

Government of Punjab  
Department of Higher Education  
(Education-1 Branch)  
Notification

No. 13/10/2010/(2018-19) 6Edu.1/

Dated, Chandigarh:

The Governor of Punjab is pleased to appoint the Punjabi University , Patiala (hereinafter called the university) as the authority competent to conduct the centralized on line counseling for selection of students for admission to B.A. L.L.B. (Hons.) five year, B.A. L.L.B. five year, L.L.B three year, L.L.B. (Hons) three year, B.Com L.L.B. five year and B.Com L.L.B. (Hons) five year for the session 2018-19 for the colleges affiliated to Guru Nanak Dev University, Amritsar, Panjab University, Chandigarh and Punjabi University, Patiala and situated in the State of Punjab. Accordingly, the following scheme is notified for the information of all concerned

1. The colleges and the number of seats available:-

S. No.	Name of the Institution	B.A. L.L.B (Hons) 5Years	B.A. L.L.B. 5Years	L.L.B 3Years	L.L.B (Hons.) 3Years	B.Com L.L.B 5 years	B.Com L.L.B (Hons) 5 years
1.	Guru Nanak Dev University, Amritsar ( Campus)	---	120	120	-	-	-
2.	Guru Nanak Dev University, Regional Centre Jalandhar	---	60	100	-	-	-
3.	Guru Nanak Dev University Regional Centre Gurdaspur	--	80	-	-	-	-
4.	V.M.S College of Law, Batala (Gurdaspur)	-	80	80	-	-	-
5.	St. Soldier College of Law, Lidhran, Jalandhar	-	120	120	-	120	-
6.	K.C.L. Institute of Laws for Women	-	120	120	-	-	-

	Jalandhar						
7.	Bathinda College of Law, Bathinda	-	80	80	-	-	-
8.	Lincoln College of Law, Sirhind	-	80	100	-	-	-
9.	Bhai Gurdas College of Law, Sangrur	-	160	80	-	-	-
10.	Baba Farid College of Law, Faridkot	-	180	120	-	-	-
11.	Punjabi University, Patiala Campus	-	-	112	-	-	-
12.	Punjabi University, Patiala (Evening)	-	-	60	-	-	-
13.	Punjab School of Law, Punjabi University, Patiala Campus	-	60	-	-	-	-
14.	Punjabi University, Regional Centre, Bathinda	-	-	60	-		
15.	Rayat College of Law VPO Railmajra, Tehsil Balachaur, Distt. Shaheed Bhagat Singh Nagar	120	--	--	-	-	60
16.	Baba Kundan Singh Memorial Law Collge Jalalabad (E) Tehsil Dharmkot Distt. Moga	60	-	60	-	-	60
17.	Guru Hargobind Institute of Law for Women, Sidhawan Khurd, (Ludhiana)	60	-	60	-		
18.	Khalsa College of Law, Ram Tirath Road, Amritsar	-	120	120	-	60	-
19.	Sardar Amarjit Singh Memorial Institute of Law Dhainthal Samana	-	80	80	-	-	-
20.	Punjab College of Law, Vill. Usma, Distt. Tarn Taran	-	120	-	-	120	-

21.	Bahara College of Law Pind Bhedpura, Patiala	-	120	-	-	-	
22.	Aryan College of Law, Vill. Thuha,/ Napra , Tehsil Rajpura, Distt. Patiala		120	120			
23.	Universal College of Law, Vill. Bolpur, Tehsil Dera Bassi, Distt. SAS Nagar Mohali		120	120			
24.	C.T. Institute of Law Shapur, Jalandhar	-	60	60	-	60	-
25.	Rayat Bahra College of Law, Bohan, Hoshiarpur	120	-	-	-	-	-
26.	Punjab College of Law, Vill. Sarkapra,P.O. Chunni, Fatehgarhsahib		120	120			
27.	Government Mohindra College, Patiala (Law Department)		-120-				
28.*	Army Institute of Law, Mohali	-	80	-	-	-	-

1. The revised allocation of seats for the Army Institute of Law, Mohali (Sr.no. 28) as per the decision taken in the meeting called by the Hon'ble Chief Minister of Punjab on 23.04.2012 is as under:-

- a) \* Out of 80 seats of Army Institute of Law, 16 seats of Punjab residents of civil category will be filled up through centralized on-line counseling by the Punjabi University Patiala. The remaining 60 seats of Wards of Army Personnel and 4 seats of all India General Category will be filled up by Army Institute of Law, Mohali by conducting Online written test. Army Institute of Law will co-ordinate the admission process with the conducting university on the following points:-
  - i. Setting up of the question paper.
  - ii. Evaluation of the question paper.
  - iii. Preparation of the Merit List.



- iv. Decision of Examination Centers.
- v. Provision of observers.
- vi. Date of Exam and Examination Centers.

The reservation policy of the Punjab Govt. shall not be applicable to 16 seats of Punjab Residents of Civil Category.

- b) The Punjabi University, Patiala will authenticate the intake of seats as approved by Bar Council of India and notified by the Punjab Government before publishing the Prospectus.

2. Every college shall submit the following certificates to the counseling University before starting of counseling:-

- a) Certificate of affiliation from the concerned University.

b) Approval for the session 2017-18 from Bar Council of India/proof of inspection fee sent for this purpose to the Bar Council of India

3. Affiliation from the University and approval by Bar Council of India for the academic session 2018-19 and approval of seats by Bar Council of India. This information shall be sent by the each college to the counseling university through the affiliating University.

## 2) ELIGIBILITY

- a. Eligibility regarding educational qualifications will be prescribed by the respective affiliating university, keeping in view the regulations of the Bar Council of India.
- b. Candidates who have appeared for the qualifying examination and whose result has not been declared, may be provisionally allowed to apply for centralized on line counseling at his/her own risk and responsibility but he/she will have to submit proof of his/her passing the qualifying examination before the start of the counseling.
- c. The candidates are advised to check the eligibility norms of the Bar Council of India, Panjab University Chandigarh, Punjabi University, Patiala and Guru Nanak Dev University, Amritsar were carefully before applying for admission and take a well considered and informed decision as to under which they want

to pursue their chosen law courses. The candidate shall be solely responsible for their choice.

### Eligibility for Admission:-

Eligibility for admission shall be as per the regulation of Bar Council of India. (Annexure-A)

### Guru Nanak Dev University Amritsar

#### LL.B ( Three Years Course)

- (i) Graduate in any Faculty of this University or any other recognized University or an equivalent national institution recognized as a Deemed to be University or foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalences, with not less than 45% marks in case of general category applicants and 40% in case of SC/ST applicants.

#### LL.B ( Five Years Course)

- (i) Passed 10+2 or examination of Punjab School Education Board or any other equivalent examination (such as 11+1, 'A' level in Senior School Leaving certificate course from a recognized University of India or outside or from a Senior Secondary Board or equivalent institution from a foreign country recognized by the government of that country securing not less than 45% marks in case of general category applicants and 40% of the total marks in case of SC/ST applicants.

Explanations: The applicants who have obtained 10+2 or equivalent through open Universities system directly without having any basic qualification or pursuing such studies are not eligible for admission in the law courses.



## Panjab University Chandigarh

### Eligibility Conditions

#### Bachelor of Laws (LL.B)

(a) Those candidates who have passed Bachelor's degree in any faculty of the Panjab University with at least 45% of the aggregate marks (40% for SC/ST candidates).

**Or**

b) A Bachelor's degree in any faculty of any Other University recognized as equivalent to the corresponding degree of the Panjab University at least 45% of the aggregate marks (40 %) for SC/ST candidates).

**Or**

c) Master's Degree in any subject from the Panjab University.

**Or**

d) A Master's degree from any other university recognized as equivalent to the corresponding post-graduate degree of the Panjab University.

#### B.A. LL.B (Hons.) Five year integrated Course

a) 10+2 Examination of Punjab or Haryana Board of School Education /ICSE or any other Board/University recognized as equivalent to it with atleast 50% marks (45% marks in case of SC/ST)

b) The candidate must not be above 20 years of age as on 1<sup>st</sup> of the year in which admission is sought to the First Semester (22 years in case of SC/ST)

c) The admission shall be on the basis of merit 10+2 marks.

### Punjabi University Patiala & Army Institute of Law, Mohali

#### Three Year LL.B. Course

Graduation/Post-graduation in any faculty from Punjabi University, Patiala or any equivalent examination from any other statutory university

securing at least 45% marks and in case of Scheduled Castes / Scheduled Tribes and Physically handicapped candidates with at least 40% marks.

### Five Year LL.B. Course

- a) 10+2 examination of the Punjab School Education Board or any other equivalent examination recognized as such by the Punjabi University, Patiala, with at least 45% marks and in case of Scheduled Castes/ Scheduled Tribes and Physically handicapped candidates with at least 40% marks.
- b) He / She should not have completed the age of 20 years (22 years in case of SC, ST and other Backward Classes) on 1<sup>st</sup> July of the academic session of admission.

Note:- The candidates are advised to check the eligibility norms of the Bar Council of India and the above universities very carefully before applying for admission.

### (3) ALLOCATION OF SEATS

Candidates will be admitted on the basis of the seats that will be allocated through centralized counseling by the counseling University.

### (4) PLACEMENT OF CANDIDATES:-

- a) The admission to the respective law colleges affiliated with the Universities will be done strictly as per norms laid down by Bar Council of India, by the admission committee to be constituted by the Vice-Chancellor of the University. Mode of admission shall be determined and notified by the counseling University.
- c) When two or more candidates have secured equal marks in the combined on line counseling, their inter-se-merit for admission will be decided on the following criteria in the order of performance:-
  - i) Candidate with higher percentage of marks in Mater's degree.



- (ii) Candidate with higher percentage of marks in the qualifying examination;
- (iii) Candidate older in age.

#### (5) DIVISION OF SEATS

- a) (a) 85% seats will be reserved for the Candidates from within the State of Punjab and 15% seats will be open to candidates of other States/U.Ts on the basis of merit of CET prepared on all India basis excluding Punjab. The eligibility criteria for 85% seats will be that the candidate must be a resident of Punjab State in terms of the Punjab Government, Department of Personnel and Administrative Reforms (PP-11 Br.) letter No. 1/3/95-3PP-11/96 19, dated the 6<sup>th</sup> June, 1996 and letter No. 1/3/95-3PP-11/80, dated 1st January, 1999. The notifications are annexed at Annexure B and C respectively.
- b) If sufficient number of candidates belonging to reserved category (ies) is not available, the vacant seats will be offered to candidates in the open category. Likewise, if seats under 15% category remain vacant, these would be transferred to 85% category and vice-versa. Further if suitable candidates are not available in any one of the sub-categories of reserved categories, the seats so available will be filled up by the candidates from the other sub categories and if they are not available in any sub- category, then seats shall be filled up from general/open category candidates.
- (c) The admission to NRI seats shall be as per direction of the Hon'ble Supreme Court.
- (d) Supernumerary seats exclusively for the Kashmiri migrant students who are temporarily residing in the Punjab State will be created for the year 2012-13, in terms of letter D.O.No. F.10-1/2002 Destk (U) dated 13.03.2003 of the Ministry of Human Resource Development, Government of India, New Delhi subject to condition that they will have to submit proof of their being Kashmiri migrant, and further:-
  - i) Increase in intake capacity upto 5%
  - ii) Reservations of at least one seat in merit quota in the institution; and
  - iii) Waiving of domicile (residence) requirement.



## (6) RESERVATION OF SEATS

Reservation of seats shall be as per the policy of Punjab Government applicable at the time of admission.

## (7) GENERAL CONDITIONS:

- a) The merit of each candidate shall be determined on the basis of marks secured by him or her in the qualifying degree. There will not be any entrance test.
- b) The qualifying marks obtained by each candidate will be normalized using a set formula. After normalization of marks for each university of the Punjab State, a combined merit list will be prepared. Normalization of marks will not be applicable to the candidates taking admission under the all India quota.
- c) While calculating merit, credit of 1% of maximum marks will be given to candidates seeking admissions under 85% category, who have passed their 10<sup>th</sup> and 12<sup>th</sup> class examination from schools situated in rural areas of Punjab. For this, they will have to submit a certificate issued by the Head/Principal of the school stating that the student has passed 10<sup>th</sup> and 12<sup>th</sup> class from his school and that the school falls in the rural area. The certificate should be counter signed by the Sarpanch of the village.
- d) The Prospectus will be made available by the University on-line by it at its official web-site.
- e) The procedure and dates for on-line (and otherwise) submission of the application form for counseling will be notified by the University.
- f) The candidate will deposit counseling fee as per the mode to be notified by the University. No counseling fee will be charged by the college/institute from these candidates at the time of admission.
- g) The candidate will be solely responsible for wrong supply of information on-line or otherwise. He/She should check his/her eligibility carefully and should supply all the information correctly; else his/her application form for allocation of seat will stand automatically rejected. Also, incomplete application forms will be rejected.

- h) The University will declare the result of centralized counseling for all the candidates.
- i) Merit list of the candidates regarding allocation of seat for admission in the Law Course will be displayed on the web site of the University. No separate intimation will be sent to the candidates.
- j) The eligibility of the candidate and his/her original documents will be checked by the institution in which the candidate is allocated seat at the time of admission. Thus, allocation of seat does not entitle automatically the candidate to get admission to the course. This will be subject to checking of his/her original documents and his/her eligibility at the institution level in which he/she is allocated the seat.
- k) The reservation of seats as given above shall be strictly adhered to. However, in case seats in a reserved category remain vacant on account of non-availability of qualified candidates, such seats may be filled up from the general category candidates.
- l) Candidates applying for the reserved category shall carefully indicate the claim for only one category in the admission form to be submitted to the University in the first instance before the start of counselling. No change of category will be entertained / permitted at the later stage in the application form.
- (m) If any new Institute is approved or seats are increased / altered in the existing institution by the Bar Council of India, such approvals will be taken into consideration. If the affiliation is granted by the affiliating University, permission for admission can be granted before the start of counselling. No permission for admission will be granted after the start of counselling in such cases.
- (n) There will be three counselling for admission. The total process of counseling will be completed within a period of six weeks. The shifting of seats will be allowed during the second and third counseling only.



(8) MANAGEMENT QUOTA SEATS:

- i) In pursuance of Hon'ble Supreme Court of India's judgment in T.M.A. Pai Foundation and others versus State of Karnataka and Others and in view of the interim Policy Regulations Notification, dated 10<sup>th</sup> June, 2003, issued by the University Grants Commission, 15% of the seats out of 85% state quota seats in un-aided private self-financing institutions shall be treated as management quota and shall be brought out of the purview of centralized counseling to be conducted by the University.
- ii) The University shall exclude the management quota seats from the centralised counselling and accordingly publish the details of these seats (institute-wise) on the option of the respective institutes.
- iii) The seats under the management quota shall be filled up by the concerned institute in the following manner:-
  - a) The management quota seats will be filled up only after the third counseling is over as per the notified schedule.
  - b) Each institute duly authorized by the University, conducting the counseling, shall publish an advertisement, mentioning the name of institute and seats against subject-wise combinations offered, in two leading newspapers (i.e. one in English and one in Punjabi Language). On the last day of counseling and may repeat this advertisement subsequently.
  - c) The Management of the Institute shall fill up management quota seats on the basis of a merit list of applicants who had applied in pursuance to advertisement as stated in 3(b) above through its own counseling in a transparent manner.
  - d) The basic eligibility criteria regarding educational qualification etc shall remain the same as prescribed in the notification.
  - e) There shall be no reservation, in respect of the prescribed management quota seats.

f) No college will be allowed to give any advertisement in the newspapers regarding admission before the third counseling is over. Any college found doing this, the admission committee shall cancel admission process of that college.


(9) In case of any dispute, the decision of the Counseling University shall be final.

Date: 07-05-2018

Additional chief Secretary to Govt. of Punjab  
Department of Higher Education

Endst. No. 13/10/2010/(2018-19) 6Edu.1/1227991||Dated, Chandigarh: 7/5/18


A copy is forwarded to the Controller, Printing and Stationery Department, Punjab, Chandigarh with the request that the above notification may please be published in Punjab Govt. Gazette (Ordinary) and 30 copies thereof be supplied to this Department.

  
Deputy Secretary to Govt. of Punjab  
Department of Higher Education Punjab

Endst. No. 13/10/2010/(2018-19) 6Edu.1/1227991||Dated, Chandigarh: 7/5/18.  
2-6

A copy is forwarded to the following for information and necessary action:-

1. The Director, Public Instruction (C), Punjab, Chandigarh.
2. The Vice-Chancellor, Punjab University, Chandigarh. Punjabi University, Patiala.
3. The Vice-Chancellor, Punjabi University, Patiala.  
He is requested that each and every event of the matter be reported to the Government.
4. The Vice-Chancellor, Guru Nanak Dev University, Amritsar.
5. The Principal, Army Institute of Law, Sector 68, S.A.S. Nagar.

  
Deputy Secretary to Govt. of Punjab  
Department of Higher Education Punjab



Provided that admission to such a course of study for a degree in law is obtained from a University whose degree in law is recognized by the Bar Council of India for the purpose of enrolment.

- (b) A double degree integrated course combining Bachelors' Degree course as designed by the University concerned in any discipline of study together with the Bachelors' degree course in law, which shall be of not less than five years' duration leading to the integrated degree in the respective discipline of knowledge and Law together.

Provided that such an integrated degree program in law of the University is recognized by the Bar Council of India for the purpose of enrolment.

Provided further that in the case of integrated double degree course the entire double degree course can be completed in one year less than the total time for regularly completing the two courses one after the other in regular and immediate succession, meaning thereby, that if the degree course in the basic discipline, such as in Arts, Science, Social Science, Commerce, Management, Fine Arts, Engineering, Technology or medicine etc. is of three years' duration of studies, integrated course in law with the basic degree in the discipline could be completed in five years' time but where the degree course in basic discipline takes four or five years, the integrated degree in law with such degree course in the discipline would take one year less for completing in regular time than the total time taken for the two degrees taken separately if completed back to back.

**Explanation 1:** Double degree integrated course such as BA., LL.B. can be completed within (3+3 -1) i.e. 5 years. But if one intends to do B.Tech., LL.B. it can be done in (4+3-1) i.e., 6 years.

**Explanation 2:** Suppose in a University one can have a two years' graduation in any social science leading to BA degree, in that case also the composite double degree integrated course leading to BA, LL.B. would be of five years duration because double degree integrated course cannot be of less than five years' duration.

#### 5. Eligibility for admission:

(a) **Three Year Law Degree Course:** An applicant who has graduated in any discipline of knowledge from a University established by an Act of Parliament or by a State legislature or an equivalent national institution recognized as a Deemed to be University or foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence, may apply for a three years' degree program in law leading to conferment of LL.B. degree on successful completion of the regular program conducted by a University whose degree in law is recognized by the Bar Council of India for the purpose of enrolment.

(b) **Integrated Degree Program:** An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent, constituted or

recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the program of the Centres of Legal Education to obtain the integrated degree in law with a degree in any other subject as the first degree from the University whose such a degree in law is recognized by the Bar Council of India for the purpose of enrolment.

Provided that applicants who have obtained + 2 Higher Secondary Pass Certificate or First Degree Certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the Integrated Five Years course or three years' LL.B. course, as the case may be.

**Explanation:** The applicants who have obtained 10 + 2 or graduation / post graduation through open Universities system directly without having any basic qualification for prosecuting such studies are not eligible for admission in the law courses.

#### **6. Prohibition to register for two regular courses of study**

No student shall be allowed to simultaneously register for a law degree program with any other graduate or postgraduate or certificate course run by the same or any other University or an Institute for academic or professional learning excepting in the integrated degree program of the same institution.

Provided that any short period part time certificate course on language, computer science or computer application of an Institute or any course run by a Centre for Distance Learning of a University however, shall be excepted.

#### **7. Minimum marks in qualifying examination for admission**

Bar Council of India may from time to time, stipulate the minimum percentage of marks not below 45% of the total marks in case of general category applicants and 40% of the total marks in case of SC and ST applicants, to be obtained for the qualifying examination, such as +2 Examination in case of Integrated Five Years' course or Degree course in any discipline for Three years' LL.B. course, for the purpose of applying for and getting admitted into a Law Degree Program of any recognized University in either of the streams.

Provided that such a minimum qualifying marks shall not automatically entitle a person to get admission into an institution but only shall entitle the person concerned to fulfill other institutional criteria notified by the institution concerned or by the government concerned from time to time to apply for admission.

#### **8. Standard of courses**

Whereas all Universities and its constituent and affiliated Centres of Legal Education conducting either the three year law degree program or the integrated double degree program for not less than five years of study or both would follow the outline of the minimum number of law courses both theoretical and practical,



Consequently, the appeal is allowed and the impugned judgement of the High Court is set aside.

No costs.

New Delhi :  
November, 9, 1994.

Sd/-  
J.S. Verma  
Sd/-  
S.P. Dharucha

ਪ੍ਰਸ਼ਨਣ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 1/7/88-5ਪੀ.ਪੀ.1/8578  
ਮਿਤੀ 22-5-1996 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸਬਿਧਤ ਹੈ।

ਵਿਸ਼ਾ :- ਰਾਜ ਸੇਵਾਵਾਂ ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਆਮ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਵਾਧਾ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪਜੀ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਰਾਜ ਵਿੱਚ ਅਣਸੁਖਾਵੇਂ ਮਾਹੌਲ ਨੂੰ ਵੇਖਦੇ ਹੋਏ ਤਕਨੀਕੀ ਅਤੇ ਗੈਰ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਸਿੱਧੀ ਭਰਤੀ ਕਰਨ ਲਈ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਸਰਕਾਰ ਵਲੋਂ 1986 ਤੋਂ ਵਾਧਾ ਕੀਤਾ ਜਾਂਦਾ ਰਿਹਾ ਹੈ। ਸਰਕਾਰ ਦੇ ਗਏ ਪੱਤਰ ਨੰ: 1/7/88-5ਪੀ.ਪੀ.1/20487, ਮਿਤੀ 9.11.1993 ਰਾਹੀਂ ਆਖਰੀ ਵਾਰ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਵਾਧਾ ਕੀਤਾ ਗਿਆ ਸੀ, ਜਿਸਦਾ ਸਮਾਂ ਮਿਤੀ 24.8.1995 ਨੂੰ ਖਤਮ ਹੋ ਗਿਆ। ਪੰਜਾਬ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਨਿਯਮ-5 ਵਿੱਚ ਭਰਤੀ ਲਈ ਉਮਰ ਦੀ ਸੀਮਾ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਹੈ, ਜਿਸ ਅਨੁਸਾਰ ਗੈਰ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ 30 ਸਾਲ ਹੈ ਅਤੇ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਇਹ 33 ਸਾਲ ਹੈ। ਇਸ ਨਿਯਮ ਅਧੀਨ ਸਰਕਾਰ ਵਲੋਂ ਉਮਰ ਦੀ ਆਮ ਸਿੱਧੀ ਸੀਮਾ ਨੂੰ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

2. ਉਪਰੋਕਤ ਦੱਸੀ ਉਮਰ ਦੀ ਪੱਕੇ ਤੌਰ ਤੇ ਸਿੱਧੀ ਸੀਮਾ ਨੂੰ ਵਧਾਉਣ ਬਾਰੇ ਸਰਕਾਰ ਵਲੋਂ ਵਿਚਾਰ ਕੀਤੀ ਗਈ ਹੈ ਅਤੇ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਨੂੰ ਗੈਰ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਅਤੇ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਸਾਰੀਆਂ ਸੇਵਾਵਾਂ ਵਾਸਤੇ 35 ਸਾਲ ਕਰ ਦਿੱਤਾ ਜਾਵੇ।

3. ਉਪਰੋਕਤ ਦੱਸੇ ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ-5 ਵਿੱਚ ਬਾਕੀ ਦੇ ਉਪਬੰਧਾਂ ਨੂੰ ਇਨ-ਬਿਨ ਲਾਗੂ ਕੀਤਾ ਜਾਵੇ। ਜਿੱਥੋਂ ਤੱਕ ਦਰਜਾ-4 ਕਰਮਚਾਰੀਆਂ ਦੀ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਉਮਰ ਦੀ ਸੀਮਾ ਦਾ ਪ੍ਰਸ਼ਨ ਹੈ ਇਸ ਬਾਰੇ ਪੰਜਾਬ ਰਾਜ (ਕਲਾਸ-4), ਨਿਯਮ, 1963 ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰਖਿਆ ਜਾਵੇ, ਜਿਸ ਅਨੁਸਾਰ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਪਹਿਲਾਂ ਹੀ 35 ਸਾਲ ਹੈ।

4. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter/ID No. 1/3/95-3PPII/9619, dated 6th June, 1996 from the Department of Personnel and Administrative Reforms, addressed to all the Heads of Department etc. in the State of Punjab.

Subject :- *Bonafide resident of Punjab—Guidelines for grant of Residence Certificate.*

Sir/Madam,

I am directed to invite your attention to the Punjab Government Circular letter No. 1/3/95-3PPII/2043, dated 29-1-1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of domicile for the purposes of admission to educational institutions (including technical/medical institutions). The matter has been reconsidered in the light of judgement delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradheep Jain Vs. Union of India and others reported as AIR 1984-SC-1421) wherein it was held that instead of the word 'Domicile' the word 'Residence' be used in the instructions issued by the State Governments on the subject. Accordingly, it has been decided by the Government to

revise the Government instructions referred to above as under :-

	<b>Affidavit/Certificate and the authorities competent to issue the same.</b>
a) Citizens of India.	
b) Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of residence in any other State.	Affidavit of the parent/Guardian to be attested by an Executive Magistrate/Oath Commissioner/Notary Public.
<b>Categories</b>	
i) Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission.	Certificate to be issued by Head Master/Principal of the Govt. and recognised school/College concerned.
ii) Children/Wards of	
(a) the employees of Punjab Government posted in or outside Punjab State or working on deputation having at least 3 years of service;	Certificate to be issued by the respective Head of the Department
(b) the employees of government of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Government for a period of 3 years;	- do -
(c) the employees of State Government institutions/undertakings who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Government for a period of 3 years	- do -
(d) the employees having at least 3 years of service in autonomous bodies/companies in which Punjab Government has 20% or more shares;	- do -
(iii) Children/wards of the pensioners of Punjab Government irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or outside Punjab.	PPO issued by the Accountant General, Punjab
(iv) Children/Wards of persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date	Certificate to be issued by the DC, ADC(R), ADC(D), SDO (Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal



- |  |   |
|--|---|
| of the submission of the application either in pursuit of a profession or holding of a job.  | Corporations of Amritsar, Jalandhar & Ludhiana.   |
| (v) Children/Wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself. | D.C., ADC(R), ADC(D), SDO (Civil) GA to DC, EM, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered deeds or any other document to the full satisfaction to the D.C. |
| (vi) Persons who were born in Punjab and produced a certificate to that effect.  | As per category (iv) above.   |

2. For the purposes of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the Competent Authorities, Proforma have been prescribed which are enclosed herewith. After careful consideration it has also been decided to delete the DTO included among the certifying authorities against category (iv) & (vi) of the policy instructions dated 29-01-1996.

3. The receipt of this letter may please be acknowledged.

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

I \_\_\_\_\_ father/mother/guardian of Miss/Mr. \_\_\_\_\_  
resident of \_\_\_\_\_ do, hereby, solemnly State and affirm as  
under :- (full address to be given)

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

DATED \_\_\_\_\_

DEPONENT

*Verification*

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

DATED \_\_\_\_\_

DEPONENT

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

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

Dated : \_\_\_\_\_

Signature of Principal/Head Master of  
the School/College (with seal)

CERTIFICATE TO BE ISSUED BY THE HEAD OF DEPARTMENT IN CASE OF  
CATEGORY (b) (ii) (a)

a) Certified that Sh. \_\_\_\_\_ S/O Sh. \_\_\_\_\_  
father of Miss/Mr. \_\_\_\_\_ is an employee of the \_\_\_\_\_  
(Name of Child/wards)  
\_\_\_\_\_ of Punjab Government. He working as \_\_\_\_\_ (Name of Office)  
and is posted at \_\_\_\_\_. He has more than three years service at his credit.

OR

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

Place : \_\_\_\_\_ Head of the Department.  
Dated : \_\_\_\_\_ (with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (a) (ii) (v)

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

Dated : \_\_\_\_\_ Head of Department.  
(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (b) (ii) (c)

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

Dated : \_\_\_\_\_ Head of Department.  
(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (b) (ii) (d)

Certified that Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
father of Miss/Mr. \_\_\_\_\_ is an employee of \_\_\_\_\_  
(name of autonomous bodies/company)  
in which the Punjab Government has 20% or more share. He is working as \_\_\_\_\_ and is posted  
at \_\_\_\_\_. It is also certified that he has three years service in the above said autonomous  
bodies/company.

Dated : \_\_\_\_\_ Head of Department.  
(with seal)



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

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

\*Strike whichever is not applicable.

Signature of DC/ADC(R), ADC(D), SDO(C),  
GA to DC, DORG, DRO, EM, Tehsildar,  
Commissioners of Municipal Corporations of  
ASR, JAL and Ludhiana

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDO(C), GA TO DC,  
DORG, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF  
AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY-V

Certified that Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
(Name of persons)  
father/guardian of Mr./Miss \_\_\_\_\_ hold immoveable property  
(Name of the Child/ward with full Address)  
at \_\_\_\_\_ in the Sate of Punjab for the past \_\_\_\_\_ years.  
(Place and District)

\*Strike whichever is not applicable.

Signature of DC, ADC(R), ADC(D), SDO(C),  
GA to DC, EM, DORE, Tehsildar, based on copies of  
Jamabandi, Revenue Record, Municipal Record,  
Registered deeds or any other document to  
full satisfaction of the DC.

RESIDENCE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDO(C), GA TO DC, DORG, DRO,  
EM TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATION OF AMRITSAR,  
JALANDHAR AND LUDHIANA IN CASE OF CATEGORY-V

Certified that Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
resident of \_\_\_\_\_ was born in Punjab as per Birth certificate.

Signature of DC, ADC(R), ADC(D), SDO(C),  
GA to DC, DORG, DRO, EM, Tehsildar,  
Commissioners of Municipal Corporations,  
Amritsar, Jalandhar and Ludhiana.

Court to formulate a policy to regularise the services of part time workers who are serving in the Government Departments on the analogy of Police Department, Government considered this matter and keeping in view the facts that the work load in Government offices on the basis of which these part time workers are appointed, is generally only for a few hours in a day and no regularisation of part time employees has been done in the Police Department, it was not in public interest to formulate a policy under which the part time workers could be regularised.

2. As advised by the advocate General, Punjab, SLPs are to be filed against the Judgement of Hon'ble High Court in all such cases. I am, therefore, to request you to immediately file SLP in the Hon'ble Supreme Court of India against the Judgement of Hon'ble High Court relating to petitioners working in your Departments in consultation with Advocate General, Punjab and Shri R.S. Sodhi, Advocate -on- Record, New Delhi.

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/80 ਮਿਤੀ 1 ਜਨਵਰੀ, 1999 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਤ ਹੈ।

ਵਿਸ਼ਾ :- ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧੀ ਅਗਵਾਈ ਲੀਹਾ

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 1/3/95-3ਪੀ.ਪੀ.-2/9619, ਮਿਤੀ 6 ਜੂਨ, 1996 ਵਾਲੇ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਹਲਾਵਾ-ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੇ ਗਏ ਪੱਤਰਾਂ ਨੂੰ ਹੋਰ ਸਰਲ ਬਣਾਉਣ ਲਈ ਸਰਕਾਰ ਵੱਲੋਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਿਰਣੇ ਲਏ ਗਏ ਹਨ :-

- 1) ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਵਿਧੀ ਸਾਰੇ ਸਬ ਡਵੀਜ਼ਨਲ ਮੈਜਿਸਟਰੇਟਾਂ ਦੇ ਦਫਤਰਾਂ ਦੇ ਬਾਹਰ ਨੋਟਿਸ ਬੋਰਡ ਤੇ ਆਮ ਜਨਤਾ ਦੀ ਸੂਚਨਾ ਹਿੱਤ ਲਗਾਈ ਜਾਵੇ। (ਇਸ ਸਬੰਧ ਵਿਚ ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: 14045/6/97-ਯੂ.ਟੀ.ਐਸ./ਪਬਲਿਕ ਮਿਤੀ 8 ਜਨਵਰੀ, 1998 ਦੀ ਕਾਪੀ ਦੀ ਟੁਕ, ਜਿਸ ਵਿਚ ਇਹ ਸਿਫਾਰਿਸ਼ ਕੀਤੀ ਗਈ ਹੈ, ਸੂਚਨਾ ਹਿੱਤ ਨੱਥੀ ਹੈ)।
  - 2) ਵੱਖ-ਵੱਖ ਕੈਟਾਗਰੀਆਂ ਦੇ ਕੇਸਾਂ ਵਿਚ ਜਾਰੀ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧੀ ਸੋਧੇ ਹੋਏ ਪ੍ਰੋਫਾਰਮੇ ਨਾਲ ਨੱਥੀ ਹਨ। ਅਗਾਂਹ ਤੋਂ ਲੋੜੀਂਦਾ ਸਰਟੀਫਿਕੇਟ ਇਨਾ ਪ੍ਰੋਫਾਰਮਿਆਂ ਵਿਚ ਹੀ ਜਾਰੀ ਕੀਤਾ ਜਾਵੇ।
2. ਇਸ ਤੋਂ ਇਲਾਵਾ ਸਰਕਾਰ ਵੱਲੋਂ ਇਹ ਫੈਸਲਾ ਵੀ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਜੋ ਪੁਨਰਗਠਿਤ ਪੰਜਾਬ ਦੇ ਵਸਨੀਕ ਭਾਰਤ ਸਰਕਾਰ ਜਾਂ ਦੂਜੇ ਰਾਜ ਵਿਚ ਸੇਵਾ ਕਰਦੇ ਹਨ, ਉਨ੍ਹਾਂ ਨੂੰ ਵੀ ਅਜਿਹਾ ਸਰਟੀਫਿਕੇਟ, ਉਨ੍ਹਾਂ ਦੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੇ ਜਾਣ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਇਸ ਸਬੰਧੀ ਇਸ ਵਿਭਾਗ ਦੇ ਹਵਾਲਾ-ਅਧੀਨ ਪੱਤਰ ਵਿਚ ਦਰਸਾਏ ਪੈਰਾ-1 ਵਿਚ ਕੈਟਾਗਰੀਜ਼ ਦੀ ਸੂਚੀ ਵਿਚ ਕੈਟਾਗਰੀ (ਡੀ) ਤੋਂ ਬਾਅਦ ਕੈਟਾਗਰੀ 'ਈ' ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸ਼ਾਮਲ ਕੀਤੀ ਗਈ ਹੈ :-
- iii) "The residents of Punjab who are residing out-side Punjab on account of their service either with the GOI or with any other State Govt.. are to be treated on par with the employees of the Govt. of Punjab in the matter of issue of 'Residence Certificate' provided the permanent address of such employees fall in the reorganised Punjab i.e. on or after 1.11.66, as per their service books".
3. ਇਸ ਪੱਤਰ ਨੂੰ ਸਾਰੇ ਸਬੰਧਤਾਂ ਦੇ ਧਿਆਨ ਵਿਚ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਲਿਆ ਦਿੱਤਾ ਜਾਵੇ।
  4. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।



**EXTRACT OF THE D.O. LETTER NO. 14046/6/97-UTS/PUBLIC, DATED THE 8TH JANUARY, 1998 OF THE GOVERNMENT OF INDIA TO THE ADDRESS OF SHRI R.S. MANN CHIEF SECRETARY TO THE GOVERNMENT OF PUNJAB.**

xxx                      xxx                      xxx                      xxx                      xxx

**6. CONCLUSION & RECOMMENDATION**

6.1                      xxx                      xxx                      xxx                      xxx

6.2. A notice Board should be put up at the entrance of every office of the S.D.M. outlining the procedure for the issue of the Domicile Certificate as well as the names and designation of persons responsible for every stage of the procedure.

6.3                      xxx                      xxx                      xxx                      xxx

6.4                      xxx                      xxx                      xxx                      xxx

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

I \_\_\_\_\_ father/mother/guardian of Miss/Mr. \_\_\_\_\_  
 \_\_\_\_\_ resident of \_\_\_\_\_ do, hereby, solemnly State and affirm as  
 under :- (full address to be given)

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

DATED \_\_\_\_\_ DEPONENT \_\_\_\_\_

*Verification*

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

DATED \_\_\_\_\_ DEPONENT \_\_\_\_\_

**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTERS OF THE GOVERNMENT/ RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (b) (i)**

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

Dated : \_\_\_\_\_ Signature of Principal/Head Master of  
 the School/College. (with seal)

CERTIFICATE TO BE ISSUED BY THE HEAD OF DEPARTMENT IN CASE OF  
CATEGORY (b) (ii) (a)

a) Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
father/mother of Miss/Mr. \_\_\_\_\_ is an employee of the \_\_\_\_\_  
(Name of the Child/wards) (Name of Office)  
\_\_\_\_\_ of Punjab Government. He/She working as \_\_\_\_\_ and is posted  
at \_\_\_\_\_. He/She has more than three years service at his/her credit.

OR

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
is father/mother of Miss/Mr. \_\_\_\_\_ an employee of the \_\_\_\_\_  
of Punjab Government. He/She is working as \_\_\_\_\_ on deputation with the \_\_\_\_\_  
and is posted at \_\_\_\_\_. He/She has more than three years service at his/her credit.

Place : \_\_\_\_\_ Head of the Department.  
Dated : \_\_\_\_\_ (with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (a) (ii) (v)

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

Dated : \_\_\_\_\_ Head of Department.  
(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (b) (ii) (c)

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

Dated : \_\_\_\_\_ Head of Department.  
(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (b) (ii) (d)

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
father/mother of Miss/Mr. \_\_\_\_\_ is an employee of \_\_\_\_\_  
(name of autonomous bodies/company)  
in which the Punjab Government has 20% or more share. He/She is working as \_\_\_\_\_ and is  
posted at \_\_\_\_\_. It is also certified that He/She has three years service in the above said  
autonomous bodies/company.

Dated : \_\_\_\_\_ Head of Department.  
(with seal)



RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM, ASSISTANT.  
COMMISSIONER GENERAL, DORG/D.R.O., EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL  
CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY-IV

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

\*Strike out whichever is not applicable.

Signature of DC/ADC(R), ADC(D), SDM,  
Assistant Commissioner General, DORG, DRO, EM, Tehsildar,  
Commissioners of Municipal Corporations  
of Amritsar, Ludhiana and Jalandhar

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM, ASSISTANT  
COMMISSIONER GENERAL, DORG/D.R.O., EM, TEHSILDAR, COMMISSIONERS OF  
MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF  
CATEGORY-V

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
father/guardian of Mr./Miss \_\_\_\_\_ hold immovable property  
(Name of the Child/ward with full Address)  
at \_\_\_\_\_ in the Sate of Punjab for the past \_\_\_\_\_ years.  
(Place and District)

Signature of DC, ADC(R), ADC(D), SDM,  
Assistant Commissioner General, EM, DORG, Tehsildar,  
based on copies of Jamabandi, Revenue Record,  
Municipal Record, Registered deed or any other  
document to full satisfaction of the DC.

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM, ASSISTANT  
COMMISSIONER GENERAL, DORG/D.R.O., EM, TEHSILDAR, COMMISSIONERS OF  
MUNICIPAL CORPORATIONS OF AMRITSAR, LUDHIANA AND JALANDHAR IN CASE OF  
CATEGORY-VI

Certified that Miss/Mr. \_\_\_\_\_ D/o, S/o Sh. \_\_\_\_\_  
resident of \_\_\_\_\_ was born in Punjab as per Birth certificate.

Signature of DC, ADC(R), ADC(D), SDM,  
Assistant Commissioner General, DORG, DRO, EM,  
Tehsildar, Commissioners of Municipal Corporations,  
Amritsar, Jalandhar and Ludhiana.