

Punjab Subordinate Services Selection Board, Punjab

SCO No. 68–70, Sector–68, S.A.S Nagar

Website: <https://sssb.punjab.gov.in>

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Important Dates

Last date to submit application form: 18/07/2025

Last date to make online payment of application fee: 22/07/2025

Last date to make online fee payment (up to 05:00 pm): 18/08/2025

Date of written examination: 20/08/2025

Advertisement

Punjab Subordinate Services Selection Board, Punjab has issued Advertisement No. 309, under which the Government of Punjab has entrusted the Board with the responsibility of recruitment for certain posts in various departments of the Punjab Government.

Under this advertisement, the details of the posts and departments for which the recruitment process is to be conducted are available on the website <https://sssb.punjab.gov.in>.

Applications can be submitted online from **22/07/2025 to 18/08/2025**, until **05:00 PM**.

Details of Vacant Posts

Sr. No.	Name of Post	Name of Department	Total Vacancies
1.	Senior Assistant	Senior Assistant	245
2.	Junior Auditor (Local Audit Dept.)	Junior Auditor	62
3.	Junior Auditor (Examination & Others)	Junior Auditor	14
4.	Junior Auditor (Examination & Others)	Jail Department	01
5.	Clerk (General & Other Departments)	General Clerk	36
6.	Punjab Civil Supplies Corporation Ltd., Sector 17-B, SCO 74-75, Chandigarh	Sub-Divisional Officer (Civil)	02
7.	Punjab Civil Supplies Corporation Ltd., Sector 17-B, SCO 74-75, Chandigarh	Section Officer (Civil)	04

8.	Punjab Civil Supplies Corporation Ltd., Sector 17-B, SCO 74-75, Chandigarh	Section Officer (Electrical)	03
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Total Vacancies: 367

1. Post-wise Category Distribution

(i) Name of Post: Senior Assistant (245 Posts)

The category-wise breakup and reservation details for Senior Assistant posts are given below.

(ii) Name of Post: Junior Auditor (76 Posts)

Sr. No. 01 – Local Audit Department

Category	Total Vacancies (A)	Vacancies Reserved for Women
General	16	02
SC (M&B)	04	03
SC (R&O)	05	02
BC	05	02
ESM General	11	06
ESM SC (M&B)	04	—
ESM SC (R&O)	01	—
ESM BC	01	—

Sports General	04	02
Sports SC (M&B)	01	–
	04 (02 backlog)	01
EWS	06	02

Total Vacancies: 62
Vacancies for Women: 20

Sr. No. 02 – (Examination & Others)

Category	Total Vacancies (A)	Vacancies Reserved for Women
General	05	02
SC (M&B)	02	01
SC (R&O)	02	01
BC	01	01
ESM General	02	01
Physical Handicapped (Visually Impaired)	01	–
EWS	01	–

Total Vacancies: 14
Vacancies for Women: 06

(iii) Name of Post: Jail Department – Junior Auditor (01 Post)

Sr. No.	Department Name	Categor y	Total Vacancies (A)	Women Reserved
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01	Jail Department (Examination & Others)	General	01	–
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(iv) Name of Post: Clerk – General Administration (36 Posts)

Sr. No.	Department Name	Category	Total Vacancies (A)	Women Reserved
01	Various Departments (General & Other Cadres)	GENERAL	15	5
		SC (M&B)	5	2
		SC (R&O)	3	1
		BC	3	1
		Ex-Servicemen General	3	2
		Ex-Servicemen SC (M&B)	0	0

Total Posts: 36

Women Reserved: 13

(v) Name of Post – Sub-Divisional Officer (Civil)

Sr. No.	Department Name	Category	Total Vacancies (A)	Vacancies Reserved for Women
01	Punjab Civil Supplies Corporation Ltd., Sector-17B, SCO 74–75, Chandigarh	GENERAL	01	–

SC (M&B) 01 –

Total Posts: 02

Women Reserved: –

(vi) Name of Post – Section Officer (Civil)

Sr. No.	Department Name	Category	Total Vacancies (A)	Vacancies Reserved for Women
01	Punjab Civil Supplies Corporation Ltd., Sector-17B, SCO 74–75, Chandigarh	SC (M&B)	02	01
		BC	01	0
		Ex-Servicemen General	01	0

Total Posts: 04

Vacancies Reserved for Women: 01

(vii) Name of Post – Section Officer (Electrical)

Sr. No.	Department Name	Category	Total Vacancies (A)	Vacancies Reserved for Women
01	Punjab Civil Supplies Corporation Ltd., Sector-17B, SCO 74–75, Chandigarh	GENERAL	02	0
		SC (M&B)	01	0

Total Posts: 03

Women Reserved: 0

Notes:

(i)

The number of posts advertised and the category-wise breakup may be increased or decreased by the Department of Personnel, Government of Punjab, or the concerned department keeping in view administrative requirements.

Any change will be uploaded on the Board's website. No separate correspondence will be made with candidates.

If any corrigendum/notice is issued, it will be uploaded on the website only.

Candidates must regularly check the website for updates.

(ii)

Candidates under the *Sports 'A' reservation category* shall be considered only if they have obtained a **sports gradation certificate** issued by the competent authority.

The benefit of reservation will be granted only if a valid and applicable gradation certificate is uploaded.

(iii) Category Codes

The category codes allotted by the department must be filled correctly by the applicants. Below are the category codes to be used:

Sr. No.	Category	Code
1	General	101
2	Economically Weaker Section (GEN)	102
3	S.C. (Mazhbi & Balmiki)	103
4	S.C. (Ramdasia & Others)	104
5	B.C. (Backward Class)	105
6	Ex-Servicemen – General (Self)	106

7	Ex-Servicemen – General (Dependent)	107
8	Ex-Servicemen – S.C. (Mazhbi & Balmiki) (Self)	108
9	Ex-Servicemen – S.C. (Mazhbi & Balmiki) (Dependent)	109
10	ESM S.C. (R & O) (Self)	110
11	ESM S.C. (R & O) (Dependent)	111
12	ESM B.C. (Self)	112
13	ESM B.C. (Dependent)	113
14	Sports – General	114
15	Sports – S.C. (Mazhbi & Balmiki)	115
16	Sports – S.C. (R & O)	116
17	Physically Handicapped (Ortho)	117
18	Physically Handicapped (VH)	118
19	Physically Handicapped (HH)	119
20	Physically Handicapped (MI / MD)	120
21	Freedom Fighter	121

2. Reservation Related Important Guidelines

(i)

Applicants must fill in the reservation category and category code correctly.

No change in reservation category or category code will be allowed after submission of the form.

(ii)

Reservation will be applicable only if the applicant uploads the correct and valid category certificate.

If the applicant does not upload the certificate in the required format at the time of application, then the benefit of reservation will **not** be given.

(iii)

Reservation for the Economically Weaker Section (EWS) will be given only to candidates *domiciled in Punjab*.

Only those candidates will be eligible who have uploaded an **income and asset certificate** issued by the competent authority.

Reservation Continued...

(iv)

To claim reservation benefits, the applicant must possess a valid **Punjab Domicile/Residence Certificate**.

The certificate must be issued by the competent authority of Punjab.

The applicant must ensure that the certificate is not older than **5 years** from the date of application.

(v)

For widow/divorced woman/separated woman/deserted woman categories, the relevant certificate issued by the competent authority of Punjab Government will be accepted as valid proof.

(vi)

If an applicant belongs to a reserved category but does not upload the required valid certificate, they will be considered under the **General Category**.

No claim for reservation will be entertained later.

After final submission, no correction or addition of documents will be allowed.

Note:

(i)

Only applicants belonging to the **ESM (Self)** category will be considered under the ESM (Self) quota.

If the applicant does **not** fall under ESM (Self), they will be considered in the **ESM (Dependent)** category.

(ii)

As per Punjab Government, Department of Defence Services Welfare Notification dated **08.05.2020**,

if no eligible Ex-Serviceman is available to fill a reserved post,
and no eligible dependent child or wife of an Ex-Serviceman is available,
then the post may be filled by the **grandchild** of a "Gallantry Award Winner",
provided such benefit has not been availed already by any dependent of the award winner.

Rule Extract from Punjab Recruitment of Ex-Servicemen Rules, 1982:

"Provided further that when an ex-serviceman is not available for the recruitment against a reserved vacancy
and further no wife or dependent child of an Ex-serviceman is available for recruitment against a reserved vacancy,
such a vacancy shall be reserved to be filled in by recruitment of the **grandchild of a Gallantry Award Winner**,
in case the benefit of reservation has not been availed by any of the children or dependents of such winner
or by the winner himself, subject to the conditions specified in the second proviso."

3. Educational Qualifications

Sr. No.	Name of the Post	Educational Qualification
1.	Senior Assistant	(i) Possess a Bachelor's Degree from a recognized University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority... <i>(continues on next page)</i>

3. Educational Qualification (Continued)

1. Senior Assistant (Continued)

(iii) Must have completed a **120-hour computer course** with hands-on experience in the use of Personal Computer or Information Technology in office productivity applications or desktop publishing applications from a Government-recognized or ISO 9001 certified institution

OR

Possess a computer course equivalent to the '**O' Level** certificate of the Department of Electronics Accreditation of Computer Courses (DOEACC), Government of India.

(2) A person appointed as Senior Assistant must, before appointment, qualify a **test in English and Punjabi typewriting** on computer conducted by the Board or the appointing authority. However, such a person is **not required** to qualify Punjabi typewriting as provided in sub-rule (2).

2. Junior Auditor (Local Audit Department)

Should possess a degree in **B.Com (1st Division)** or **M.Com (2nd Division)** from a recognized University/Institution.
As per Appendix 'B' of Punjab Local Audit (Group B) Service Rules 2017 read with FD Notification dated 22.12.2021.

3. Junior Auditor (Examination & Others)

- i) As per Rules of **1998**, B.Com (1st Division) or M.Com (2nd Division).
 - ii) As per Rules of **1979**, must have a **typing speed of 30 words per minute in English**.
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4. Jail Department — Junior Auditor

Graduate from a recognized university.

5. Clerk (General Administration)

Graduate from a recognized University.

Preference will be given to **Commerce Graduates**.

(Punjabi paragraph translated below)

As per instructions dated 24.06.24, candidates possessing commerce-related academic background

or working experience in accounts/finance-related fields should be given preference.

If such candidates are not available, then graduates from non-commerce streams may also be considered.

6. Sub-Divisional Officer (Civil)

Graduate in Civil Engineering (1st or 2nd Class) from a recognized University/Institution or AMIE (Civil Engineering) with:

- Minimum **2 years experience** as SDO
or
- **5 years experience** as Section Officer in Central/State Government or Government Institution

OR

Diploma in Civil Engineering from a recognized University with minimum **7 years experience** as Section Officer in Central/State Government or Government Institution.

7. Section Officer (Civil)

Should possess a **Diploma in Civil Engineering** or a higher qualification in the same discipline from a recognized University or Institution.

8. Section Officer (Electrical)

Should pass a **Diploma in Electrical Engineering** or possess a higher qualification in the same discipline from a recognized university or institution.

Note:

(A)

For all posts under this advertisement, the **Punjab Civil Services (General and Common Conditions of Service) Rules, 1994**, Rule 17 regarding Punjabi language shall apply:

Knowledge of Punjabi Language

“No person shall be appointed to any post in any service by direct appointment, unless he has passed the Matriculation examination with Punjabi as one of the compulsory or elective subjects, or any other equivalent examination in Punjabi language which may be specified by the Government from time to time.”

(B)

The knowledge of Punjabi Language/typing requirement shall be applicable as per the instructions issued by the Government.

4. Pay Scale for the Posts

Sr. No.	Name of the Post	Pay Scale as per 7th CPC
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1.	Senior Assistant	₹35,400/- (Level – 6)
2.	Junior Auditor (Local Audit Dept.)	₹35,400/- (Level – 6)
3.	Junior Auditor (Examination & Others)	₹35,400/- (Level – 6)
4.	Jail Department – Junior Auditor	₹35,400/- (Level – 6)
5.	Clerk (General Administration)	₹35,400/- (Level – 6)
6.	Sub-Divisional Officer (Civil)	₹47,600/- (Level – 8)
7.	Section Officer (Civil)	₹35,400/- (Level – 6)
8.	Section Officer (Electrical)	₹35,400/- (Level – 6)

Note:

The pay scale and other allowances shall be applicable as per Government Instructions No. 7/204/2012-4FP1/66-72 dated 15/01/2015 and No. 7/204/2015-4FP1/853793 dated 04/10/2016 and any subsequent amendments.

5. Age Limit

For all posts advertised, the age limit shall be calculated as on **01.01.2025**, as follows:

(i)

The minimum age of the applicant must **not be less than 18 years**.

(ii)

The upper age limit of the applicant must **not exceed 37 years**.

(iii)

For applicants belonging to **Scheduled Castes (SC)** and **Backward Classes (BC)** of Punjab, the upper age limit will be **42 years**.

(iv)

For **State and Central Government employees**, the upper age limit will be **45 years**.

This age limit will not apply to employees of Public Sector Undertakings, Boards/Corporations, or Statutory Bodies.

(v)

For **Ex-Servicemen**, the age limit shall be calculated as per

Punjab Recruitment of Ex-Servicemen Rules, 1982.

The upper age limit for Ex-Servicemen will be determined by:

Subtracting the duration of his actual military service from his age, and then adding **3 years**. The resulting age shall not exceed the maximum limit prescribed for the post.

(vi)

For **Divorced/widowed women**, the upper age limit will be **47 years**,

as per instructions issued by the Government of Punjab vide letter No. 1/50/83-5PP(1368)/3454 dated 23.04.1984.

(vii)

The upper age limit for **widows, divorcees, and certain other married women** shall be relaxed up to **40 years**, as per Government instructions.

Notes:

1.

Employees of **State and Central Government** must upload a **NOC (No Objection Certificate)** from their department to apply for posts under this recruitment.

2.

Candidates who applied under Advertisement No. 05 of 2023 (Senior Assistant – various departments),

Advertisement No. 13 of 2023 (Jail Department – 269 posts),

Junior Auditor (Local Audit) – 60 posts, and

Advertisement No. 07 of 2024 (Jail Department – 1 post),

and candidates of Advertisement No. 07 of 2024 (Junior Auditor – 14 posts,

Clerk – 36 posts, Section Officer Civil – 2 posts, Section Officer Electrical – 4 posts)
who had already applied earlier,
their age will be considered **as per the date mentioned in the respective advertisements**
i.e., **05 August 2023** and **13 August 2023**,
and **01 January 2023** for Advertisement No. 07 of 2024.

No candidate will be disqualified solely due to age if they were eligible
as per the earlier advertisement.

3.

Candidates who have already applied earlier under previous advertisements
do not need to pay the fee again, if they had successfully paid it earlier.
If the fee was not paid earlier, then they must pay it now.

6. Examination Fee

Category	Fee Amount
General Category / Freedom Fighter / Sports (General)	₹1000
SC / BC / EWS Categories	₹250
Ex-Servicemen (Self & Dependent)	₹200
Physically Handicapped	₹500

Note:

Once the examination fee is paid, it will **not be refunded or adjusted** under any circumstances.

7. Selection Process

i. Written Examination

For all posts, candidates will undergo an **Objective Type Written Test (MCQ format)**.
This test will include:

- General knowledge related to the respective posts
- Mental ability
- Reasoning
- Punjabi & English language tests
- Questions related to Junior Auditor (Examination & Others)

The duration of the exam will be **2 hours**.

ii. The schedule of the examination / test venue

will be mentioned on the **Admit Card**.

iii. Admit Card

Candidates must download the Admit Card from the Board's website.
The Board will **not send the Admit Card by post**.

iv. Merit List

A merit list will be prepared based on the **written test**.
Candidates will be selected strictly according to merit.

v. Tie-breaking in Merit List

If two or more candidates obtain the **same marks**,
the tie will be resolved as per rules:

1. The candidate older in age will be given preference.

2. If age is also the same,
the candidate with higher educational qualification will be preferred.
3. If still unresolved,
the candidate whose name appears earlier in alphabetical order
will be preferred.

This decision will be final and binding on all candidates.

vi. Document Verification

Candidates called for document verification must bring:

- All original documents
- Photocopies of documents

If any document is missing or incorrect,
the candidate will be **disqualified**.

No relaxation will be given in this process.

vii.

If any mistake is found in the online application form or fee payment due to carelessness by the applicant or due to technical issues,
the Board will **not be responsible**.

The applicant must ensure that:

- Their photograph and signature are correctly uploaded,
- The name of the applicant and the name of the applicant's father/mother match the documents,
- All required documents are uploaded in proper and correct format.

Once the form is submitted, **no correction** will be allowed.
Incomplete or incorrect applications may be rejected.

viii.

Applicants must regularly check the Board's website for:

- Admit Card
- Notices
- Syllabus
- Exam-related instructions
- Updates regarding exam schedule, result, counselling, etc.

If the candidate fails to check the website and misses any important information, the Board will **not be responsible**.

No separate email/postal communication will be sent for:

- Exam updates
- Latest notifications
- Modifications
- Document verification dates

Candidates must regularly visit the official website for all information.

ix.

For counselling, candidates will be required to bring:

- Original documents
- Photocopies

- Certificates related to eligibility/experience/reservation

These must be produced at the time of counselling.

8. Important Information for Candidates Who Applied Earlier in Advertisement Nos. 05 of 2023, 13 of 2023, and 07 of 2024

Candidates who have already applied earlier under Advertisement No. 05/2023, Advertisement No. 13/2023, and Advertisement No. 07/2024 for the posts published in those advertisements and have paid the fee previously, do **not** need to submit the application fee again.

However, such candidates must **submit fresh applications** using the same login ID and password used earlier (if password is forgotten, it can be reset).

(i)

Candidates must log in using their **old User ID and Password** (to avoid creating a new registration/account).

(ii)

If an applicant has already uploaded documents earlier and they are **clearly visible**, the system will display them and the applicant does not need to upload them again. However, if the previously uploaded documents are **unclear or not readable**, they must be uploaded again; otherwise, the application may be rejected during document verification.

(iii)

Applicants must fill the online application form **carefully and completely**.

9. How to Apply Online

I.

Applicants must visit the official website of the Board:

<https://sssb.punjab.gov.in> and click on “**Online Applications**”.

Applications can be submitted online **from 22/07/2025 to 18/08/2025, up to 5:00 PM.**

Applications received after the last date **will not be accepted** and no request will be entertained.

II.

Before filling the application form, applicants must read the instructions available on the website and understand each step carefully.

Only after understanding the process should the applicant proceed to fill the form.

III.

To apply for any post, applicants must first **register themselves** on the recruitment portal.

After registration, they will receive:

- Registration Number
- Password
- Payment gateway link

Applicants must then login again and fill the online application form, upload documents, and complete all steps.

The application will be considered complete **only after the fee has been paid** and the final application form is submitted.

IV.

Candidates already registered earlier will be able to use their **existing registration number, password, and username**, which were generated earlier.

Such candidates must log in using the old information and follow the steps to fill the application form, upload documents, and submit the form.

There is **no need to re-register**.

V.

After filling the Online Application Form, applicants must upload:

- Passport-size photograph
- Signature
- Left thumb impression

They must also upload certificates related to:

- Educational qualifications
- Reservation
- Experience
- Fee payment (if applicable)

After uploading all documents, they must **submit the Online Application Form**.

A copy of the submitted form should be printed and kept safely.

VI.

Applicants must complete the application and **pay the examination fee** before the last date, i.e., **20/07/2025** (fee payment date).

The payment must be made using the **fee payment link** available under the “Upload Photo Sign/Pay Fee/Print Application” section after login.

Before logging in, applicants must enter their **Registration Number** and **Date of Birth** in the format **DD/MM/YYYY**.

For fee payment, applicants must log in using the **Registration Number** and **Date of Birth** in the format **DDMMYYYY** (without slash '/' or hyphen '-').

VII.

After submitting the Online Application Form, applicants must click on the **“Upload Photo Sign / Pay Fee / Print Application”** link on the Board’s website to pay the fee.

The last date to pay the fee is **20/08/2025**.

Applicants may pay the fee through:

- State Bank of India (SBI) branch
- Net Banking
- Credit Card
- Debit Card
- UPI

No other payment mode will be accepted.

Fee payment can be done until **18/08/2025 up to 05:00 PM**, but applicants are advised not to wait until the last day to avoid transactional delays.

If the fee is not paid, the application will not be accepted.

The Board will not be responsible for:

- Failed transactions
- Delayed payments
- Technical issues

VIII.

After the fee is successfully paid, applicants must **log in again** to generate and **download the submitted Online Application Form**. This is necessary to verify whether the fee has been updated in the application status.

Applicants should keep a **printed copy** of this form for future reference.

IX.

If due to any error or technical issue, the applicant is unable to submit the online form on time, the Board will **not be responsible**.

Once the offline/online application window closes, no corrections, editing, or modifications will be allowed.

Incomplete applications or applications submitted without fee will be **rejected**.

X.

If an applicant's fee is deducted from the bank account but the Application Form still does not show the fee as paid, the applicant must contact:

- The concerned bank
- Payment gateway service
- UPI/Net banking service

The Board will not resolve payment disputes.

Only after the fee is successfully updated will the application be considered complete.

XI.

If any applicant submits **false or inaccurate information** or hides any required information, the application will be rejected.

If such information is later found to be incorrect, legal action may also be taken and the candidate may be disqualified.

XII.

If fee payment through **Challan / Net Banking / Credit Card / Debit Card / UPI** fails for any reason and the transaction is **not completed**, the application will not be submitted.

Only after successful fee payment will the application status show **fee submitted**.

10. Conditions for Submitting Documents Later or Providing Proof Later

In exceptional circumstances, applicants may be allowed to submit certain documents later only under the following conditions:

(i)

If caste certificate is not available or renewal of the caste certificate is pending, the applicant must produce proof that the certificate is under process.

(ii)

Widow/divorcee/separated woman must provide proper supporting documents.

(iii)

If an applicant is claiming experience, they must produce complete and valid experience certificates.

(iv)

No relaxation will be given if certificates related to fee exemption, age relaxation, reservation, or any required qualification are not available.

(v)

Documents related to eligibility (degree, diploma, reservation) must be valid and not expired.

(vi)

Applicants claiming fee exemption must present valid and complete documents.

(vii)

Sports category applicants must present the required certificates.

(viii)

No relaxation will be given to candidates who have not uploaded the required "Game Participation" or "Gradation Certificate" for sports quota.

11. Important Notes Regarding Certificates and Documents

(i)

Documents issued by competent authorities/departments/boards/corporations/universities must follow the guidelines/instructions issued from time to time.
Invalid or incomplete documents will not be accepted.

(ii)

For reservation-related posts, the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 apply.
Applicants must pass Punjabi subject in Matriculation or equivalent.

(iii)

For the purpose of pension, pay scale, and grade pay (including pre-revised), instructions of the Punjab Government No. 7/204/2012-4FP1/66 dated 15.01.2015 and its amendments will apply.

(iv)

No benefit of reservation will be granted on the basis of certificates issued after the last date of application submission.

(v)

Only those applicants will get reservation benefit who belong to Punjab and whose certificates are issued by competent authorities.

Applicants belonging to **Economically Weaker Sections (EWS)** must obtain an EWS certificate as per Punjab Government Letter No. 01/03/2019-11/120 dated 28 May 2019, and only valid, non-expired documents will be accepted.

(vi)

If an applicant is applying under the *disabled category*, the certificate must be issued by a competent Medical Board and must be uploaded on the official website <https://sssb.punjab.gov.in>.

No relaxation will be given if the certificate is not issued by the competent authority.

(vii)

If any applicant claims reservation for *widow, divorcee, or deserted woman*, she must provide proper proof. Certificates issued by authorities other than the competent authority will not be accepted.

No marks will be given, and the reservation will not be considered without valid documents.

(viii)

The applicant must receive this relaxation only if they have applied under such a category and selected the required option.

Applicants who did not select the concerned category/sub-category during online application will **not** get reservation benefits later.

Similarly, no correction will be allowed after the last date.

(ix)

If the applicant does not upload required documents or does not complete the application process properly,
the Board will not accept any claim later.
Partially filled or incomplete applications will not be accepted.
Applicant will not be allowed to submit documents later (except where specifically allowed).

(x)

Applicants must ensure that the documents submitted by them are correct, complete, and readable.
Documents with errors or unclear information will not be considered.

(xi)

Applicants must check regularly whether their uploaded documents, Admit Card, Roll Number, Merit List, counselling schedule, and other updates are displayed correctly on the website.
If any document is not visible or not uploaded properly,
the applicant must re-upload it before the last date.
If they fail to do so, the Board will not be responsible.
All communication will be done through the website only.
No separate notice will be sent by post.

(xii)

Applicants belonging to SC/ST and BC categories must apply as per reservation rules.
If they apply under the wrong category, their reservation claim will not be accepted later.

(xiii)

Categories like EWS, Freedom Fighter, and other reserved categories must follow all rules related to reservation.
Incomplete or invalid documents will lead to cancellation of reservation benefits.

(xiv)

If the applicant applies or fills the form with an incorrect name or spelling,
or if the name in the documents does not match the application,
the Board will not accept any request to correct or modify the name later.

Applicants must ensure that their name in the **application, certificates, Aadhaar card**, and all documents matches exactly.
If the name is incorrect or mismatched, the Board is not responsible,
and no corrections will be made after submission.

(xv)

If any relaxation/benefit is claimed based on caste or category, but the applicant fails to provide proper documents or certificates, the claim will be rejected.

No extra time will be given to submit documents which were missing earlier. Incomplete or missing documents will lead to cancellation of benefit.

(xvi)

The applicant must ensure that they fulfill all physical, educational, and experience requirements for the applied post.

If during counselling it is found that:

- the applicant does not meet physical standards,
- or lacks required educational qualification,
- or does not have valid experience,

then the candidature will be cancelled on the spot.

No relaxation will be given, and the applicant will not be allowed to participate further.

(xvii)

Applicants already working in government or semi-government institutions must upload a **No Objection Certificate (NOC)** issued by their department.

If NOC is not submitted, the applicant will not be given joining even if selected, and their name will be removed from the merit list.

Any false information will result in cancellation of candidature.

(xviii)

No TA/DA (Travel Allowance/Dearness Allowance) will be provided to applicants appearing for the written test or counselling.

(xix)

No request for change of examination centre or interview centre will be accepted under any circumstances.

(xx)

Any information published on the Board's website will be treated as official.
If any corrigendum/notice is issued by the Punjab Government or the Board,
it will be uploaded on the website only.
Applicants are responsible for checking updates regularly.
No separate communication will be given by post.

(xxi)

If any information in this advertisement is interpreted or understood differently,
the instructions of the Punjab Government and the rules set by the Board will be considered
final.

No claim will be accepted against the Board's decision, and the Board's decision will be binding
on all applicants.

(xxii)

If an applicant faces any difficulty/issue/error/technical problem
while filling or submitting the application,
they must immediately contact the Board through the given helpline or email.
Only issues reported to the Board in time will be considered.

(xxiii)

For any technical problem or difficulty while applying online,
applicants can email at **helpsssb.pb@gmail.com** for assistance.

(xxiv)

For any query related to this advertisement,
applicants may contact during working hours from **09:00 AM to 05:00 PM**
at telephone numbers **0172-2298000 (Extension No. 5106 & 5107)**
or **0172-2298083**.

(xxv)

No request related to this advertisement or recruitment
will be considered after the last date of application submission.

Issued by:

Secretary

Punjab Subordinate Services Selection Board, Punjab

Date: 18/07/2025
Place: S.A.S. Nagar

Annexure-6: Category-wise Distribution of Senior Assistant Posts

Sr. No. | Office Name | Category-wise Vacancies | Total

(Each number in columns indicates available posts in that specific reservation category.)

1. Office: Directorate, Head Office

- General (Women): 1
- Total: 1

**2. Office:

Social Security, Women & Child Development Department Punjab
(Directorate & District Administration)**

- OBC (Women): 1
- Total: 1

**3. Office:

Subordinate Office, Pathankot, Punjab**

- SC (M&B – Women): 1
 - BC (Women): 1
 - Total: 2
-

****4. Office:**

Subordinate Office, Barnala, Punjab**

- **General (Women): 1**
 - **Total: 1**
-

****5. Office:**

Subordinate Office, Rupnagar, Punjab**

- **General (Men): 2**
 - **SC (M&B – Men): 1**
 - **SC (R&O – Women): 1**
 - **Total: 4**
-

****6. Office:**

Subordinate Office, Kapurthala &
Zila Parishad Office (Block Level), Kapurthala**

- **General: 13**
- **SC (M&B): 6**
- **SC (R&O): 3**
- **BC: 3**
- **General Ex-Servicemen: 2**
- **SC Ex-Servicemen (Self): 3**
- **SC Ex-Servicemen (Dependent): 2**

- **BC Ex-Servicemen (Self): 2**
 - **BC Ex-Servicemen (Dependent): 1**
 - **Sports General (Women): 1**
 - **Sports SC (Men): 1**
 - **Ortho Handicapped: 1**
 - **Visually Impaired: 1**
 - **Hearing Impaired: 1**
 - **IDMD: 1**
 - **EWS: 3**
 - **EWS (Women): 2**
 - **Total: 50**
-

****7. Office:**

Subordinate Office, Shaheed Bhagat Singh Nagar**

- **General (Men): 3**
 - **SC (M&B – Men): 1**
 - **SC (R&O – Women): 1**
 - **BC (Men): 1**
 - **General Ex-Servicemen: 1**
 - **Total: 7**
-

****8. Office:**

Subordinate Office, Pathankot District Office, Punjab
(Field Office)**

- **General:** 2
 - **SC (M&B – Women):** 1
 - **SC (R&O – Men):** 1
 - **BC (Men):** 1
 - **General Ex-Servicemen:** 1
 - **SC Ex-Servicemen (Self):** 1
 - **SC Ex-Servicemen (Dependent):** 0
 - **Sports General:** 1
 - **Sports SC (Men):** 1
 - **EWS:** 1
 - **Total:** 10
-

****9. Office:**

Block Development & Panchayat Office,
District Office, Punjab (Field Office)**

- **General:** 3
- **SC (M&B):** 1
- **SC (R&O):** 1
- **BC:** 1
- **General Ex-Servicemen:** 1
- **SC Ex-Servicemen (Self):** 1

- SC Ex-Servicemen (Dependent): 1
 - Sports SC (Women): 1
 - Ortho Handicapped: 1
 - EWS: 2
 - Total: 15
-

****10. Office:**

Subordinate Office, Patiala, Punjab & Nowshera District**

- SC (Women): 1
- General Women: 1
- Total: 2

(Annexure-6 Continued)

Category-wise distribution of Senior Assistant posts

11. Office: Subordinate Office, Mohali District

- General: 3
 - SC (M&B): 1
 - SC (R&O): 1
 - Total: 6
-

12. Office: Subordinate Office, Amritsar District

- **General: 2**
 - **SC (M&B – Women): 1**
 - **SC (R&O – Men): 1**
 - **Total: 5**
-

****13. Office:**

Subordinate Office,
Rural Development & Panchayat Department, Punjab
(Block Office & District Office),
Pathankot (Development Block No. 1)**

- **General: 3**
 - **SC (M&B – Men): 1**
 - **SC (R&O – Women): 2**
 - **BC (Men): 1**
 - **BC (Women): 1**
 - **Sports (General – Women): 1**
 - **Total: 9**
-

14. Office: Subordinate Office, Moga District

- **General: 3**
- **SC (M&B – Men): 1**

- SC (R&O – Women): 1
 - BC (Men): 1
 - Sports SC (Women): 1
 - Total: 9
-

****15. Office: Subordinate Office, Nawan Shahr District**

(Panchayat Samiti – Block No. 2, Nawanshahr)**

- General: 1
 - SC (M&B – Men): 1
 - Sports SC (Men): 1
 - Total: 3
-

****16. Office: Subordinate Office,**

Shaheed Bhagat Singh Nagar District – Banga Subdivision**

- General: 2
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - Total: 5
-

17. Office: Block Office, Hoshiarpur District

- General: 1
 - Total: 1
-

18. Office: Subordinate Office, Fazilka District

- General: 2
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - Total: 5
-

19. Office: Subordinate Office, SBS Nagar District

- General: 2
- SC (M&B – Men): 1
- SC (R&O – Women): 1
- BC (Men): 1
- Sports SC (Women): 1
- Hearing Impaired (Men): 1
- EWS (Women): 1
- Total: 7

20. Office: Subordinate Office, Nawanshahr District

- General: 3
- SC (M&B – Men): 1
- SC (R&O – Women): 1
- BC (Men): 1
- Total: 6

21. Office: Subordinate Office, Bathinda District

- General: 3
- SC (M&B – Men): 1
- SC (R&O – Women): 1
- BC (Men): 1
- Total: 6

22. Office: Subordinate Office, Rupnagar District

- General: 1
- SC (M&B – Men): 1
- BC (Men): 1
- Ortho Handicapped (Mate?): 1

- Total: 5
-

23. Office: Subordinate Office, Faridkot District

- General: 1
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - Sports SC (Men): 1
 - Total: 4
-

24. Office: Subordinate Office, Moga District

- General: 2
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - Total: 5
-

****25. Office: Subordinate Office,**

Sri Muktsar Sahib District**

- General: 1

- SC (M&B – Women): 1
 - Sports (General – Women): 1
 - Total: 2
-

26. Office: Subordinate Office, Jalandhar District

- General: 2
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - Total: 5
-

27. Office: Subordinate Office, Ferozepur District

- General: 3
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - Ortho Handicapped (Women): 1
 - Total: 6
-

28. Office: Subordinate Office, Sangrur District

- **General: 3**
 - **SC (M&B – Men): 1**
 - **SC (R&O – Women): 1**
 - **BC (Men): 1**
 - **Sports (General – Women): 1**
 - **Total: 6**
-

29. Office: Subordinate Office, Malerkotla District

- **General: 2**
 - **SC (M&B – Men): 1**
 - **SC (R&O – Women): 1**
 - **BC (Women): 1**
 - **Total: 5**
-

30. Office: Subordinate Office, Ludhiana District

- **General: 2**
- **SC (M&B – Men): 1**
- **SC (R&O – Women): 1**
- **Total: 4**

(Annexure-6 – Senior Assistant Posts Distribution)

31. Office: Subordinate Office, Barnala District

- General: 1
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Women): 1
 - **Total: 4**
-

32. Office: Subordinate Office, Patiala District

- General: 2
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Women): 1
 - Ortho Handicapped (Men): 1
 - **Total: 6**
-

33. Office: Subordinate Office, Gurdaspur District

- General: 3
- SC (M&B – Men): 1
- SC (R&O – Women): 1
- BC (Men): 1
- Ortho Handicapped (Women): 1

- **Total: 7**
-

34. Office: Subordinate Office, Kapurthala District

- General: 2
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - BC (Women): 1
 - Ortho Handicapped (Men): 1
 - **Total: 7**
-

35. Office: Subordinate Office, Pathankot District

- General: 3
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Women): 1
 - BC (Men): 1
 - **Total: 6**
-

36. Office: Subordinate Office, Mansa District

- General: 2

- SC (M&B – Women): 1
 - SC (R&O – Men): 1
 - **Total: 4**
-

****37. Office: Subordinate Office,**

Sri Anandpur Sahib & Surrounding Areas, Punjab**

- General: 3
 - SC (M&B – Men): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - BC (Women): 1
 - Ortho Handicapped (Men): 1
 - **Total: 8**
-

****38. Office: Subordinate Office,**

Excise & Taxation Department, Punjab**

- SC (M&B – Women): 1
 - **Total: 1**
-

****39. Office: Press Branch,**

Directorate of Public Relations / Information & Public Relations, Punjab**

- General: 1
 - SC (M&B – Women): 1
 - SC (R&O – Women): 1
 - BC (Men): 1
 - BC (Women): 1
 - Sports General (Women): 1
 - **Total: 6**
-

Grand Total of Senior Assistant Posts: 245