

Subject - Lecturer English

DIRECTOR EDUCATION RECRUITMENT DIRECTORATE, PUNJAB. GOVERNMENT MODEL SENIOR SECONDARY SCHOOL (MICROSOFT BUILDING), PHASE-3B-1, MOHALI

General Information for the Candidates for the Posts of Lecturers

1.0 Introduction

The Meritorious Society invites Online Application Forms from eligible Candidates for recruitment of following posts of Lecturers in Meritorious Schools on contractual basis:

2.0 Vacancies

Name of Post	Category/number of Posts	Total posts to be filled
Lecturer English	General - 02 SC(M&B)- 01	03

Note : - The number of posts is liable to alteration without any notice.

- 2.1 The candidates should indicate in the Application Form, the category for which they want to be considered. Category once filled would not be changed under any circumstances.

3.0 Emoluments

Lecturers - Rs. 38750+1500/- Residential Allowance (Fixed) PM

4.0 Essential Qualifications

Lecturers

a. Should have passed M.A. in English at least with 55% marks and should have passed B.Ed with teaching subject English from a recognized university or institution as per guidelines of the University Grants Commission and should have studied English as an elective subject in Graduation for a period of three years.

- b. Knowledge of Punjabi Language of Matriculation Standard.

Selection criteria

- a. Selection will be done as per merit which shall be based on the marks obtained in the state level written test to be conducted by the Department.
- b. The relevant syllabus for the written test is attached as Annexure-I.

Note

A person appointed against the post of lecturer shall have to pass the relevant subject test and proficiency in computer skills within 06 months or as will be prescribed by the Society from the date of his initial appointment in accordance with the syllabi and guidelines to be framed by the Meritorious Society from time to time.

5.0 Age

- (i) Candidates should not be below 18 years and above 37 years of age as on 01-01-2020.
- (ii) Upper age limit may be relaxed upto 45 years for employees of Punjab Govt. and its Boards/ Corporations/ Commissions and Authorities, all States/ Central Government employees.

- (iii) The Upper age limit is relaxed upto 42 years for Scheduled Castes and Backward Classes of Punjab.
- (iv) Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of their service in the Armed Forces of Union from their actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, they shall be deemed to satisfy the condition regarding age limit.
- (v) Upper age limit is also relaxed upto 42 years for Widows and Divorcees.
- (vi) Upper age limit is also relaxed upto 47 years for Physically Handicapped of Punjab.

6.0 Nationality

A candidate shall be a:

- xi) Citizen of India; or
- xii) Citizen of Nepal; or
- xiii) Subject of Bhutan; or
- xiv) Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India; or.
- xv) 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.

7.0 Submission of Applications Form

The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website www.educationrecruitmentboard.com No other mode of application will be accepted.

Last date of Filling Online Application Form	(Step-1)	22-10-2020
Last date of depositing the Application fees by system generated Fee /Challan Form.	(Step-2)	26-10-2020
Print of duly filled Online Application Form (after depositing the Application Fees)	(Step-3)	27-10-2020

8.0 The list of original as well as self attested copies of certificates that shall be submitted by candidates along with the print out of Online Application Form are as follows:

- 1) Proof of Date of Birth : Certificate of Matriculation/Higher Secondary.
- 2) Proof of having passed Punjabi Language upto Matriculation.
- 3) Relevant Degree and DMC Certificate.
- 4) Reserve Category Certificate issued by the Competent Authority (If Applicable)
- 7) If ESM, certificates/documents mentioning the following (If applicable):-
 - (i) Date of Enrolment
 - (j) Date of Release/Discharge
 - (k) Reason of Release/ Discharge
 - (l) LD certificate for lineal descendent of ESM
- 14) Certificate as proof of age relaxation claim. (If Applicable)
- 15) Certificate as proof of fee concession (If Applicable)
- 16) Proof of being Govt. Employee(If applicable)
- 17) Copy of Bank Challan

Note: Academic/professional qualification certificates should have been issued before last date of submission of applications and the certificates issued after the prescribed date shall not be acceptable; however, the certificates regarding reservation benefit shall be acceptable.

9.0 The Candidates shall sign the declaration on **Page No. 2** of the print out of Online Application Form before submitting the same.

10.0 Application Fee

10.1

Name of Category	Online Application charges
Scheduled castes/ Scheduled tribes of Punjab	Rs 500/-
Ex-servicemen of Punjab (Self)	Nil
Physically handicapped, Punjab	Rs 500/-
All others categories (including lineal descendents of Ex-servicemen, Punjab)	Rs 1000/-

- 10.2 The candidates entitled to fee concession/exemption MUST submit with their Application Form, a self attested copy of the certificate certifying their claim for fee concession/exemption. Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.
- 10.3 Application fee MUST be submitted **through any Branch of Axis Bank only**. Candidate should carefully fill the details in the Online Application Form and click on the "SUBMIT" button at the end of the Online Application Format. Before pressing the "SUBMIT" Button, candidates are advised to verify every detail filled in the application. After submitting the online application form, the candidate should take a printout of the system generated fee payment challan immediately. No Change/Edit will be allowed after Submission. **The application fee is non-refundable.**

11.0 Conditions which may render a candidate ineligible

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

- g) Insufficient fee;
- h) Wrong/incomplete information given in the application form;
- i) Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

12.0 Important Note

- 12.1 Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Physically Handicapped, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- 12.2 **A candidate should indicate the specific category for which he/she wants to be considered and category once opted cannot be changed under any circumstances.**
- 12.3 SC/ST Candidates belonging to other States are required to fill the Post Category as General Category (Code 21). They are entitled only to fee concession but not entitled to avail reservation/age relaxation.
- 12.4 Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM) who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM shall be considered against the vacancies for Ex-servicemen ONLY IF no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.

13.0 Definition of Categories

Candidates should select their categories carefully, because candidates belonging to categories other than category 21 (General), are entitled to fee concession/exemption, age relaxation and job reservation. **The category once selected by a candidate will not be changed under any circumstances.** Candidates shall submit certificates issued by the Competent Authority in support of their claim to a particular category.

Categories and Category Code

<u>Code No.</u>	<u>Category Name</u>
21	General Category
22	ESM, Punjab

23	LDESM, Punjab
24	Freedom Fighter, Punjab
25	Sports Person, Punjab
26	Physically Handicapped, Punjab: A : Visually Impaired B : Hearing Impaired C : Orthopaedically Disabled
27	SC Others, Punjab
28	SC ESM, Punjab
29	SC LDESM, Punjab
30	SC Sports Person, Punjab
31	Balmiki/ Mazhbi Sikh, Punjab
32	Balmiki/ Mazhbi Sikh ESM, Punjab
33	Balmiki/ Mazhbi Sikh LDESM, Punjab
34	Balmiki/ Mazhbi Sikh Sports Person, Punjab
35	BC, Punjab
36	BC ESM, Punjab
37	BC LDESM, Punjab

CODE FOR AGE RELAXATION (If claimed)

Code No	Category Name
73.	State Government/Central Government Employees.
74.	SC Punjab only
75.	Balmiki/Mazhbi Sikh Punjab Only
76.	Widows & certain other categories of women of Punjab.
77.	B.C., Punjab Only
78.	ESM, Punjab Only
79.	Physically Handicapped, Punjab Only
80.	SC Punjab only+ State Government/Central Government Employees.
81.	SC Punjab only + ESM, Punjab.
82.	SC Punjab only + Physically Handicapped, Punjab.
83.	Balmiki/Mazhbi Sikh Punjab only+ State Government/Central Government
84.	Balmiki/Mazhbi Sikh Punjab only + ESM, Punjab.
85.	Balmiki/Mazhbi Sikh Punjab only + Physically Handicapped, Punjab.
86.	B.C., Punjab. + State Government/Central Government Employees.
87.	B.C., Punjab. + ESM, Punjab
88.	B.C., Punjab. + Physically Handicapped, Punjab.

14.0 Backward classes (Punjab)

- 14.1.1 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, No.1/41/93 RCI/209, dated 24.2.2009 and No.1/41/93 RCI/609 dated 24.10.2013 in the Section of prescribed proforma.
- 14.1.2 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.
- 14.1.3 The Competent Authorities to issue the necessary certificate are:
- Deputy Commissioner
 - Additional Deputy Commissioner
 - Sub-Divisional Magistrate
 - Executive Magistrate (PCS Officers only)
 - Tehsildar

15.0 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.

- 2 Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:
 - g) belong to the State of Punjab; and
 - h) have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
 - i) 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.

16.0 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:
 - i) retired or released from such service at his or her own request after earning his or her pension; or
 - j) 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
 - k) been released otherwise than on his own request from such service as a result of reduction in establishment; or
 - l) 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:
 - g) Pension holders for continuous embodied service
 - h) Persons with disability attributable to military service; and
 - i) 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.

17.0 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 14/05/2006 and;
 - g) "Lineal Descendent" means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/ unemployed Ex-Serviceman.
 - h) "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."
 - i) 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

18.0 Sports person (Punjab)

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

- 1 He/ She belongs to State of Punjab; and
 - g) 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

- h) He/ She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or
 - i) 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.

19.0 Scheduled caste, (Punjab)/ scheduled tribes

The competent authorities for issuing Scheduled Castes/Scheduled Tribes certificates

- XIII. 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 Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);
- XIV. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- XV. Revenue Officer not below the rank of Tehsildar;
- XVI. Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- XVII. Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- XVIII. 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.

20.0 Widows and certain other categories of women

- xi. The definitions as per Government Instructions issued vide letter No. 1/50/835PP(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:
 - xii. Widows;
 - xiii. Women who are legally separated from their husbands or have been divorced;
 - xiv. Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
 - xv. Women whose husbands have remarried; and Wives of serving military personnel or those who are disabled while in military service.

21.0 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:

Visually Impaired :

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

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

The Deaf and Dumb:

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.

Orthopedically 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:-

- (ix) Principal Medical Officer
- (x) Chief Medical Officer
- (xi) Civil Surgeon
- (xii) 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.

Note: (1) 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 the web server on account of heavy load on Internet/Website.

Note : (2) Candidates are advised to go through the 'General Information for the candidates' and 'Instructions for filling Online Application Form' carefully before filling up Online Application Form. The Commission will not be responsible for any consequence arising out of in correct filling up of Application Form.

 09/10/2020
Assistant Director

Education Recruitment Directorate, Punjab.