



PUNJAB WAKF BOARD

SCO 1062-1063, Himalaya Marg, 22B, Sector 22, Chandigarh - 160022

WEBSITE : <http://waqf.punjab.gov.in>

Advertisement No. 3(207)/Estab. III dated 30/08/2020

Eligible applicants are invited to personally submit online applications on all days during **31 August, 2020 to 24th September, 2020** (up to 12.00 midnight) in the prescribed online format available at <http://www.govt.thapar.edu> for the different categories of posts with payment mode as prescribed:

Application Fee (Non-refundable): Rs. 500/- (Five hundred only)

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

1. NATIONALITY:

- i. A candidate shall be a Citizen of India
- ii. No person shall be recruited to the service unless he/she produces the following at the time of interview: -
 - a) Certificate of character from school, or institute last attended, if any, and similar certificate from two responsible persons not being his/her relatives, who are well acquainted with him/her in his private life and are unconnected with him in his/her private life.
 - b) A self-declaration to the effect that he/she was never convicted for any criminal offence involving moral turpitude and that he/she was never dismissed or removed from service of any State Government, Government of India other Public Sector Undertakings, at the time of interview, failing which would result in cancellation of his/her candidature.

2. AGE AS ON 01.01.2020

Candidates should not be below 18 years and above 37 years of age as on 01.07.2020.

3. DETAILS OF VACANCIES, EDUCATIONAL QUALIFICATION AND PAY-SCALE

S. No	Name of Post	No. of Vacancies	Educational Qualifications	Pay Scale
1	Accounts Clerk	6	Bachelor of Commerce (or above) from a recognized University.	10300-34800 (GP 3200)
2	Section Officers/Estate Officer/Executive Officer	10	Should be a graduate (or above) in any subject from a recognized University. Preference will be given to a person having an experience in supervisory capacity.	10300-34800 (GP 4800)

3	Rent collector/Assistant EOs/ Clerks	79	Should be a graduate (or above) in any subject from a recognized University.	10300-34800 (GP 3200)
4	Legal Support assistants	27	Should be LLB from a recognized University.	10300-34800 (GP 3200)
5	Senior Assistants	17	Should be a graduate (or above) in any subject from a recognized University.	10300-34800 (GP 4400)
6	Peon	34	Should have passed 12 th any recognized Board	At rates fixed by labour department
	Total	173		

In addition to the education qualification for all posts mentioned above, the candidate should also have:

- i. Passed Punjabi upto Matric standard or its equivalent standard from any recognized Institution/Board or should have passed the Punjabi Language Proficiency Test conducted by the Department of Languages, Government of Punjab.
- ii. Good proficiency in Urdu language to be tested by administration of a qualifying examination.
- iii. For all the posts except for the post of Peon, at least 120 Hours' Course with hands on experience in the use of personal computer or information technology in office productivity applications or Desktop Publishing Applications from a Recognized Institution or a reputed Institution, which is ISO 9001 Certified; Or possess at least 120 Hours working experience in computer application from Recognized Institution or a certificate of 'O' Level from the Department Electronic Accreditation of Computer course (DOEACC);

NOTE:

- i. The number of vacancies is liable to alteration without any notice.
- ii. The candidates MUST possess the requisite qualification mentioned above on or before the last date of submitting the online application form. During various stages of selection process, the candidature of the candidate shall be 'purely provisional' subject to his/her fulfilling the eligibility criteria and verification of original documents by the Board.
- iii. Candidate himself/herself will be responsible for his/her eligibility in accordance with the minimum qualifications provided above.

4. CONDITIONS REGARDING FIXED MONTHLY EMOLUMENTS:

- i. As per existing Government orders regarding the pay of the appointed candidates, as per Notification No. 7/204/2012- 4FP1/66, Dated 15/01/2015 Govt. of Punjab Department of Finance (Finance Personnel-I Branch) Chandigarh and Notification No. 1/62016-4P.P.1/834680/1 dated 07/09/2016 Govt. of Punjab Department of Personnel (Personnel Policies-1 Branch), Chandigarh fixed emolument equal to Minimum of the Pay Band

- without any Grade Pay or any allowance will be paid during the probation period of three years. However, the appointments committee, keeping in view the waqf regulations, has approved that probation period shall be of 2 years only and further approved that the appointee shall be also paid Grade Pay during the probation period. Probation shall not be declared to be successfully completed (Except for peon posts) unless the appointee clears a typing test in English and Punjabi equivalent to standard fixed by the Government of Punjab for the post of clerk. However, in case of peons that pay shall be paid as per the labour rates.
- ii. On successful completion of probation period, pay of an employee shall be fixed at minimum of the pay band of the post including grade pay. All other allowance admissible to the post shall be payable thereafter as per Punjab Waqf (Ministerial Service) Regulations, 2019. However, peons shall continue to work at the relevant rates fixed by Labour Department.
 - iii. The period of probation including the extended period, if any, shall not be counted for the grant of time scale.
 - iv. If candidate is working in the Punjab Government office and he/she had lien on some post, then during the probation period of his/her new post, he/she shall be paid the pay which he/she was drawing on the post on which he/she had the lien.
 - v. The employee shall however during the probation period be covered under New Defined Contributory Pension Scheme and government matching share will also be provided.
 - vi. In case of consolidated pay is less than the prevailing DC rates then only selected candidates will be paid emoluments as per prevailing DC rates at that time.

5. MODE OF SELECTION

i. **For all other posts except the post of Peon**

- i. Selection for all other posts except the post of Peon shall be done in following three steps.
Step – 1 (Written test of 400 marks): Written test for the selection will consist of 100 Questions carrying total of 400 marks. In addition to this, there will be one Urdu language section of 25 questions (100 marks). This Urdu language section will be of qualifying nature only. Marks obtained in Urdu language section shall not be considered for determination of merit.
Step – 2 (Interview of 70 marks): Candidates equal to three times the number of posts in their order of merit of written test at step - I will be called Interview by the Punjab Wakf Board (PWB). This number shall be subject to variation if two or more candidates at the last number (the number at the end) get equal marks, then all of them shall be considered for appearing in the Interview (subject to eligibility), warranting the corresponding increase in the stipulated ratio. The aim of the Interview is to assess the candidate's suitability for the job in terms of his personal qualities by a Panel Interview.
Final merit will be prepared by the Punjab Wakf Board (PWB) on the basis of marks secured in the written test and interview of the candidates.
Step – 3 (Skill Test): Candidates selected after the interview will be called for skill test of qualifying nature. Skill test shall be conducted on the selected candidates in the order of merit. The test shall be of qualifying nature. Skill test shall consist of typing test in Punjabi and English with such terms and conditions as have been fixed by the Government of Punjab, for the post of clerk.

Candidates who fail to qualify the skill test will still be eligible for selection subject to the condition that they should qualify the skill test within a period of two years from date of appointment.

- ii. There will be no negative marking in the written test.
- iii. Candidates are required to secure minimum 40% marks in each section of the written test to qualify. However, for Urdu language section, this limit can be reduced to 35% marks in case the number of qualifying candidates is less than three times the number of posts.
- iv. Marks obtained by the candidates in all the sections except for the Urdu language section shall be counted for determination of written test merit.
- v. In case of a tie of marks in the final score after the interview, the merit in that case shall be determined on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at 10+2 level shall be ranked higher in order of merit.

ii. For the post of Peon

- i. Merit list of candidates applying for the post of Peon shall be prepared on the basis of 12th marks.
- ii. Candidates equal to 10 times the number of posts of Peon in their order of merit of 12th marks shall be called for Urdu language qualifying exam that will be of qualifying nature.
- iii. Qualifying exam of Urdu language will have 50 Questions carrying 4 marks each and the time for the same shall be 1 hour.
- iv. There will be no negative marking in the written test.
- vi. Minimum qualifying marks in the qualifying exam will be 40%. However, this limit can be reduced to 35% marks in case the number of qualifying candidates are less than three times the number of posts.
- v. The candidates not more than three times the number of posts in their order of merit of 12th marks and who have qualified the Urdu language qualifying exam shall be called for interview. This number shall be subject to variation if two or more candidates at the last number (the number at the end) get equal marks, then all of them shall be considered for appearing in the Interview (subject to eligibility), warranting the corresponding increase in the stipulated ratio. The aim of the Interview is to assess the candidate's suitability for the job in terms of his personal qualities by a Panel Interview.
- vi. The final merit for the post of peon shall be determined on the basis of marks obtained in class 12th which shall carry a weightage of 85% and the marks obtained in interview that shall have a weightage of 15%.
- vii. In case of a tie of marks in the final score after the interview, the merit in that case shall be determined on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at matriculation level shall be ranked higher in order of merit.

Note for the post of Peon

- i. Aggregate marks as mentioned by the respective education board in 10+2 DMC of the candidate shall be considered while preparing the 10+2 merit.
- ii. In case some education boards have provided the CGPA/Grades instead of marks in 10+2 DMC, candidates will have to submit the conversion formula/mechanism in their respective boards for converting the CGPA/Grades to percentage of marks.

- iii. In case aggregate marks (total of the marks) is missing in the 10+2 DMC of the candidate and the candidate result is declared as 'Pass' then marks mentioned against all the subjects where marks have been awarded in DMC, shall be taken into account for calculation of total marks.

Candidates are advised to fill the aggregate marks of 10+2 carefully in the online application form as per the above prescribed manner. In case of any discrepancy found later, his/her candidature shall be cancelled.

Note

- i. All candidates who apply for posts will be treated "provisionally eligible" for appearing in the competitive test. Acceptance of applications at this stage and allotment of Roll Numbers by Board does not indicate acceptance of candidature by the Board, since there is no scrutiny of documents before the written test.
- ii. The scrutiny of application forms shall be done after the conduct of the written test. During the process of scrutiny, the application forms and other relevant documents, certificates, etc of the candidates shall be examined to determine their eligibility as on last date of the application (**24th September, 2020**). Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.
- iii. The candidates applying for the Competitive Examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Board viz. Competitive Examination and Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on checking at any time before or after the Competitive Examination/ Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature for the examination will be cancelled by the Board. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Board or the civil/Criminal court.
- iv. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/ her liable for disqualification and disciplinary action.
- v. The selection will be subject to any notification /amendments issued by Punjab Government from time to time and approved by the board.
- vi. Waiting list of the candidates will be prepared and shall be valid for one year from the date of publication of result.
- vii. Candidate shall have to make his/her own arrangement to reach the examination centres/skill test places thirty minutes before scheduled time. No TA/DA will be payable for appearing in written test/skill test/interview.
- viii. Written test/skill test/interview can be conducted at any place in the State of Punjab.

6. STRUCTURE OF WRITTEN TEST

The Written test will have objective type questions with multiple choice answers, each carrying four marks. The candidate will mark their answer on OMR sheet. The question paper will be provided in English (except the Urdu language section). Post wise details of the written test are as below.

i. Section Officers/Estate Officer/Executive Officer

Rent collector/Assistant EOs/ Clerks

Senior Assistants

Duration of test: 3 hours

Section	Number of Questions	Marks	Min Qualifying marks
Logical Reasoning, Mental Ability and English Comprehension	40	160	64
Current Affairs & General Knowledge including History, General Science, Geography, Polity, Economy	50	200	80
The Waqf Act, 1995 (as amended till date), The Punjab Waqf Rules, 2018, Waqf property (Lease Rules), 2014 (as amended till date)	10	40	16
Total - (a)	100	400	
Urdu Language Test (Only qualifying nature)#(Not to be included for merit determination)	25	100	40
Total	125	500	
Interview- (b)		70	
Total Marks		570	
Total marks for final merit- (a+b)		470	

ii. Accounts Clerk

Legal Support assistants/ Officers

Duration of test: 3 hours

Section	Number of Questions	Marks	Min Qualifying marks
Logical Reasoning, Mental Ability and English Comprehension	40	160	64
Domain related*	50	200	80
The Waqf Act, 1995 (as amended till date), The Punjab Waqf Rules, 2018, Waqf property (Lease Rules), 2014 (as amended till date)	10	40	16
Total - (a)	100	400	
Urdu Language Test (Only qualifying nature)#(Not to be included for merit determination)	25	100	40
Total	125	500	
Interview- (b)		70	
Total Marks		570	
Total marks for final merit- (a+b)		470	

*Domain related:

For the post of Accounts Clerk: Special focus on but not limited to Financial accounting, Principles of Economics, Business laws, Tax procedures & practice and Indian tax system with special focus on Income-tax law and Indirect taxation particularly GST, Corporate accounting, Company law, Law of contracts, Money and Banking, Corporate Financing, Management accounting, Cost accounting, e-commerce and Marketing etc.

For the post of Legal Support assistants/ Officers: Special focus on but not limited to Constitution of India, Civil procedure Code, CrPC, Evidence Act, The Waqf Act, Prevention of Corruption act, Transfer of Property act, Law of Contracts, Punjab Village (Common Lands) Act, Punjab Land Revenue Act, Punjab security of land tenures act, Specific performance act, Punjab Relief of Indebtedness Act, 1934 etc as amended till date.

iii. Peon

Duration of test: 1 hour

Section	Number of Questions	Marks	Min Qualifying marks
Urdu Language Test (Only qualifying nature)	50	200	80

#Urdu Language Test:

For all the posts:

- i. Comprehension based on unseen passage
- ii. Change the number (Wahid/Jamma:Singular/Plural)
- iii. Change the Gender (Jins ki qismain/Muzakkar Monas)
- iv. Synonyms (Hum-maeni)
- v. Antonyms (Mutzaad/Mutradif)
- vi. Idioms and Phrases (Jumle aur Mahavre)

7. SUBMISSION OF APPLICATION FORMS

- i. Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the online application Form shall not be entertained under any circumstance after the closing of date of receipt of applications. The Board shall not be responsible for any consequence arising out of incorrect filling up of Online Application Form.
- ii. Candidates may apply for more than one post by submitting separate application for each post along with separate application fee.
- iii. Each Candidate shall fill only one Online Application Form for one post. An attempt by any candidate to fill more than one Online Application Form for one post may result in rejection of all such applications filed by him/her.
- iv. Each Candidate shall fill particulars like name, father's name and date of birth etc. as per given in the matriculation or equivalent certificate.
- v. Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.
- vi. 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 web server

on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.

- vii. The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website <http://www.govt.thapar.edu>. Other mean/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) shall not be accepted.
- viii. Candidates already working in Other Government Departments/Boards/Corporation/PSU's can only apply ONLINE and hard copy of the application form through proper channel should be submitted in the name of CEO, Punjab Wakf Board, SCO 1062-63, Sector 22-B Chandigarh - 160019 through post only within 05 days from the last date of submission of online application form otherwise candidature will be cancelled.
- ix. The candidate must have the following before attempting to fill Online Application Form:
 - a) A valid email account which has not been used for filling Online Application Form by any other Candidate applying for this Examination. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. Two or more Candidates CANNOT share the same email ID. All future correspondence with the Candidate will be made through the registered email ID.
 - b) A mobile phone number which may be used to contact the Candidate. It is not necessary that the Candidate must have mobile connection in his/her name. The Candidate may register any mobile number for communication. More than one Candidate may register the same mobile however, information given on that mobile number shall be deemed to have been delivered to all such Candidates.
 - c) **Scanned copy of a recent passport size photograph** (jpg/jpeg format) as per specification given below:
 - i. Photograph must be a recent passport size colour photograph with light background.
 - ii. While taking photograph please look straight at the camera with a relaxed face.
 - iii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - iv. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
 - v. Size of photograph (jpg/jpeg format) should not exceed **50 KB**.
 - d) **Scanned copy of the signature of the candidate** (jpg/jpeg format), as per specification given below:
 - i. The Candidate has to sign on white paper with black/blue ink pen.
 - ii. The Candidate must sign clearly so that the scanned image is clear because the same shall be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to Impersonate, which may lead to rejection of the candidate's candidature and may result in legal action against such a candidate.
 - iii. The scanned image of the candidate's signature will be used for comparison at all stages of examination and Document Checking. The candidate must maintain uniformity in the format of signatures affixed at various stages of selection process. The signature should be of the usual kind which the candidate uses for official purposes. Any attempt to modify or using confusing signature shall be taken as an effort on the part of the candidate to impersonate or of using some

other ill intent. If at any stage scanned signature of the candidate does not match with the signature on any other document, where he/she is required to sign, then the candidature of the Candidate may be rejected without any further enquiry or opportunity being given to the Candidate.

- iv. Size of signature (jpg/jpeg format) should not exceed **20 KB**.

- x. Candidate must keep following details ready with them before clicking on the registration button for starting their online application process.
 - a) Personal demographic details including Date of Birth and Nationality.
 - b) Mobile Number
 - c) Personal Email ID
 - d) Reservation category details
 - e) Qualification certificate as per eligibility.
 - f) Proof of passing of Punjabi
 - g) Soft Copies of Scanned Photograph and Signatures.

- xi. **CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:**

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

- a) Incomplete application and insufficient examination fee;
- b) Application fee deposited by means other than prescribed on <http://www.govt.thapar.edu>.
- c) Submission of application form by any other mean than ONLINE;
- d) Wrong/incomplete information given in the application form;
- e) Candidates debarred/dismissed from service by the any university/department/Corporation/Board or any other Government undertaking etc.
- f) Non-fulfilment of any of the eligibility conditions, including those of nationality, age and educational& other additional qualification.

8. IMPORTANT INSTRUCTIONS

- i. The CEO of the Board reserves the right not to fill up any or all the posts without assigning any reason. The number of posts may be decreased or increased without any notice.
- ii. The candidates called for interview will bring hard copy of the online application form along with Original Qualification documents, age (matriculation certificate) (attested copy of original qualification documents and other original certificate also) and required affidavits along with four recent colour passport size photographs.
- iii. It is the responsibility of the candidate that he/she has in-time verified that the University/Institution from which he/she has acquired the academic qualification; duly approved by the competent authority in the said stream on the date he/she has acquired the qualifications. He/She must also be conscious about the legal aspects involved here. In the event that the Board seeks any information in this regard and the Candidate is not able to in-time-produce the specified documents, his/her candidature shall be rejected without assigning any opportunity.
- iv. Who having higher qualification can also apply but no extra weight-age shall be admissible to the candidate possessing higher qualification or experience expect where it has been specially mentioned.

- v. Merely appearing in the entrance exam does not entitle the candidate for the right to selection unless he/she fulfil the prescribed eligibility criteria and other terms and conditions of the advertisement. Thereafter selection will be on the inter-se merit of the written test and interview. Candidates are advised to please ensure that they fulfil all the eligibility requirements for the post applied. If candidates may feel that he/she is not fulfilling any of the essential eligibility criteria due to which his/her candidature may be cancelled at any stage are advised not to apply.
- vi. Candidates will be called for interview up to 3 times the number of post to be filled from the merit list of the written test (or 10+2 marks for the post of peon) only, on an appointed day in person before the Selection Committee at a specified place. Failure of any candidate to come personally with all complete original documents shall lead to forfeiture of his claim and the next candidate on merit shall be considered. There shall be NO EXTENSION OF DATE WHATSOEVER UNDER ANY CIRCUMSTANCES.
- vii. 25% waiting list will be prepared and shall be valid for one year. However, the CEO of the Board reserves the right to increase or decrease in % of waiting list.
- viii. The recruitment SHALL BE MADE SUBJECT TO 100% VERIFICATION of all CERTIFICATES from the issuing authorities and SHALL BE LIABLE TO BE DECLARED NULL AND VOID ABINITIO WITHOUT ANY NOTICE WHATSOEVER IN CASE ANY DOCUMENT IS FOUND FAKE OR FORGED. The Board shall immediately launch against such candidate's suitable criminal proceedings besides civil proceedings to make recoveries of salary and other emoluments paid to such candidates.

9. GENERAL INSTRUCTIONS

- i. Candidate are advised to visit the website <http://www.govt.thapar.edu> and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Board should be avoided.
- ii. All candidates are required to keep in touch with website <http://www.govt.thapar.edu>. All subsequent Notices shall be displayed on the website <http://www.govt.thapar.edu>
- iii. The place of written test, skill tests and **Admit Card** will be available on website <http://www.govt.thapar.edu> only.
- iv. The candidate must ensure to reach the allotted centre 30 minutes before scheduled time.
- v. The candidate should bring the Printed copy of admit card along with their identity proof in original i.e. either of Voter Card, Passport, Aadhaar Card, Pan Card or Driving Licence for the written test. No other identity document will be entertained.
- vi. Mere eligibility for written test appearing in written test or skill tests or passing of written test or skill test shall not make candidate eligible for selection/appointment. The appointment will be subject to the fulfilment of eligibility and other conditions mentioned in the recruitment notice.
- vii. The candidate called for Interview will not have any claim for the selection. CEO of the Board reserves the right to change or cancel the selection process at any stage.
- viii. The candidate is not allowed to carry any electronic device/gadget, mobile phone, Calculators, explosive material or sharp edge weapon or blade etc. in the examination hall.
- ix. The selection of a candidate will be provisional subjected to the verification of Original documents.

- x. During Document checking if any candidate fails to produce the original documents/certificates regarding qualification, age, etc. he/she shall cease to have any right for selection and in that case the candidate next in the merit list shall be considered for selection. No claim whatsoever on this account shall be maintainable.
- xi. The candidate must possess the required qualification and other relevant certificates on or before the last date of submission the online application form. The application of the candidate will be rejected if the candidate does not fulfil the required qualification/reservation criteria before the last date of filing of online application.
- xii. If any information/certificates/documents are found false at any stage, the registered candidate shall be liable for disqualification and prosecution in accordance with the provisions of the law.
- xiii. The Board will not be responsible for any consequence arising out of incorrect filling up of Online Application Form.
- xiv. Before declaration of the results, question papers and answer keys shall be displayed on website <http://www.govt.thapar.edu> and also a notice on the website shall be put up for inviting objections (if any). Five days' time shall be given for raising any objection regarding validity of the key of any question.
- xv. The final list of selected candidates shall be displayed on the website after interview and verification of documents.
- xvi. The CEO of the Board reserves the right to modify, alter or withdraw this recruitment notice at any point of time and without assigning any reason.
- xvii. The whole of the above recruitment process shall be subject to any latest instructions/notifications/orders issued by the Punjab Government from time to time.
- xviii. 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.
- xix. In case of any change in date/s of the written test/skill tests, the same will be displayed on the website <http://www.govt.thapar.edu>
- xx. Schedule for interview and documents verification of shortlisted candidates, will be displayed on the website <http://www.govt.thapar.edu>.

10. HOW TO APPLY ONLINE

- i. Candidate can only apply online at website <http://www.govt.thapar.edu> from home or anywhere where there is an access to the Internet.
- ii. Complete the form available on the website <http://www.govt.thapar.edu>.
- iii. Every successful registration will be allotted the Login Id and password.
- iv. Application fee can be paid either online or through Bank challan in any of the State Bank of India branch till next day of filling application.
- v. Candidates are not required to send the hard copy of the application form.
- vi. Incomplete form or forms filled with wrong information, the candidature shall stand automatically cancelled / rejected and shall not be considered for further processing.
- vii. For any problem, help can be taken from the helpline No. 7657992302 or Email: pwb2020@thapar.edu available during working hours.
- viii. Only Online registered application forms will be entertained.

- ix. For any difficulty in (i) Understanding the instructions, (ii) Filling the Application Form, (iii) Downloading the Admit Card, and (iv) Any subsequent instructions displayed on Website etc., immediate timely reference should be made to the following:

Dr. S S Bhatia, Dean, Academic Affairs,
Thapar Institute of Engineering & Technology, Patiala.
E-mail: pwb2020@thapar.edu.
Mobile: 7657992302

- x. In case of any further difficulty or **Complaint**; an immediate reference should be in-time made to undersigned.

Sh. Taiyyab Hussain Falahi
Education Development Officer
E-mail: edo786.pwb@gmail.com

11. IMPORTANT TENTATIVE DATES

Date of Advertisement	30.08.2020
Date of availability of online form	31.08.2020
Last date for applying online	24.09.2020
Last date for payment of application fee	25.09.2020
Start date of downloading the admit card	To be decided depending upon COVID-19 situation.
Date of Exam	
Uploading of answer key and OMR sheet in candidate's login	
Window for filling objection in answer key	
Result of written test in candidate's login	
Window for filling objection in written test score	
List of qualified candidates on website	