

GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER SUPPLY & SANITATION
GENERAL INFORMATION FOR THE CANDIDATES

FOR POSTS OF COMMUNITY DEVELOPMENT SPECIALISTS (CDS), INFORMATION EDUCATION & COMMUNICATION SPECIALISTS (IEC) AND BLOCK RESOURCE COORDINATORS (BRC) CUM COMMUNITY FACILITATOR (CF). (ON CONTRACT BASIS)

Online applications are invited for Recruitment to fill following posts in the Department of Water Supply & Sanitation, Punjab. The detailed information regarding number and type of posts, reservation chart, qualifications, and other terms and conditions etc. is given below: -

1. TYPE AND NUMBER OF POSTS

1.1 Name of the post : COMMUNITY DEVELOPMENT SPECIALISTS (CDS)

Pay (Rs.) : Rs. 20000/- PM + *Travel Allowance

Total Number of Posts: 31

Table showing breakup of General/ Reserved category posts:

Sr. No.	CATEGORY	NUMBER OF POSTS
1	General	3
2	EWS (Economically Weaker Section) Gen. – (Punjab)	5
3	Schedule Caste (Mazhbi & Balmiki) (Punjab)	6
4	Schedule Caste (Ramdasia & Others) (Punjab)	4
5	Schedule Caste (Sportsperson) – (Punjab)	1
6	Backward Class (Punjab)	3
7	Ex-serviceman - Schedule Caste (Punjab)	1
8	Ex-serviceman – Backward Class (Punjab)	1
9	Ex-serviceman - (Punjab)	4
10	PwD - Persons with Disabilities (Punjab) - Blindness & Low Vision (B.L.V.)	1
11	PwD - Persons with Disabilities (Punjab) - locomotor Disability (OA, OL,OAL,BL,BLOA)	1
12	Sportsperson – (Punjab)	1
	Total	31

For Instructions regarding reservation please refer sr. no. 12

1.2 Name of the post: INFORMATION EDUCATION & COMMUNICATION
SPECIALISTS (IEC)

Pay (Rs.) : Rs. 20000/- PM + *Travel Allowance

Total Number of Posts: 35

Table showing breakup of General/Reserved category posts:

Sr. No.	CATEGORY	NUMBER OF POSTS
1	General	9
2	EWS (Economically Weaker Section) Gen. – (Punjab)	5
3	Schedule Caste (Mazhbi & Balmiki) (Punjab)	5
4	Schedule Caste (Ramdasia & Others) (Punjab)	2
5	Schedule Caste (Sportsperson) – (Punjab)	1
6	Backward Class (Punjab)	4
7	Ex-serviceman - Schedule Caste (Punjab)	1
8	Ex-serviceman – Backward Class (Punjab)	1
9	Ex-serviceman - (Punjab)	4
10	PwD - Persons with Disabilities (Punjab) - Blindness & Low Vision (B.L.V.)	1
11	PwD - Persons with Disabilities (Punjab) - locomotor Disability (OA, OL,OAL,BL,BLOA)	1
12	Sportsperson – (Punjab)	1
	Total	35

For Instructions regarding reservation please refer sr. no. 12

1.3 Name of the post: BLOCK RESOURCE COORDINATORS (BRC) CUM
COMMUNITY FACILITATOR (CF)

Pay (Rs.) : Rs. 15000/- PM + *Travel Allowance

Total Number of Posts: 216

Table showing breakup of General/Reserved category posts:

Sr. No.	CATEGORY	NUMBER OF POSTS
1	General	68
2	EWS (Economically Weaker Section) Gen. – (Punjab)	30
3	Schedule Caste (Mazhbi & Balmiki)(Punjab)	23
4	Schedule Caste (Ramdasia & Others) (Punjab)	14

5	Schedule Caste (Sportsperson) – (Punjab)	3
6	Backward Class (Punjab)	21
7	Ex-serviceman - Schedule Caste (Punjab)	12
8	Ex-serviceman – Backward Class (Punjab)	6
9	Ex-serviceman - (Punjab)	22
10	PwD - Persons with Disabilities (Punjab) - Blindness & Low Vision (B.L.V.)	6
11	PwD - Persons with Disabilities (Punjab) - locomotor Disability (OA, OL,OAL,BL,BLOA)	2
12	Sportsperson – (Punjab)	6
13	Freedom Fighter (Punjab)	3
	Total	216

For Instructions regarding reservation please refer sr. no. 12

***Note: Travelling Allowances will be as per the following:**

Sr. No.	Designation	Salary as approved	Travel Allowances per month
1.	Community Development Specialist (CDS)	Rs. 20000	Rs. 4000
2.	IEC Specialist	Rs. 20000	Rs. 4000
3.	Block Resource Coordinator (BRC) cum Community Facilitator (CF)	Rs. 15000	Rs. 3000
Assuming that they travel on all 20 days in a month			

2. GENERAL INSTRUCTIONS FOR RESERVED CATEGORIES FOR THE POST OF COMMUNITY DEVELOPMENT SPECIALISTS (CDS), INFORMATION EDUCATION & COMMUNICATION SPECIALISTS (IEC) AND BLOCK RESOURCE COORDINATORS (BRC) CUM COMMUNITY FACILITATOR (CF):

2.1 The benefit of reservation shall only be available to the candidates, who are bonafide residents of Punjab State.

2.2 The candidates belonging to reserved categories shall clearly indicate, in the application form the category under which he/she wants to be considered. The category of reservation once opted will not be allowed to be changed.

2.3* Posts for PwD (Persons with Disabilities) category will be filled as per Punjab Government instructions mentioned at sr. no. 12 (VIII-f) in the last of this advertisement.

2.4 Eligibility criteria for claiming reservation under PwD (Persons with Disabilities) category is as below:

Sr. No.	Name of the Post	Type of Disability
1.	COMMUNITY DEVELOPMENT SPECIALISTS (CDS)	Blindness & Low Vision (BLV), Locomotor Disability (One Arm, One Leg, One Arm and One leg, both Legs, Both Legs and One Arm)
2.	INFORMATION EDUCATION & COMMUNICATION SPECIALISTS (IEC)	Blindness & Low Vision (BLV), Locomotor Disability (One Arm, One Leg, One Arm and One leg, both Legs, Both Legs and One Arm)
3.	BLOCK RESOURCE COORDINATORS (BRC) CUM COMMUNITY FACILITATOR (CF)	Blindness & Low Vision (BLV), Locomotor Disability (One Arm, One Leg, One Arm and One leg, both Legs, Both Legs and One Arm)

2.5 Candidates with any disability other than specified in above table are not eligible to apply under any category.

2.6 Reservations for various categories is as per Policy/instructions of the Punjab Government.

3. FEE

The candidates are required to pay the application fee as mentioned below:

Sr. No.	Application Fee (Non-refundable)	
1	Schedule Caste (SC)/ Schedule Tribes (ST)/ PwD (Persons with disabilities)/ Backward Class(BC)	Rs.500/- (Five hundred only)
2	Other Categories	Rs.1000/- (One thousand only)

* Mode of payment is mentioned at sr. no.11.8 (iv)

4. NATIONALITY AND CHARACTER CERTIFICATE:

4.1 A candidate shall be a:

- a) Citizen of India; or
- b) Citizen of Nepal; or
- c) Subject of Bhutan; or
- d) Tibetan refugee who came over to India before the 1st January 1962, with the intention of permanently settling in India; or
- e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

4.1.1 Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

4.1.2 A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

4.2 A selected candidate shall produce following additional certificates: -

- a) a certificate of character from the principal academic officer of the university, college, school or institution last attended and
- b) A self-declaration to the effect that he/she has never convicted for any criminal offence involving moral turpitude and that he/she has never been dismissed or removed from services of any State Government or of Government of India, or of any Public-Sector Undertaking.

5. AGE CRITERIA

5.1 Candidates should not be below 18 years and above 45 years of age as on 01.01.2020 for all categories.

6. EDUCATIONAL QUALIFICATIONS AS ON LAST DATE OF RECEIPT OF APPLICATIONS

Sr. No.	Name of Post	Eligibility
1	COMMUNITY DEVELOPMENT SPECIALISTS (CDS)	<p>I. Post graduate degree in Social work with minimum 50% pass marks.</p> <p>II. Matriculation passed with Punjabi language or passed test for Punjabi language conducted by State Language Department.</p> <p>III. Essential Experience: Minimum 02 year's in areas such as social development/social policy, socio-economic or specific issue such as health, education, gender, water & Sanitation, poverty.</p> <p>Desirable</p> <p>I. Candidate to have basic knowledge of computer and should be well versed with social media application such as Whatsapp, Facebook.</p> <p>II. Work experience in strategic planning for behavior development/ social mobilization/ advocacy/ participatory development.</p>

2	INFORMATION EDUCATION & COMMUNICATION SPECIALISTS (IEC)	<p>I. Post graduate degree in Mass communication/ Journalism with minimum 50% pass marks.</p> <p>II. Matriculation passed with Punjabi language or passed test for Punjabi language conducted by State Language Department.</p> <p>III. Essential Experience: Minimum 02 years' experience in areas such as social development/social policy, socio-economic or specific issue such as health, education, gender, poverty or related field.</p> <p>Desirable</p> <p>I. Candidate to have basic knowledge of computer and should be well versed with social media application such as Whatsapp, Facebook etc.</p> <p>II. Work experience in strategic planning for behavior development/ social mobilization/ advocacy/ participatory development.</p>
3	BLOCK RESOURCE COORDINATORS (BRC) CUM COMMUNITY FACILITATOR (CF)	<p>I. Bachelor of Arts with minimum 50% pass marks.</p> <p>II. Matriculation passed with Punjabi language or passed test for Punjabi language conducted by State Language Department.</p> <p>III. Essential Experience: Minimum 01-year experience in Water and Sanitation sector.</p> <p>Desirable</p> <p>I. Candidate to have basic knowledge of computer and should be well versed with social media application such as Whatsapp, Facebook.</p>

6.1 No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time.

6.2 Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him

or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language.

6.3 Provided further that where a ward of Defence Service Personnel, who is a bona-fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of appointment.

6.4 Candidate himself/ herself will be responsible for his/her eligibility in accordance with the minimum qualifications provided above.

7. MODE OF SELECTION:

7.1 The candidates will be selected on overall merit score on basis of written test (85 marks) and experience (15 marks), **except Sports person category which shall be determined as per Sports Gradation Policy No. 47/26/83-5/Edu/2036 dated 10.12.1997.**

7.2 There needs to differentiate between "Essential Experience" and "**Specific Experience** for 15 marks".

'Essential Experience' is essential and part of minimum qualification to be eligible for written test. There are no marks for "Essential Experience" **if it doesn't match with the "Specific Experience"**. Essential Experience is the experience worked on some project in field as required in the advertisement and can be had with some N.G.O/ Private organization/ Government Organization.

"Specific Experience for 15 marks" is experience worked with Punjab Water Supply and Sanitation Department laid down in Clause 7.7.

7.3 The written examination will be conducted at Patiala.

7.4 The question paper shall consist of multi choice. The Paper will be objective type four options with 2 hours duration. The paper will consist of 85 questions with one mark each.

7.5 There shall be no negative marking.

7.6 Answer sheet will be OMR type.

7.7 In addition, the weightage for experience of working in water and sanitation sector will be allowed for those candidates who have experience as Resource Person: State Institute of Rural Development (SIRD), Master Motivators,

Motivators or any other person who have worked in rural areas under Water Supply and Sanitation component in Punjab, as per the scheme given below.

The weightage for experience shall be allowed on the basis of experience certificate issued by officer not below the rank of Executive Engineer and counter signed by concerned Superintending Engineer/supervisory officer based on actual work done. The experience certificate shall be as per the format placed at 'Annexure C'

The proposed criteria for Specific experience {15 marks} for above categories is mentioned below:

7.7.1 Motivator for Sanitation

The weightage for the experience in the field of Sanitation shall be as per number of villages made Open Defecation Free (ODF) by Motivator. The ranking shall be as per the following:

Number of villages made ODF by the Motivator*	Marks
1	03 marks
2	06 marks
3	09 marks
4	12 marks
5 or more	15 marks

* As per incentive guidelines for Motivators each Motivator was responsible for 4-6 villages.

7.7.2 Master Motivator for Sanitation (Who has worked in supervisory capacity for ODF campaign at cluster of villages) for a period of 6 months or more.

Number of villages made ODF by the Master Motivator*	Marks
5-9	03 marks
10-14	06 marks
15-19	09 marks
20-24	12 marks
25 or more	15 marks

7.7.3 Resource persons from State Institute of Rural Development (SIRD) for Sanitation Who have worked for ODF campaign in supervisory category for a period of 6 months or more.

Number of villages made ODF by the SIRD person	Marks
50-99	03 marks
100-149	06 marks
150-199	09 marks
200-249	12 marks
250 and above	15 marks

7.7.4 Motivator for Water

A person who has worked in the water sector to achieve higher service delivery parameters of water supply in rural areas of Punjab as described below:

- a. Water Supply service level is 70 LPCD or more.'
- b. Water Supply duration upto 10 hours or more.
- c. Formation of GPWSC is and handing over of Operational and Maintenance of Scheme to GPWSCs.
- d. Making Water Supply Scheme financially sustainable.
- e. Private house hold connections are 90% or more

Number of villages where higher service delivery standards were achieved by the Motivators (sustained status for 6 months).	Marks
1	03 marks
2	06 marks
3	09 marks
4	12 marks
5 or more	15 marks

7.7.5 Master Motivator for water component in supervisory category (A person who has worked in supervisory capacity (cluster level) to achieve higher service delivery parameters of water supply in rural areas of Punjab as described at para 8.2.4)

Number of villages where higher service delivery standards were achieved by the Master Motivators (sustained status for 6 months).	Marks
2-5	03 marks
6-9	06 marks
10-13	09 marks
14-17	12 marks
18 or more	15 marks

7.7.6 SIRD Resource person for Water in supervisory category (A person who has worked in supervisory capacity (block level) to achieve higher service delivery parameters of water supply in rural areas of Punjab as described at para 8.2.4)

Number of villages where higher service delivery standards were achieved by the Master Motivators (sustained status for 6 months).	Marks
50-99	03 marks
100-149	06 marks
150-199	09 marks
200-249	12 marks
250 and above	15 marks

7.7.7 Experience certificate:

The weightage for experience shall be allowed on the basis of experience certificate issued by officer not below the rank of Executive Engineer and counter signed by concerned Superintending Engineer/supervisory officer based on actual work done. The experience certificate shall be as per the format placed at 'Annexure C'.

- 7.8** In case of a tie of marks after preparing the merit of written test (85% weightage) and specific experience (15% weightage), the merit in that case shall be determined on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at matriculation level shall be ranked higher in order of merit.
- 7.9** The recruitment SHALL BE MADE SUBJECT TO 100% VERIFICATION of ALL CERTIFICATES within six months of joining the service and SHALL BE LIABLE TO BE DECLARED NULL AND VOID ABINITIO WITHOUT ANY NOTICE WHATSOEVER IN CASE ANY DOCUMENT IS FOUND FAKE OR FORGED. The department shall also without fail launch against such candidates, suitable criminal proceedings besides civil proceedings to make recoveries of salary and other emoluments paid to such candidates.
- 7.10** The selection will be subject to any notification /amendments issued by Punjab Government from time to time.
- 7.11** Waiting list of the candidates will be prepared and shall be valid for one year from the date of publication of result.
- 7.12** **Nature of job is Purely Contractual in nature. Candidate will be selected for a tenure of one year, extendable on yearly basis depending upon the performance of Candidate.**

8. Syllabus:

8.1 COMMUNITY DEVELOPMENT SPECIALIST (CDS) AND IEC SPECIALIST

Part A: Basic knowledge (25 marks)

1. Punjabi: Punjabi syllabus for Matric as prescribed by Punjab School Education Board (PSEB)
2. Mathematics: Mathematics syllabus for class 10 as prescribed by (PSEB)
3. Basic Knowledge of internet browsing, Email and MS Office
4. English: Syllabus for Matric as prescribed by Punjab School Education Board (PSEB)

Part B: Knowledge of Community Mobilization, Water and Sanitation sector (60 marks)

The candidate should have knowledge of following topics on Water and Sanitation sector, Community Mobilization and development etc.

1. Water Supply

- Types of sources of drinking water
- Ill effects of contaminated water
- Definition of safe, potable drinking water and its Importance in everyday life.

2. Water quality

- Judicious and safe use of water
- Water quality issues related with water and use of FTK's & H₂S vials.
- Quality parameters to be tested for drinking water.
- Sampling process for collection of water samples for testing of heavy metals, basic parameters, bacteriological contamination & pesticides.
- Vector borne diseases.
- Water borne diseases.
- Disinfection of water by chlorination etc
- Basic Knowledge about water treatment technologies such as RO Plants, Arsenic-cum--Iron removal plants.

3. Decentralization in Rural Water & Sanitation Sector

- Knowledge about PRIs, its various functions as per Panchayati Raj Act
- Community management
- Community participation
- Participatory Rural Appraisal [PRA] techniques
- Social Audit in water supply schemes
- Community mobilization

4. Gender Mainstreaming and inclusion in Water & Sanitation sector

- Awareness on Menstrual Hygiene
- Role of Women in Water and Sanitation
- Poshan Abhiyan - stunting, wasting under-nutrition, anemia (among young children, women and adolescent girls) and reducing low birth weight
- Inclusion of poor and other disadvantaged sections of the community

5. Service Delivery

- Importance and benefits of longer hours of water supply
- Disinfection of Water supply

- Benefits of 24x7 Water Supply

6. IEC Activities

- Various types of IEC activities
- Inter personal communication.
- Mid media.
- Reminder Media.
- Mass Media.
- Social media
- Various types of Stakeholders- Primary, Secondary and Tertiary.
- School IEC

7. SANITATION

Definition of safe Sanitation and its importance in day to day life,

7.1 Swachh Bharat Mission (SBM) - Gramin

- Introduction, definition, goals and objectives,
- Benefits of toilet construction and its usages
- Ill effects of Open Defecation
- Oral fecal route.
- Importance of hand washing before meals and after defecation
- Impact of poor sanitation on Women and Children
- Health benefits of safe sanitation

8. Toilet Construction

- Various types of toilets
- Benefits of leach pit toilets
- Benefits of bath-cum-toilets
- Construction details of leach pit toilet and septic tank toilets.
- Importance of soakage pit for septic tank toilets
- WC Pan definition and types. Benefits of rural Pan
- P Trap definition and its benefits
- Maintenance of Toilets

9. Open Defecation Free Environment Definition and benefits.

10. Triggering Tools And Techniques

- Interpersonal communication, Focus group discussion.
- Community led total sanitation campaign (CLTS). Triggering and formation of Nigrani Committees, importance of morning nigrani.
- WASH (Water, Sanitation & Hygiene) awareness.

- School awareness camps.
- Other IEC tools.

8.2 BLOCK RESOURCE COORDINATOR (BRC) cum COMMUNITY FACILITATOR (CF)

Part A: Basic knowledge (25 marks)

1. Punjabi: Punjabi syllabus for Matric as prescribed by Punjab School Education Board (PSEB)
2. Mathematics: Mathematics syllabus for class 10 as prescribed by (PSEB)
3. Basic Knowledge of internet browsing, Email and MS Office

Part B: Knowledge of Community Mobilization, Water and Sanitation sector (60 marks)

The candidate should have knowledge of following topics on Water and Sanitation sector, Community Mobilization and development etc.

1 Water Supply

- Types of sources of drinking water
- Ill effects of contaminated water
- Definition of safe, potable drinking water and its importance in everyday life.

1. Water quality

- Judicious and safe use of water
- Water Quality issues related with water and use of FTK's & H2S vials.
- Quality Parameters to be tested for drinking water.
- Sampling process for collection of Water samples for testing of Heavy Metals, Basic Parameters, Bacteriological contamination & Pesticides.
- Vector borne diseases.
- Water borne diseases.
- Disinfection of water by chlorination etc
- Basic Knowledge about water treatment technologies such as RO Plants, Arsenic-cum--Iron removal plants.

2. Decentralization in Rural Water & Sanitation sector

- Community management
- Community Participation
- Participatory Rural Appraisal Techniques

- Knowledge about PRIs its various functions as per Panchayati Raj Act.
- Social Audit in water supply schemes
- Community mobilization

3. Gender Mainstreaming and inclusion in Water & Sanitation sector

- Awareness on Menstrual Hygiene
- Role of Women in Water and Sanitation
- Poshan Abhiyan - stunting, wasting under-nutrition, anemia (among young children, women and adolescent girls) and reducing low birth weight

4. SERVICE DELIVERY

- Importance and benefits of longer hours of water supply
- Disinfection of water supply
- Benefits of 24x7 water supply

5. IEC Activities

- Various types of IEC activities
- Inter personal communication.
- Mid media.
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- Mass media.
- Social media
- Various types of Stakeholders- Primary, Secondary and Tertiary.
- School IEC

2 SANITATION

Definition of safe Sanitation and its importance in day to day life,

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2. Toilet Construction

- Various types of toilets
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- Construction details of leach pit toilet and septic tank toilets.
- Importance of soakage pit for septic tank toilets
- WC Pan definition and types. Benefits of rural Pan
- P Trap definition and its benefits
- Maintenance of Toilets

3. Open Defecation Free Environment Definition and benefits.

4. Triggering Tools And Techniques

- Interpersonal communication, Focus group discussion.
- Community led total sanitation campaign (CLTS). Triggering and formation of Nigran Committees, importance of morning nigrani.
- WASH (Water, Sanitation & Hygiene) awareness.
- School awareness camps.
- Other IEC tools.

9. CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE FOR RECRUITMENT:

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

- i. Incomplete application and Insufficient application fee.
- ii. Submission of form by any means other than ONLINE at the portal **www.govt.thapar.edu**
- iii. Wrong/incomplete information given in the application form.
- iv. Candidates debarred by Service Selection Boards/Service Commissions etc.
- v. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualification.
- vi. Any candidate found indulging in unfair practices during the conduct of exam.

10. IMPORTANT INSTRUCTIONS/INFORMATION:

10.1 Application Form and other details will be available at the website:- **www.govt.thapar.edu**

10.2 Candidate should fill only one form and clearly mention the category. He/She can fill sub-category also e.g. if a candidate belongs to SC (Mazhbi & Balmiki) category and is also an Ex-Serviceman, he/she should fill his/her category as SC (Mazhbi & Balmiki) and should select Ex-Serviceman status in Sub-category. In this case the candidate, will be considered for selection against both the categories i.e. SC (Mazhbi & Balmiki) and Ex-Serviceman – SC.

10.3 Number of posts advertised or there servation thereof etc. can be increased or

decreased without assigning any reason and in this regard, the decision of Punjab Govt. shall be final.

- 10.4** Candidates belonging to SC/ST/PwD (Persons with Disabilities)/ BC categories of Punjab are required to deposit fee of Rs. 500/- only. All others are required to deposit fee of Rs. 1000/- only through online mode or in cash through bank challan generated on submission of online application.
- 10.5** Applications without fees or incomplete application will be rejected without intimation.
- 10.6** Admit cards can be downloaded from the website. The candidates are further advised to keep checking the above referred website for updates, if any.
- 10.7** The written test will be decided depending upon COVID-19 situation. However, the exact schedule of the test will be displayed on the website.
- 10.8** No TA/DA will be given for appearing in the test.
- 10.9** It is the responsibility of the applicant to ensure that he/she has verified in-time that the University/Institution from which he/she has acquired the academic qualification is duly approved by the competent authority in the said stream on the date he/she has acquired the qualification. Candidate must also be conscious about the legal aspects involved thereto.
- 10.10** In the event that the department seeks any additional information with regards to eligibility and the applicant is not able to produce the specified documents within specified time, his/her candidature shall be rejected without granting any further opportunity. Such applicants may however be allowed to appear in the written test subject to the grant of Provisional Admit Card and the risk shall be on the Candidate entirely for rejection of his candidature later.
- 10.11** Mere issuance of Admit Card and appearing in the written test will not make a candidate eligible for selection. After publication of the final merit list, department will conduct verification of requisite documents and eligibility conditions. Any violation or supply of wrong information or failure to produce the original documents/certificates regarding qualification, category etc. at the time of document checking will lead to disqualification of candidature. In that case the candidate next in the merit list shall be considered for selection. No claim whatsoever on this account shall be entertained.
- 10.13** All candidates are required to visit the website www.govt.thapar.edu regularly and also check their registered email accounts(inbox as well as spam box) for updates and important information. All contents detailed here on website shall prevail. All subsequent Notices shall also be displayed ONLY on this website. If

the Candidate misses any important notice, then it will be entirely his/her personal responsibility. Unnecessary correspondence with Department should be avoided.

10.14 If after appointment, any information/ certificates/ documents are found false at any stage, the selected candidate shall be liable for disqualification/ dismissal from services and prosecution in accordance with the provisions of law.

10.15 The Department of Water Supply & Sanitation, Punjab reserves the right to modify, alter or withdraw this recruitment process at any point of time and without assigning any reason.

10.16 Some of the important dates are provided below:

Date of Advertisement	26.08.2020
Date of availability of online form	31.08.2020
Last date for applying online	24.09.2020
Last date for payment of application fee	25.09.2020
Start date of downloading the admit card	To be decided depending upon COVID-19 situation.
Date of Exam	
Uploading of answer key and OMR sheet in candidate's login	
Window for filling objection in answer key	
Result of written test in candidate's login	
Window for filling objection in written test score	
List of qualified candidates on website	

Other details pertaining to examination dates will be displayed on website.

11. HOW TO APPLY

11.1 Candidates are advised to go through the instructions carefully before filling up Online Application Form. The candidate will have the facility to change/ modify the particulars filled in the application form till the last date of submission of application. No request for change/ modification shall be entertained under any circumstance after the closing of date of receipt of applications. The Department shall not be responsible for any consequences arising out of

incorrect filling up of Application Form.

- 11.2** Candidate should fill only one form and clearly mention the category. He/She can fill sub-category also e.g. if a candidate belongs to SC (Mazhbi & Balmiki) category and is also an Ex-Serviceman, he/she should fill his/her category as SC (Mazhbi & Balmiki) and should select Ex-Serviceman status in Sub-category. In this case the candidate, will be considered for selection against both the categories i.e. SC (Mazhbi & Balmiki) and Ex-Serviceman – SC.
- 11.3** Each candidate should fill particulars like name of the candidate, father's name and date of birth etc. as given in the matriculation or equivalent certificate.
- 11.4** Any person trying to upload pseudo application/photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.
- 11.5** The candidates can apply ONLY by filling Online Application Form, through a link available on the website www.govt.thapar.edu No other means/mode of application (through post, email, fax, submission of Curriculum Vitae etc.) shall be accepted.
- 11.6** Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date for submission of application.
- 11.7** The candidate must have the following before attempting to fill Online Application Form:
- i. A valid email account which has not been used for filling Online Application Form by any other candidate applying for this Examination. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. Two or more candidates CANNOT share the same email ID. All future correspondence with the candidate will be made through the registered email ID.
 - ii. The candidate must register a valid mobile number for communication. More than one candidate may register the same mobile, however, information given on that mobile number shall be deemed to have been delivered to all such candidates.
 - iii. Scanned copy of a recent passport size photograph (jpg/jpeg format) as per specifications given below:

- a. Photograph must be a recent passport size colour photograph with light background.
 - b. While taking photograph please look straight at the camera with a relaxed face.
 - c. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - d. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
 - e. Size of file (jpg/jpeg format) should not exceed 50 KB.
 - f. Photograph not uploaded as per above details can lead to cancellation of candidature.
- iv. Scanned copy of the signature of the candidate (jpg/jpeg format), as per specification given below:
- a. The Candidate has to sign on white paper with black/blue ink/ball pen.
 - b. The Candidate must sign clearly so that the scanned image is clear because the same shall be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to impersonate, which may lead to rejection of the candidate's candidature and may result in legal action against such a candidate.
 - c. The scanned image of the candidate's signature will be used for comparison at all stages of examination and Document Checking. The candidate must maintain uniformity in the format of signatures affixed at various stages of selection process. The signature should be of the usual kind which the candidate uses for official purposes. Any attempt to modify or using confusing signature shall be taken as an effort on the part of the candidate to impersonate or of using some other ill intent. If at any stage scanned signature of the candidate does not match with the signature on any other document, where he/she is required to sign, then the candidature of the Candidate may be rejected without any further enquiry or opportunity being given to the Candidate.
 - d. Size of file (jpg/jpeg format) should not exceed 20 KB.

- e. Signatures not uploaded as per above details can lead to cancellation of candidature.

Note: Candidate must keep following details ready with them before clicking on the registration button for starting their online application process:

- a. Personal demographic details including Date of Birth and Nationality.
- b. Mobile Number
- c. Personal Email ID
- d. Reservation category details
- e. Qualification certificate as per eligibility.
- f. Proof of passing of Punjabi
- g. Soft Copies of Scanned Photograph and Signatures.

11.8 Steps to apply for exam

- i. Candidate can apply online at **www.govt.thapar.edu** from anywhere at home, at any place where there is an access to the Internet.
- ii. Complete form is available on the site **www.govt.thapar.edu**. Every successful registration will be allotted the Login id and password.
- iii. You will be shown links to upload your photograph and signature. After uploading the Photograph and Signature you can find the link to view the application form.
- iv. Application fee can be paid either online or through Bank challan in any of the State Bank of India branch till next day of filling application.
- v. Candidates are not required to send the hard copy of the application form.
- vi. Incomplete form or forms filled with wrong information the candidature shall stand automatically cancelled / rejected and shall not be considered for further processing.
- vii. For any difficulty in (i) Understanding the instructions as above, (ii) Filling the Application Form, (iii) Downloading the Admit Card, and (iv) Any subsequent instructions displayed on Website etc., immediate timely reference should be made to the following during working hours from 9.00 A.M to 5.00 P.M. on all working days i.e. Monday to Friday.:

Name: Dr. S.S. Bhatia

Designation: Dean (Academic Affairs), TIET Patiala

Mobile No: +91-7657992302

E-mail: dwssp2020@thapar.edu

- viii. Only Online registered application forms shall be entertained.

12. INSTRUCTIONS REGARDING RESERVATION

- i. The category once filled will not be allowed to be changed.
- ii. Only EWS (Economical Weaker Section), Scheduled Castes, Backward Classes, Ex-Servicemen/ Lineal Descendent of Ex-Servicemen (LDESM), PwD (People with Disabilities), Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- iii. To take benefit of reservation, the reservation certificates/ testimonials must be issued by the competent authority on or before the last date of receipt of applications. No extra time will be given for production of these documents.
- iv. Sportspersons seeking reservation under Sports quotas should have Sports Gradation Certificate issued by Director Sports, Punjab as per the latest instructions to claim benefit under this category.
- v. Ex-servicemen or Lineal Descendent of Ex-Servicemen (LDESM), who are domiciles of Punjab, are eligible for reservation under the Ex-Servicemen category. Both will have to produce a certificate issued by District Defence Services Welfare Officer/ District Sainik Welfare Officer of their respective district in support of their claim.
- vi. The lineal descendants of the Ex-servicemen can also apply in the Ex-Servicemen category, provided they satisfy the eligibility criteria of a general category candidate. In case sufficient number of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.
- vii. SC/ST candidates belonging to other states are required to fill their Category as General Category. They are entitled only to fee concession but not entitled to avail reservation/age relaxation.
- viii. The calculation details of General/reserved posts indicated in this advertisement may marginally change in view of Punjab Government instructions. 50% reservation of vacancies of the quota reserved for Schedule Caste shall be offered to Balmikis and Mazhbi Sikhs, if available, as a first preference from amongst the Schedule Caste as per the Punjab Schedule Castes and Backward Classes (Reservation in Services) Act, 2006. In cases where **either distribution of seats among SC(M&B) and SC(R&O) is not defined or** odd number of SCHEDULE CASTE posts are available, the distribution will be done as under:

Number of Schedule Caste seats available	Distribution of seats of column 1	
	Schedule Caste (Mazhbi & Balmiki)	Schedule Caste(Others)
1	1	0
3	2	1
5	3	2
7	4	3

In terms of Punjab Government (Deptt. of Welfare-Reservation Cell) instructions issued vide letter No. 1/3/98-RC1/948 dated 20.12.2001, the post left unfilled in the quota reserved for Balmikis/ Mazhbis, Scheduled Caste Ex-Serviceman and Scheduled Caste Sportsmen, will be reserved up to 2% for the Vimukat Jatis and Bazigar. If no candidate of the Vimukat Jatis/ Bazigar is eligible, the said posts will then be filled by other Scheduled Castes.

The reservation categories and their relevant explanation is provided as below:

- a) **BACKWARDCLASSES(PUNJAB)**
- i) The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93.RCI/459 dated 17/1/1994, No.1/41/93RC-1/1597, dated 17-8-2005 and No. 1/41/93RCI/209, dated 24.2.2009 in the Section of prescribed proforma.
 - ii) The BC Certificate In proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. letter No.10/9/2009-RCI/62 Dated 08/1/2010.
 - iii) The Competent Authorities to issue the necessary certificate are:
 - i. Deputy Commissioner
 - ii. Additional Deputy Commissioner
 - iii. Sub-Divisional Magistrate
 - iv. Executive Magistrate (PCS Officers only)
 - v. Tehsildar

b) EX-SERVICEMEN(PUNJAB)

- i) "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non-combatant, in the Naval, Military and Air Force of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:
 - a. retired or released from such service at his or her own request after earning his or her pension; or
 - b. been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - c. been released otherwise than on his own request from such service as a result of reduction in establishment; or
 - d. been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;
- ii) but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely:
 - a. Pension holders for continuous embodied services
 - b. Persons with disability attributable to military service; &
 - c. Gallantry award winners

Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the competent authority i.e. District Defence Services Welfare officer/ District Sainik Welfare officer of their respective districts failing which would result in cancellation of their candidature.

Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of "Ex-servicemen", may be permitted to apply for re-employment one year before the completion of specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

c) LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)

- i) Where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.
- ii) As per Punjab Government notification no. GSR9/Const./Art. 309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and letter no.1/28/92-3ET/2805 dated 14/05/2003 and;
 - a. "Lineal Descendent" means sons/daughters (married/ unmarried/ widowed legally divorced) of there-employed/ unemployed Ex-Serviceman.
 - b. "Wife" shall include the widow of an Ex-serviceman, provided she has not re-married upto the date of the issue of the appointment letter."
 - c. In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as "Lineal descendent" only if a certificate to this effect has been issued by the authority appointed by the Government.

d) SPORTS PERSON(PUNJAB)

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

- i. He/ She belongs to State of Punjab; and
 - a. has won National Championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated to the Indian Olympic Association; or
 - b. has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - c. has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.
- ii) If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be submitted to the department, as and when required.
- iii) Director Sports, Punjab is the competent authority to issue Sports

Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted. A valid Certificate for claim of reservation under the Sports Person, Punjab Category.

- iv) Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

e) SCHEDULED CASTE,(PUNJAB)

The competent authorities for issuing Scheduled Castes certificates are:

- i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (Not below the rank of 1st Class Stipendiary Magistrate);
- ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate;
- iii) Revenue Officer not below the rank of Tehsildar;
- iv) Sub Divisional Officer(C) of the area where the candidate and or his family formally resides;
- v) Administrator/ Secretary to Administrator/ Development Officer Lakshadweep Islands;
- vi) As per para-3 of Punjab Govt. Instructions no.1/8/2007-RC-1/815, dated 10th July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/ Mohali on the basis of their parent's service record.

f) PwD (PERSONS WITH DISABILITIES, PUNJAB)

(I) Definition:

The definitions for PwD (Persons with disabilities) as per Govt. of Punjab (Deptt. of Social Security and Women & Child development-disability branch) Instructions issued vide letter no. 9/23/2015-3-DC/506 dated 24-06-2015 (Copy attached) is as below:

1. Hearing Impairment:

"Hearing impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

2. (a) Locomotor disability:

"Locomotor disability" means disability of the 9 bones, joints

or muscles leading to substantial restriction of the movement of the limbs or more any form of cerebral palsy.

(b) Cerebral Palsy:

"Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, peri-natal or infant period of development.

(c) All the cases of orthopedically handicapped persons would be covered under category of "locomotor disability or Cerebral Palsy".

(II) Identification of Jobs/ Posts:

The Ministry of Social Justice and Empowerment, Government of India identified the jobs/posts suitable to be held by persons with disabilities and the physical requirement for all such jobs/ posts vide their notification no. 16-15/2010-DD.III dated 29-07-2013 (Available on website - www.socialjustice.nic.in). Government of Punjab vide its letter no. 3/39/2014-3Dis.Br./972-980 dated 10.07.2014 has adopted this list as below:

Posts identified for being held by persons with disabilities:

Sr.No.	Designation	Categories of Disabled suitable for the Job
1	COMMUNITY DEVELOPMENT SPECIALISTS (CDS)	BLV,OA,OL,OAL,BL,BLOA
2	INFORMATION EDUCATION & COMMUNICATION SPECIALISTS (IEC)	BLV,OA,OL,OAL,BL,BLOA
3	BLOCK RESOURCE COORDINATORS (BRC) CUM COMMUNITY FACILITATOR (CF)	BLV,OA,OL,OAL,BL,BLOA

*Abbreviations used: BLV – Blind and low Vision, OA -One Arm, OL - One Leg, OAL – One Arm and one leg, BL - Both Leg, BLOA – Both Legs and one

Arm.

(III) Degree of Disability for Reservation:

Only such persons would be eligible for reservation in service/post who suffer from not less than 40 percent of relevant disability. A person who wants to avail the benefit of reservation would have to submit at the time of counselling, a disability certificate issued by a competent authorities of the concerned District or place of which the candidate is permanent resident, failing which the candidature will be cancelled.

- g) SON/ DAUGHTER/ GRAND SON/ GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)
- i) Candidates claiming to be son/grandson/daughter/granddaughter of Freedom Fighters are required to submit a certificate issued by the competent authority (i.e. Deputy Commissioner of the district concerned) as per Punjab Government Instructions No. 9 (13) 3P-II-84/5822 dated 4/4/1985, No.1(135)-8P-II/7/310/20, dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.
- ii) Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:
- a. Belong to the State of Punjab; and
 - b. have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded TamraPatra by the Government of India; or
 - c. are otherwise eligible for the grant of Freedom Fighter pension and TamraPatra but for any reason whatsoever did not apply for Freedom Fighter pension and TamraPatra but can obtain Freedom Fighter/son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government. They should submit the Freedom Fighter pension and TamraPatra in original with attested copy at the time of counseling, failing which would result in cancellation of their candidature.
- h) War hero
- (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is bona-fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J&K in the ongoing conflict with Pakistan or in any other operations which may be notified by the State

Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or some para-military forces personnel who was a bona-fide resident of Punjab State and was posthumously decorated with ParamVir Chakra, Mahavir Chakra or Vir Chakra; provided that, -

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not bona-fide residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

i) EWS (ECONOMICAL WEAKER SECTION), PUNJAB

As per Department of Social Justice, Empowerment and Minorities (Reservation Cell) Punjab notification no. 1/3/2019-RC1/1210 dated 28.05.2019. Punjab Government has decided to provide reservation to the Economically Weaker Sections on the following conditions:

- i) 10% reservation will be provided to residents of Punjab belonging to Economically Weaker Sections (Whose Family income is less than Rs. 8.00 lacs per annum) who are not covered under existing scheme of reservation for Schedules Castes and backward Classes.
- ii) the reservation will be provided in respect of all Direct recruitment vacancies in all the Departments/ Boards/Corporations/Local Bodies of the State of Punjab.
- iii) "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents, siblings below the age of 18 years, as also his/her spouse and children below the age of 18 years.
- iv) "Income" will include all sources for the financial year prior to the year of application. Further, a person will be excluded whose family owns/ possesses any of the following assets: -
 - i) 5 acres of Agricultural Land and above.

- ii) Residential flat of 1000 sq. ft. and above
- iii) Residential plot of 100 sq. yards and above in notified municipalities/ Nagar Panchayats.
- IV) Residential plot of 200 sq. yards and above in other than the notified municipalities/nagar Panchayats.