

**PUNJAB STATE LEGAL SERVICES AUTHORITY, SAS NAGAR**  
**DETAILED EMPLOYMENT NOTICE FOR POSTS OF GROUP-D**

<b>Employment Notice Number</b>	<b>LAST DATE FOR RECEIPT OF APPLICATIONS (Through Offline Mode)</b>
75/PULSA/2024	03.07.2024

Applications (on prescribed format attached at **Annexure A**) are invited from the eligible candidates through offline mode for filling up **07 Posts of Group-D** in establishment of Punjab State Legal Services Authority as per the following details: -

<b>NAME OF POST</b>	<b>TOTAL NUMBER OF POSTS</b>
Group D	General -5 Sportsperson – 01 SC - 01

**Note:-**

- The sphere of duty of Group-D employee shall include the work of Chowkidari, cleanliness work, works relating to Waterman-cum-Maali and all other works falling under the sphere of duty of Group-D employee as per the instructions issued by the State Government from time to time.
- The number of vacancies may be increased or decreased at any stage depending upon the requirement.
- Complete application form must reach this office on or before 03.07.2024 on the below mentioned address:

**Member Secretary**  
**Punjab State Legal Services Authority**  
**Site No.126, Opposite GMADA Community Centre**  
**Sector 69, SAS Nagar-160062.**

**1. AGE LIMIT:**

- The age of applicant should not be less than 16 years and more than 37 years as on 01.01.2024;
- Candidate belonging to Schedule Caste has an exemption of five years in the maximum age of entry in the Government service.

**2. QUALIFICATION AND EXPERIENCE**

- Applicant must have passed Middle Standard or equivalent examination with Punjabi as one of the subjects.

**Note:-**

- The Applicant must fulfill the eligibility conditions as on the last date of submission of application i.e. **03.07.2024**.

**3. RESERVATION BENEFIT**

- ✓ Candidates claiming the benefit of reserve category must belong to State of Punjab;

- ✓ Candidate claiming the benefit under SC category is required to produce category certificate issued by the Competent Authority;
- ✓ The candidate claiming the benefit of the Sports category is required to fulfill the condition that he/she won first, second or third position in the team or individual events while representing the State of Punjab in State level Championship in any of the discipline affiliated to the Punjab Olympic Association organized by the State Level Federation. In case of non-Olympic disciplines such as Cricket and Tennis, a winner should have attained any of the first three positions in a State Level Championship organized by the concerned State Level Association affiliated to the concerned National Federation;
- ✓ Candidate claiming the benefit of Sports category should also fulfill other norms relevant to the post of Group-D as provided in Punjab Recruitment of Sportsmen Rules, 1988, Punjab Recruitment of Sportsmen Rules-2019, Punjab Recruitment of Sportsmen Rules - 2020 read with Punjab Government Letter No. 20/4/86-5PP1/13204 dated 19.07.1989 as well as other instructions relating thereto, issued by the Punjab Government from time to time.

**Note:-**

**The candidates applying in the sports category are required to submit self- attested copies of gradation certificates strictly in accordance with the rules and instructions issued by the State Government, from time to time;**

Director, Department of Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other sports certificate issued by any other authority shall not be accepted as a valid certificate for claim of reservation under the Sports Category;

**4. PAY SCALE**

As per the pay matrix issued under 7<sup>th</sup> Central Pay Commission, the minimum admissible pay would be 18000/-, subject to the condition that instructions issued by the State Government vide Letter No.7/204/2012-4FP1/60 dated 15.01.2015 and No.7/204/2012-4FP1/853793 dated 04.10.2016 shall be applicable mutatis mutandis.

**5. SELECTION CRITERIA**

Selection will be made on the basis of '**Assessment of General Aptitude, Behavior, Dress & Mannerism**'.

Punjab State Legal Services Authority reserves the right to short list the applications on the basis of criteria fixed by the Competent Authority.

**6. HOW TO APPLY**

The candidates are required to submit the photocopies (self-attested) of the below mentioned documents along with the Application Format (i.e. **Annexure A**): -

- ✓ Middle Standard or equivalent pass certificate;
- ✓ Date of Birth Certificate;
- ✓ Certificates of educational qualification higher than middle standard;
- ✓ Residence Certificate (in case of reserve category);
- ✓ In case of Sports category, the Gradation certificates duly issued by the Director, Department of Sports;
- ✓ In case of SC Category, the relevant certificate from the Competent Authority;
- ✓ Copy of '**No-objection Certificate**' signed by Head of department, if the candidate is applying through proper channel;

## 7. OTHER TERMS & CONDITIONS

The applicant shall fulfill the following terms and conditions as on date of publication of the advertisement:-

- (i) This advertisement has been published for recruitment of 07 vacancies (General-05, SC-01, Sports-01). Out of the total vacancies, 03 vacancies (General-02, Sports-01) are already lying vacant, whereas, 04 vacancies (General-03, SC-01) may likely to be vacant in case the already working Group-D employees are promoted as Clerks. The candidates selected against the 04 vacancies (General-03, SC-01), which are published in anticipation, will be allowed to join only if the Group-D employees presently working on these posts, are promoted as Clerks;
- (ii) The candidates are advised to read the advertisement thoroughly before filling the Application Form;
- (iii) The candidates applying under the reserve category, must be resident of the State of Punjab and copy of the residence certificate must be attached with the application form;
- (iv) Incomplete Application Form shall be rejected outrightly and no correspondence shall be entertained in this regard;
- (v) In no case, the application(s) received after the last date be entertained;
- (vi) Applicant must ensure that he/she has an access to the internet facility with reasonable speed so to update himself/herself with the latest developments posted on the website of the State Authority '[www.pulsa.punjab.gov.in](http://www.pulsa.punjab.gov.in)', from time to time in context to the recruitment process;
- (vii) Applicants are advised not to change their mobile number/Email IDs which they have mentioned in the application form;
- (viii) Applicants are also advised not to give mobile number/Email ID of

any other person(s) to avoid any future complication. The State Legal Services Authority shall not be responsible in any manner for non- delivery of information through the digital mode at any stage either due to non-activation of mobile phone or if the same is out of coverage area or is out of order due to some technical fault on part of candidate or its service provider. It shall be the responsibility of the candidate to update himself/herself by visiting the website of the State Authority from time to time for important notifications;

**(ix)** Applicant must check all the information furnished in the Application Form carefully before submission. The applicant shall be personally responsible for correctness of the information so quoted by him/her in the Application Form. In case any of the information quoted by the applicant in the application form is found false, his/her candidature shall stand cancelled;

**(x)** In no case, the Applicant be allowed to change the contents of information filled in the Application Form after submission of the same;

**(xi)** Punjab State Legal Services Authority shall reserves the right to increase or decrease number of vacancies at any stage;

**(xii)** The admission of the candidates at all the stages of the recruitment process will be purely provisional and subject to satisfaction of all the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification of the credentials of the candidate at any stage i.e. during, before or after the recruitment process or even after the appointment, it has been found that the candidate has given the false information or the candidate is found ineligible, his/her candidature shall deem to be cancelled with immediate effect;

**(xiii)** No extra time will be given to the applicant for production of any document. Failure to produce original testimonial/documents on demand will entail rejection of candidature;

**(xiv)** Document created or procured after last date of submission of Application Form will not be accepted;

**(xv)** The instructions issued by the Government of Punjab vide Letter No.7/204/2012-4FP1/66 dated 15.01.2015 as well as other instructions issued by the State Government from time to time regarding payment of emoluments during the probation period and other instructions regulating the service conditions, shall be applicable;

**(xvi)** The candidate already working in the other Punjab Government departments, are required to submit their application through proper

channel and also enclose the “**No-objection Certificate**” duly signed by the Head of Department;

**(xvii)** This recruitment process has been initiated for 07 posts (General-05, SC-01, Sports-01). Out of the total posts, 03 posts (General-02, Sports-01) already vacant whereas 04 posts (General-03, SC-01) may likely to be vacant in consequence to promotion of Group-D employees already in service. As such, in case any of the Group-D employee forego his/her promotion or reverted to the lower post within the desired time limit as specified in the rules, in such eventuality, the newly appointed candidate against the post vacated by the already working Group-D employee(s), shall be relieved from duty without any prior notice. Hence, the appointment of the newly selected candidate(s) against the 04 vacancies (General-03, SC-01) shall be strictly as per this condition;

**(xviii)** The employees who are working on contract/adhoc basis in any Department/Corporation/Board/Autonomous Body shall not be considered as employees of State/Central Government;

**(xix)** Selected candidates can be posted/ transferred in any District in the State of Punjab;

**(xx)** No TA/DA will be paid to the candidates appearing for ‘**An Assessment of General Aptitude, Behavior, Dress & Mannerism**’;

**(xxi)** All announcements regarding this recruitment process will be made on the Official Website of Punjab State Legal Services Authority [www.pulsa.punjab.gov.in](http://www.pulsa.punjab.gov.in). The candidates are advised to keep on visiting the website. Punjab State Legal Services Authority shall not be responsible for missing or non-receipt of any information on account of his/her failure of as to visiting the official website from time to time;

**(xxii)** The Competent Authority reserves the right to add or delete any of the aforesaid condition subsequently.

sd/-  
Member Secretary

Dated:-

**Annexure-A**

**APPLICATION FORM FOR THE POST OF PEON**

***(TO BE FILLED BY THE APPLICANT IN HIS OWN HANDWRITING)***

**Affix self  
attested  
recent  
passport  
Size  
photograph**

1. Name of the Candidate (in full) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Permanent residential address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Category (General/SC/Sports) \_\_\_\_\_
5. Gender \_\_\_\_\_
6. Date of Birth (DD/MM/YY) \_\_\_\_\_
7. Age as on 01.01.2024 \_\_\_\_\_
8. Contact details (Mobile No.) \_\_\_\_\_  
& E-mail ID \_\_\_\_\_
9. Qualification (Middle Standard onwards)

<b>Examination Passed</b>	<b>Year of Passing the Examination</b>	<b>Total Marks</b>	<b>Marks Obtained</b>	<b>% of marks Class/Grade Distinction</b>
Middle Standard Or Equivalent				
Matric				
10+2				
Graduation or equivalent				
Any other Qualification				

10. Whether passed Punjabi as one of the subject upto Middle standard level. If yes, attach proof.

11. Special Skill/Proficiency or expertise (Yes/No): \_\_\_\_\_  
(e.g. Driving/Typing/Event Management/  
Computer Knowledge/Extra-curricular activities etc.)  
If yes, give details.

12. Whether the applicant is in employment (Yes/No): \_\_\_\_\_  
of Govt./Semi-Govt./Corporation/Boards,  
Local Bodies department/Autonomous Body?  
If yes, give details.

13. Was the applicant ever arrested, detained (Yes/No): \_\_\_\_\_  
in Judicial Custody, summoned, ordered to  
be bound down in security proceedings, Convicted,  
acquitted, discharges for any offence?  
If yes, give details:- \_\_\_\_\_

14. Whether the applicant has ever been (Yes/No): \_\_\_\_\_  
Discharged, removed, dismissed or dispensed  
from Service of any Govt./Semi-Govt./Boards/  
Corporations/ Autonomous Body?  
If yes, give details: - \_\_\_\_\_

15. Whether the applicant had previously (Yes/No): \_\_\_\_\_  
Served in any Govt. / Semi-Govt. / Boards/Corporations/  
Autonomous Body?  
If yes, give details:- \_\_\_\_\_

**Date:**

**Place:**

**Signature of Applicant**

**Declaration by the Applicant**

- (i) I have read and understood all the terms and conditions mentioned in the advertisement uploaded on the website of Punjab State Legal Services Authority and I accept all the terms & conditions.
- (ii) I certify that particulars/information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particular(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.
- (iii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- (iv) I undertake that if any column is left blank, my application can be rejected.

**Date:**

**Place:**

**Signature of Applicant**

