



**Regd. Office: PSEB HEAD OFFICE, THE MALL, PATIALA-147001 (PUNJAB)**

**CIN No: U40109PB2010SGC033813, GSTIN No.: 03AAF5120Q1ZC, PAN No. AAF5120Q**

**CRA-309/24 (GATE-2024 Marks Based)**

**Recruitment for the Post of Assistant Engineer/OT (Electrical) in the discipline of Mechanical Engineering in PSPCL**

<b>IMPORTANT DATES</b>	
Start date of online registration/submission of application and fees Deposit	19.07.2024
Last date of online registration/submission of application.	08.08.2024
Last date of deposit of Fee*	12.08.2024

**\* Note:**

- i). Submission of application shall be considered complete only if the requisite application fee has been deposited. Application without deposit of requisite fee shall be rejected.
- ii).. Candidates are advised not to wait till the last date & time and should submit their application well within the stipulated time. Further, the candidates shall deposit the requisite fee at the same time as & when the application form is submitted and not to wait for the last date of fee deposit. PSPCL shall not be held responsible, if any candidate is not able to submit application and fee due to last time rush or any internet issue or any other reason whatsoever.

Punjab State Power Corporation Limited (PSPCL), a Power Generating and Distribution company owned by Government of Punjab, which has played a key role in implementation of Punjab Government plans for 24\*7 uninterrupted quality power supply in the State of Punjab, is looking for young & dynamic candidates with brilliant academic record for the **post of Assistant Engineer/OT (Electrical) in the discipline of Mechanical Engineering.**

**Pay- Scale**

*The Pay-Scale will be as per Punjab Govt. Letter no. 1/647144/2023 dated 21.04.2023. The minimum Pay admissible as per 7th CPC/Pay Matrix will be Rs. 47600/- per month after the appointment/joining."*

*\*During the probation period mentioned in the offer of appointment or extended probation period whichever is more, newly appointed candidates shall be paid 'minimum admissible pay' only as per Department of Finance (Finance Personnel 1 Branch) Chandigarh, letter No. 7/42/2020-5FP1/741-746, Chandigarh dated 17.07.2020 and it will not include any Grade pay, Dearness allowance, annual increment or any other allowance except the travelling allowance and medical reimbursement if any, as per the entitlement of the post held by such candidate. However, in case of appointment of candidates already in service of PSPCL, their pay*

shall be protected, if the 'minimum admissible pay' in the offer of appointment is lower than the pay actually drawn by them on the post they actually hold lien. But they will not be given any increment or allowance except TA and medical reimbursement during the probation period.

\*\*The probation period for these posts will be 3 years or as per instructions issued by Govt. of Punjab from time to time."

**1. Total number of vacancies to be filled for the post of Assistant Engineer/OT (Electrical) in the discipline of Mechanical Engineering are 40 Nos.**

**Tentative category-wise detailed breakup of vacancies is given below:**

TABLE-A								
Tentative category-wise detailed break-up for the post of AE/OT (Electrical) in the discipline of Mechanical Engineering against CRA-309/24 is given below:-								
S. No.	Category	Sub-Category	Backlog	Post reserved for Women out of Backlog	New posts	Post reserved for Women out of New posts	Grand Total	Post reserved for Women out of Grand Total
1	Gen	-	-	-	1	-	1	-
1	SC	SC (MB)	3	-	1	1	4	1
		SC (MB (XSM-Self/Dep.))	1	-	-	-	1	-
		SC (OT)	4	1	-	-	4	1
		SC (OT (XSM-Self/Dep.))	1	-	-	-	1	-
2	BC	BC	6	1	-	-	6	1
		BC (XSM-Self/Dep.)	1	-	-	-	1	-
3	XSM (Self/Dep.)	XSM (Self/Dep.)	6	2	1	-	7	2
4	PWD	Deaf, HH	6	1	-	-	6	1
		Locomotor Disability	5	-	-	-	5	-
		Intellectual Disability & MI or Multiple Disability	1	-	-	-	1	-
5	Sports (SP)	-	2	1	-	-	2	1
6	FF	-	1	-	-	-	1	-
<b>Total</b>			<b>37</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>40</b>	<b>7</b>

<b><u>ABBREVIATIONS FOR CATEGORIES</u></b>		
1	Gen	General
2	SC	Scheduled Caste
3	SC (MB)	Scheduled Caste/Mazhabi Balmiki
4	SC (MB-XSM-Self/Dep.)	Scheduled Caste/Mazhabi Balmiki (Ex-servicemen-Self/Dependent)
5	SC (OT)	Scheduled Caste/Others
6	SC (OT-XSM-Self/Dep.)	Scheduled Caste/Others (Ex-servicemen-Self/Dependent)
7	BC	Backward Class
8	BC (XSM-Self/Dep.)	Backward Class/Ex-servicemen (Self/Dependent)
9	XSM (Self/Dep.)	Ex-servicemen (Self/Dependent)
10	PwD	Person with disability
11	HH	Hearing Handicapped
12	MI	Mental illness
13	SP	Sports person
14	FF	Freedom Fighter

**Note:**

The category wise breakup of vacancies is according to Roster register/points as per Punjab Govt. Rules & Regulations.

- 1) The vacancies shown reserved for Women candidates in the above Table-A shall be filled as per the Punjab Civil Services (Reservation for Women) Rules 2020 and clarification issued by Govt. of Punjab, Department of Social Security and Women & Child Development vide memo no. 11/05/2017-1-SS(3SS) E-283416/370 dt. 07.02.2022. As per these rules, if no eligible women candidate is available in any of the above mentioned category, then that vacancy shall be filled from amongst the eligible candidates other than Women in the respective category.
- 2) The vacancies which are not reserved for Women candidates shall be filled from amongst the eligible candidates as per merit irrespective of Gender (i.e. shall be filled from amongst men/women/others).
- 3) The applicants are advised to read it carefully before filling up online application as category/sub-category once filled up cannot be changed to any other category. Category once filled will be considered as final and no benefit of other category/sub-category will be admissible later-on. It is further informed that candidature of such candidate who applies under wrong category will be **'Rejected'** without giving any further notice.
- 4) PSPCL reserves the right to increase or decrease the number of posts as indicated above and/or change/amend category wise breakup of posts or add any new category or cancel the entire/partial recruitment against the said CRA-309/24 or make any changes in conditions of this CRA at any stage without giving any reason/notice. Further, actual position of posts under a particular category/sub-category may vary.

## 2. Eligibility Criteria:

### 2.1 GATE-2024

PSPCL has finalized the minimum qualifying marks (out of 100 marks) for GATE based 2024 recruitment. **Applicants** must ensure that they possess the minimum qualifying marks in GATE-2024 (Mechanical Engineering) as given below for the respective category, to be eligible for applying in that category against CRA-309/24:

#### **Category wise minimum qualifying marks in GATE-2024 (ME) for the post of AE/OT (Electrical) in the discipline of Mechanical Engineering**

Category	Cut-off
General	28.60
EWS	25.70
Ex-servicemen	
BC	
Sports	
Freedom Fighter	
SC/ST/PWD	19.00

### 2.2 Essential Qualification:

**Applicants must possess academic qualification and knowledge of Punjabi as per table below: -**

Sr. No.	Name of Post/Cadre	Academic qualification	Knowledge/Qualification of Punjabi
1	Assistant Engineer/OT in Electrical Cadre	Full Time regular BE/B.Tech/B.Sc Engineering in Mechanical Engineering with a minimum of 55% marks or equivalent degree in respective discipline recognized by AICTE or AMIE in Mechanical Engineering with 55% marks from Institution of Engineers (India) Kolkata.	The candidates must have passed Punjabi of at least Matriculation or its equivalent level.

**Note:** The above qualifications are essential qualifications and the applicants must possess the above requisite qualifications up to last date of submission/registration of online application.

### 2.3 Age Limit

As per Punjab Govt. Notification G.S.R.20/Const./Art.309/Amd.(10)/2010 dated 24.05.2010, candidate should not be below 18 years and above 37 years of age as on 01/01/2024 to be eligible for these posts and relaxation in age will be as per Govt. of Punjab instructions.

## **Relaxation in Upper Age Limit**

Upper age limit relaxation is as admissible under rules/instructions of PSPCL/Punjab Government adopted by PSPCL from time to time. Relaxation in upper age in different categories is subject to the condition that the candidate is meeting other eligibility criteria for the post as given below:

- a. SC and Backward class: 5 years over & above the normal maximum recruitment age.
- b. Ex-Serviceman (Self): Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his 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, he shall be deemed to satisfy the condition regarding age limit.
- c. Physically Handicapped: 10 years over and above the normal maximum recruitment age.
- d. In case of the following, the upper age limit shall be 40 years:
  - i. Widow;
  - ii. Women who are legally separated from their husbands or have been divorced;
  - iii. Women whose husbands have been ordered by Civil or Criminal courts to pay maintenance to them;
  - iv. Women who have, because of their desertion, been living separately from their husbands for more than two years.
  - v. Women whose husbands have re-married; and
  - vi. Wives of the serving military personnel and wives of those who are disabled while in Military service.
- e. For serving employees of PSPCL/PSTCL/Punjab Govt.:

To the extent of service rendered in PSPCL or erstwhile PSEB/PSTCL/Punjab Govt.

### **Note:**

- (i) Only those candidates who fulfil the criteria w.r.t. GATE-2024, qualification, age, etc. and other requirements as mentioned in this CRA are eligible to apply against this recruitment. The candidate not meeting the above criteria will be rejected during checking of documents or at any time thereafter if found ineligible.
- (ii) The candidates must possess the above requisite qualifications up to last date of submission of online application & shall submit the proof in this regard at the time of document checking. Candidate who fails to do so,

shall not be considered even if he/she has qualified the GATE-2024 test and no relaxation shall be given in this regard.

- (iii) Candidates who have appeared/are appearing in the relevant examination/certificate, but their result is awaited, can also apply but he/she must acquire the requisite qualifications upto the last date of submission of online application and shall produce the proof for the same. Candidate, who fails to do so even if he/she has qualified the GATE-2024 test, shall not be considered and no relaxation shall be given in this regard.
- (iv) The candidates whose result has been declared recently and the certificate is yet to be issued, then the date of declaration of result shall be considered as date of completion of his that qualification. However, candidates have to submit proof in this regard.
- (v) Detailed instructions, given on the PSPCL website ([www.pspcl.in](http://www.pspcl.in)), may be referred at the time of filling online application.

### 3.0 Online application fee: -

<b>Fees Details (Non-Refundable):</b>				
<b>Sr. No.</b>	<b>Category</b>	<b>Application fees</b>	<b>Applicable GST @ 18%</b>	<b>Total</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E (C+D)</b>
1	All Categories except SC, Person with Disability	Rs. 2000/- per Application	360	Rs 2360/-+ Bank Charges (if applicable)
2	SC Category/ Person with Disability Category.	Rs. 1400/- per Application	252	Rs 1652/- + Bank Charges (if applicable)

*\*GST rate shall be applicable as per Gol norms issued from time to time.*

- **Fee will be accepted by online mode only. No other mode for depositing fee is acceptable.**
- Submission of application shall be considered complete only if the requisite application fee has been deposited. Application without deposit of requisite fee shall be rejected.
- The fee once paid shall not be refunded under any circumstances nor the fee can be held in reserve for any other recruitment or selection.
- The candidates shall deposit the requisite fee at the same time as & when the application form is submitted and do not wait for the last date of fee deposit. PSPCL shall not be held responsible, if any candidate is not able to submit application and fee due to last time rush or any internet issue or any other reason whatsoever.

#### **4.0 RESERVATION**

- (i) The reservation of posts for reserved categories is applicable for candidates of Punjab Domicile only. Candidates are required to produce proof in this regard at the time of document checking.
- (ii) Candidates are advised to read the category-wise breakup of posts very carefully before filling up the online application. If any candidate applies against any reserved category to which he/she belongs then he/she should possess reservation certificates in accordance with Govt. of Punjab instructions for that category/sub-category. The candidates are advised to fill/select their category carefully & with due diligence. **The category once selected by a candidate will not be changed under any circumstances and the candidature of such candidate who applies against the category to which he/she does not belong shall be rejected without giving any further notice.**
- (iii) The vacancies reserved for women shall be filled as per The Punjab Civil Services (Reservation for Women) Rules 2020 and clarification issued by Govt. of Punjab, Department of Social Security and Women & Child Development vide memo no. 11/05/2017-1-SS(3SS) E-283416/370 dt. 07.02.2022.
- (iv) As per Dept. of Social Justice Empowerment and Minorities (Reservation Cell), Govt. of Punjab notification no. 01/24/2020/RC1/321 dated 15.09.2022, reservation to VimuktJati and Bazigars will be applicable as per instructions issued vide no. 1/3/98-RC1/948 dated 20.12.2001.
- (v) The vacancies reserved for Ex-serviceman category candidates shall be filled as per Govt. of Punjab, Department of Personnel & Administrative Reforms (Personnel policy branch), notification no.G.S.R 11/Const./Arts. 309, 234, and 318/82 dated 02.02.1982 and GoP Department of Defence Services Welfare (Defence welfare Branch) G.S.R 37/Const./Arts. 309, 234, and 318/Amd/11/2019 dated 14.10.2019 and amendments if any. **It should be noted that as per Punjab Recruitment of Ex-Servicemen Rules, 1982, preference shall be given to Ex-servicemen/Self category candidate over Ex-servicemen/Dependent category candidate.**

*(Note: As per Pb. Govt. Letter No. 15/25/2001-4DW/1591 dated 21.05.2002, an Ex-serviceman is allowed the benefit of Reservation for the second time and even thereafter in subsequent recruitments in accordance with the provisions of these Rules).*

*"Provided that where an Ex-serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-serviceman,*

*who has neither been recruited against a reserved vacancy under these rules;*

*"Provided further that the wife or the dependent child of the ex-serviceman shall be recruited against the reserved vacancy subject to the conditions that: -*

- (i) he or she possesses the prescribed qualifications and is within the prescribed age limits;*
- (ii) he or she is not already in service;*
- (iii) he or she will be eligible to avail the benefit only once in life."*

*"Provided further that one grand Child of the Gallantry Award Winner shall be recruited against the reserved vacancy, in case the benefit or reservation has not been availed of by any of the children or dependents such winner or by the winner himself;*

***Explanation:*** *For the purpose of this proviso, Gallantry Award Winner includes the winner of the Paramvir Chakra, the Mahavir Chakra, the Vir Chakra, the Sena or Nao Sena or Vayu Sena Medal and Mention-in-Despatches."*

- (vi) The vacancies reserved for Persons with disability will be filled as per 'THE RIGHTS OF PERSONS WITH DISABILITY ACT 2016' and as per instructions issued vide No. 1/1/2017-3DC/1588894/1 dt 03.10.2019 by Department of Social Security and Women and Child Development, Govt. of Punjab and any amendment thereof. According to Section 2 (r) of The Rights of Person with Disabilities Act, 2016, "Person with Benchmark disability" means a person with not less than 40% of a specified disability. Only those persons with "Benchmark disabilities" and Punjab domicile would be eligible for reservation in the Persons with Disability category.
- (vii) As per Govt. of Punjab letter no. 1/3/2019-RC1/120 dated 28.05.2019 and letter no. 1/3/2019-RCI/700 dated 30.10.2020, reservation has been provided to residents of Punjab belonging to (EWSs) Economically Weaker Sections belonging to Punjab (whose family income is less than Rs. 8.00 lacs per annum) who are not covered under the existing scheme of reservation for Scheduled Castes and Backward Classes. Reservation of EWS category will be governed by Govt. of Punjab notification no.1/3/2019-RC1/196 dated 18.03.2021.
- (viii) As per clause 6.2 of Principal Secy., Social Justice, Empowerment and Minorities (Reservation Cell), Govt. of Punjab letter no. 1/3/2019-RCI/700 dated 30.10.2020 for EWS category candidates, it is mandatory to produce 'Income and Asset Certificate' showing gross annual income of his/her



family for financial year 2023-24 which must be valid for the financial year 2024-25.

- (ix) The category-wise final merit shall be prepared based on the basis of GATE-2024 marks except for Sports person category candidates whose final merit shall be prepared by the O/o Director/Sports, Punjab as per Sports gradation policy no. 47/26/83-5Edu./2036 dated 10.12.1997 and Punjab Recruitment of Sportsman Rules, 1988 with applicable amendments, if any. The O/o 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 as valid Certificate for claim of reservation under the Sports Person, Punjab Category).

Further, if two or more candidates have secured same marks in GATE, then their relative merit shall be determined by their age where higher age candidate shall be placed at higher merit.

**(x) Important instructions for Sports Person category candidates:**

- a) Sports Person category candidates who are interested in applying for the post in PSPCL are required to submit their Sports Gradation certificates in the Recruitment Section, Head Office, PSPCL, Patiala before or upto the last date of submission of online application. Candidates are advised to submit their Sports Gradation certificates within the stipulated time. If any candidate has applied for more than one post then he/she has to submit Sports Gradation certificates separately for each post.
- b) Sports Gradation certificates will be sent to the O/o Director/Sports, Punjab for verification and for issue of final list/merit of Sports person category.

**(xi) Reservation Certificates shall be as per instructions mentioned in Table Below:**

<b>Category</b>	<b>Certificate</b>
SC/BC (Backward Class)	Certificate as per the instructions of the concerned department of Govt, of Punjab.
XSM (Ex-servicemen/Self)	Ex-servicemen Certificate submitted by Self should be duly issued by the concerned District Sainik Welfare Officer, Govt. of Punjab.
XSM (Ex-servicemen/ Dependent)	Lineal Descendant Certificate duly issued by the concerned District Sainik Welfare Officer, Govt. of Punjab.

Category	Certificate
FF (Freedom Fighter)	The requisite certificate issued by the Deputy Commissioner of the concerned district as per the instructions of the Govt. of Punjab.
SP (Sports person)	A relevant Sports gradation Certificate as issued by Director Sports Department, Punjab.
PWD (Person with disability)	The PWD certificate with permanent disability shall be issued by Civil Surgeon of Govt. of Punjab. <b>For PWD candidates who are applying for this post shall be given the reservation to the extent of disability allowed as per lists of posts identified by Pb. Govt. Please refer <u>Annexure 'A'</u></b>

- **Candidates must produce original reservation related certificate (as per their category mentioned in online application form) at the time of document checking.**

#### 5.0 **Merit:**

- a) The merit list of candidates, who fulfils the eligibility criteria mentioned above, shall be prepared on the basis of marks scored in GATE-2024 exam and only those candidates shall be considered in merit list who have minimum qualifying marks in GATE-2024 exam as mentioned above.
- b) The category-wise final merit shall be prepared based on the marks secured in GATE-2024 exam only except for Sports person category candidates whose final merit shall be prepared by the O/o Director/Sports, Punjab as per Sports gradation policy no. 47/26/83-5Edu. /2036 dated 10.12.1997 and Punjab Recruitment of Sportsman Rules, 1988 with applicable amendments, if any. The O/o 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 as valid Certificate for claim of reservation under the Sports Person, Punjab Category). The Sports Gradation certificates of Sportsperson category candidates will be sent to the O/o Director/Sports, Punjab for verification and for issue of final list of Sports persons.
- c) Further, if two or more candidates have secured same marks in GATE-2024 exam, then their relative merit shall be determined by their age where higher age candidate shall be placed at higher merit.

#### 6.0 **SELECTION PROCESS**

Candidates who fulfill the criteria w.r.t. GATE-2024, qualification, age, etc. as detailed above, are eligible to apply for recruitment against CRA 309/2024 in PSPCL. **All the candidates are informed that only GATE-2024 marks will be valid for the current recruitment process under CRA 309/24.** The candidates shall be called for document checking as per merit list according to the no. of vacancies. Candidates must produce the GATE-2024 scorecard which will be checked by PSPCL during the time of document checking.

## **7.0 PROCESS OF DOCUMENT CHECKING:**

On the basis of result/merit list prepared on the basis of GATE-2024 marks, only those candidates who fulfil the criteria w.r.t. qualification, age, etc. as per information filled in the application form shall be called for document checking. Candidates must produce original documents/certificates before the document checking committee wherein their fulfilment of eligibility criteria w.r.t. to qualification, age, reservation etc. as per CRA shall be checked and the original documents shall be returned to the candidates on the same day after checking. However, the candidates must submit one photocopy of all the documents, duly self-attested, to the document checking committee. The date of document checking shall be notified through registered e-mail IDs (as mentioned by the candidate in his/her online application form) and on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) only. Thus, candidates are advised to mention their email IDs very carefully and to visit the PSPCL site frequently.

### **Note:**

- i) It is clarified that mere calling of any candidate for document checking doesn't entitle him/her for selection/appointment to the said post.
- ii) Candidate shall be notified about the date of document checking through Registered E-mail ID (as mentioned by the candidate in his/her online application form) and on PSPCL's website ([www.pspcl.in](http://www.pspcl.in)) only. In case candidate does not appear on the 1<sup>st</sup> scheduled date, then 2<sup>nd</sup> chance (final chance) would be given to such candidate and in case he/she again fails to appear for document checking even on 2<sup>nd</sup> chance (final chance), then no further chance would be given & his/her candidature shall be cancelled/forfeited without any further notice.
- iii) Candidate has to himself/herself appear for the process of document checking. Nobody on candidate's behalf can appear in the document checking. In case candidate himself/herself fails to appear before the document checking committee within stipulated time, then his/her candidature will be cancelled/forfeited without any further notice.

## **8.0 Offer of appointment/Joining**

The successful candidates qualified in the GATE-2024 as per CRA and have successfully completed the process of document checking relating to the various qualifications and eligibility criteria such as age, academic qualification, passing of Punjabi language and certificates in respect of reservation etc. and have been found eligible after checking of their documents, shall be considered on the selection panel as per the no. of posts to be filled.

**Note:**

- i) The candidature of a candidate will be rejected without any notice if any information, certificate or document provided by the candidate is found to be wrong/fake/fictitious/forged or bogus or does not meet with the eligibility criteria(s) as mentioned in the CRA. The candidate must acquire the requisite qualification upto the last date of submission of online application and shall produce proof for the same. Candidate, who fails to do so even if he/she has qualified GATE-2024 shall not be considered and no relaxation shall be given in this regard.
- ii) The offer of appointment, for the number of posts to be filled, shall be issued by the appointing authority to the candidates brought on the selection panel.
- iii) Those candidates who has been issued appointment letter shall be given 21 days to join the services of PSPCL. In case, candidate does not report for joining on scheduled date, then final/last notice of maximum 21 days will be given to such candidates. In case, any candidate fails to join PSPCL within stipulated time period, his/her appointment letter shall be cancelled automatically without any further notice.
- iv) Candidate has to deposit all his/her original documents at the time of joining in the office of appointing authority for getting the same verified by appointing authority.
- v) Validity of selection panels for above said posts will be one year from the date of approval of 1<sup>st</sup> selection panel by the competent authority. After the expiry of validity of panel, waiting list shall cease to exist and candidates in waiting list will not be considered for selection. Even if document checking process of a candidate has been completed, he/she will not be considered for selection/issuance of appointment letter after expiry of validity of panel **as mere calling of any candidate for document checking doesn't entitle him/her for selection/appointment to the said post.**
- vi) Candidates working in Government/Semi-Government, public sector undertakings or Cooperative organizations shall have to submit "No objection certificate" from their organization after resigning and before joining PSPCL, failing which their candidature may not be considered.
- vii) Educational qualifications must be from a recognized Institution/University/Board. **Candidates who have appeared/are appearing in the final year examination (2023-24 sessions) but their result is awaited, can also apply but he/she must acquire the requisite qualifications** upto the last date of submission of online application **and shall produce the proof for the same. Candidate, who fails to do so even if he/she has qualified the GATE 2024 test, shall not be considered and no relaxation shall be given in this regard.** The candidature of a candidate will be rejected without any notice if any certificate or document provided is found to be fake or forged or does not meet the eligibility criteria.

## 9.0 **TRAINING:**

PSPCL may depute the selected candidates to undergo training at Technical Training Institute, PSPCL, Patiala or any other institute in India.

## 10.0 **GUIDELINES FOR SUBMISSION OF ONLINE APPLICATION: -**

- a) Carefully read the advertisement and the guidelines regarding online filling/ submission of application form.
- b) Candidates will apply online through PSPCL website in English only. **No other means/mode of submission of applications including manual/paper will be accepted under any circumstances.**
- c) Candidate should have a valid personal mobile number and personal e-mail ID. These should be kept active during the entire recruitment process. After submission of requisite details for registration, Registration number will be sent on registered mobile number. Communication for document checking or any other communication will be sent through the registered e-mail ID and will be uploaded on PSPCL website. The candidates are, therefore, requested to check their registered e-mail and visit PSPCL website on regular basis for any communication from PSPCL. Under no circumstances, the candidate should share/mention e-mail ID password to any other person.

## 10.1 **STEP-I: REGISTRATION FOR ONLINE APPLICATION FORM:**

- 10.1.1 Please visit PSPCL website [www.pspcl.in](http://www.pspcl.in) and click on "**Recruitment**" tab on website's home page and then click on - **Recruitment of AE/OT (Electrical) in the discipline of Mechanical Engineering in PSPCL on the basis of GATE 2024 marks against CRA-309/24** and follow the instructions on this link.
- 10.1.2 Select CRA and then Click on 'NEW REGISTRATION' (for first time registration) or 'REGISTERED CANDIDATE' (if already registered).
- 10.1.3 **New Registration:** Enter Post Applied, GATE 2024 registration number, Name (as mentioned in GATE 2024 Scorecard and Date of Birth (DOB). Fill other details and verify the OTP received on registered e-mail ID and mobile number.
- 10.1.4 After successful verification, fill all the details, on the next screen, required in the online application form (including Photo and sign).
- 10.1.5 "Save Draft" is for partial saving of information entered. A candidate can edit or view his/her information any time.

"Save and Preview" will save the complete information and will show the preview of completely filled form to the candidate for confirmation. Here the candidate can "Submit" or go back to edit any information. If a candidate clicks "SUBMIT" button on confirmation screen, he/she will not be able to edit his/her information anymore.

- 10.1.6** Before submission of his/her Step-I details, by clicking check boxes, accept the Terms & Conditions and Self-declaration.
- 10.1.7** Candidates who appeared in final year examination (2023-24 session) of qualifying degree should write '**RESULT AWAITED**' in the column: 'Year of Passing' in case the result is not declared yet.
- 10.1.8** On completion of Step-I, a message will be sent to candidate's registered mobile number conveying his/her completion of online application and will be informed to deposit the application fee. This completes the Step-I of online registration process.
- 10.1.9** Instructions regarding scanning of Photograph of applicant and Signature of applicant: Candidates should upload the scanned (digital) image of their photograph and signature in JPG/JPEG format, as per the process given below:

**a) Photograph:**

- Dimensions should be 150 x 200 pixels (preferred).
- Size of file should be between 20kb-50kb and should not be more than 50 kb. Photograph must be a recent passport size colour picture.

**b) Signature:**

- Dimensions should be 140x60 pixels (preferred).
- Size of file should be between 10kb-20kb and should not be more than 20 kb.
- The applicant has to sign on white paper with **Black** ink pen only.
- The signatures must be signed by the applicant herself/himself only and not by any other person.

**10.2 STEP-II: DEPOSITING ONLINE APPLICATION FEE (NON REFUNDABLE)**

It is advised to deposit the requisite fee as and when the application form is submitted and do not wait for the last date of fee deposit. PSPCL shall not be held responsible, if any candidate(s) are not able to submit application and fee due to last time rush or any internet issue or any other reason whatsoever. After successful submission of online application, the candidate shall be directed to fee payment link, where the candidate should deposit the requisite application/processing fee and bank charges (if applicable). If candidate has not submitted the fee at the time of application submission the candidate can pay the fees as under.

- 10.2.1 Please visit PSPCL website [www.pspcl.in](http://www.pspcl.in) and go to "**Recruitment**" tab on website's home page and then click on – "**Recruitment of AE/OT (Electrical) in the discipline of Mechanical Engineering in PSPCL on the basis of GATE 2024 marks against CRA-309/24**".
- 10.2.2 Click on "Pay Fee" button, which will be redirected to Payment Page of SBI Payment Gateway.
- 10.2.3 Select the On-line payment option i.e. Internet Banking/UPI/Credit Card/Debit Card. Kindly make the online payment and retain the transaction number for future reference.
- 10.2.4 Applicants are informed that at the time of online fee deposit, if fee receipt is not generated due to some technical reasons, then probably payment failure message will be received from the bank in one hour and applicants shall have to deposit the fee again. In such cases fee shall be refunded back to applicant's account in few days. Otherwise, applicants may wait for 48 hours for success of their fee deposit.
- 10.2.5 After successful completion, the candidate should **take printout of Payment Receipt (Subject to Realization)**.

### 10.3 **STEP III: PRINT APPLICATION FORM:**

- 10.3.2 After successful deposit of online application fee, login again after clicking on **REGISTERED CANDIDATE**.
- 10.3.3 **Check Fee Status:**
- If fee status is Not Paid, then payment is still not updated,
  - If fee status is Paid, then payment is updated.
- 10.3.4 Click on **PRINT APPLICATION FORM**. It should be noted that no e-mail will be sent to the registered candidates containing final application form. It is suggested that candidates should download and retain the application form carefully for future reference.
- 10.3.5 On successful registration of online application, candidates are advised not to attempt for registration for the same post again since multiple registration numbers may create problem for candidates in future.
- \*For any queries/issues faced in applying online the candidates may write an email to the Helpdesk at [helpdesk-recruitment@pspcl.in](mailto:helpdesk-recruitment@pspcl.in)*

## 11 **ACTION AGAINST MISCONDUCT:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the online application. If at any stage (during document checking/issue of appointment letter/even after his/her joining PSPCL) any information, certificate or document provided by the candidate is found to be wrong/fake/fictitious/forged/bogus or does not meet the eligibility criteria(s) as mentioned under the CRA, the candidature of a candidate will be rejected ab initio and action may be taken against him/her as per law.

## 12 OTHER TERMS & CONDITIONS:

- a) Please note that the above procedure is the only valid procedure for applying. No other mode of application shall be accepted.
- b) On successful registration of online application, candidates are advised not to attempt for re-registration for the same post since multiple registration number and password may create problem for candidates in future. The applicants who submit multiple applications for the same post should note that only the latest application (i.e. application with Highest/Latest Application Number) shall be entertained by the PSPCL and also note that the fees paid against one Application Number shall not be adjusted against any other Application Number.
- c) Candidates are advised to keep a copy of application form and receipt of online payment which will be checked by PSPCL during the process of document checking.
- d) **Candidate should note that his/her candidature is purely "PROVISIONAL" subject to eligibility verification/checking during document checking. Mere registration for PSPCL recruitment will not imply that his/her candidature has been finally cleared by the PSPCL. Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement or amendments if any issued subsequently.**
- e) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the PSPCL's website on account of heavy load during last hour rush or internet issue or any other reason whatsoever.
- f) PSPCL does not undertake any responsibility for the candidates not being able to submit their applications within the stipulated period on account of the aforesaid reasons or for any other reason whatsoever.
- g) Candidates serving in Govt./Quasi Govt. offices, public sector undertakings are required to submit "No objection Certificate" from their employer at the time of joining, failing which their candidatures may not be considered.
- h) The decision of the PSPCL about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
- i) No TA/DA will be paid for the journeys performed for the document checking/ counseling etc.
- j) Candidates are requested to carefully mention their sub-category viz-a-viz Caste in their online application form.
- k) All information including qualifications, category, age etc. declared by the candidate in their application is presumed to be correct subject to its checking conducted by documenting checking committee later-on in respect of those eligible candidates who may be called for document checking before their appointment for joining PSPCL. There is no mechanism to verify the information/data during the online application. If, at any stage (during document checking, before issue of appointment letter or even after his/her joining the PSPCL), any information of the candidate is found to be wrong forged/fictitious/bogus, the candidature of such candidate will be cancelled ab initio and action may be taken against him/her according to law.



- l) Only those Government employees, if selected shall be eligible to join who are certified by the Head of the Department (where he/she is working), as not having any pending disciplinary proceedings or undergoing punishment under Punjab Civil Services (Punishment & Appeal) Rules, 1970, or any other applicable rules, as the case may be, not undergoing any trial/ prosecution or any other material disqualification in terms of integrity and professional misconduct and necessary NOC should be obtained from the Head of the Department.
- m) The selected candidates will be governed by PSPCL Rules & Regulations amended from time to time.
- n) In case the candidate fails to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.
- o) For any clarifications regarding the online filling of the form, the candidate can contact through email: [helpdesk-recruitment@pspcl.in](mailto:helpdesk-recruitment@pspcl.in).
- p) In case, if a candidate is unable to register himself, he/she may contact personally at the O/o of Dy. Secy./Recruitment, PSPCL, PSEB Head office, The Mall, Patiala.
- q) The venue, date and time of document checking/counseling of the candidates in merit will be available on the website [www.pspcl.in](http://www.pspcl.in). Candidates will be informed individually about the document checking schedule only on their registered email id filled in application form. So, candidates are advised to register email id in application form that is personally used by them.
- r) Candidates are advised to regularly visit PSPCL official website ([www.pspcl.in](http://www.pspcl.in)) for any updates regarding this advertisement.
- s) In case of any ambiguity/dispute or interpretation, decision of the PSPCL shall be final and binding on the candidate. Legal jurisdiction shall be subject to Local Courts at Patiala only.

*In case of any difficulty or query related to online application only, please contact through email id: [helpdesk-recruitment@pspcl.in](mailto:helpdesk-recruitment@pspcl.in) by quoting the registration number.*

**Date : 15.07.2024**  
**Place : Patiala**

  
**Chief Engineer/HRD**  
**PSPCL, Patiala.**

## ANNEXURE-'A'

### ELIGIBILITY OF PERSONS WITH DISABILITY FOR THE POST ADVERTISED AGAINST CRA NO. 309/24 (GATE 2024 marks based)

Sr. No.	Post	Functional Requirements	Suitable category of Benchmarks Disabilities
1	AE/OT (Electrical) in Mechanical discipline	S, ST, W, BN, L, KC, PP, MF, RW SE,C	a) D, HH b) OL, CP, LC, Dw, AAV, SD/SI (without any associated neurological/limb dysfunction) c) ASD, (M), SLD, MI d) MD involving (a) to (c) above.

**Note:** Persons with SD/SI with associated limb dysfunction shall be covered under the respective sub-category mentioned above.

#### **ABBREVIATIONS FOR CATEGORIES OF DISABILITIES**

D=Deaf, HH=Hard of hearing, OL=one Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victim, ASD(M)=Autism Spectrum Disorder (Mild), SLD= Specific Learning Disability, MI= Mental illness, MD=Multiple Disability, SD/SI=Spine Deformity/Spine Injury.