

Copy of Circular letter No. 159-GII-60/11007, dated 11th April, 1960 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Recruitment through the Punjab Public Service Commission.

I am directed to address you on this subject and to point out that a case has been brought to the notice of Government where a Department sent a requisition to the Punjab Public Service Commission on the 20th August, 1959, for recruitment to Class II posts and desired the Commission to recommend suitable candidates before the 30th September, 1959, as the selected candidates had to join an institute for training on that date after completing all formalities including the medical examination. As the selection had to be made after holding a written and physical test, it was not possible for the Commission to make selection in such a short time. The Commission have urged that requisitions should be sent to them in sufficient time. Government have given consideration to this matter and feel that there should be a time limit which should normally be allowed to the Commission for making their recommendations in ordinary as well as in emergent cases. It has, therefore, been decided that in the case of ordinary requisitions, the Commission should be allowed a minimum of 10 weeks period where selection is to be made by interview only and of 20 weeks period where selection is to be made by written examination-cum-Viva Voce test. In emergent cases, the Commission may be allowed a minimum period of 5 weeks and 15 weeks respectively. These limits will be reckoned from the date of receipt of requisition by the Commission, complete in all respects, involving no back reference.

2. I am to request, therefore, that requisitions should be sent to the Commission sufficiently in advance so as to allow them to have the necessary minimum periods for making their recommendations in ordinary as well as in emergent demands. While forwarding their requisitions the Department should ensure that these are complete in all respect and free from any kind of defect so that there should be no back reference, involving delay in making recommendations by the Commission within the prescribed period.

3. Kindly acknowledge receipt.