

PUNJAB STATE LEGAL SERVICES AUTHORITY, SAS NAGAR
DETAILED EMPLOYMENT NOTICE FOR THE POST OF DRIVER

Employment Notice Number	Last date for offline receipt of applications
01/DRV/PULSA/2023	20.02.2023

In continuation to the earlier Advertisement No. 11/2020, Applications (on prescribed format attached at **Annexure A**) are invited from the eligible candidates through offline mode for filling up **07 Posts of Drivers (01 vacant post and 06 vacancies in anticipation)** in establishment of Punjab State Legal Services Authority as per the following details:-

NAME OF POST	TOTAL NUMBER OF POSTS
Driver	General Category-4 General Category (EWS)-2 Sportsperson (General)-1

Note:- The number of posts may increase or decrease depending upon the number of vacancies. However, the number of candidates to be recommended will be decided by the Selection Committee.

1. Age

The age of applicant should not be less than 18 years and more than 37 years as on 01.01.2023.

2. Qualification and Experience

- Applicant must have passed matriculation or equivalent examination with Punjabi as one of the subjects.
- Applicant should possess a valid driving license of 'Light Motor Vehicle (LMV)'.
- Applicant should not have any criminal case in pending in courts for negligent driving and has not been convicted by any criminal court.
- Applicant should have minimum two years experience of driving of any Light Motor Vehicle (LMV). The period of two years experience shall count from that date on which the applicant has been issued the driving license by the competent authority.

Note:-

- i. The proof of driving experience (**Annexure B**) is required to be produced at the time of 'Assessment of General Aptitude, Behavior, Dress & Mannerism' or as and when required.
- ii. The Applicant must fulfill the eligibility conditions of qualification and experience etc. on the last date of submission of application i.e. **20.02.2023**.

3. Details of Fee

Applicant(s) shall deposit fee along with the Application Form, by way of Demand Draft in favour of Member Secretary, Punjab State Legal Services Authority, payable at SAS Nagar, as per the following details:-

- **General/Sports category-** **Rs.1000/-**
- **Economically weaker sections-** **Rs.250/-**

Note:- The Application Forms received without requisite fee or partial fee shall not be considered.

4. Reservation Benefit

- ✓ Candidates claiming the benefit of reserve category must belong to State of Punjab and also 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;
- ✓ Candidates should also fulfill other norms relevant to the post of driver as provided in Punjab Recruitment of Sportsmen Rules, 1988, Punjab Recruitment of Sportsmen Rules (First amendment), 2019, Punjab Recruitment of Sportsmen Rules (First amendment), 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;
- ✓ Candidates claiming the reservation under Economically Weaker Section (**EWS**) are required to submit the certificate to this effect (as per the Instructions issued by Punjab Government, Department of Social Justice, Empowerment & Minorities (Reservation Cell) vide **Letter No.1/16/2019-RC1/116 dated 14.05.2019** to all the Deputy Commissioners of the State of Punjab.

Note:-

- i. 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;
- ii. 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;
- iii. Candidates claiming reservation under Sports category must submit residence certificate of State of Punjab and failure of producing the same would result in cancellation of candidature.

5. Pay Scale

As per the pay matrix issued under 7th Central Pay Commission, the minimum admissible pay would be 21700/-, 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.

6. Selection Criteria

Selection will be made on the basis of '**Driving Skill Test**' and '**Assessment of General Aptitude, Behaviour, 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.

7. How to apply

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

- ✓ Matriculation pass certificate;
- ✓ Date of Birth Certificate;
- ✓ Certificates of educational qualification higher than matriculation;
- ✓ Valid driving license (LMV);
- ✓ Demand Draft (original);
- ✓ Residence Certificate (in case of reserve category);
- ✓ Gradation certificates duly issued by the Director, Department of Sports;
- ✓ Experience certificate duly issued by the concerned authority at **Annexure B**;
- ✓ Copy of No-objection Certificate (original) signed by Head of department, if the candidate is applying through proper channel;
- ✓ Affidavit by the candidate (**Annexure C**);

- ✓ Copy of Income & Asset Certificate issued by the competent authority to Economically Weaker Sections as per the instructions of the Punjab Government, Department of Social Justice, Empowerment and Minorities (Reservation Cell) vide Letter No.1/16/2019-RC1/116 dated 14.05.2019 issued to all the Deputy Commissioners.

8. 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 (01 post already vacant and 06 vacancies in anticipation). The candidates selected against 06 vacancies will be allowed to join only if the drivers presently working on these posts, are appointed in the other Punjab Government department by way of transfer;
- (ii) The candidates who have earlier applied against advertisement No.11/2020 need not to apply afresh;
- (iii) The candidates are advised to read the advertisement thoroughly before filling the Application Form;
- (iv) The candidates applying in the reserve category, must be resident of State of Punjab and copy of the residence certificate must be attached with the application form;
- (v) Incomplete Application Form shall be rejected outrightly and no correspondence shall be entertained in this regard;
- (vi) In no case, the application(s) received after the last date be entertained;
- (vii) Applicants must ensure that they have 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 from time to time regarding the recruitment;
- (viii) Applicants are advised not to change their mobile number/Email ID which they have mentioned in the application form;
- (ix) Applicants are also advised not to give mobile number/Email ID of unknown persons/stranger 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;

(x) Applicants must check all the information furnished in the Application Form carefully before submission. Any information submitted by the applicant through Application Form will bind the applicant personally and if found to be false, then applicant shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper;

(xi) Applicant shall not be allowed to change the contents of information filled in the Application Form after submission of the same;

(xii) Punjab State Legal Services Authority reserves the right to increase or decrease number of posts at any stage;

(xiii) 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 at any time i.e. during, before or after the recruitment process or even after the appointment, it is found that the candidate has given the false information or the candidate is found ineligible, his/her candidature shall be deemed to be cancelled with immediate effect;

(xiv) 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;

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

(xvi) 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;

(xvii) 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;

(xviii) This recruitment process has been initiated for 07 posts (one post already vacant and 06 posts likely to be vacant in consequence to selection of presently working drivers in other department by way of transfer). As such, in case any of the employee is repatriated to this State Authority

within a period as fixed by the Competent Authority, in such eventuality, the newly appointed candidate against the post vacated by the aforesaid employee(s), shall be relieved from duty without any prior notice and this appointment shall be strictly as per this condition;

(xix) 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;

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

(xxi) No TA/DA will be paid to the candidates appearing for Driving Skill Test and an Assessment of General Aptitude, Behavior, Dress as well as Mannerism;

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

(xxiii) The competent authority reserves the right to add or delete any of the aforesaid condition subsequently.

sd/-
Member Secretary

Dated:-04.02.2023

Annexure-A

APPLICATION FORM FOR THE POST OF DRIVER

(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. Gender _____
5. Date of Birth (DD/MM/YY) _____
6. Age as on 01.01.2023 _____
7. Contact details (Mobile No.) _____
8. Demand Draft No. and date _____
9. Qualification (Matriculation onwards)

Examination Degree/Diploma	University/Board	Subject	Year of Passing	% of marks Class/Grade Distinction
Matric				
Intermediate				
Graduation				
Diploma				
Post-Graduation				
Any other				

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

11. Details of Driving License issued

Date of Issue	Issuing Authority	Type of License	Date of Expiry	Driving Experience

12. Whether the applicant is in employment (Yes/No): _____
of Govt./Semi-Govt./Corporation/Boards,
Local Bodies department/Autonomous Body?
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 found
convicted for negligent driving?
If yes, give details:- _____
15. 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: - _____
16. 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 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.
- (ii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- (iii) I undertake that if any column is left blank, my application can be rejected.

Date:

Place:

Signature of Applicant

(LETTER HEAD)
TO WHOM IT MAY CONCERN

I undersigned personally certify that Sh._____ S/o Sh._____
R/o_____holder of Driving License No._____ has been
driving Light Motor Vehicle (specify vehicle) since (DD)/(MM)/(YYYY) to
(DD)/(MM)/(YYYY) with/under _____(write
Name of person or Organization)

Dated:- _____

Place:- _____

Signature:-_____

**Name of issuing authority
with Stamp or Seal**

(STAMP UNDER LAW)
AFFIDAVIT
(to be attested by Notary / Magistrate)

I, _____ S/o, Sh. _____ R/o _____ do hereby solemnly affirm
and declare as under:-

1. That I am resident of _____.
2. That I have never been convicted for rash or/and negligent driving under the any law
nor any such proceedings are pending in any Court/Authority against me.

Place:-

Dated:-

Deponent

Verification:-

Verified that the contents of Para No. 1 & 2 are true and correct to the best of my
knowledge and belief and nothing has been concealed therein.

Place:-

Dated:-

Deponent