾਸੀ ॥੧॥
ਘੁੰਗਰੂ ਵਾਜੇ ਜੇ ਮਨੁ ਲਾਗੈ ।
ਤਉ ਜਮੁ ਕਹਾ ਕਰੇ ਮੇ ਸਿਉ ਆਗੈ ॥੧॥ ਰਹਾਉ॥
ਆਸ ਨਿਰਾਸੀ ਤਉ ਸੰਨਿਆਸੀ ॥
ਜਾ ਜਤੁ ਜੋਗੀ ਤਾ ਕਾਇਆ ਭੋਗੀ ॥੨॥
ਦਇਆ ਦਿਗੰਬਰੁ ਦੇਹ ਬੀਚਾਰੀ ।
ਆਪਿ ਮਰੈ ਅਵਰਾ ਨਹ ਮਾਰੀ ॥੩॥
ਏਕੁ ਤੂ ਹੋਰਿ ਵੇਸ ਬਹੁਤੇਰੇ ।
ਨਾਨਕ ਜਾਣੈ ਚੋਜ ਨ ਤੇਰੇ ॥੪॥੨੫॥

(ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ, ਪੰਨਾ ੩੫੬)

English Translation of University Anthem

True learning *induces in the mind* service of mankind.
One subduing the five passions has truly taken abode at holy
bathing-spots. (1)
The mind attuned *to the Infinite* is the true singing of
ankle-bells in *ritual dances*.
With this how dare Yama intimidate me in
the hereafter ? (Pause 1)
One renouncing desire is the true Sannyasi.
From continence comes true joy of living in the body. (2)
One contemplating *to subdue* the flesh is the truly
Compassionate Jain ascetic.
Such a one subduing the self, forbears harming others. (3)
Thou Lord, art one and Sole.
Many Thy forms-
The manifold play beyond Nanak's comprehension. (4) (25)

(Translated by: Gurbachan Singh Talib)

Facilitation Centre for on-line Forms

The Candidate can avail the facility of filling the on-line Application Form at the following facilitation centres established by Punjabi University, Patiala by paying **Rs. 30/- per form:**

Sr. No.	Facilitation Centre (Suwidha Centre)	Telephone
1	Punjabi University Campus Centralised Admission Cell, Patiala	0175-304-6522
2	Punjabi University Regional Centre (Department of Education), Bathinda	0164-2210333
3	Yadavindra College of Engineering, Talwandi Sabo	01655-220444
4	University College of Engineering and Management, Rampura Phul	01651-248894
5	Punjabi University Regional Centre for Information Technology and Management, Mohali	0172-5094196-97
6	Punjabi University Campus, Maur (Bathinda)	94170-79934
7	Punjabi University Baba Dhian Dass Neighbourhood Campus, Jhunir (Mansa)	95019-65200

These facilitation centres (Suwidha Centres) will function on all working days except on Sunday and Gazetted holidays from 9.30 am to 5.00 pm.

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IMPORTANT DATES

Schedule		
1	Submission of On-line Application	02.06.2014 to 16.06.2014
2	Download of Roll Number/Admit Card	24.06.2014 to 26.06.2014
3	Entrance Test	28.06.2014
4	Group Discussion	01.07.2014 to 04.07.2014
5	Declaration of Result/Merit List (Entrance Test+Group Discussion)	07.07.2014
6	Start of Counseling	12.07.2014

APPLICATION PROCESSING-CUM-ENTRANCE TEST-CUM-GROUP DISCUSSION FEE/COUNSELING FEE

1	Application Processing-cum-Entrance Test-cum-Group Discussion Fee (for all candidates)	Rs. 3,500/- (Bank Charges Rs.50/- will be extra)
2	Counseling Fee (for all candidates)	Rs. 3,500/- (Bank Charges Rs.50/- will be extra)

FUNCTIONARIES OF THE UNIVERSITY

		Telephone Numbers	
		Office	Residence
Chancellor	Shri Shivraj V. Patil	0172-2740740	0172-2740608
Vice-Chancellor	Dr. Jaspal Singh	304 6001	304 6005
Dean, Academic Affairs	Prof. Jaswinder Singh	304 6150	2220984
Registrar	Prof. A.S. Chawla	304 6030	

OTHER IMPORTANT TELEPHONE NUMBERS

Dean, Research	Prof. J.S.Pasricha	304 6303	
Additional Dean, Research	Prof. M.I.S. Saggoo	304 6303	
Dean, College Development Council	Prof. J.A. Khan	304 6165	
Dean, Students Welfare	Prof. K.S. Dhillon	304 6415	94173-85002
Additional Dean, Students Welfare (Girls)	Prof. Amrit Pal Kaur	304 6525	
Provost	Prof. Nishan Singh	304 6417	304 6233
Additional Provost (Girls)	Prof. Surinderjit Kaur Bawa		
Director, Academic Staff College	Prof. Balwinder Singh Tiwana	304 6508	
Controller of Examination	Dr. Pawan Kumar Singla	304 6370	
Director, Public Relations	Prof. Gurmeet Singh Mann	304 6230	
Director, Youth Welfare	Prof. Satish K. Verma	304 6342	
Director, Sports	Dr. R.K. Sharma	304 6430	
Executive Engineer	Er. Manjit Singh Sidhu	304 6100	304 6113
Security Officer	Capt. Gurtej Singh	304 6080	304 6085
Coordinator, N.S.S.	Dr. Paramvir Singh	304 6427	
Incharge, Health Centre	Dr. Regina Maini	304 6090	
Librarian	Dr. Saroj Bala	304 6152	
University Inquiry		304 6366,	304 6367

Note: Telephone number of the University Exchange:
(0175) 304- 6598 to 304- 6599.

Any officer/Branch/Department of the University can be reached through these numbers.

PUNJABI UNIVERSITY, PATIALA

AN INTRODUCTION

Punjabi University Patiala, one of the premier institutions of higher education in the north India, was established on the 30th April, 1962 under the Punjabi University Act 1961. This is the second University in the world to be named after a language, the first being Hebrew University of Israel. Initially the University started with the objective of developing and promoting the language, literature and culture of the Punjabi people, however, over the time, it has evolved into a multi-faceted, multi-faculty educational institution. Presently it has sixty-five teaching and research departments covering disciplines in Humanities, Arts and Sciences as diverse as Fine Arts, Biotechnology, Forensic Science and Space Sciences. The University provides international standard facilities for students and researchers in various disciplines.

The University was awarded Five Star Status by the National Assessment and Accreditation Council (NAAC), an autonomous institution of the U.G. C. in the year 2000. Recently a team of (NAAC) again visited the University and after thorough evaluation in the field of academic, sports and cultural activities has awarded it 'A' Grade in the year 2008. The University has been declared '**best University in Sports**' in the country and has been winner of **MAKA Trophy for 6 times during the last eight years.**

The University has a modern well planned **campus** situated on Patiala-Chandigarh road at a short distance from the main city. Sprawling across 316 acres, the campus is away from the din and noise of the city. It presents a splendid sight of a magnificent buildings which include the famous Guru Gobind Singh Bhawan.

The University has **ten regional centres/Neighbourhood campuses** namely Guru Kashi Campus, Talwandi Sabo; Regional Centre, Bathinda; Regional Centre for Information Technology and Management, Mohali; Nawab Sher Mohammad Khan Institute of Advanced Studies, Malerkotla; Dr. Balbir Singh Sahitya Kendra, Dehradun; Neighbourhood Campus, Rampura Phul; Neighbourhood Campus, Jhunir, Punjabi University Baba Jogi Peer Neighbourhood Campus Ralla; Punjabi University Akali Phula Singh Neighbourhood Campus, Dehla Seehan; Punjabi University Neighbourhood Campus, Sardool Garh ; Punjabi University Neighbourhood Campus, Jaito and Punjabi University Neighbourhood Campus Karandi. In order to spread higher education in the rural areas, the University has taken over a sick college at Maur and the admission has started from July 2009 onwards.

The University has maintained the estate of Dr. Norah Richards at **Andhretta** in Himachal Pradesh which the noted artist donated to the Punjabi University. The buildings of the estate have been renovated keeping the original architecture intact. Arrangements have been made for the stay of faculty members and students who wish to carry out study and research in the field of Theatre and Television. The Department of Youth Welfare organises youth activities during the summer at Andhretta (Youth Leadership Camps) and the Department of Theatre and Television also arranges theatre performances at Andhretta every year.

The University has maintained research facilities for scholars at **Dr. Balbir Singh Sahitya Kendra, Dehradun**. There is a rich library with rare books and manuscripts bequeathed by Bhai Vir Singh, Dr. Balbir Singh and Prof. Puran Singh, the doyens of Punjabi literature. Research on comparative religions is carried out there. This centre is being developed as an Advanced Centre for Sikh Studies

Bhai Kahn Singh Nabha Library is a hub of academic and research activities. It is housed in a spacious air conditioned building and kept open 360 days of the year from 8:15 am to 8:15 pm. It possesses 506410 books and subscribes to 374 current journals and 21 newspapers. 65 journals are being received on gratis. Approximately 10,000 latest books are added every year. In addition to this, CDs and Microfilms are also available. It has a majestic Reading Hall with a seating capacity of 400 readers. A separate air conditioned Night Reading Hall for using personal books has been provided at the ground floor. It remains open from 8:15 am to 2:00 am at night.

Library is being run on modern lines. It has On-line catalogue services. Internet Access Lab has been established for using electronic documents. Library has also photocopying, reference and Inter-Library Loan (ILL) facilities for readers. RFID technology for issue/return of books has also been implemented.

Dr. Ganda Singh Punjabi Reference Library, which is an integral and precious part of the library is housed in a building which is interlinked with the main building. The library has 57412 books on Punjabi Language, Literature, Punjab History, Punjabi Culture and Sikh religion. It subscribes to 135 current journals and 10 Punjabi Newspaper. 45 journals are being received on gratis. Approximately 403 Microfilms are also available. Fifty three donors have presented their personal collections to this library which is a valuable treasure. Fire protection system has also been installed.

In addition to Main Library, separate departmental libraries in some of the teaching departments and regional centres at Bathinda, Talwandi Sabo, Dr. Balbir Singh Sahitya Kendra Library, Dehradun and Punjabi University B.Ed. College, Bathinda have been established. An Extension Library has also been established at S.A.S. Nagar Phase-VII, Mohali to meet the requirements of the students and general public.

For security and to avoid the theft of the books, CCTV cameras have been installed in all four storeys of the library. Bar-Coding of documents has been completed and issue and return of books is computerized. Library has installed a new scanner to accelerate the process of digitization of manuscripts.

The Department of Distance Education was established in the University in 1968 and has been a pioneer institute imparting education through the distant mode. It is the second institute in the country to adopt the non-formal mode of imparting education. For the first time in the country, this Department offered regional language as the medium of instruction and examination. Presently, the Department is managing 33 multi-faculty programmes including professional and job-oriented courses, like B. Ed., M. Ed., M. Com., Diploma in Journalism & Mass Communication, Diploma in Library Science, Bachelor of Library & Information Science, PG Diploma in Insurance Business and PG Diploma in Forensic Science. Approximately 20,000 students are currently on the rolls of the Department. Personal Contact Programmes are organised in the Department as well as at its four study centres at Barnala, Bathinda, Dhuri and Faridkot. The Department has a well-equipped library which supplies text and other reading material to the students. The Department plans to start new courses in the field of religion, information technology and community services. More information about the department may be obtained from its website <http://www.dccpbi.com> and E-Mail: headdccpbi@yahoo.com.

The **Computer Centre of the University** provides central facility to cater the needs of students, research scholars, faculty and the various wings of the University administration. The Centre has three labs with a sitting capacity for 50 students. The Centre has established a local area network and all university departments enjoy the facilities of Internet and e-mail through this network. The Centre as well as the teaching departments are equipped with the latest computers and software. The University Computer Centre has also established another laboratory for Internet access. The laboratory caters to the needs of students, staff and wards of the staff of the University.

The University has its own **website-www.punjabiuniversity.ac.in**, which is being maintained by the Centre. The website provides rich information about the University which is not only beneficial for the University community but also for the outside world.

An **Advance Centre for Technical Development of Punjabi Language, Literature and Culture** has also been established on the Punjabi University, Campus. The objective of the centre is to give normal to research in the development of Punjabi Language, expand the network of usage of Punjabi, make available E-learning of Punjabi Language globally and help overcome the limitations imposed by scripts (Gurmukhi and Shahmukhi). The most important achievement of this centre is the development of a Gurmukhi to Shahmukhi (Urdu) transliteration software. This software named *Sangam* can be used to convert any Punjabi text typed in Gurmukhi script to Shahmukhi script. A **website for online teaching of Punjabi** has also been developed by the centre. The website aims to fulfill the long pending demand of Punjabis settled outside Punjab and abroad for learning Punjabi on internet while sitting in their homes.

Educational Multimedia Research Centre (EMRC) located in Punjabi University, is one of the seventeen centres in the country. It has been promoted under the Consortium for Educational Communication (ECE) Programme of Inter-University Centre of University Grants Commission for Countrywide Class Room teaching through educational films being telecast by the Doordarshan. This Centre has a well-equipped full-fledged shooting studio which is being upgraded with the latest digital apparatus. The Centre has already produced more than 64 educational films covering various aspects of different fields of education including art and culture of Punjab.

The Publication Bureau, established in 1966 has a unique and important place in the academic life of the University. It has been publishing the research works, books and journals, produced by different departments of the University. It has so far published more than 2000 titles on Punjab history, art, culture, theology, literature and sciences. The book van has been introduced by the university to make the university publications easily available to the masses.

The Directorate of sports works for promoting sports in the University and its affiliated colleges. It organizes inter-college competitions in various games and trains students for participation in inter-university, National, International games. Well maintained infrastructure and facilities for games such as hockey, football, cricket, basketball, volleyball, athletics etc. have been maintained. The Punjabi University also has a large gymnasium and a hall for indoor games. It is one of the very few institutions in India to possess its own Velodrome.

The Youth Welfare Department of the University organizes youth activities all round the year. The Punjabi University has won unique distinctions in Youth Festivals organized by the Association of Indian Universities in collaboration with the Ministry of Youth Affairs, Govt. of India; Directorate of Youth Services, Panjab; Directorate of Higher Education, Panjab and Panjabi Academy of Delhi State. Students of Punjabi University have had the privilege of representing India in the Festivals of India held in the former USSR, Mauritius, Spain, China, Germany and U.A.E. (Dubai). This department also organizes Hiking, Trekking, Mountaineering, Rock Climbing courses, and Youth Leadership Training Camps.

The National Service Scheme is one of the most significant programmes of the university. It inculcates the spirit of voluntary work among students and teachers through sustained community interaction. The major activity of NSS on the campus include regular camping programmes, environmental pollution control health awareness, adult education and blood donations.

A Sadbhavna Club is working under the auspices of Sri Guru Tegh Bahadur National Integration Chair. The major objective of the club is to promote spirit of National Integration among the students. All the students of the University Campus are eligible to become its members. The activities of the club include organisation of National Integration Camp, Seminar, Inter-state Youth Exchange Programmes, Personality Development Programmes, etc.

A well equipped **Health Centre**, with qualified physicians and paramedical staff, is at the service of the students round the clock. The Centre has an x-ray unit and also a laboratory for medical tests. The Centre has an AIDS awareness wing. Students of various teaching departments at the campus are entitled to free medical aid by the University Health Centre. The Health Centre is equipped with basic necessary and modern equipments.

A Counseling Cell for students and employees of the University has been established in the University. This cell is monitored by the Department of Psychology. Multidimensional pressures of modernization and globalization are triggering psychological problems among students relating to their personalities, conduct and work. Unable to resolve the psychological conflicts and identity crises, many of them develop complexes and may seek solace in drugs or alcohol. Counseling and supportive psychological corporate houses and multi-national companies for making mass recruitments. Among these are included Infosys, Quark, Siemens, HCL, Satyam, Canon, Dabur and many others.

There are six residential **Hostels** for boys and seven residential Hostels for girls. The Hostels have all modern amenities for comfortable living for 4000 students. There are two (one for boys and one for girls) hostels at Guru Kashi Campus, Talwandi Sabo and two hostels (one for boys and one for girls) at Punjabi University Neighbourhood Campus, Rampura Phul. The strength of these four hostels is 550 for boys and 550 for girls. University College of Engineering has its own separate hostel facility. All the Hostels have wi-fi facility & CCTV Camera.

The University Enquiry and Information Centre has been set up at the Main Gate to provide all facilities under one roof to the students and parents with regard to admissions, results, information regarding Distance Education and general courses, receipt of examination forms and canteen facilities. The Centre also provides computerized results to the students and handles enquiries of all sorts. The students also get counseling services during admissions.

The Transport Department of the University runs a fleet of buses for linking the campus to various parts of Patiala city.

The Placement Cell strives to bridge the gap between industry and academia and take care of the training and placement requirements of our students. In this regard, experts from industrial organizations as well as premier institutes are invited from time to time. A large percentage of students have been receiving job offers from various prestigious organizations.

Women's Studies Centre was allocated to Punjabi University by University Grants Commission under XI Plan, in August 2009 and was established under the able guidance and dynamic leadership of Dr. Jaspal Singh, Vice-Chancellor, Punjabi University, Patiala in October 2009. Its main objective is the pursuit of a comprehensive critical and balanced investigation of the cause of gender disparity. The centre also aims at revitalizing University education bringing it closer to burning social issues and working towards their solutions.

UGC-Academic Staff College: The history of Academic Staff Colleges in India is about 23 years old. However, credit to establish Academic Staff College at Punjabi University Patiala in 2009 goes to Dr. Jaspal Singh our Vice-Chancellor. In a short span of time, the Academic Staff College has conducted 43 Refresher Courses, 20 Orientation Courses, 15 Workshops/Short Term Courses and One Principals' Meet. All these courses acquired National Character because participants were from as distant states as Goa, Karnataka, Maharashtra, Nagaland, Meghalaya, H.P., Assam, Haryana, etc.

Department of Tourism, Hospitality and Hotel Management established in 2010 with a vision of a world class Hotel Management training centre with state of the art facilities and the best mentors for students in the field of Hospitality is all set to offer students Global perspectives and prepare them to face challenges in Hospitality and Tourism sectors. The Department can boast of its exclusivity in Food & Beverage Production. The Department is being developed and managed by the individuals who have had industry experience in Five Star Hotels. The objective of the Department is to impart students with latest Hospitality knowledge, skills, concepts and management teachings to make them productive and professional for taking up leadership positions in Hospitality & Tourism sector all over the world.

The Media industry is witnessing a whopping 50% growth rate, while the Indian entertainment industry comprising mainly Television and Cinema is crossing Rs. 50,000 crore mark. With opportunities in the Print Media now playing the elusive, Television channels on the other hand are mushrooming without waiting for the apposite weather, with acute shortage of skilled Media professionals worrying the owners and producers in Television and Film industries, Advertising and PR Agencies. Considering all this, Punjabi University took the 'exclusive initiative' by evolving a **Centre for Advanced Media Studies (CAMS)** to start new kinds of technical, professional, advanced and specialised courses to befittingly train students for a plethora of jobs awaiting them in the glamorous Television and Film worlds. The department has started **B. Tech in Television, Film Production and Medias Technology**, Certificate Courses in **Videography and Video Editing**, three year **B.A.(Hons) Course in Journalism, Mass Communication and Media Technology**, **MA TV & film production and PG Diploma in Graphics, Animation and Special Effects**. The latest milestone that CAMS has now achieved is signing of an agreement with Communications Studies and Integrative Media Department of Wilkes University, Pennsylvania, USA.

Academic Calendar of Session 2014-15

- | | | |
|----|---|--------------------------|
| 1. | Opening of Teaching Departments | 30-06-2014 |
| 2. | First Semester | 14-07-2014 to 21-11-2014 |
| 3. | Examination of 1 st Semester | 01-12-2014 to 15-12-2014 |
| 4. | Winter Break | 22-12-2014 to 02-01-2015 |
| 5. | Second Semester | 05-01-2015 to 24-04-2015 |
| 6. | Examination of 2 nd Semester | 05-05-2015 |

ADMISSION PROCEDURE AND RULES

Punjabi University, Patiala will make admission to MBA Two-Year Regular Course based on the Entrance Test and Group Discussion conducted by the ***Punjabi University, Patiala*** for its School of Management Studies, Punjabi University Campus, Patiala; Regional Centres; Neighbourhood Campuses; Off Campuses and various colleges affiliated to Punjabi University, Patiala.

The admission will be based upon the merit list prepared on the basis of 85% weightage to Entrance Test and 15% weightage to Group Discussion Marks.

The Application Forms for admission to MBA Two-Year Regular Course offered by Punjabi University, Patiala (for School of Management Studies, Punjabi University Campus; its Regional Centres; Neighbourhood Campuses; Off Campuses and its affiliated colleges) for the year 2014-15 will be processed through an On-line system. Candidates are required to fill the **Online Application Form** by the stipulated date.

MINIMUM EDUCATIONAL QUALIFICATION FOR ADMISSION TO MBA TWO-YEAR REGULAR COURSE

Candidates should have secured a minimum of 50% marks in the Bachelors/Masters Degree Examination (45% marks for SC/ST and Physically Handicapped with at least 40% disability).

IMPORTANT GUIDELINES

Candidates are advised to follow the following steps:	
STEP-1	Fill the Registration Form On-line and take the printout of Fees Challan Form
STEP-2	Make the payment at any branch of the State Bank of Patiala using Fees Challan Form
STEP-3	Fill and submit Application Form
STEP-4	Download the Admit Card
STEP-5	Appear in the Entrance Test
STEP-6	Appear for Group Discussion
STEP-7	Appear for Counseling
Important Note :	
1	Upload scanned photograph and signature at the specified place on the On-line Application Form. Each must be less than 20 kb in size.
2	The candidates are instructed to get Journal Number from the Bank Branch, where they have made payment.

Note: Visit www.pupmbaadmissions.com or www.punjabiuniversity.ac.in for full details and filling of On-line Application Form.

STEP-1. REGISTRATION PROCEDURE

- Log on at www.pupmbaadmissions.com
- Fill the Registration Form online - kindly fill your particulars as Name, Father's Name, Date of Birth, Category (SC/ST or General and all others), Mobile No., e-mail address, etc. in the registration form.

STEP-2 DEPOSIT OF FEES

Make the cash payment at any branch of State Bank of Patiala using print out of Fees Challan Form. ***The candidates are instructed to get Journal Number from the branch, where they have made payment.***

Note : Once the Application Fee payment status is confirmed you will be issued Login Id and Password for future use. The intimation about this will be made through SMS/e-mail alerts.

STEP-3 FILL ONLINE APPLICATION FORM

- Log on at www.pupmbaadmissions.com to access Application Form by clicking at **Apply button** using your Login Id generated at the end of successful registration.

- Fill the Application Form Online and provide information regarding your academic record, reservation category and fee details like Journal Number, amount paid, branch name and date of payment etc.
- After completion of the Application Form, click on **SAVE** button.

EDIT YOUR APPLICATION FORM

- Once the Application Fee payment status is confirmed you will be issued Password. The intimation about this will be made through SMS/e-mail alerts. You can confirm your Login Id from Fees Challan Form.
- The registered candidates can edit information filled by them in the Application Form for limited period using Login Id and Password issued to them.

PRINT THE FORM

Registered candidates can print their application forms using Login Id and Password for their record.

STEP-4 : Download the Admit Card.

STEP-5 : Appear in the Entrance Test (*at the allotted centre*)

STEP-6 : Appear for Group Discussion (*as per schedule to be notified lateron*)

STEP-7 : Appear for Counseling (*as per schedule to be notified lateron*)

CONDUCT OF EXAMINATION

Centres for the Entrance Test

The Entrance Test will be held on **28th June, 2014.**

The centre for examination will be **Punjabi University Campus, Patiala**

Scheme of the Entrance Test

There will be **100 multiple choice (four alternatives) objective type questions in the paper** as per the scheme given below:

Time 11.00 a.m. to 1.00 p.m. (Time allowed : 2 hours)

		No. of Questions	Marks
Part I	Mental and Numerical Ability	25	25
Part II	General Knowledge	25	25
Part III	General English	25	25
Part IV	Business Aptitude	25	25

1. Duration of the paper will be **Two Hours (11.00 a.m. to 1.00 p.m.)**
2. Each question will be of one mark.
3. There will be no negative marking.
4. The candidate is to select one correct answer and mark it on OMR Sheet with only **DARK BLACK GEL PEN.**

Instructions for filling the OMR Sheet

1. The candidate must fill his/her Roll Number in words and figures at specified places. For this purpose, ten circles marked as 0,1,2,3,4,5,6,7,8 and 9 have been provided under every digit.
2. In the response sheet, each question has four circles, which have been designated as A, B, C and D out of which one circle should be shaded.
3. Each question will consist of four alternative choices marked as A, B, C and D. Out of these one is correct. For every question, which the candidate want to attempt, corresponding circle out of A, B, C or D should be shaded on the OMR sheet.
4. Marking more than one answer for a question will be treated as wrong answer and no marks will be awarded for it.
5. Half filled circles will be treated as wrong answer.
6. Use only **DARK BLACK GEL PEN** for shading the circles in such way that no white space is left. Partially shaded circles may not be resolved properly, which may result in wrong answer.

7. Use of a Pencil or a Ball Point Pen for shading the circles is not allowed.
8. Writing anything on the response sheet except at the specified places may lead to cancellation of result.
9. Use of rubber, blade or fluid to alter the responses is strictly prohibited.

MERIT LIST

There shall be no cut-off marks in the Entrance Test and Group Discussion.

The admission will be based upon the merit list prepared on the basis of 85% weightage to Entrance Test Marks and 15% weightage to Group Discussion Marks. Candidates shall be eligible to appear in the counseling in order of merit, subject to their having passed the respective basic qualifying examination.

- (i) The merit list for **Reserve Categories** will be separate from that of **General Category**.
- (ii) The rank of the candidates with equal marks in the merit list will be determined in accordance with the following criteria:
 - (a) in the case of tie, the candidate securing higher aggregate percentage marks in the qualifying examination shall rank higher in order of merit.
 - (b) in the case of tie in (a) above, the candidate senior in age shall rank higher in order of merit.

GENERAL INSTRUCTIONS

- (i) The candidates are advised not to fold, cut or overwrite on their **OMR sheets**. Cutting or overwriting in any box provided for answering question will be deemed to be an incorrect answer.
- (ii) There will be no rechecking/re-evaluation of OMR Sheets. However, the candidate may personally see his/her OMR sheet by depositing a fee of Rs. 2,000/- and that of the other candidate/s by depositing a fee of Rs. 5,000/- per candidate within 24 hours of the declaration of the result.
- (iii) The candidate shall be allowed to appear in the examination only on the production of the **Admit Card at the Allotted Test Centre**. No candidate shall be allowed to take the test without the Admit Card under any circumstances.
- (iv) Any candidate who creates disturbance of any kind during examination or otherwise misbehaves in or around the examination hall or refuses to obey the Centre Supdt./Deputy Supdt./Asst. Supdt./ any other official on the examination duty or changes his/her seat with any other candidate or occupies any seat other than the one allotted to him/her shall be expelled from the examination hall.
- (v) Any candidate having in his/her possession of papers/books or notes which may possibly be of any assistance to him/her or is found giving or receiving assistance or copying from any other candidate or copy from his/her answer book or found writing on any other paper during examination using or attempting to use any other unfair means or indulging in any kind of misconduct shall be expelled from the examination hall.
- (vi) If answer-book of the candidate shows or it is otherwise established that he/she has received or attempted to receive help from any source in any manner or has given help or attempted to give any help to any other candidate in any manner, the relevant answer-book shall be cancelled. **The decision of the Coordinator of Entrance Test in this regard shall be final.**
- (vii) If it is found that the candidate has knowing or willfully concealed or suppressed any information, which renders him/her ineligible to take the Entrance Test, his/her result of the Test as also admission to an Institute will be cancelled. He/She shall have no claim, whatsoever against the University/Institute concerned and the case, if necessary, shall be reported to the police.
- (viii) The candidates are not permitted to carry **calculator or any telecommunication equipments such as pager, cellular phone, wireless set**, etc in the examination hall. Candidates possessing any of these shall be expelled from the examination hall.

- (ix) **Candidates will not be allowed to enter the Examination Hall 15 minutes after the start of the Examination.**
- (x) The result of the Entrance Test shall, ipso facto, not entitle a candidate to get admission in MBA Two-Year Regular Course. It will be the sole responsibility of the candidate to make sure about his/her eligibility and fulfillment of such other conditions as may be prescribed for admission in the Rules and Regulations of University/College concerned before applying for the Entrance Test.
- (xi) Candidates should not submit original certificates unless specifically asked for by the University concerned.
- (xii) **Candidates who have appeared in the qualifying examination can also sit for the test at their own risk and responsibility. However, they will have to submit the proof of their eligibility (Result) at the time of counseling.**
- (xiii) The candidates are strictly advised to check the admission schedule specified in the **IMPORTANT DATES** mentioned on the website www.pupmbaadmissions.com or www.punjabiversity.ac.in before filling the online application form.

IMPORTANT GUIDELINES FOR CANDIDATES

- Candidates seeking admission shall be required to fill the online Application Form by the stipulated date.
- Students seeking admission to MBA Two-Year Regular Course through Entrance Test and Group Discussion conducted by Punjabi University, Patiala need to upload their scanned Photograph & Signature during online submission of Application Form.
- Eligibility of the candidate will not be determined at the time of Entrance Test and Group Discussion. It will be determined at the time of Counseling. Therefore, a candidate may appear in Entrance Test and Group Discussion at his/ her own risk. The candidates are strictly advised to check their eligibility criteria mentioned in Online Prospectus.
- Candidates will be able to print the Admit Card online after a particular date (notified at website www.pupmbaadmissions.com). In case of any problem, you can collect Admit Card from the MBA Admission Cell at Punjabi University, Patiala one day before the date of Entrance Test (For updates regularly visit at www.pupmbaadmissions.com)
- **Application Processing-cum-Entrance Test Fee/Counseling Fee is non-refundable and non-transferable.**
- If a candidate fails to appear in the Entrance Test/Group Discussion/Counseling for any reason, whatsoever, or if his/her application is rejected on any ground including his/her ineligibility to appear in the Entrance Test/Group Discussion/Counseling or late receipt of application, the fee shall not be refunded.
- **The final result of the Entrance Test and Group Discussion will be made available at the website www.pupmbaadmissions.com**
- The University reserves the right not to give admission to any candidate without assigning any reason.
- Candidate with a gap of one year or more will have to furnish an undertaking to the satisfaction of the Admission Committee, that he/she was not involved in any Unfair Means Case or Police Case during the gap period.

COUNSELING AND ADMISSION

- a) The Counseling for admission to MBA Two-Year Regular Course in School of Management Studies, Punjabi University Campus/ RegionalCentres/ Neighbourhood Campuses/Off Campuses/Colleges affiliated to the Punjabi University, Patiala will be held at Punjabi University Campus, Patiala
- b) Personal appearance of the candidate in counseling is essential. The candidates are required to present the original certificates issued by the appropriate authority at the time of counseling.
- c) There will be two Counselings for admission to MBA Two-Year Regular Course. The schedule of 1st & 2nd Counseling will be put on the university website and notified in newspapers after the declaration of the result.
- d) Non refundable counseling fee of Rs. 3500/- (Rupees Three Thousand & Five Hundred Only) will be collected by the Punjabi University from each candidate appearing for counseling. Candidates seeking admission will have to deposit the counseling fee in cash at the time of counseling.
- e) Each Candidate, at the time of counseling, shall have to fill the Counseling Form in his own handwriting along with the passport size photo and attested copies of all relevant certificates, deposit the same to the Official of MBA counseling. The Counseling Form will be provided to them on the spot at the time of Counseling.
- f) For 1st Counseling, 85% seats for Punjab residents shall be filled up first followed by counseling for 15% seats for outside Punjab candidates. Among the 85% seats for Punjab residents, counseling for General Category will be held first followed by the counseling for reserved category.
- g) After taking admission through counseling, the candidate shall be required to deposit the First Semester fees and funds within three working days in the allotted institution from the date of counseling, failing which the concerned institution may declare the seat to be vacant.
- h) In case a student changes his/her College/University during 2nd counseling conducted by Punjabi University, Patiala, his/her fee shall be refunded by the previous Institution after deduction of Rs. 1000/- only and the original documents will be returned immediately.

IMPORTANT CHECKLIST

- No document is to be attached with online application form.
- ***On the day of counseling, the candidates are advised to bring the following documents:***
- Printout of the filled online application form.
- Paste Photograph at appropriate place on the Counseling Form and sign at the specified place.
- Self attested Photocopies of all certificates regarding Date of Birth, DMCs of all examinations
- Character certificate from the institution last attended.
- Gap Certificate (if any)
- Necessary certificate from employer (for employed candidates only)
- Residence/ domicile certificate
- Affidavit from the Parents/Guardian
- Certificate for availing the benefit of a reserved category/ additional seat **(should be latest and signed by the competent issuing authorities).**

Note : The original certificates shall be returned to the candidate after allotment of the seat.

NUMBER OF SEATS FOR MBA TWO-YEAR REGULAR COURSE

(a) Punjabi University Campus, Regional Centres, Neighbourhood Campuses and Off Campuses

Sr. no.	Name of College	No. of Seats
1	School of Mangement Studies, Punjabi University Campus	220
2	Punjabi University Regional Centre for Information Technology & Management, Mohali	36
3	Punjabi University School of Business Studies, Guru Kashi Campus, Talwandi Sabo (Bathinda)	95
4	Punjabi University Baba Dhian Dass Neighbourhood Campus, Jhuneer (Mansa)	40
5	Punjabi University Campus, Maur (Bathinda)	60
6	Punjabi University Off Campus - Khalsa College, Patiala	60
7	Punjabi University Off Campus - Asian Educational Institute, Sirhind Road, Patiala	60
8	Punjabi University Off Campus - Shahid Udham Singh College of Research & Technology, Tangori (Mohali)	60

(b) Colleges affiliated to Punjabi University, Patiala running MBA Two-Year Regular Course

Sr. no.	Name of College	No. of Seats
1	College of Management & Technology, Shanti Nagar, Near Urban Estate, Backside Phase-II, Patiala	90
2	Vidya Sagar College of Management & Technology, Fatehpur, Patiala	60
3	Cordia Institute of Business Management, Sanghol, Fatehgarh Sahib	60
4	Mata Gujri College, Fatehgarh Sahib	120
5	Asra Institute of Advance Studies, Village Rajpura, Bhawanigarh, Sangrur	60
6	Guru Harkrishan Girls College, Phullewal Khurd, Ludhiana Road, Sangrur	60
7	Baba Farid College of Management & Technology, Muktsar Road, Deon, Bathinda	120
8	S.S.D. Women Institute of Technology, Bathinda	60
9	Malwa College, Bathinda	60
10	Rattan Professional Education College, Sohana, Mohali	60

11	SWIFT Technical Campus, Village Ghaggar Sarai, Patiala	60
12	Patel Institute of Management & Technology, Rajpura	60
13	Akal Group of Technical & Management Institutions, Mastuana Sahib, Sangrur	60

Note: Actual number of Institutions and seats may vary at the time of counseling.

IMPORTANT NOTE

- *Ragging in any form is not allowed. As per order of the Hon'ble Court, if any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if explanation is not satisfactory, the authority would expel him from the institution.*

RESERVATION POLICY

The Punjabi University shall follow the reservation Policy of Punjab Government vide its letter No. 11/53/92-6 Edu.I/9729,9938 dated 10.05.2002 and 15-05-2002

Division of Seats

- (A) 85% seats would be reserved for the candidates from within the State of Punjab. The eligibility criteria for 85% seats will be that the candidate must be a resident of Punjab State in terms of Punjab Government, Department of Personnel and Administrative Reforms (PP-II Branch) letter No. 1/3/95-3PPII/9619, dated 6th June, 1996 and letter No. 1/3/95-3PPII/80, dated 1st January, 1999 or have passed 10+1 and 10+2 examination as a regular candidate from a recognized institution situated in Punjab. However, wards of Defence Personnel posted in Punjab are exempted from this condition to the extent that they should have passed only qualifying examination i.e. 10+2 examination from a recognized institution situated in Punjab. Each candidate would be required to submit a certificate to this effect from the Principal/Head of Institution last attended in the prescribed Proforma (Pb.Gov.No.13/1/09-6Edu.1/ dated 19.08.2009).
- (B) 15% seats will be open to all the candidates from outside the state of Punjab. The candidates being admitted under 15% quota on All India Basis shall be eligible only for reservation provided by the constitution i.e. 25% for S.Cs./S.Ts. and 5% for B.Cs/OBC.
- (C) The above 85% reservation clause shall also be applicable to the following categories of candidates:
- (i) Children, wards and dependents of those regular Punjab Government Employees/Members of All India Services borne on Punjab cadre as well as those on deputation from other state cadres with the Punjab Government/Boards and Corporations/Statutory bodies established by or under an Act of the State of Punjab, posted outside the State of Punjab.
 - (ii) Children, wards and dependents of those regular Central Government employees not covered under other categories of this para (A) with Punjab domicile, who have served for atleast two years in connection with the affairs of the Punjab out of 5 years preceding the year of entrance examination.
 - (iii) Children, wards and dependents of those Punjab Government pensioners settled outside Punjab before 1st January of the year of Entrance Examination.
 - (iv) Children, wards and dependents of military/para-military forces personnel belonging to the state of Punjab as per record at the time of their entry into service. (A certificate on prescribed proforma by the commanding officer of the Unit has to be furnished).
 - (v) Children, wards and dependents of the Ex-servicemen of military/para-military forces personnel belonging to the State of Punjab as per record at the time of their entry into service who retired on or after 1st January of the year preceding two years of the year of Entrance Examination.
 - (vi) However, the Punjab Residence condition will not be applicable to November, 1984 Riot affected displaced persons provided they fulfil other conditions of eligibility.

Reservation of Seats

The percentage of seats reserved for different categories shall be as follows:

- (i) Scheduled Castes/ Scheduled Tribes 25%**
- (ii) Backward Classes/OBC 5%**

The persons belonging to creamy layer are not entitled to the reservation under BC/OBC as per Notification No. 1/41/93 RS1/209 Government of Punjab, Department of Welfare dated 24-02-2009.

The rule of exclusion will apply to sons and daughters of :

- (a) Persons having gross annual income of Rs. 4.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period of three consecutive years;**
- (b) Persons in Categories I, II, III and IV who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.**

Explanation: Income from salaries or agricultural land shall not be clubbed.

- (iii) Border Area/Backward Area 4% / (2% each)**
- (iv) Sports Persons 2%**
- (v) Wards of Political Sufferers/ Freedom Fighter 2%**

This will also include the wards of those who have undergone an aggregate of at least three months of imprisonment in connection with Emergency/Punjabi Suba or Dharm Yudh Morcha for demands of the State of Punjab, Warriors of Jalianwala Bagh, Kuka Movement and Kama Gata Maru Movement.

- (vi) Disabled Persons 3%**
- a) Blind 1% b) Deaf & Dumb 1% c) Other handicapped 1%**

If suitable candidates are not available in any one of these sub-categories of disabled candidates or are not found suitable for the particular course, the seats so available will be filled up by the candidates from the other sub-categories of disabled candidates.

- (vii) Children/Widows of Defence Personnel 2%**

Children/Widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, Ex-Servicemen and children of serving defence personnel/Ex-servicemen.

- (viii) Children/Widows of Para-Military Forces Personnel 2%**

Children/Widows of para-military forces personnel, Punjab Police, PAP, and Punjab Home Guards killed or disabled in action to the extent of 50% or more, ex-paramilitary forces personnel and children of serving para-military forces personnel/ex-paramilitary forces personnel.

(ix) Riots Affected

2%

November, 1984 riots affected displaced persons, children of Army deserters killed/100% physically disabled, the children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil power and the children of innocent civilians who have sustained 100% disability in terrorist violence or during operation by security forces acting in aid of civil power.

(x) Widow/Divorced Women

2%

Note:

1. In all the Courses where the number of seats is more than 50, the above Reservation categorization will be followed.
2. Where the number of seats is 20 but less than 50, the following categories will be clubbed. The seats will be allotted according to the order of merit. The clubbing of categories is given below:
 - a. Border Area/Backward Area **4%**
 - b. Disabled persons/Widows/Divorced Women **5%**
 - c. Children/Widows of Defence personnel/ Para-military Personnel **4%**
 - d. Wards of Political Sufferers/Freedom Fighters/Riots Affected. **4%**

Competent Authority to issue various Certificates

1. A candidate applying for admission under **category (i)** i.e. against the seats reserved for Scheduled Casts/Scheduled Tribes category, shall be considered provided he/she produces a Certificate signed by the District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendary Magistrate/City Magistrate/Sub Divisional Magistrate/Talika Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate). Revenue Officer not below the rank of Tehsildar as per U.O. No. 10/2/96-2 SWI/11-12-13-14 dated, Che. 8.1.99. or as per Punjab Government notification Nos. 1/3/95-PPII/7332 and 1/3/95-3PII/10377 dated 14.06.1999 and 18.08.2000 and 1/8/07-RC1/853 dated 29-06-2009.
2. A candidate applying for admission under **category (ii)** i.e. against the seats reserved for Backward Classes/OBC category shall be considered provided he/she produces income certificates of parents along with Backward Class/OBC Certificate signed by appropriate authority as per latest instructions of the Punjab Government.
3. A candidate shall be eligible for admission under **category (iii)** only if he/she is from a town/village within 10 miles from the International Border excluding the towns of Ferozepur and Gurdaspur or his/her town/village falls within the Backward area limits. A certificate to this effect should be obtained from S.D.M./G..A. to D.C./D.C. and S.D.O. (Civil).
4. Sports Seats: For the sports seats in all courses running under Punjabi University, Patiala and all neighbourhood campuses, the eligibility conditions shall be as under;
 - I. Graduation Certificate issued by the Director Sports, Punjab is compulsory.
 - II. Physical Test of the game is compulsory, which will be conducted one day prior to the interview for sports seats.
 - III. The candidate must be eligible to participate in the Inter University Competitions for which eligibility is as under
 1. Must not be more than 28 years of age on July 1st of the year of admission;
 2. Must not have completed 9 years (5 years in Graduation courses and 4 years in Post-Graduation Courses) after passing 10+2 or an equivalent examination;
 3. Must not be an employeeSports merit will be determined as per criteria defined below and after verification from the original certificates at the time of interview.

IV. For post-graduate courses (with graduation as the basic qualification) the sports criteria are as under:

A candidate having secured a position or having represented India in regular and officially recognised International competition shall be rated higher as compared to the performance at National level. Preference amongst International competitions shall be given according to the importance of the competition and considering the position achieved.

1. Olympic Games
2. World Championship
3. World Cup
4. Asian Games
5. Asian Championship
6. Asia Cup
7. Commonwealth Games
8. Commonwealth Championship
9. Davis Cup
10. Test/One Day Cricket Matches
11. World University Games/World University Championships/Indian University team in recognized International Competition.
12. S.A.F. Games
 - a. 1st position in Senior National Team/Individual or 1st position in Women National;
 - b. 1st position in All India Inter University (Teams/Individual) or 2nd position in Senior National (Team/Individual) or 2nd position in Women National;
 - c. 2nd position in All India Inter University or 3rd position in Senior National (Teams/Individual) or 3rd position in Women National;
 - d. 3rd position in All India Inter University (Teams/Individual);
 - e. Represented State in Senior National/Represented Combined University team (Teams/Individual) in the Senior National;
 - f. Secured 1st position in Team/Individual in Senior State Championship;
 - g. Having represented University in All India Inter University Tournament (Team/Individual);
 - h. Secured 1st position in University in Team/Individual events or 2nd in Senior State Championship;
 - i. Secured 2nd place in Inter College or 3rd in Senior State Championships (Team/Individual);
 - j. 4th place in Inter College Championship (Team/Individual);
 - k. Secured 1st place in Senior District Tournament;
 - l. Secured 2nd place in Senior District Tournament;
 - m. Secured 3rd place in Senior District Tournament;

Note: Only 'A' Division Inter College Tournament will be considered for Post-graduation Course's the performance in Junior Category tournaments will not be considered.

Tie Breaking Rules

- A. In case of a tie, the following criteria will be adopted for deciding the merit:
 - i. Number of representations in the same game/event.
 - ii. In case of a tie again, additional performance in any other game.
 - iii. Punjabi University players will be preferred in case of tie.
 - iv. If the tie still remains, individual events will be preferred.
 - v. If the tie still remains, the performance of lower level tournaments will be considered to break the tie.
 - B. The candidate admitted against sports quota seat shall have to give undertaking that he/she will participate in the sports activities in his/her game/event during the tenure of the course. Director Sports shall review his/her participation in the sports activities; after every three months. In case a student fails to participate in the Game/Event/ Tournament/ Competition as per University requirement, his/her admission may be cancelled.
5. A candidate seeking admission under **category (v)** will produce a certificate from the respective Deputy Commissioner.
 6. A candidate claiming admission under **categories (vi)** must at least be 40 per cent handicapped duly certified by the C.M.O.
 7. A candidate claiming admission under the **categories (vii & viii)** will produce a certificate from the Commanding Officer/Commandant/SSP.
 8. In order to decide the eligibility of riots-affected (**category - ix**), the candidate must produce a certificate from the respective Deputy Commissioner to the effect that he/she is a November, 1984 riots affected displaced person. As regards a terrorist affected person/dependent of terrorist affected families in Punjab, a certificate from the respective Deputy Commissioner to this effect is required. Dependents of terrorist affected family will mean a family which has lost its bread-earner in some terrorist action in Punjab.
 9. In case of **category (x)**, a widow must produce death certificate of her husband and a divorced woman a legal certificate containing the final decision of the Court.

Additional Seats

(Only for Punjabi University Campus, Regional Centres, Neighbourhood Campuses and Off Campuses)

(i) Candidates from Rural Areas

In each course of study, there will be 10% additional seats for the candidates hailing from rural areas, subject to a minimum of one seat. Only those candidates will be considered in this category who have passed their Matriculation/+2 examination from those rural schools which do not fall in the area of a Municipal Corporation/Municipal Committee/Small Town/Notified Area.

Further, the candidate should have been studying in such school for at least five years before passing the last examination. A candidate claiming such benefit will have to produce a certificate from the Tehsildar of the area certifying that the school from where the candidate has passed the Matriculation/+2 examination, falls within the aforesaid rural area.

(ii) Single Girl Child

In each course of study, there will be one additional seat for single girl child which means where the only child is the girl child in the family.

Students admitted against the Single Girl Child seat in post-graduate courses will be eligible to apply for the scholarship under UGC scheme "Post Graduate Indira Gandhi Scholarship Scheme for Single Girl Child" provided that an affidavit from the student duly attested by the First Class Magistrate/Gazetted officer mentioning that she is the only child in the family is submitted.

(iii) Cancer/Aids and Thalassemia

In each course of study, there will be one additional seat for students suffering from Cancer/Aids and Thalassemia. The candidate is required to produce a certificate certified by medical institutions like, PGIMR, AIIMS etc., Full fee concession will be given to students under this category.

(iv) Additional Sports Seats

Five additional sports seats are reserved for outstanding sportspersons in all courses, running under Punjabi University Patiala, all Neighbourhood Campuses and all affiliated colleges. The eligibility criteria for these seats are as under:

- a. The sportsmen/women those who represented India in the International Tournaments/Meets/ Competitions / Championships conducted by the recognized International Federations/Committees.
- b. The sportsmen/women who won 1st, 2nd or 3rd position in Senior National Tournaments/ Meets/ Championships.
- c. The sportsmen/women who won 1st, 2nd or 3rd position in All India Inter University Tournaments/ Meets/ Championships.
- d. The sportsmen/women who won 1st, 2nd or 3rd position in Junior National Tournaments/ Meets/ Championships.

- e. The sportsmen/ women who won 1st, 2nd or 3rd position in School National Tournaments/ Meets/ Championships.
- f. The selection of outstanding candidates will be based on sports achievements and performance in sports trials. The selected candidates will be recommended for admission in these seats by the committee of sports department.
- g. The students admitted under this category are entitled to free education and medical facilities, free accommodation etc.

- Note:*
- i) If any player admitted against outstanding sports quota in any course and fail to participate in the All India Inter-University Tournament/ Championship, his/her sports seat can be cancelled and all benefits given to him/her will be withdrawn immediately.
 - ii) All benefits given to the sportspersons will be valid for one session only. For availing next session's benefits, he/she must secure any position in the All India Interservice/National Championship in current session.
 - iii) Only those games will be considered for outstanding sports seats, which fall in AIU sports calendar for the session.
 - iv) For the admission in Post-Graduate courses, the performance in Junior category/school National Tournaments will not be considered.

(v) Youth Festival/Cultural Activities

For all the teaching courses being run in the University, 30 (thirty) additional seats are provided for those candidates who have excelled and outperformed by their participation in the Youth Festivals of Inter-university national level. Additional seat will be deemed to have been created for such meritorious candidates desirous of admission in a course.

- 1. The candidate availing the aforesaid facility must fulfill the eligibility condition for admission to the particular course. For those courses to which the admission is to be done on the basis of entrance test, the candidate must have passed the entrance test. Only one additional seat will be created for those courses where the number of seats is up to fifty and if the number of seats in a particular course is more than fifty, two additional seats can be offered to such candidates.
- 2. The selection of such candidates for admission to various courses will be made by the Vice Chancellor/Dean Academic Affairs on the recommendations of Committee approved by the Vice Chancellor.
- 3. For recommending admission on the basis of youth festival participation, admission criterion will be fixed on the basis of merit as mentioned below and upon the verification of the original certificates of the candidate.
 - (a) The candidates must have presented an item in an international festival approved by Punjab Govt./Govt. of India.

- (b) The candidate must have secured 1st/2nd/3rd/4th position(s) in inter-university national youth festival.
 - (c) The candidate must have secured 1st/2nd position in an inter-university youth festival organised by North Zone inter-university centre and other zonal centres.
 - (d) The candidate must have secured first/second position in youth festivals of various universities of Punjab, organised by Director, Public Instructions/Director Youth Services, Punjab Govt. or have secured third position in a zonal youth festival organised by Association of Indian Universities.
 - (e) Have secured first/second position in an individual/item in a University Youth Festival organised by Punjabi University/any of the Universities of Punjab state, Haryana state, Himachal state and Delhi state.
4. Position secured in an individual item performance shall be rated higher as compared to the performance as a team member. University level participation will also be rated higher than the Deemed University level performance.
 5. The candidate admitted on the basis of youth festival additional quota seats shall have to give an assurance to the university authorities that during the duration of the course, the candidate will participate in the activities associated with his item and will not create any kind of indiscipline. The admission committee will assess the participation of the candidate and in case the candidate does not fulfill the requirements, his admission can be cancelled. However, exemption can be given because of a special reason like sickness or any other unavoidable reason.

(vi) NRI Category

In all teaching courses, there will be 5% additional seats for Non Resident Indians (or their wards). Subject to fulfillment of eligibility conditions, admission to NRI Category seats will be made on the basis of marks obtained in qualifying examination.

(vii) Wards of Kashmiri Migrants

As per letter No. 3-1/2012-NER, dated 07.03.2013 from the Ministry of Human Resource and Development, Department of Higher Education, Government of India regarding the following concessions for the wards of Kashmiri Migrants for admission to the educational institutions during the academic session 2014-2015:

- a. Relaxation of cut off percentage upto 10% subject to minimum eligibility requirement.
- b. Increase in intake capacity upto 5% course wise.
- c. Reservation of at least one seat in merit quota in technical/professional institutions.
- d. Waiving off domicile requirement.

Note: Candidates seeking admission under Additional Seats should claim it on the admission form and submit the copy of appropriate certificate

More Details

1. The candidates who desire to seek admission in reserved categories but can be admitted on the basis of open merit, will not be admitted under reserved categories.
2. Ex-serviceman means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Armed Forces of the Union including the Armed Forces of the former Indian States but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army, for a continuous period of not less than six months after attestation and;
 - (i) Has been released or discharged otherwise than at his own request or by way of dismissal or discharged on account of misconduct or inefficiency; or
 - (ii) has been transferred to the reserve, pending his release; or
 - (iii) has to serve for more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid; or
 - (iv) has been released at his own request after completing five years service in the Armed forces of the Union.
3. The permanent disablement will mean incapacitation leading to discharge of the person by the military authorities.

Note:

- I** *The candidates claiming admission against sports participation seats are required to submit additional application forms (appended in the Prospectus) complete in all respects along with attested copies of the sports certificates to the respective Department.*
- II** *The specimen of the certificate for claiming benefit against the reserved categories are available at the end of this Prospectus.*
- III** *The rules for reservation against various categories can be revised and the rules existing at the time of the counseling will be applicable.*

IMPORTANT NOTE

If there is any change in the Reservation Policy by Punjab Government at any point of time during the admission process, the same shall become applicable, notwithstanding any thing contained in that regard in the Prospectus.

FINANCIAL ASSISTANCE TO POOR STUDENTS

The facility of students' aid fund and fee concession is available to the needy and deserving students. Students whose parents income is less than 1 lakh per annum will be eligible for full fee concession and those having income between 1-2 lakhs per annum will be eligible for half fee concession and students whose parents income exceeds 2 lakh per annum will not be eligible for financial assistance. Only one kind of financial benefit will be given to one student.

Physical verification of facts regarding income furnished by the student will be done. In case information furnished is found wrong, his/her admission will be cancelled.

Students' Aid Fund

The object of this fund is to render financial assistance to poor students to pay their tuition fee or examination fee or to purchase books or meet similar other expenses. Limited assistance is given to the students to meet their hostel, mess, clothing or medical expenses, if their needs are considered genuine. Interest free loans are also granted to the deserving students subject to availability of funds. Applications for financial assistance under 'Students' Aid Fund' are invited from the needy and deserving students after admission through the Head of the Department concerned. The final decision is taken by a Committee as provided in the rules. Concession for the Children of the Employees of Defence Services and Civilian Personnel are available as under:

1. The dependents of those defence personnel who were either killed or permanently disabled in the Indo-Pak War/Chinese aggression, whose monthly income does not exceed Rs. 1500/- p.m.
2. In the aftermath of Blue Star Operation, the children of those: (a) killed, missing or wounded/disabled in engagement with troops, police; (b) Awarded sentence of life imprisonment in civil jails with dismissal from service.
3. It has been decided to adopt Punjab Govt. Letter No. 19-2-87, I-Edu.-4, 1386-92, dated 30.4.90 in which there is a provision of full fee concession for the children of those who died while extending help to security forces, and for those who have been rendered 100% handicapped due to riots and the children of Sikh migrants. Following concessions are available to the above-stated persons: (i) Full fee concession by the University Teaching Departments, (ii) Text-books on loan for the duration of the Course from the Text Book Section of the Library (These books shall be returned by them after they have completed the examination); (iii) They will get free lodging in the hostel. They will pay only for their boarding.

Fee Concession

Full fee concession (Tuition fee) is available to the needy and deserving students up to 8% of the total number of students in a class. For fee concession to the students of SC, the rules whatsoever framed by Punjab Government will be followed. The employees of Punjabi University who are permitted to join the University classes are allowed full fee

concession. Benefit of half tuition fee concession amongst two or more children of parents would be allowed to a child/children whose course fee (including all funds) is less than the other child/children. Benefit of half fee concession shall not be allowed to married child/children, as he/she cannot be considered as a dependent on parents.

The children of the University employees and children of those employees who are on deputation from the Punjab Government with the University (provided there is no objection by the State Government) will be allowed tuition fee concession. The details of the fee concession allowed to the children of University employees are as follows:

Upto 21600/- (Basic + Grade pay) Full fee Concession

Rs. 21600/- to 24750/- (Basic + Grade pay) 50% Concession.

Rs. 24751/- and above (Basic + Grade pay) 25% Concession.

In case, both the father and mother are employed in the University, the student is allowed to avail of benefit of either of the two. However, sons/daughters of the University employees who are themselves in service, are not exempted from the payment of tuition fees.

Fee concession will be given by a centralized committee duly constituted by the Vice-Chancellor under Convener ship of Dean Students Welfare.

Refunds/Adjustments

After taking admission if the candidate leave the course before the start of classes, then the refund will be made by deducting 10% of the tuition fee (maximum of Rs. 1000/-) as the processing fee. The concerned head of the department will certify that the seat vacated by the candidate has been filled. If the candidate leaves the course after joining the department and the vacated seat is filled up to last day of the admission to the course, then the refund will be made after making proportionate deductions. If the candidate leaves the course after the last day of the admission, then no refund will be made.

Rules regarding Hostel Accommodation

As prescribed in University Handbook of Information Session 2014-15.

Schedule of Payment

As prescribed in University Handbook of Information Session 2014-15.

All Types of Fees and Other Charges (Applicable to candidates getting admission to the University Campus/ Regional Centres/ Neighbourhood Campuses)

As prescribed by Punjabi University, Patiala in its Hanbook of Information Session 2014-15. For detail visit at University Website i.e. www.pupmbaadmissions.com

Mode of Payment

Tuition and Hostel charges may be paid in cash at any branch of the State Bank of Patiala. However, candidate has the option to pay the dues through Demand Draft payable at Patiala. Students are advised to follow the instructions inscribed under “How students will deposit their fee of Punjabi University in Branches of State Bank of Patiala”.

How Students Will Deposit Their Fees of Punjabi University in Branch of State Bank of Patiala?

1. Students/Parents may approach to the nearest Branch of the Bank for deposit of fees.
2. Fill pay-in-slip having 3 parts.
3. Ensure that the following are correctly and properly filled.
 - i. Date of Receipt/Challan No./Pay-in-slip.
 - ii. Name of the Student
 - iii. Class
 - iv. Roll Number/application form No.
 - v. Branch Name and its code.
4. Students will get 2 parts of the pay-in-slip after depositing the fees.
 - i. 1st part of pay-in-slip will be retained by the student as record.
 - ii. 2nd part of pay-in-slip will be submitted by the student to Punjabi University Patiala along with form etc.
 - iii. 3rd part of pay-in-slip will be retained by the branch where fee is deposited.
5. Students must ensure to obtain 1st and 2nd part of the pay-in-slip duly signed by the Bank Official along with stamp.
6. Fee once deposited in the Bank for University account cannot be refunded by the Bank.
7. The student may approach for refund of fee to the University.
8. Photo copy of the Bank receipt (Pay-in-slip) will not be accepted by the university.
9. Students may obtain certificate of proof of having deposited fee from the concerned branch of the bank in case of loss of pay-in-slip.

IMPORTANT NOTE

- *For all matters not covered in this prospectus, the rules and regulations specified in the genreal 'Handbook of Information' of the University shall be applicable.*

SYLLABUS FOR ENTRANCE TEST AND SAMPLE QUESTIONS

Part - I : Mental and Numerical Ability

Questions : 25

Marks : 25

This paper will have the topics of logical reasoning, graphical analysis, analytical reasoning, quantitative comparisons, series formation, arithmetic calculations such as profit and loss, interest, ratio, proportion, averages, etc.

Part - II : General Knowledge

Questions : 25

Marks : 25

This paper will be cover the general awareness about international, national and regional events, current affairs related to science & technology, ecology, politics, sports, important personalities, books and historical, political and geographical facts, etc.

Part - III : General English

Questions : 25

Marks : 25

This paper will have questions from English language and its usage such as choosing correct spelling, completion of sentences with suitable propositions/articles, word meaning, one word substitution, synonym, antonym, meaning of idioms and phrases, correcting grammatical errors in a part of given sentence, fill in the blanks with correct form of verb, adjectives, adverbs, etc.

Part - IV : Business Aptitude

Questions : 25

Marks : 25

Business aptitude questions will be simple and based on the business environment in the country. Questions will also be asked on personalities in the area of business, brands/companies/product association, abbreviations related to business, etc. But these questions will not be based on any specialized knowledge of the subject.

SAMPLE QUESTINS

Mental and Numerical Ability

- The difference between compound interest and simple interest at the same rate for Rs. 5000 for 2 years is Rs. 72. The rate of interest per annum is:
(A) 6% (B) 8%
(C) 10% (D) 12%
- There is a cube of side 5 cm. Eight cubes of side 2 cm are cut from the eight corners of the bigger cube. Which of the following statements is correct?
(A) Volume of the bigger cube reduces by 50%.
(B) There is in surface area of the bigger cube.
(C) If smaller cubes are added to form a cube, its volume is less than the volume of the remaining shape.
(D) None of these.

3. If GAVE is coded as 5137 and BAT is coded as 924. How is GATE coded?
 (A) 5437 (B) 5724
 (C) 5247 (D) 2547
4. A dealer sold a radio at a loss of 2.5%. Had he sold it for Rs. 100 more, he would have gained 7%. In order to gain 12%, he should sell it for:
 (A) Rs. 850 (B) Rs. 1080
 (C) Rs. 925 (D) Rs. 1125

General Knowledge

1. Which Indian was declared the best athlete of the 18th Commonwealth Games?
 (A) Gagan Narang (B) Samaresh Jung
 (C) K. Kunjrani Devi (D) Major Rajwardhan Singh
2. Who is the author of the book, "Identify and Violence: The Illusin of Destiny"?
 (A) M.J. Akbar (B) Irvin Allan Sealy
 (C) Amartya Sen (D) Suketu Mehta
3. The solar Calendar was developed in the civilization of:
 (A) The Nile Valley (B) The Indus Valley
 (C) The Eupharates Valley (D) The Yangtse Valley
4. The Eskimos do not practice agriculture beacause:
 (A) They do not possess agricultural tools
 (B) Animal food suffices their requirements
 (C) They do not have adequate knowledge of farming.
 (D) Their land is covered with ice.

General English

1. To pass the buck, denotes an attempt to:
 (A) Shift responsibility (B) Save
 (C) Bribe (D) Daydream
2. The word 'hymn' does not contain a single:
 (A) Syllable (B) Consonant
 (C) Vowel (D) Noun
3. The letters 'post' cannot be used as a prefix to:
 (A) Box (B) Master
 (C) Card (D) House
4. 'Dear' has two meanings: one of which is affection, and the other is:
 (A) Expensive (B) Poverty
 (C) Rare (D) Hatred

Business Aptitude

1. Which of the following does not have a centre of National Institute of Fashion Technology (NIFT)?
(A) Delhi (B) Bangalore
(C) Gandhi Nagar (D) Kanpur

2. Press Trust of India (PTI) is a:
(A) News Agency (B) Mutual Fund
(C) TV Channel (D) None of these

3. Which of the following is included in horticulture?
(A) Fruits (B) Vegetables
(C) Spices (D) All of these

NOTIFICATIONS AND FORMAT OF CERTIFICATES

No1/3/95-3PP/9619
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES II BRANCH)
Dated, Chandigarh, the 6/6/1996

To,

- (I) All the Financial Commissioners to the Government of Punjab.
- (II) All the Principal Secretaries/Administrative Secretaries to the Government of Punjab.
- (III) All Heads of Department, Commissioners of Divisions, Registrar, Punjab and Haryana High Court, District and Session Judges, Deputy Commissioners, Sub-Divisional Officers (Civil) in the Punjab State.

Subject: Bonafide resident of Punjab - Guidelines for grant of Resident Certificate.

Sir/Madam,

I am directed to invite your attention to the Punjab Government Circular Letter No. 1/3/95-3PP/2043, dated 29.1.1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institutions (including technical/Medical institutions). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pardeep Jain Vs. Union of India and others (reported as AIR 1984-SO-1421) wherein it was held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Governments on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above, as under:

Categories	Affidavit/certificate and the authorities competent to issue the same
(a) Citizens of India	Affadavit of the parent/guardian to be attested by an Executive Magistrate/Oath Commissioner/Notary Public
(b) Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of Residence in any other state.	Certificate to be issued by the Head/Principal of the Govt. and recognized Schools/Colleges concerned.
(I) Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission.	
(II) Children/wards of:	
(a) The employees of Punjab Government posted in or outside Punjab State or working on deputation having at least 3 years of service.	Certificate to be issued by respective Head of the Department.

NOTIFICATIONS AND FORMAT OF CERTIFICATES

(b) the employees of Govt. of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years	Certificate to be issued by the respective Head of the Department.
(c) The employees of State Govt. institutions/undertakings who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years.	-do-
(d) The employees having at least 3 years of service in autonomous bodies/companies in which Punjab Govt. has 20% or more shares.	-do-
(III) Children/wards of the pensioners of Punjab Govt. irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or outside Punjab.	PPO issued by the Accountant General, Punjab
(IV) Children/wards of persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date of the submission of application either in pursuit of a profession or holding a job.	Certificate to be issued by the DC, ADC (R), ADC (D), SDO (Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar and Ludhiana.
(V) Children/wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself.	DC, ADC (R), ADC (D), SDO (Civil), GA to DC, EM, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered Deeds or any other document to the full satisfaction of D.C.
(VI) Persons who were born in Punjab and produce a certificate to the effect.	As per Category (IV) above.

2. For the purpose of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the competent authorities, proformas have been prescribed which are enclosed herewith. After careful consideration it has also been decided to delete the D.T.O., included among the certifying authorities against category (IV) & (VI) of the policy instruction dated 29/10/1996.

NOTIFICATIONS AND FORMAT OF CERTIFICATES

**SPECIMEN FORMS OF SOME CERTIFICATES TO BE ATTACHED
WHICHEVER APPLICABLE WITH EACH APPLICATION FORM**

**AFFIDAVIT OF THE PARENT/GUARDIAN TO BE ATTESTED BY AN
EXECUTIVE MAGISTRATE/OATH COMMISSIONER/NOTARY PUBLIC IN
CASE OF CATEGORY a & b (Appendix A)**

I.....father/mother/guardian of Miss/
Mr.....resident of.....
(full address to be given)

do hereby solemnly state and affirm as under:

- That I am a citizen of India.
- That neither the deponent nor the child/ward of deponent have obtained the benefit of Residence in any other State.

Dated:..... DEPONENT

Verification:

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Dated:..... DEPONENT

**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF
THE GOVERNMENT/RECOGNISED SCHOOL/COLLEGE CONCERNED
IN CASE OF CATEGORY (b) (I) (Appendix A)**

It is certified that Miss/Mr..... D/o/
S/o Sh.....has been a student of this School/College for
a period of.....years from.....to..... He left the
School/College on.....

Dated:..... Signature of Principal/Headmaster
of the College/School
(with Seal)

NOTIFICATIONS AND FORMAT OF CERTIFICATES

**CERTIFICATE TO BE ISSUED BY THE HEAD OF THE DEPARTMENT
IN CASE OF CATEGORY (b) (II) (a) (Appendix A)**

Certified that Sh.....S/o Sh.....
father of Miss/Mr.....is an employee of
(Name of Child/ward)
the.....of Punjab Government. He is working as
(Name of office)
.....and is posted at He has more than
three years service at his credit.

OR

Certified that Sh..... S/o Sh..... is
father of Miss/Mr.....and employee of the..... of
Punjab Government. He is working as..... on
deputation with theand is posted at..... He
has more than three years service at his credit.

Place:.....

Head of the Department

Dated:.....

(With Seal)

**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE
DEPARTMENT IN CASE OF CATEGORY (b) (II) (b) (Appendix A)**

Certified that Sh. S/o Sh.
father of Miss/Mr.is an employee of Govt. of India and
is working as..... He has been posted at Chandigarh/Punjab
in connection with the affairs of Punjab Government for the past three years.

Place:.....

Head of the Department

Dated:.....

(With Seal)

NOTIFICATIONS AND FORMAT OF CERTIFICATES

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN CASE OF CATEGORY (b) (II) (c) (Appendix A)

Certified that Sh. S/o Sh. father of Miss/Mr. is an employee of (State Govt. Institution/Undertaking) of the Government of Punjab and is working as..... He is posted at Chandigarh/Punjab in connection with the affairs of the Punjab Government for the period of past three years.

Place:.....

Head of the Department

Dated:.....

(With Seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN CASE OF CATEGORY (b) (II) (d) (Appendix A)

Certified that Sh. S/o Sh. father of Miss/Mr. is an employee of (Name of the autonomous bodies/company) in which the Punjab Govt. has 20% or more share. He is working as..... and is posted at.....

It is also certified that he has three years service in the above said autonomous bodies/company.

Place:.....

Head of the Department

Dated:.....

(With Seal)

NOTIFICATIONS AND FORMAT OF CERTIFICATES

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDO (C), GA TO DC, D.O.R.G., D.R.O., E.M. TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY (b) (IV) (Appendix-A)

Certified that Sh. S/o Sh.
(Name of the person)
father/guardian of Miss/Mr.
(Name of the Child/ward with full address)
has settled* in Punjab or has resided* in Punjab for a period of 5 years from
to..... He is working as.....
(Name of profession Designation and job)

*Strike whichever is not applicable

Place:.....

Dated:.....

Signature of DC, ADC (R), ADC (D), SDO (C), GA to DC, D.O.R.G., D.R.O., E.M. Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar and Ludhiana.
(With Seal)

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDO (C), GA TO DC, D.O.R.G., D.R.O., E.M. TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY (b) (V) (Appendix-A)

Certified that Sh. S/o Sh.
father/guardian of Miss/Mr. hold
(Name of the Child/Ward with full address)
immovable property atin the state of
(Place and District)
Punjab for the past.....years.

Place:.....

Dated:.....

Signature of DC, ADC (R), ADC (D), SDO (C), GA to DC, D.O.R.G., D.R.O., E.M. Tehsildar, based on copies of Jamabandi, Revenue Record, Municipal Record, Registered deeds or any other document to the full satisfaction of the D.C.
(With Seal)

NOTIFICATIONS AND FORMAT OF CERTIFICATES

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDO (C), GA TO DC, D.O.R.G., D.R.O., E.M. TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY (b) (VI) (Appendix-A)

Certified that Miss/Mr. S/o Sh.

resident of.....

was born in Punjab as per Birth Certificate.

Place:.....

Dated:.....

Signature of DC, ADC (R), ADC (D), SDO (C), GA to DC, D.O.R.G., D.R.O., E.M. Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar and Ludhiana.
(With Seal)

NOTIFICATIONS AND FORMAT OF CERTIFICATES

Notifications

GOVERNMENT OF PUNJAB, DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES II BRANCH)

Nos. 1/3/95-3PP/II/7332 & 1/3/95-3PP/II/10377

Dated, Chandigarh, the 14/6/1999 & 18/8/2000

To

All the Heads of the Departments,
Commissioners of Divisions,
Deputy Commissioners, Registrar
Punjab and Haryana High Court,
District and Session Judges and
Sub-Divisional Magistrates (Civil)
in the state of Punjab.

Subject: Issuance of Certificates for the purpose of seeking admission to various educational/technical/professional institutions in the State and also for employment.

Sir,

It has been brought to the notice of Government that educational authorities and institutions prescribe various certificates regarding residence, SC/BC category and backward area etc. to be furnished by the students/candidates with the application forms for entrance examination or employment in the formats and by the authorities different from those prescribed by the government departments. Cases have also been reported where the authorities concerned insist on retaining original certificates and refuse to accept the attested photo copies of the certificates. All this results in harassment and panic among the students/candidates and their parents/guardian, since they have to apply with such certificates to more than one authorities simultaneously and within a limited period. The list of certificates required at the time of applying for CET/JET/PMT and PSU are enclosed by way of illustration.

2. In order to overcome the difficulty mentioned above, it has been decided by the Government that the following procedure shall be followed meticulously by all the educational and other authorities concerned:

- (1) Certificates issued in the format and by the authorities prescribed by Government Departments shall be accepted as valid by all educational institutions and other authorities.
- (2) Where a number of authorities have been authorised to issue the certificates there shall be no insistence on issue of a certificate by any particular authority or by the highest authority indicated in the format.
- (3) (a) In case of entrance examinations, no certificate should be called for in the first instance alongwith the application form. It will be sufficient for the candidates seeking admission or

NOTIFICATIONS AND FORMAT OF CERTIFICATES

other facility to indicate in the application form whether he/she belongs to any particular category entitling him/her to certain concessions or facility. Requisite certificates may be obtained only from the selected/wait listed candidates.

- (b) To further simplify the procedure attested copies of the certificates only shall be retained and original certificates if required to be produced at the time of interview shall be returned immediately, thereafter.
4. Parents/guardian or candidates can also obtain Scheduled Caste Certificate for the purpose of seeking admission as per proforma given below from the Head of Institution where the candidate has studied if the proof i.e. an attested copy of Scheduled Caste Certificate issued by a competent authority in favour of the candidate or the father of the candidate is available in the school records.
5. (i) If parents/guardians are employed with Punjab Govt. they can obtain S.C. Certificate from the Head of Dept. or the Head of Office in the proforma given below provided relevant S.C. Certificate exists on the in service record.
- (ii) If the residents of Punjab who are employed in Govt. of India or any other State Govt. the S.C. Certificate in such cases will also issued by the respective H.O.D. or Head of Office in the proforma given below provided S.C. Certificate exists in their service record.
6. In case of freedom fighters; political sufferers, terrorists/riot victims and migrants where the registers are maintained by D.C. Office the certificate may be issued by Deputy Commissioner/ G.A. to D.C./A.D.C.

These instructions shall come into force with immediate effect and shall be affective even where admission prospectus have already been printed following earlier instructions but entrance examination is yet to be held or deadline for submission of forms is not yet over.

FORM OF CERTIFICATE FOR SCHEDULED CASTES

1. It is certified that Shri/Shrimati/Kumari _____ son/daughter of Shri _____ of village/town _____ in district/ Division _____ State of Punjab belongs to _____ caste which has been recognised as Scheduled Class per "The Constitution (Scheduled Castes) Order, 1950".
2. Shri/Shrimati/Kumari _____ and his/her family lives in village/town _____ District/Division of Punjab State.

Place:

Date:

Signature _____

Designation _____

(Seal of the Office)

NOTIFICATIONS AND FORMAT OF CERTIFICATES

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE INSTITUTIONS/SCHOOLS IN FAVOUR OF CANDIDATES SEEKING ADMISSIONS

It is certified that Shri/Shrimati/Kumari..... Son/ Daughter of Shriof village/ town.....District/Division..... State of Punjab belongs tocaste which has been recognised as Scheduled Caste as per "The Constitution (Scheduled Castes) order, 1950."

It is further certified that entry to this effect exists in the school record and a copy of Scheduled Caste certificate issued by a competent Authority in favour of the candidate or the father of candidate is also available in the school record.

Shri/Shrimati/Kumari..... and his/her family lives in village/town.....District/Division..... of the Punjab State.

Place:

Signature

Date:

Designation

(Seal of Institution)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENTS OR HEAD OF OFFICE

It is certified that Shri/Shrimati/Kumari..... Son/ Daughter of Shriof village/ town.....District/Division..... State of Punjab belongs tocastse which has been recognised as Scheduled Caste as per "The Constitution (Scheduled Castes) order, 1950."

It is further certified that entry to this effect exists in the service record of Shri..... father of who is employed in department of Punjab/Govt. of India.

Shri/Shrimati/Kumari..... and his/her family lives in village/town.....District/Division..... of the Punjab State.

Place:

Signature

NOTIFICATIONS AND FORMAT OF CERTIFICATES

FORM OF CERTIFICATE OF BACKWARD CLASS

1. This is to certify that Shri/Shrimati/Kumari _____ son/daughter of Shri _____ village/town _____ in District/Division _____ of the State of Punjab belongs to the _____ caste which is recognised as a Backward Class in terms of Punjab Government Letter No. _____ dated _____.
2. This is also certified that he/she does not belong to any category of persons/sections mentioned in column 3 of the schedule to Punjab Government. Department of Welfare letter No. 1/41/93-RCI/459 dated 17.1.1994.
3. Shri/Shrimati/Kumari _____ and /or/his/her family ordinarily reside (s) in village/town _____ of district/Division _____ of the State of Punjab.

Place:

State:

Date:

Signature _____

Designation _____

(with office seal of the
Officer concerned)

NOTIFICATIONS AND FORMAT OF CERTIFICATES

BACKWARD AREA CERTIFICATE

Despatch No. _____ Date _____

Certified that _____ son/daughter of Shri _____ is a bonafide resident of _____ Tehsil _____ District _____ which has been declared as backward area by the Punjab Government. His/Her claim falls under Category* _____ indicated below:

- (a) a person who with the family members has been residing in a particular village or town included in the list of areas which are declared backward constantly for a period of ten years or more and is likely to continue to reside there.
- (b) a person who has been residing in a village/town for a period of less than ten years but not less than five years who is likely to reside there on account of the fact that he has obtained employment and will settle there after retirement.

In case of a person who has been residing in a village or town included in the list of areas which are declared backward and has migrated to another village or town in the said area, the total of his stay at both places will be counted.

Place: _____ **District Magistrate/G.A. to D.C.
or Sub-Divisional Officer (Civil)
Date: _____ (with Seal of the Court)

* Please mention here category (a) or (b) as the case may be.

** Certificate from authority other than D.M./G.A. to D.C. or S.D.O. (Civil) is not valid.

CERTIFICATE FOR BEING CHILDREN/GRANDCHILDREN OF POLITICAL SUFFERERS (GRAND CHILDREN WOULD MEAN SON'S SONS/DAUGHTERS OR DAUGHTER'S SONS/DAUGHTERS)

Despatch No. _____ Date _____

Certified that _____ son/daughter of Shri _____ of Village _____ P.O. _____ Tehsil _____ District _____ and father/mother of Shri/Kumari _____ is a (Name of the Candidate)

bonafide political sufferer. and has been granted freedom fighter's pension by the Punjab Government or has been awarded Tamra Patra for his political sufferings.

Place: _____ *Deputy Commissioner
Date: _____ (with Seal of the Court)

* Certificate from no other authority will be accepted.

NOTIFICATIONS AND FORMAT OF CERTIFICATES

CERTIFICATE IN RESPECT OF 1984 RIOTS AFFECTED MIGRANTS/DISPLACED PERSONS/DEPENDENTS OF TERRORIST AFFECTED FAMILY OF PUNJAB

Despatch No. _____

Date _____

This is to certify that _____ son/daughter of Sh. _____ is a November 1984 riots affected migrant/displaced person/Terrorist affected person/Dependent of terrorist affected family in Punjab. (Dependents of terrorist affected family will mean a family which has lost its bread winner in some terrorist action in Punjab).

He/She is a child of army deserter killed/100% physically disabled or the child of family of person killed as a result of terrorist violence by security forces acting in aid of civil power or the child of innocent civilians who have sustained 100% disability in terrorist violence or during operation by security forces acting in aid of civil power.

Place:

Deputy Commissioner

Date:

(with Seal of the Court)

- (a) Certificate from authority other than D.C. is not valid.
- (b) The applicant will have to fulfil the basic qualifications and any criteria prescribed by the University.

CERTIFICATE FOR THE HANDICAPPED

Despatch No. _____

Date _____

Certified that _____ son/daughter of Shri _____ suffers from a loss of disabilavity of

- (a) 50% or more
- (b) 40% or more but less than 50%

according to the criteria laid down in the Punjab Govt. notification (Reproduced in Chapter VII of the Prospectus for category 6).

Not relevant should be scored out.

Date:

Chief Medical Officer
Punjabi University
Patiala

NOTIFICATIONS AND FORMAT OF CERTIFICATES

CERTIFICATE BY THE CANDIDATE HAILING FROM BORDER AREA

Despatch No. _____ Date _____

(i) I certify that _____ son/daughter of Sh. _____ of village _____ District _____ is a bonafide resident of village _____ District _____. The village/town fall within the belt of 10 miles from the international border.

It is further certified that _____ has studied for at least 5 years in a recognised institution(s) located in such village/town, as per dates of joining and leaving school/college given below, which also fall within the belt of 10 miles from the international border.

- (1) _____
- (2) _____
- (3) _____
- (4) _____

Place: _____ *D.C./G.A. to D.C./S.D.O. (Civil)
Date: _____ (with Seal of the Court)

*** Certificate from no other authority will be accepted.**

(ii) Certified that _____ son/daughter of Sh. _____ of village _____ District _____ was a bonafide student of the school/college from _____ to _____

(exact date of Joining and leaving the School/College to be given)

Place: _____ Signature of Headmaster/
Principal of the School/College
Date: _____ (with Seal)

DEFENCE/PARA-MILITARY/PUNJAB POLICE/P.A.P./PUNJAB HOME GUARDS PERSONNEL CERTIFICATE

To be obtained from the appropriate authority with despatch number and date of the issue alongwith seal of the officer issuing the certificate mentioned in the Reservation Policy in the Prospectus for this category. Certificate must indicate the name of the candidate.

NOTIFICATIONS AND FORMAT OF CERTIFICATES

CERTIFICATE FOR RURAL AREA CANDIDATE

(Required only from those candidates claiming benefit of reservation under rural area)

Certified that _____ son/daughter/wife of Shri _____ an applicant for admission to various courses (2010-2011) in Punjabi University, Patiala has passed Matriculation/Higher Secondary examination from Name of School _____ Village _____ District _____ which was situated in rural area i.e. an area that falls neither under a Corporation/Municipal Committee nor under a Notified Area Committee and he/she has studied in school situated in rural area for atleast five years prior to his/her Matriculation/Higher Secondary Examination.

Place:

Signature of the Principal/
Headmaster of the School
with office stamp

Date:

Signature of Tehsildar of the
area with clear Office stamp

Despatch No. _____
Dated _____

Note: The school run on the campuses of Corporations, Universities and Cantonment areas will not be considered in this category.

The certificate of residence, class, caste, wards of political sufferers/freedom fighters, riot effected or of being from the backward area/border area are to be signed by the appropriate authority as specified in the Reservation Polity of the Prospectus and must bear the office stamp. The Officeres signing the Certificate are particularly requested to affix their Revenue Official stamp and not the Magistrate's Court Stamp, as the later gives no indications that the Certifying Officer is a Revenue Officer as required under the rule.

NOTIFICATIONS AND FORMAT OF CERTIFICATES

FORM - A

(NRI SELF DECLARATION)

I _____ son/daughter of Shri _____
resident of _____
solemnly affirm and declare that I am non-Resident Indian and presently staying at _____

1. That I am serving as _____ with _____

OR

that I am doing my own business at _____

2. That Mr/Ms _____ who has applied for admission to _____ of Punjabi University, Patiala under NRI category is my son/daughter. A proof in this regard is attached herewith.

3. That I undertake to bear all his/her expenses on tuition fee and other university dues during the entire period of study in this course in the university as per university rules.

4. That in support of evidence, I am enclosing a copy of Passport and Visa/Green Card/Salary Certificate/Income Tax Return/Bank Balance (in foreign exchange).

DATED :

DEPONENT

VERIFICATION:

I solemnly state and affirm that the contents of my declaration (Para 1 to 4) are true to the best of my knowledge and belief.

DEPONENT

NOTIFICATIONS AND FORMAT OF CERTIFICATES

AFFIDAVIT BY THE STUDENT

I _____
S/o, D/o Mr./Mrs./Ms _____ having
been admitted to _____ have received a copy of the UGC Regulations
on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the
"Regulations") carefully read and fully understood the provisions contained in the said regulations.

2. I have, in particular, persued clause 3 of the regulations and am aware as to what constitutes reaggging.
3. I have also, in particular, persued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 or Regulations, without prejudice to any other criminal action that may be taken against me under my penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty or, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ____ day of _____ Month of _____ year

Signature of Deponent
Name _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ day of _____ Month of _____ year

Signature of Deponent

Solemnly affirmed and signed in my presence on this the ____ day of _____
Month of _____ year after reading the contents of this affidavit

OATH COMMISSIONER

NOTIFICATIONS AND FORMAT OF CERTIFICATES

AFFIDAVIT BY PARENT/GUARDIAN

I Mr./Mrs./Ms _____
_____ father/mother/guardian of _____
_____ having been admitted to _____ have received
a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions,
2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained
in the said regulations.

2. I have, in particular, perused clause 3 of the regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 or Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty or, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ Month of _____ year

Signature of Deponent

Name: _____

Address: _____

Telephone/Mobile No.: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ day of _____ Month of _____ year

Signature of Deponent

Solemnly affirmed and signed in my presence on this the _____ day of _____
Month of _____ year after reading the contents of this affidavit

OATH COMMISSIONER

NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਨੰ : 1/8/07-ਰਸ1/853
ਪੰਜਾਬ ਸਰਕਾਰ
ਭਲਾਈ ਵਿਭਾਗ
(ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈੱਲ)

ਸੇਵਾ ਵਿਖੇ,

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਸਮੂਹ ਜਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼,
ਸਮੂਹ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ (ਸਿਵਲ) ਅਤੇ
ਤਹਿਸੀਲਦਾਰ

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ : 29.06.2009

**ਵਿਸ਼ਾ : ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਜਾਤੀ
ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ**

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ:1/8/07-
ਰਸ1/815-10.07.2008 ਅਤੇ ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ
ਹਦਾਇਤਾਂ ਵੱਲ ਦਿਵਾਉਣ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ
ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਪਹਿਲਾਂ ਅਧਿਕਾਰਤ
ਕੀਤੇ ਅਧਿਕਾਰੀਆਂ ਤੋਂ ਇਲਾਵਾ ਹੋਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ
ਦੇ ਅਖਤਿਆਰ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ:

ਲੜੀ ਨੰਬਰ	ਕੈਟਾਗਰੀ	ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਸਮੱਰਥ ਅਧਿਕਾਰੀ
1	2	3
1.	ਪੇਂਡੂ ਖੇਤਰਾਂ ਲਈ	ਸਬੰਧਤ ਬਲਾਕ ਵਿਕਾਸ ਤੇ ਪੰਚਾਇਤ ਅਫਸਰ
2.	ਮਿਉਂਸਪਲ ਕਰਪੋਰੇਸ਼ਨਾਂ ਦੀ ਹਦੂਦ ਦੇ ਵਸਨੀਕਾਂ ਲਈ	ਸਬੰਧਤ ਮਿਉਂਸਪਲ ਕਮਿਸ਼ਨਰ/ਵਧੀਕ ਕਮਿਸ਼ਨਰ
3.	ਮਿਉਂਸਪਲ ਕੌਂਸਲਾਂ/ ਐਨ.ਏ.ਸੀ. ਦੀ ਹਦੂਦ ਦੇ ਵਸਨੀਕਾਂ ਲਈ	ਸਬੰਧਤ ਕਾਰਜ ਸਾਧਕ ਅਫਸਰ

1. ਇਹ ਸਪੱਸ਼ਟ ਤੌਰ ਤੇ ਦਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸੰਵਿਧਾਨਕ ਹੁਕਮ (ਅਨੁਸੂਚਿਤ ਜਾਤੀ),
ਪੰਜਾਬ ਲਿਸਟ (ਕਾਪੀ ਨੱਥੀ ਹੈ) ਵਿੱਚ ਦਰਜ ਹਿੰਦੂ, ਸਿੱਖ ਅਤੇ ਬੁੱਧ ਧਰਮ ਦੇ ਅਨੁਯਾਈਆਂ
ਨੂੰ ਹੀ ਅਨੁਸੂਚਿਤ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ ਅਤੇ ਇਸ ਲਿਸਟ ਤੋਂ ਬਾਹਰ
ਕਿਸੇ ਵੀ ਜਾਤੀ/ਉਪ ਜਾਤੀ ਨੂੰ ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਗੈਰ-ਕਾਨੂੰਨੀ

NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਹੋਵੇਗਾ। ਇਸ ਲਈ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਕੇਵਲ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਦੀ ਸੂਚੀ ਵਿੱਚ ਦਰਜ ਜਾਤੀਆਂ ਨੂੰ ਹੀ ਜਾਰੀ ਕੀਤੀ ਜਾਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ/ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨਾਲ ਸਬੰਧਤ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਛੜੀ ਸ਼੍ਰੇਣੀ/ਓ.ਬੀ.ਸੀ. ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ:1/41/93-ਰਸ1/209-211, ਮਿਤੀ 24.02.2009 (ਕਾਪੀ ਨੱਥੀ ਹੈ) ਰਾਹੀਂ ਸਲਾਨਾ ਆਮਦਨ ਸੀਮਾ ਦੀ ਹੱਦ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਹੈ, ਪੰਜਾਬ ਰਾਜ ਲਈ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ/ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਸੂਚੀ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜੀ ਜਾਂਦੀ ਹੈ। ਇਨ੍ਹਾਂ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਅਤੇ ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਸਮਾਜਿਕ ਤੌਰ ਤੇ ਪਦ-ਉੱਨਤ (ਕਰੀਮੀਲੇਅਰ) ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰਾਖਵੇਂਕਰਨ ਦੇ ਦਾਇਰੇ ਤੋਂ ਬਾਹਰ ਰੱਖਣ ਲਈ ਸਰਕਾਰ ਵੱਲੋਂ ਨੀਤੀ ਹਦਾਇਤਾਂ ਮਿਤੀ 24.02.2009 ਅਤੇ ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹੋਰ ਹਦਾਇਤਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖ ਕੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਪਛੜੀ ਸ਼੍ਰੇਣੀ/ਓ.ਬੀ.ਸੀ. ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਇਹ ਹਦਾਇਤਾਂ ਕੇਵਲ ਮਿਤੀ 01.07.2009 ਤੋਂ ਮਿਤੀ 30.09.2009 ਤੱਕ ਹੀ ਲਾਗੂ ਰਹਿਣਗੀਆਂ।

ਸਹੀ/-
ਅਧੀਨ ਸਕੱਤਰ ਭਲਾਈ

NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਨੰ : 1/41/93-ਰਸ1/209
ਪੰਜਾਬ ਸਰਕਾਰ
ਭਲਾਈ ਵਿਭਾਗ
(ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈੱਲ)

ਸੇਵਾ ਵਿਖੇ,

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਰਾਜ ਦੀਆਂ ਸਮੂਹ ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਰਾਜ ਦੇ ਸਮੂਹ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ : 24.02.2009

ਵਿਸ਼ਾ : ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ/ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਰਾਖਵੇਂਕਰਨ ਦੇ ਦਾਇਰੇ ਵਿੱਚੋਂ ਸਮਾਜਿਕ ਤੌਰ ਤੇ ਉੱਨਤ (ਕਰੀਮੀਲੇਅਰ) ਵਿਅਕਤੀਆਂ ਨੂੰ ਬਾਹਰ ਰੱਖਣ ਲਈ ਆਮਦਨ ਸੀਮਾ ਦੇ ਮਾਪਦੰਡਾਂ ਵਿੱਚ ਸੋਧ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰਬਰ ਨੰ : 1/41/93-ਆਰ.ਸੀ.1/459, ਮਿਤੀ 17.01.1994, ਪੱਤਰ ਨੰਬਰ: 1/144/93-ਡਬਲਯੂ.ਸੀ.2/7017, ਮਿਤੀ 27.09.1995 ਅਤੇ ਪੱਤਰ ਨੰ: 1/41/93-ਆਰ.ਸੀ.1/1597, ਮਿਤੀ 17.08.2005 ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਦੱਸਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਹਨਾਂ ਵਿਅਕਤੀਆਂ ਦੇ ਪੱਤਰ ਅਤੇ ਪੁੱਤਰੀਆਂ ਜਿਹਨਾਂ ਦੀ ਲਗਾਤਾਰ ਤਿੰਨ ਸਾਲਾਂ ਤੱਕ ਕੁੱਲ ਸਾਲਾਨਾ ਆਮਦਨ 2.5 ਲੱਖ ਰੁਪਏ ਜਾਂ ਇਸ ਤੋਂ ਵੱਧ ਹੈ, ਉਹ ਸਮਾਜਿਕ ਤੌਰ ਤੇ ਉੱਨਤ (ਕਰੀਮੀਲੇਅਰ) ਦੇ ਦਾਇਰੇ ਅਧੀਨ ਆਉਂਦੇ ਹਨ ਅਤੇ ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੇ ਮਿਲਣ ਵਾਲੇ ਲਾਭਾਂ ਦੇ ਹੱਕਦਾਰ ਨਹੀਂ ਹਨ। ਹੁਣ ਸਰਕਾਰ ਵਲੋਂ ਹੋਰ ਪਛੜੀਆਂ/ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਸਮਾਜਿਕ ਤੌਰ ਤੇ ਉੱਨਤ (ਕਰੀਮੀਲੇਅਰ) ਵਿਅਕਤੀਆਂ ਲਈ ਨਿਰਧਾਰਤ ਆਮਦਨ ਸੀਮਾ **less than 2.5** ਲੱਖ ਰੁਪਏ ਤੋਂ ਵਧਾ ਕੇ **less than 4.5** ਲੱਖ ਰੁਪਏ ਸਲਾਨਾ ਕਰਨ ਸਬੰਧੀ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ। ਇਸ ਤਰ੍ਹਾਂ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 1/41/93-ਆਰ.ਸੀ.1/1597, ਮਿਤੀ 17.08.2005 ਵਿੱਚ ਲਗਾਈ ਕੈਟਾਗਰੀ-VI ਅਧੀਨ ਦਰਜ ਉਪਬੰਧ ਦੀ ਬਜਾਏ ਹੇਠ ਦਰਸਾਏ ਅਨੁਸਾਰ ਉਪਬੰਧ ਪ੍ਰਤੀ-ਸਥਾਪਿਤ (Substituted) ਕੀਤਾ ਜਾਂਦਾ ਹੈ:—

Category	Description of Category	To whom the rule of exclusion will apply
VI	Income/Wealth test	Son(s) and daughter(s) of (a) Persons having gross annual income of Rs. 4.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period of three consecutive years.

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- (b) Persons in Categories I,II,III & V who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation

Income from salaries or agricultural land shall not be clubbed.

ਸਹੀ/-
(ਟੀ.ਕੇ. ਗੋਇਲ)
ਸੰਯੁਕਤ ਸਕੱਤਰ ਭਲਾਈ

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ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ
(ਟਰੇਨਿੰਗ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)

ਮੀਮੋ ਨੰ:3/7/2010-ਟਰੇਨਿੰਗ (3)/1007
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 10 ਮਾਰਚ, 2010

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧ (ਗਵਰਨੈਂਸ) ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ।

ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧ (ਗਵਰਨੈਂਸ) ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਦੀ ਸਥਾਪਨਾ ਸਰਕਾਰੀ ਹੁਕਮਾਂ ਰਾਹੀਂ ਮਿਤੀ 3 ਜਨਵਰੀ, 2009 ਨੂੰ ਹੋਈ ਸੀ। ਇਹ ਪਹਿਲਾਂ ਸਰਕਾਰ ਨੂੰ ਦੋ ਰਿਪੋਰਟਾਂ ਸੌਂਪ ਚੁੱਕਾ ਹੈ। ਕਮਿਸ਼ਨ ਦੁਆਰਾ ਪ੍ਰਸਤਾਵਿਤ ਸੁਝਾਵਾਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਦੇ ਮੁੱਦੇ ਤੇ ਸਰਕਾਰ ਵੱਲੋਂ ਧਿਆਨਪੂਰਵਕ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਅਤੇ ਇਹ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਕਿ ਸਿਫਾਰਸ਼ਾਂ ਨੂੰ ਮੁੱਖ ਸਕੱਤਰ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਬਣੀ ਉੱਚ ਪੱਧਰੀ ਕਮੇਟੀ ਵਿਚ ਵਿਚਾਰਨ ਉਪਰੰਤ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਸਬੰਧਤ ਸਕੱਤਰਾਂ ਨਾਲ ਸਲਾਹ ਮਸ਼ਵਰੇ ਨਾਲ ਸਰਕਾਰੀ ਫੈਸਲਿਆਂ ਨੂੰ ਜਾਰੀ ਕਰਨ ਲਈ ਜ਼ਿੰਮੇਵਾਰ ਹੋਵੇਗਾ।

ਕਮਿਸ਼ਨ ਦੇ ਸੁਝਾਵਾਂ ਤੇ ਇਸ ਅਨੁਸਾਰ ਧਿਆਨਪੂਰਵਕ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਅਤੇ ਹਲਫੀਆ ਬਿਆਨਾਂ ਅਤੇ ਤਸਦੀਕ ਸਬੰਧੀ ਵਿਸ਼ੇਸ਼ ਸੁਝਾਵਾਂ ਦੇ ਸਬੰਧ ਵਿਚ ਹੇਠ ਲਿਖੇ ਹੁਕਮ ਜਾਰੀ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।

ਸਾਰੇ ਸਬੰਧਤ ਵਿਅਕਤੀਆਂ ਨੂੰ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਅਤੇ ਸੰਸ਼ੋਧਿਤ ਵਿਧੀ ਨੂੰ ਦਰਸਾਏ ਸਮੇਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਅਪਨਾਉਣ ਲਈ ਤੁਰੰਤ ਕਾਰਵਾਈ ਹਿੱਤ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

1. ਲੋੜ ਆਧਾਰਿਤ ਸੇਵਾਵਾਂ ਹਿਤ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਪ੍ਰਣਾਲੀ (System):-

- 1.1 ਮੌਜੂਦਾ ਸਮੇਂ ਤੇ ਬਿਨੈਕਾਰਾਂ/ਸਰਪ੍ਰਸਤਾਂ ਦੇ ਵੱਖ-ਵੱਖ ਲੋੜ ਆਧਾਰਿਤ ਸਰਟੀਫਿਕੇਟਾਂ ਜਿਵੇਂ ਕਿ ਰਿਹਾਇਸ਼/ਅਧਿਵਾਸ/ਕੰਢੀ ਖੇਤਰ/ਅਨੁਸੂਚਿਤ ਜਾਤੀ/ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਆਦਿ ਲਈ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ ਹਲਫੀਆ ਬਿਆਨ ਕਾਨੂੰਨੀ ਨਿਯਮਾਂ ਅਤੇ ਅਧਿਨਿਯਮਾਂ ਅਧੀਨ ਮੁਕੱਰਰ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ, ਪਬਲਿਕ ਨੋਟਰੀ ਇਨ੍ਹਾਂ ਨੂੰ ਤਸਦੀਕ ਕਰ ਸਕਦੇ ਹਨ ਜਦੋਂ ਕਿ ਹੋਰਵੇਂ ਮਾਮਲਿਆਂ ਵਿਚ ਇਸ ਦੇ ਅਖਤਿਆਰ ਕੇਵਲ ਕਾਰਜਕਾਰੀ ਮੈਜਿਸਟ੍ਰੇਟਾਂ ਕੋਲ ਹੀ ਹਨ।
- 1.2 ਸਰਕਾਰ ਦਾ ਵਿਚਾਰ ਹੈ ਕਿ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਮੰਗ ਦੇ ਸਿੱਟੇ ਵਜੋਂ ਨਾਗਰਿਕਾਂ ਨੂੰ ਬੇਲੋੜੀ ਪ੍ਰਸ਼ਾਨੀ ਹੁੰਦਾ ਹੈ ਅਤੇ ਜ਼ਿਆਦਾਤਰ ਮਾਮਲਿਆਂ ਵਿਚ ਹਲਫੀਆ ਬਿਆਨਾਂ ਨੂੰ ਸਵੈ-ਘੋਸ਼ਣਾ ਨਾਲ ਬਦਲਿਆ ਜਾ ਸਕਦਾ ਹੈ ਕਿਉਂਕਿ ਕਾਨੂੰਨ ਅਧੀਨ ਗਲਤ ਬਿਆਨੀ ਕਰਨ ਤੇ ਸਖਤ ਦੰਡ ਰੱਖੇ ਗਏ ਹਨ। ਇਸ ਲਈ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਕੋਈ ਵੀ ਸਰਕਾਰੀ ਵਿਭਾਗ ਜਾਂ ਸੰਸਥਾ ਕਿਸੇ ਵੀ ਪ੍ਰਕਾਰ ਦੀ ਸੇਵਾ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਲਈ ਬਿਨੈਕਾਰ ਤੋਂ ਹਲਫੀਆ ਬਿਆਨ ਨਹੀਂ ਮੰਗੇਗਾ। ਸਿਵਾਏ ਉਨ੍ਹਾਂ ਮਾਮਲਿਆਂ ਦੇ ਜਿਨ੍ਹਾਂ ਵਿਚ ਕਾਨੂੰਨ ਜਾਂ ਕਾਨੂੰਨੀ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਹਲਫੀਆ ਬਿਆਨ ਦੀ ਲੋੜ ਹੋਵੇ। ਹਲਫੀਆ ਬਿਆਨ ਦੀ ਥਾਂ ਤੇ ਸਵੈ-ਘੋਸ਼ਣਾ ਸਵੀਕਾਰ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਹ ਪ੍ਰਣਾਲੀ 1 ਅਪ੍ਰੈਲ, 2010 ਤੋਂ ਲਾਗੂ ਹੋਵੇਗੀ। ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨਗੇ ਕਿ ਸਵੈ-ਘੋਸ਼ਣਾਵਾਂ ਦੇ ਸੰਸ਼ੋਧਿਤ ਖਾਕੇ (ਫਾਰਮੇ) ਸਾਰੇ ਸੁਵਿਧਾ ਕੇਂਦਰਾਂ ਤੇ ਉਪਲਬਧ ਹੋਣ, ਹਾਲਾਕਿ ਸਵੈ-ਘੋਸ਼ਣਾ ਉੱਤੇ ਬਿਨੈਕਾਰਾਂ ਦੀ ਫੋਟੋ ਲੱਗੇਗੀ।

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- 1.3 ਸਮੂਹ ਸਕੱਤਰ, ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ ਸਿੱਖਿਆ, ਸਿਹਤ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ, ਸਿੱਚਾਈ ਅਤੇ ਬਿਜਲੀ ਵਿਭਾਗਾਂ ਆਦਿ ਜਿੱਥੇ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਲੋੜ ਦਾਖਲੇ/ਰੋਜ਼ਗਾਰ ਦੀ ਯੋਗਤਾ ਦੇਖਣ ਲਈ ਹੁੰਦੀ ਹੈ, ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨਗੇ ਕਿ ਸਮੂਹ ਸੰਸਥਾਵਾਂ/ਦੇ ਜੰਸੀਆਂ ਹਲਫੀਆ ਬਿਆਨ ਵਾਈਲ ਕਰਨ ਦੀ ਮੌਜੂਦਾ ਪ੍ਰਣਾਲੀ ਨੂੰ ਬਦਲਣ ਅਤੇ ਸਿੱਧੇ ਸਮੇਂ ਵਿਚ ਇਸ ਨੂੰ ਲਾਗੂ ਕਰਨ।
 - 1.4 ਸਮੂਹ ਵਿਭਾਗਾਂ ਨੂੰ ਪ੍ਰਸ਼ਨਨਲ ਵਿਭਾਗਾਂ ਦੇ ਪੀ.ਜੀ.ਆਰ.ਸੀ. ਸੈਲ ਵਿਖੇ ਉਨ੍ਹਾਂ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਇਕ ਸੂਚੀ ਦਰਸਾਉਣੀ ਚਾਹੀਦੀ ਹੈ ਜਿਨ੍ਹਾਂ ਨੂੰ ਹੁਣ ਤੱਕ ਸਵੈ-ਘੋਸ਼ਣਾ ਵਿਚ ਤਬਦੀਲ ਕਰ ਦਿੱਤਾ ਗਿਆ ਅਤੇ ਇਕ ਹੋਰ ਸੂਚੀ ਜਿਸ ਵਿਚ ਵਿਸ਼ੇ/ਖੇਤਰ ਦਰਸਾਏ ਹੋਣ ਸਿੱਧੇ ਕੁਝ ਕਾਨੂੰਨੀ/ਹੋਰ ਕਾਰਨਾਂ ਕਰਕੇ ਹਲਫੀਆ ਬਿਆਨ ਪ੍ਰਣਾਲੀ ਜਾਰੀ ਰੱਖਣ ਦਾ ਸੁਝਾਅ ਹੋਵੇ। ਇਹ ਸੂਚੀ 30 ਅਪ੍ਰੈਲ, 2010 ਤੱਕ ਲਈ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ।
2. ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਤਸਦੀਕ
 - 2.1 ਮੌਜੂਦਾ ਸਮੇਂ ਤੇ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਸਰਕਾਰੀ ਨੌਕਰੀਆਂ ਲਈ ਬਿਨੈਕਾਰ ਆਪਣੀ ਯੋਗਤਾ ਸਾਬਤ ਕਰਨ ਲਈ ਆਪਣੇ ਸਰਟੀਫਿਕੇਟਾਂ/ਨੰਬਰ ਸ਼ੀਟਾਂ ਦੀ ਤਸਦੀਕਸੁਦਾ ਕਾਪੀ ਦੇਣ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ ਉਨ੍ਹਾਂ ਦੁਆਰਾ ਬਿਨੈ ਪੱਤਰ ਵਿਚ ਦਿੱਤੇ ਵੇਰਵਿਆਂ ਨੂੰ ਮੈਜਿਸਟ੍ਰੇਟ ਤਸਦੀਕ ਕਰਵਾਉਣ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ।
 - 2.2 ਸਰਕਾਰ ਨੇ ਇਹ ਫੈਸਲਾ ਲਿਆ ਹੈ ਕਿ ਮਿਤੀ 1 ਅਪ੍ਰੈਲ, 2010 ਤੋਂ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਬਿਨੈਪੱਤਰਾਂ ਹਿੱਤ ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਸਵੈ-ਤਸਦੀਕ ਦੀ ਇਜਾਜ਼ਤ ਦੇ ਦਿੱਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ।
 - 2.3 ਵਿਦਿਅਕ ਅਦਾਰਿਆਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਰੋਜ਼ਗਾਰ ਨਾਲ ਸਬੰਧਤ ਏਜੰਸੀਆਂ ਨੂੰ ਸਵੈ-ਤਸਦੀਕ ਕਾਪੀਆਂ ਸਵੀਕਾਰ ਕਰਨੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ ਅਤੇ ਅੰਤਿਮ ਸੂਚੀ/ਅੰਤਿਮ ਤੌਰ ਤੇ ਚੁਣੇ ਗਏ ਉਮੀਦਵਾਰ ਦੇ ਮੁੱਲ ਦਸਤਾਵੇਜ਼ ਹੀ ਮੰਗਵਾਉਣੇ ਚਾਹੀਦੇ ਹਨ।
 3. ਅਥਾਰਟੀਆਂ ਵੱਲੋਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਕਾਰਵਾਈ
 - 3.1 ਸਿੱਖਿਆ, ਉਚੇਰੀ ਸਿੱਖਿਆ, ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਅਤੇ ਖੋਜ ਅਤੇ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਵਿਭਾਗਾਂ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨ ਕਿ ਇਹ ਫੈਸਲੇ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਦਿਅਕ ਅਦਾਰਿਆਂ ਵਿਚ ਲਾਗੂ ਕੀਤੇ ਜਾਣ ਅਤੇ ਦਾਖਲੇ ਲਈ ਬਿਨੈ ਪੱਤਰ ਫਾਰਮ ਦਾ ਫਾਰਮੈਟ 2010-2011 ਦੇ ਅਕਾਦਮਿਕ ਸੈਸ਼ਨ ਵਿਚ ਦਾਖਲੇ ਲਈ ਬਿਨੈਪੱਤਰ ਮੰਗਵਾਉਣ ਤੋਂ ਪਹਿਲਾਂ ਉਚਿਤ ਰੂਪ ਵਿਚ ਸੋਧਿਆ ਹੋਵੇ।
 - 3.2 ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਅਤੇ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ ਦੇ ਚੇਅਰਮੈਨ ਸਾਹਿਬਾਨ ਨੂੰ ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਉਨ੍ਹਾਂ ਦੁਆਰਾ ਸੰਚਾਲਿਤ ਭਰਤੀਆਂ ਦੇ ਸਬੰਧ ਵਿਚ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਨੂੰ ਸੁਨਿਸ਼ਚਿਤ ਬਣਾਉਣ। ਜਿਹੜੀਆਂ ਭਰਤੀਆਂ ਉਕਤ ਦੋਨੋਂ ਅਥਾਰਟੀਆਂ ਦੇ ਅਧੀਨ ਨਹੀਂ ਆਉਂਦੀਆਂ ਉਨ੍ਹਾਂ ਵਿਚ ਵਿਭਾਗਾਂ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਅਤੇ ਮੁੱਖੀ ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨ ਕਿ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਹਿੱਤ ਚੋਣ ਕਮੇਟੀਆਂ ਉਚਿਤ ਕਦਮ ਉਠਾਉਣ।
 - 3.3 ਜਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਸੁਵਿਧਾ ਸੁਵਿਧਾ ਕੇਂਦਰਾਂ ਵਿਖੇ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਦੇ ਇਸ ਦਾ ਮੁਨਾਸਬ ਪ੍ਰਚਾਰ ਸੁਨਿਸ਼ਚਿਤ ਬਣਾਉਣ। ਅਜਿਹਾ ਕਰਦੇ ਸਮੇਂ ਭਾਰਤੀ ਦੰਡ ਸੰਘਤਾ ਦੀ ਅੰਤਿਕਾ-1 ਵਿਚ ਸਾਬਤ ਹੁੰਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਗੀਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਮੈਨੂੰ ਉਸ ਵਿਦਿਅਕ ਸੰਸਥਾ ਵਿਚੋਂ ਸਰਸਰੀ ਤੌਰ ਤੇ (summarily) ਕੱਢ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਿਸ ਵਿਚ ਮੈਂ ਅਜਿਹੀ ਝੂਠੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਦਾਖਲਾ ਲਿਆ ਹੈ।
 - 3.4 ਅੰਤਿਕਾ-2 ਵਿਚ ਦਿੱਤੇ ਸਵੈ-ਘੋਸ਼ਣਾ ਦੇ ਫਾਰਮੈਟ ਨੂੰ ਸੇਵਾਵਾਂ ਦੇ ਨਾਲ-ਨਾਲ ਵੱਖ-ਵੱਖ ਸੰਸਥਾਵਾਂ ਅਤੇ ਰਾਜ ਸਰਕਾਰ ਦੇ ਨਿਯੰਤਰਣ ਅਧੀਨ ਰੋਜ਼ਗਾਰ ਦੇ ਬਿਨੈਪੱਤਰਾਂ ਵਿਚ ਉਚਿਤ ਤਰੀਕੇ ਨਾਲ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਵੇ।

NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਐਸ.ਸੀ. ਅਗਰਵਾਲ
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

ਪਿੰ:ਅੰ:ਨੰ:3/7/2010-ਟਰੇਨਿੰਗ (3)/1008

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 10
ਮਾਰਚ, 2010

ਅੰਤਿਕਾ-1

Section 177. Furnishing false information

Whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has reason to believe to be false, shall be punished with simple imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Or, if the information which he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment of either description for a term which may extend to two years, or with fine, or with both.

Section 193. Punishment for false evidence

Whoever intentionally gives false evidence in any stage of a judicial proceeding, or fabricates false evidence for the purpose of being used in any stage of a judicial proceeding, shall be punished with imprisonment of either description for a term which may extend to seven years and shall also be liable to fine;

and whoever intentionally gives or fabricates false evidence in any other case, shall be punished with imprisonment of either description or a term which may extend in three years, and shall also be liable to fine.

Section 197. Issuing or signing false certificate

Whoever issues or signs any certificate required by law to be given or signed, or relating to any fact of which such certificate is by law admissible in evidence, knowing or believing that such certificate is false in any material point, shall be punished in the same manner as if he gave false evidence.

Section 198. Using as true a certificate known to be false

Whoever corruptly uses or attempts to use any such certificate as a true certificate, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.

Section 299. False statement made in declaration which is by law receivable as evidence

Whoever, in any declaration made or subscribes by him, which declaration any Court of Justice, or any public servant or other person, is bound or authorized by law to receive as evidence of any fact, makes any statement which is false and which he either knows or believes to be false or does not believe to be true. Touching any material to the object for which the declaration is made or used, shall be punished in the same manner as if he gave false evidence.

NOTIFICATIONS AND FORMAT OF CERTIFICATES

Section 200. Using as true such declaration knowing is be false.

Whoever corruptly uses or attempts to use as true any such declaration, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.

Explanation - A declaration which is inadmissible merely upon the ground of some formality, is a declaration within the meaning of sections 199 to 200

ਅੰਤਿਕਾ-2

ੳ) ਰਾਜ ਸਰਕਾਰ ਜਾਂ ਇਸ ਦੇ ਅਧੀਨ ਆਉਂਦੀਆਂ ਸਥਾਨਕ ਸੰਸਥਾਵਾਂ/ਖੁਦ-ਮੁਖਤਾਰ ਸੰਸਥਾਵਾਂ ਤੋਂ ਸੇਵਾ ਲੈਣ ਲਈ ਸਵੈ-ਘੋਸ਼ਣਾ।

ਅਜਿਹੀ ਸੇਵਾ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਬਿਨੈ-ਪੱਤਰ ਫਾਰਮ ਦੇ ਅੰਤ ਵਿਚ ਹੇਠ ਲਿਖੀ ਘੋਸ਼ਣਾ ਸ਼ਾਮਲ ਕੀਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ:

ਮੈਂ ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ੍ਰੀ ਉਮਰ ਸਾਲ ਵਾਸੀ ਜ਼ਿਲ੍ਹਾ ਪੰਜਾਬ, ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਅਤੇ ਨੱਥੀ ਦਸਤਾਵੇਜ਼ਾਂ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਮੇਰੀ ਜਾਣਕਾਰੀ ਅਤੇ ਵਿਸ਼ਵਾਸ ਅਨੁਸਾਰ ਦਰੁਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ। ਮੈਂ ਇਸ ਗੱਲ ਤੋਂ ਜਾਣੂ ਹਾਂ ਕਿ ਜੇਕਰ ਮੇਰੇ ਦੁਆਰਾ ਦਿੱਤੀ ਗਈ ਸੂਚਨਾ ਝੂਠੀ ਸਾਬਤ ਹੁੰਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਰੀਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਅਜਿਹੀ ਝੂਠੀ ਸੂਚਨਾ ਦੇ ਅਧਾਰ ਤੇ ਮੈਨੂੰ ਮਿਲੀ ਨੌਕਰੀ ਸਰਸਰੀ ਤੌਰ ਤੇ (summarily) ਖਤਮ ਹੋ ਜਾਵੇਗੀ।

ਅ) ਰਾਜ ਸਰਕਾਰ ਜਾਂ ਇਸ ਦੇ ਅਧੀਨ ਆਉਂਦੀਆਂ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦਾਖਲੇ ਹਿੱਤ ਬਿਨੈਕਾਰ ਵਲੋਂ ਦਿੱਤੇ ਜਾਣ ਵਾਲੀ ਸਵੈ-ਘੋਸ਼ਣਾ।

ਦਾਖਲਾ ਲੈਣ ਲਈ ਬਿਨੈ-ਪੱਤਰ ਫਾਰਮ ਦੇ ਅੰਤ ਵਿਚ ਹੇਠ ਲਿਖੀ ਘੋਸ਼ਣਾ ਸ਼ਾਮਲ ਕੀਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ:

ਮੈਂ ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ੍ਰੀ ਉਮਰ ਸਾਲ ਵਾਸੀ ਜ਼ਿਲ੍ਹਾ ਪੰਜਾਬ, ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਅਤੇ ਨੱਥੀ ਦਸਤਾਵੇਜ਼ਾਂ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਮੇਰੀ ਜਾਣਕਾਰੀ ਅਤੇ ਵਿਸ਼ਵਾਸ ਅਨੁਸਾਰ ਦਰੁਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ। ਮੈਂ ਇਸ ਗੱਲ ਤੋਂ ਜਾਣੂ ਹਾਂ ਕਿ ਜੇਕਰ ਮੇਰੇ ਦੁਆਰਾ ਦਿੱਤੀ ਗਈ ਸੂਚਨਾ ਝੂਠੀ ਸਾਬਤ ਹੁੰਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਰੀਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਮੈਨੂੰ ਉਸ ਵਿਦਿਅਕ ਸੰਸਥਾ ਵਿਚੋਂ ਸਰਸਰੀ ਤੌਰ ਤੇ (summarily) ਕੱਢ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਿਸ ਵਿਚ ਮੈਂ ਅਜਿਹੀ ਝੂਠੀ ਸੂਚਨਾ ਦੇ ਅਧਾਰ ਤੇ ਦਾਖਲਾ ਲਿਆ ਹੈ।

ੲ) ਰਾਜ ਸਰਕਾਰ ਜਾਂ ਇਸ ਦੇ ਅਧੀਨ ਆਉਂਦੀਆਂ ਸਥਾਨਕ ਸੰਸਥਾਵਾਂ/ਖੁਦ-ਮੁਖਤਾਰ ਸੰਸਥਾਵਾਂ ਵਿਖੇ ਨੌਕਰੀ ਹਿਤ ਬਿਨੈਕਾਰਾਂ ਵੱਲੋਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਸਵੈ-ਘੋਸ਼ਣਾ।

ਅਜਿਹੀ ਨੌਕਰੀ ਲਈ ਬਿਨੈ-ਪੱਤਰ ਫਾਰਮ ਦੇ ਅੰਤ ਵਿਚ ਹਿਠ ਲਿਖੀ ਘੋਸ਼ਣਾ ਸ਼ਾਮਲ ਕੀਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ:

ਮੈਂ ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ੍ਰੀ ਉਮਰ ਸਾਲ ਵਾਸੀ ਜ਼ਿਲ੍ਹਾ ਪੰਜਾਬ, ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਅਤੇ ਨੱਥੀ ਦਸਤਾਵੇਜ਼ਾਂ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਮੇਰੀ ਜਾਣਕਾਰੀ ਅਤੇ ਵਿਸ਼ਵਾਸ ਅਨੁਸਾਰ ਦਰੁਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ। ਮੈਂ ਇਸ ਗੱਲ ਤੋਂ ਜਾਣੂ ਹਾਂ ਕਿ ਜੇਕਰ ਮੇਰੇ ਦੁਆਰਾ ਦਿੱਤੀ ਗਈ ਸੂਚਨਾ ਝੂਠੀ ਸਾਬਤ ਹੁੰਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਰੀਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਅਜਿਹੀ ਝੂਠੀ ਸੂਚਨਾ ਦੇ ਅਧਾਰ ਤੇ ਮੈਨੂੰ ਮਿਲੀ ਨੌਕਰੀ ਸਰਸਰੀ ਤੌਰ ਤੇ (summarily) ਖਤਮ ਹੋ ਜਾਵੇਗੀ।