

Punjab Home Guards & Civil Defence, Govt. of Punjab
Notice for Scrutiny of Documents for the post of Clerk

Punjab Home Guards & Civil Defence, Govt of Punjab invited online applications (both male and female) from 1st October, 2016 till 14th October, 2016 to fill up various posts (Advertisement Published dated 30th September, 2016). As per scheduled mentioned in the prospectus, Fee Confirmation Lists were also uploaded on the same website.

In continuation of Notice dated 18th August, 2017 regarding scrutiny of documents for the post of Clerk in PHG&CD (Advt. published dated 30th September, 2016), the **Scrutiny of documents will be held at Chandigarh on November 8th, 2017 (Wednesday) at 9:00AM** for the post of Clerk in PHG&CD against Advt. published dated 30th September, 2016. Further, the **provisional merit lists** had been prepared on the basis of Written Test dated 13.11.2016 (who qualifies the Punjabi typing test and English typing test) and the **Cut-Off Percentage for the post of Clerk** is as below;

	General	SC(M&B)	SC(R&O)	Sports General	Sports SC(M&B)	Freedom Fighter	ExSM General	ExSM SC(M&B)	ExSM SC(R&O)	ExSM BC
Number of Vacancy as per advertisement	06	11	07	03	01	01	08	03	02	03
Cut-Off Percentage	80	45	66	All Pass	All Pass	70	All Pass	All Pass	All Pass	All Pass

The **Venue for Scrutiny/Documents checking is Punjab Home Guards & Civil Defence Department, 17 Bays Building, Near Head Post Office, Sector-17, Chandigarh.**

Please Note: The following certificates as applicable/ required during scrutiny of documents for the post Clerk, as;

- a) One Print Copy of Online Registered Application Form
- b) Qualification Certificates (Essential Qualifications etc. as per advertisement)
- c) Domicile Certificate
- d) Punjabi Language Pass Certificate
- e) Category Certificate, Claim If any (SC, BC, Freedom Fighter etc.)
- f) Experience Certificate, If any
- g) Ex-Serviceman Service Book & related Documents, if any (Discharge Book, For Dependant Lineal Descendent Certificate, No Benefit etc.)
- h) Sports Person Certificate, If any (Sports Gradation Certificate (Grade – A/B/C/D etc.) from Department of Sports)
- i) One Passport Size Photograph
- j) One Set of photocopy of all above said certificates/documents

**DGP-cum-Commandant General,
Home Guards & Director, Civil Defence, Punjab, Chandigarh**

Date: 2nd November, 2017