

Department of Food, Civil Supplies and Consumer Affairs, Punjab
Notification regarding Recruitment of Inspectors

Online applications are invited from eligible candidates for the direct recruitment of **461 INSPECTORS (Group B)** (in the Pay Band Rs. 10300 - Rs. 34800 with Grade pay of Rs. 4200 and Initial Pay of Rs. 16290) in the Department of Food, Civil Supplies and Consumer Affairs, Punjab.

Last Date of deposit of fee in any branch of State Bank of Patiala	November 6, 2013
Last date of Submission of ONLINE Application	November 9, 2013 (Till Midnight)
DATE of Examination	December 15, 2013

Please ensure that you fulfil the following conditions of eligibility in terms of educational qualifications, age and nationality.

1. Educational Qualifications as on 30.09.2013

- a) The Candidate should be a graduate from a recognized University or an Institution or its equivalent and
- b) The candidate should have passed Punjabi Language subject upto Matric standard. However in case of Ex-servicemen, riot victims/ terrorist victims or their dependents, the person, if selected, will have to pass Punjabi examination of Matriculation standard within six months from the date of joining the service, if not having the requisite qualification already.

2. Age as on 30.09.2013(Category Wise)

- a) General : 18 to 38 years
- b) SC/BC : 18 to 43 years
- c) Widows, Divorcees and certain other categories of women : 18 to 42 years
- d) Applicants who are already in Government Service : 18 to 45 years
- e) Physically Handicapped : 18 to 48 years
- f) The upper age limit of an Ex-serviceman of Punjab Domicile shall be calculated by deducting the period of his service in the Armed Forces from his actual age. If the resultant age still exceeds the upper age limit of 38 years, then a maximum of three years age relaxation will be given. It is reiterated that this relaxation clause is only applicable to Ex-Servicemen of Punjab Domicile.
- g) Candidates already in Government service shall be considered for selection only on production "No Objection Certificate" from the department concerned at the time of counselling.

3. Nationality

A candidate shall be a:

- i. Citizen of India; or
- ii. Citizen of Nepal; or
- iii. Subject of Bhutan; or
- iv. Tibetan refugee who came over to India before the 1st January 1962, with the intention of permanently settling in India; or.
- v. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka

and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

If you fulfil the conditions above, decide the category under which you will apply as per the following table.

Sr. no	Category	No of Posts
1.	General	230
2.	Scheduled caste(Mazhbi/Balmiki)	47
3.	Scheduled caste(Others)	46
4.	Backward class	46
5.	Ex Servicemen(General)	33
6.	Ex Servicemen (Scheduled caste-Others)	10
7.	Ex Servicemen (Scheduled caste-Mazhbi /Balmiki)	08
8.	Ex Servicemen (Backward class)	09
9.	Sportspersons	09
10.	Sportspersons(Scheduled caste-Others)	02
11.	Sportspersons(Mazhbi/Balmiki)	03
12.	Handicapped (Orthopedically handicapped)	07
13.	Handicapped(hearing disabled)	07
14.	Freedom fighters	04
Total		461

Reservation

1. The category once filled will not be allowed to be changed.
2. To take benefit of reservation, you will be required to submit your original certificates/testimonials related to you category at the time of counselling. No extra time will be given for production of these documents. Sample formats for Schedule Caste Certificate, Backward Class Certificate and Lineal Descendent Certificate are also given at the end of this document.
3. As per the instruction issued by the Welfare Department, Punjab, **blind candidates are not eligible to apply** for this post and the total posts reserved for handicapped category have been divided into two subcategories i.e. those of orthopedically handicapped and those with hearing disability. The physical requirements of the orthopedically handicapped and hearing disability category candidates will be checked as per Ministry of Social Justice and Empowerment, Government of India notification No.16-70/2004-DD.III- New Delhi, the 15th March, 2007 which describes the job requirements in detail.
4. Sportspersons seeking reservation under Sports quota should have Sports Gradation Certificate issued by Director Sports, Punjab as per the latest instructions to claim benefit

under this category. The relevant certificate should be there with the candidate as on 30.09.2013. **No extra time will be given to candidates in this respect.**

5. Ex-servicemen or Lineal Descendent of Ex-Servicemen (**LDESM**), **who have domicile 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 category.
6. The lineal descendents of the Ex-Servicemen can also apply in the Ex-Servicemen category, provided they satisfy the eligibility conditions of a general category candidate. Their candidature will be considered only if sufficient numbers of Ex-Servicemen candidates' do not clear the test in the Ex-Servicemen category. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.
7. **SC/ST Candidates belonging to other States** are required to fill their Post Category as **General Category**. They are entitled only to age relaxation and fee concession but not entitled to avail reservation.

Reservation Categories and further explanations

BACKWARD CLASSES (PUNJAB)

1. The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93.RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005 and No.1/41/93 RCI/209, dated 24.2.2009 in the Section of prescribed proforma.
2. The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. letter No. 10/9/2009-RCI/62 Dated 08/1/2010.

The Competent Authorities to issue the necessary certificate are:

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

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

1. Candidates claiming to be son/grandson/daughter/granddaughter of Freedom Fighters are required to submit a certificate issued by the competent authority (i.e., Deputy Commissioner of the district concerned) as per Punjab Government Instructions No.9 (13) 3P-II-84/5822 dated 4/4/1985, No.1(135)-8P-II/7/310/20,dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.
 - a) Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who: belong to the State of Punjab; and

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

EX-SERVICEMEN (PUNJAB)

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

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

LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)

1. Where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.
2. As per Punjab Government notification No.GSR9/Const./ Art309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET/2805 dated 14/05/2003 and;

- a) “Lineal Descendent” means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/ unemployed Ex-Serviceman.
- b) “Wife” shall include the widow of an Ex-serviceman, provided she has not re- married up to the date of the issue of the appointment letter.”
- c) In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as “Lineal descendent” only if a certificate to this effect has been issued by the authority appointed by the Government.

SPORTS PERSON (PUNJAB)

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

1. He/ She belongs to State of Punjab; and
 - a) He/ She has won National Championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated to the Indian Olympic Association ; or
 - b) He/ She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - c) He/ She has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.
2. If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the competent authority should be attached with the application form.
3. Director Sports, Punjab is the competent authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.
4. Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

SCHEDULED CASTE, (PUNJAB)/ SCHEDULED TRIBES

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

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

WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN

The definitions as per Government Instructions issued vide letter No. 1/50/83- 5PP(1368)/3454 dated 23-4-84 as amended from time to time the widows and certain other categories of women for reservation in employment is as under:

- a) Widows;
- b) Women who are legally separated from their husbands or have been divorced;
- c) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- d) Women whose husbands have remarried; and
- e) Wives of serving military personnel or those who are disabled while in military service.

PHYSICALLY HANDICAPPED (PUNJAB)

The definitions as per Government Instructions issued vide letter No. 10/26/95/5- SS/1252, dated 2-5-97 of the handicapped for purposes of reservation in employment is as under:

A) THE BLIND :

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

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

HOWEVER IT IS CLARIFIED THAT BLIND CANDIDATES ARE NOT ELIGIBLE FOR THESE POSTS

B) THE DEAF:

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) in the conversational range of frequencies.

C) ORTHOPAEDICALLY HANDICAPPED :

The orthopedically handicapped are those who have a physical defect or deformity not less than 40 % which causes an interference with the normal functioning of the bones.

Competent authorities to issue such certificate as under:-

- (i) Principal Medical Officer
- (ii) Chief Medical Officer
- (iii) Civil Surgeon
- (iv) Class-I Medical Officer of any Government Medical Institution

This certificate should be issued by the competent authorities of the concerned District or place of which the candidate is permanent resident.

How to Apply

1. You are required to apply online through Department of Food, Civil Supplies and Consumer Affairs, Punjab website www.foodsuppb.nic.in **No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.**

2. Firstly ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox or even the spam box of this email id from regularly during the recruitment process as the Department of Food, Civil Supplies and Consumer Affairs, Punjab may send intimations for written test etc. through this.
3. Please go to the website www.foodsuppb.nic.in and click on the link **Recruitment of Inspectors 2013**. This link will take you to the home page of our recruitment portal.
4. Click on the link 'BANK CHALLAN' and take a print out of the challan form.
5. **Based on the category in which you intend to apply, the following Fees will have to be paid:**
 - a. SC/BC : Rs.200
 - b. All other categories (including General) : Rs.800
6. Fill all the three leaflets very carefully in CAPITAL LETTERS. It is important to note that the requisite fee can only be deposited in any of **State Bank of Patiala** branches as department has only nominated **State Bank of Patiala** for Collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.
7. After depositing the fee, you will get two leaflets (Candidate's Copy and Department's copy) out of three leaflets. Bank copy will be kept by the bank where you will deposit the fee. Get the Candidate's copy of this bank challan scanned after depositing the fee as you will have to upload this scanned soft copy during registration. Keep the original copy of challan form with you during registration as you will need Branch Code, Journal No, Amount and Date of Deposit at the time of filling online application form.
8. Please scan your Photograph, Signatures and Bank Challan form individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each, otherwise you will not be able to submit your online application.
9. Pls keep following details ready with you before clicking on the registration button for starting your online application.
 - a. Bank Details like Receiving Branch Code, Journal No, Amount and Date of Deposit
 - b. Personal demographic details including Date of Birth and Nationality
 - c. Mobile Number
 - d. Personal Email ID
 - e. Reservation Category Details
 - f. Graduation Percentage
 - g. Soft Copies of scanned Photograph, Signatures and Bank Challan
10. YOU ARE NOW READY TO APPLY ONLINE.
11. Go to the website www.foodsuppb.nic.in and click on the link 'Recruitment of Inspectors'. Further click the sub link '**Online Application**'. Clicking on this sub-link will open the Online Application Form.
12. Carefully fill in these details one by one including the necessary details from the Fee Payment Bank Challan. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

13. Upload the scanned copies of photograph, signatures and bank challan.
14. Re-Check that all details are filled correctly.
15. Go through each and every point under the **Declaration** para. If you fulfil all those conditions and criteria, then and only then check the **I Agree** box. Any wrong information may put you in legal troubles.
16. Now you are ready to submit the Application form by clicking on the button **Submit Form**.
17. Once you click the button **Submit Form**, you will get your **login id** and **password**. Please note these down and keep them safe with you as you will be requiring these while logging into the recruitment portal. In fact you will be required **to download the Admit Card** from this portal later on by logging through same login id and password.
18. Please take TWO printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US**. This application printout with photograph affixed on it will have to be submitted during counselling along with the original copies of following:

- a. Relevant Degree Certificate.
- b. Reserve Category Certificate issued by the Competent Authority (If Applicable)
- c. Original counterfoil of the Fee Payment Challan (Department Copy)
- d. Proof of Date of Birth Certificate of Matriculation/Higher Secondary
- e. Proof of having passed Matric level Punjabi Language.
- f. Certificate as proof of age relaxation if claimed
- g. Proof of being Govt. Employee if applicable

If you are an Ex-Serviceman, additional certificates/documents mentioning the following: -

- a. Date of Enrolment
- b. Date of Release/Discharge
- c. Reason of Release/ Discharge

19. **To download your Admit Card, you will visit the department website www.foodsuppb.nic.in and click the same link Recruitment of Inspectors 2013 which will take you to the same recruitment portal where you had filled your online application form. You can click on **Login** button, put in your login id and password to download and print your Admit Card. Intimation about when to download the Admit Card will **be sent to you through email / SMS**.**
20. Question Paper along with the Answer Key will be posted on the department website, within one day after the examination, for calling objections, if any, from the candidates. You can email your objections on our email id helplinefcs@gmail.com within three days after the test i.e. till 19th December, 2013. The final key after considering all the objections and making necessary corrections, if any, will be uploaded on the website within two weeks of the day of examination. This key will be used for preparation of final result.

Conditions which may render you ineligible

- a) Insufficient fee;
- b) **Examination fee deposited in a bank other than State Bank of Patiala;**

- c) Wrong/incomplete information given in the Application Form;
- d) Candidates debarred by any government department/board/commission;
- e) Non-fulfilment of any of the eligibility conditions, including those of age and educational qualifications.

Selection Procedure

1. SELECTION WILL BE BASED ON WRITTEN EXAMINATION ONLY. **There will be no interview.** The merit will be prepared on the basis of result of written examination. The question paper will be provided both in English and Punjabi. It will have 150 questions each carrying one mark as per the details given below:-
 - a) Language Proficiency
 1. Punjabi 13 questions
 2. English 12 questions
 - b) General Knowledge 25 questions
 - c) Mental Ability / Reasoning 50 questions
 - d) Mathematical Skills 25 questions
(With Matric as the difficulty level)
 - e) Computer Proficiency 25 questions

Note:

1. **There will be negative marking of 0.25 marks for every wrong answer.**
2. **The duration of the examination will be 150 minutes.**
3. Minimum qualifying marks **for candidates of all categories** will be **35% (Thirty five percent)** of the total marks.
4. The merit list prepared on the basis of this written test will remain valid for six months from the day the result is declared.
5. Other Important points to keep in mind
 - a) No travelling allowance would be admissible for appearing in the test.
 - b) Mere issue of admit card will not entitle a candidate to be eligible for appointment after the declaration of written examination result.
 - c) Successful candidates in the written examination shall produce their original certificates/testimonials in person as and when required by the Commissioner, Food, Civil Supplies and Consumer Affairs, Punjab.
 - d) If any information, certificate or a document is found false at any stage, the candidate shall be liable for disqualification and prosecution.
 - e) Please apply only if you fulfil all the eligibility conditions. Any wrong submission of information will make you liable for permanent disqualification from applying in the department as the database of all applicants will be duly maintained.
 - f) In case of any problem regarding filling of form, you can email to helplinefcs@gmail.com. Efforts will be made to address the issue as promptly as possible.
 - g) **In order to avoid last minute panic, you are advised to apply well before the last date.**

Form of certificate to be submitted by a candidate belonging to Scheduled Caste and Scheduled Tribe in support of his/her claim

FORM OF CASTE CERTIFICATE

It is certified that Shri/Shrimati/Kumari _____ son/daughter of
Shri _____ of village/Town _____
District/Division _____ State of _____ belongs to _____
Caste/Tribe, which has been recognized as a Scheduled Caste/Scheduled Tribe as per “The
Constitution (Scheduled Castes) Order, 1950”.

2. Shri/Shrimati/Kumari _____ and/or/his/her family ordinarily resides in
village/town _____ of District/Division _____ of the State of

Signature _____
Designation _____

(Seal of office) _____

Place:
State:
Date:

* Please score out whichever is not applicable.

Note: The word 'ordinarily resides' here will have the same meaning as is given in
Section 20 of the Representation of People Act, 1950.

FORM OF CERTIFICATE OF BACKWARD CLASS

1. This is to certify that Shri/Shrimati/Kumari_____ son/daughter of Shri _____ of village / Town _____ in District/Division _____ of the State of Punjab belongs to the _____Caste, which is recognized 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 17-01-1994 & No. 1/41/93-RCI/1597 dated 17/08/2005. & No. 1/41/93-RCI/209 dated 24-02-2009.
3. Shri/Shrimati Kumari _____ and/or/his/her family ordinarily reside(s) in village/town _____ of District/Division _____ of the State of Punjab.
Signature _____

Designation _____

(Seal of the officer concerned)_____

Place:
State:
Date:

Form of certificate to be submitted by a candidate who is a lineal descendant of an ex-serviceman in support of his/her claim

LINEAL DESCENDENT CERTIFICATE

(As per Punjab Government Notification No. G.S.R.9/Const/Art. 309, 234 and 318/Amd (5)/2003 dated 6 Nov 2002 and letter No. 15/7/92-4DW/Part 11/2056 dated 30 Apr 2003)

Certified that Sh/Smt/Miss _____ is a Lineal Descendent/ Wife of No. _____ Rank _____ Name _____ who is an Ex-Serviceman as per Identity Card No. _____ issued by District Sainik Welfare Officer _____ and residing at Village/Town _____ PO _____ District _____

2. This certificate is issued to Sh./Smt/Miss _____ whose date of birth is _____ strictly for the purpose of:

*(a) employment for the post of _____ in the office of _____

*(b) admission for (name of the class/course) _____ in _____ (name of the educational Institution).

*(Strikeout whichever is not applicable)

District Sainik Welfare Officer

No.: _____

Place: _____

Date: _____