



Punjab Government Gazette

ORDINARY

Published by Authority

CHANDIGARH, FRIDAY, AUGUST 17, 2018
(SRAVANA 26, 1940 SAKA)

LEGISLATIVE SUPPLEMENT

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PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-2 Branch)

NOTIFICATION

The 8th August, 2018

No. G.S.R. 57/Const./Art.309/2018.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of services of the persons appointed to the Punjab Educational Service, (Vocational) Group 'B' Service, namely:-

RULES

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Educational Service (Vocational) Group 'B' Service Rules, 2018.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (3) They shall apply to the posts specified in Appendix 'A'.
- (4) Members of the existing cadre whose services are governed under the Punjab State Education Class III (School Cadre) Service Rules, 1978 shall have the right to exercise the option to retain their present cadre or become members of newly created service within three months from the date of publication of these rules:

Provided that while exercising option, principle of seniority shall be the deciding factor keeping in view the number of posts in the Service:

Provided further that in case any employee does not exercise his option within the specified period, he shall be deemed to have opted for existing cadre:

Provided further that the option once exercised shall be final.

- 2. Definition.-** (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an Appendix appended to these rules;

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- (b) 'Director' means the Director of Public Instruction (Secondary Education), Punjab;
- (c) 'Government' means the Government of the State of Punjab, in the Department of School Education, Punjab;
- (d) 'Service' means the Punjab Educational Service (Vocational) Group 'B' Service.
- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing Authority.- Appointment to the Service shall be made by the Government.

5. Pay of members of the Service.-The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.- (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for the appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-

cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone.

- 7. Departmental examination.-** A person appointed to the service either by way of direct recruitment or otherwise shall have to pass the Departmental test and proficiency in computer skills within a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government from time to time, to be conducted by the Director or any other authority empowered by Government in this behalf in addition to fulfillment of the requisite qualifications and experience specified in Appendix 'B'. However, till a member of service passes the Departmental test, he shall not be entitled to his annual increment.
- 8. Assigning of additional duties/responsibilities.-** Notwithstanding anything contained in these rules, the Government or any other authority empowered in this behalf may assign the members of service any kind of special duties/responsibilities to be specified from time to time in addition to normal duties in furtherance to enhance the quality of education.
- 9. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Government.
- 10. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C'.
- 11. Repeal and saving.-** The Punjab State Education Class III (School Cadre) Service Rules, 1978, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

- 12. Interpretation.-** In any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

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APPENDIX 'A'**(See rule 1 (3) 3 and 5)**

Serial Number	Designation of Post	Number of Posts			Scale of Pay + Grade pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
1.	District Co-ordinator (Vocational Education)	16	0	16	10300-34800+4400
2.	Vocational Lecturer in Agri-Service (For Trade-Repair and Maintenance of Power Driven Farm Machinery)	74	0	74	10300-34800+5400
3.	Vocational Lecturer in Accountancy and Auditing	149	0	149	10300-34800+5400
4.	Vocational Lecturer in Food Preservation	127	0	127	10300-34800+5400
5.	Vocational Lecturer in Garments (For Trade-Commercial Garment Designing and Making)	200	0	200	10300-34800+5400
6.	Vocational Lecturer in Mechanical Servicing (Gen)	150	0	150	10300-34800+5400
7.	Vocational Lecturer in Automobile Engineering (For Trade-Mechanical Servicing -Auto)	180	0	180	10300-34800+5400
8.	Vocational Lecturer in Office Management	116	0	116	10300-34800+5400
9.	Vocational Lecturer in Banking	116	0	116	10300-34800+5400

10.	Vocational Lecturer in General Receptionist	110	0	110	10300-34800+5400
11.	Vocational Lecturer in Basic Financial Services	108	0	108	10300-34800+5400
12.	Vocational Lecturer in Insurance	112	0	112	10300-34800+5400
13.	Vocational Lecturer in Marketing and Salesmanship	111	0	111	10300-34800+5400
14.	Vocational Lecturer in Knitting Technology	127	0	127	10300-34800+5400
15.	Vocational Lecturer in Civil Engineering (For Trade-Engineering Drawing and Drafting)	132	0	132	10300-34800+5400
16.	Vocational Lecturer in Electrical Engineering (For Trade-Maintenance and Repair of Electrical Domestic Appliances)	211	0	211	10300-34800+5400
17.	Vocational Lecturer in Secretarial and Commercial Practice	218	0	218	10300-34800+5400
18.	Vocational Lecturer in Purchasing and Store keeping.	59	0	59	10300-34800+5400

APPENDIX-B

(See Rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
(1)	(2)	(3)	(4)	(5)	(6)
1	District Co-ordinator (Vocational Education)			* See note hereunder.	
2	Vocational Lecturer in Agri-Service (For Trade-Repair and Maintenance of Power Driven Farm Machinery)	Ninety five percent	Five percent	Should have passed Post Graduation Degree in Engineering/Technology (Agriculture) with minimum 50% marks from a recognized university or institution through regular mode	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.

				only.	
3	Vocational Lecturer in Accountancy and Auditing	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce with Bachelors degree in Commerce with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
4	Vocational Lecturer in Food Preservation	Ninety five percent	Five percent	Should have passed Post Graduation degree in Home Science (Foods and Nutrition) with minimum 50% marks from a recognized	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of

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				university or institution through regular mode only.	three years.
5	Vocational Lecturer in Garments (For Trade-Commercial Garment Designing and Making)	Ninety five percent	Five percent	Should have passed Post Graduation degree in Clothing and Textile or Post Graduation in Fashion Designing with minimum 50% marks from a recognized University or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
6	Vocational Lecturer in Mechanical (For Trade-Mechanical Servicing	Ninety five percent	Five percent	Should have passed Post Graduation Degree in Engineering/ Technology (Mechanical) with minimum	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column

	-Gen)			50% marks from a recognized university or institution through regular mode only.	No. 5 and who have an experience of working as such for a minimum period of three years.
7	Vocational Lecturer in Automobile Engg. (For Trade-Mechanical Servicing-Auto)	Ninety five percent	Five percent	Should have passed Degree in Engineering/Technology (Automobiles or Mechanical with Auto as subject) with minimum 50% marks from recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
8	Vocational Lecturer in Office Management	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce with Bachelors	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for

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				degree in Commerce with minimum 50% marks from a recognized university or institution through regular mode only.	direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
9	Vocational Lecturer in Banking	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce with Bachelors degree in Commerce with minimum 50% marks from a recognised university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
10	Vocational Lecturer in	Ninety five	Five perc	Should have passed Post	From amongst the Work Experience

	General Receptionist	percent	ent	Graduation degree in Business Administration/ Management with minimum 50% marks from a recognized university or institution through regular mode only.	Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
11	Vocational Lecturer in Basic Financial Services	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce with Bachelors degree in Commerce with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.

12	Vocational Lecturer in Insurance	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce or Post Graduation in Business Administration/ Management with Insurance as subject with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
13	Vocational Lecturer in Marketing and Salesmanship	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce or Post Graduation in Business Administration/ Management with	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a

				Specialization in Marketing with minimum 50% marks from a recognized university or institution through regular mode only.	minimum period of three years.
14	Vocational Lecturer in Knitting Technology	Ninety five percent	Five percent	Should have passed Post Graduation Degree in Engineering/ Technology (Knitting) with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
15	Vocational Lecturer in Civil Engg. (For	Ninety five percent	Five percent	Should have passed Post Graduation Degree in	From amongst the Work Experience Teacher and Vocational Teacher,

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	Trade-Engineering Drawing and Drafting)			Engineering/Technology (Civil or Architect) with minimum 50% marks from a recognized university or institution through regular mode only.	who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
16	Vocational Lecturer in Electrical Engg. (For Trade-Maintenance and Repair of Electrical Domestic appliances)	Ninety five percent	Five percent	Should have passed Post Graduation Degree in Engineering/Technology (Electrical) with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
17	Vocational Lecturer in Secretarial	Ninety five percent	Five percent	Should have passed Post Graduation	From amongst the Work Experience Teacher and

	and Commerci al Practice	t		degree in Punjabi/ English and Diploma in Stenography in Punjabi/Engli sh from a recognized university/ ITI/Punjab Language Deptt., with at least 50% marks through regular mode only.	Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
18	Vocational Lecturer in Purchasin g and Store keeping.	Ninety five percen t	Five perc ent	Should have passed Post Graduation degree in Commerce or Post Graduation Degree in Business Administratio n/ Management with minimum 50% marks from a recognised university or institution	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.

				through regular mode only.	
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Note:- The senior most Vocational Lecturer shall be deputed as District Co-ordinator (Vocational Education).

APPENDIX - 'C'

(See rule 10)

GOVERNMENT OF PUNJABDEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)**NOTIFICATION**

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application.– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2. Definitions.– In these rules, unless the context otherwise requires–

(a) “appointing authority” means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of Indian in respect of any service or post in connection with the affairs of the State of Punjab;

(b) “Board” means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;

(c) “Commission” means the Punjab Public Service Commission;

(d) “direct appointment” means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) “Government” means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service or Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) 'Service Rules' means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

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- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment,

unless he produces,-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification, - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age. - (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab

Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Caste and other Backward Class, the upper age limit shall be such as may be fixed by the government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' and Group 'B' or Group 'C' non-technical post, shall

not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that.-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
 - (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may, -

-
- (a) if his work and conduct has in its opinion been satisfactory –
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. Seniority.– The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has

joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointments; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person :

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test	

specified by the appointing authority from time to time; and

(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, [passed a test in English and Punjabi respectively typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Service or

dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or

dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2)".

*15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he –	i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and
ii) Qualifies in Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and	(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.	(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per
iii) The candidates committing not more than 4% mistakes in aggregate	

and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

minute.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer - No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he:-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing application from Government recognized institution or a

reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Services. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. These shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of the service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule.

19. Power to relax.– Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.– The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.– If any question arises as to the interpretation of these rules, the Government shall decide the same.

A. S. CHATTHA,

Chief Secretary to Government of Punjab.

KRISHAN KUMAR,

Secretary to Government of Punjab,
Department of School Education.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-2 Branch)

NOTIFICATION

The 8th August, 2018

No. G.S.R. 58/Const./Art.309/2018.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of services of the persons appointed to the Punjab Educational Service, (Vocational) Border Area Group 'B' Service, namely:-

RULES

1. Short title, commencement and application.- (i) These rules may be called the Punjab Educational Service (Vocational) Border Area Group 'B' Service Rules, 2018.

(ii) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(iii) They shall apply to the posts specified in Appendix 'A'.

(iv) Members of the existing cadre whose services are governed under the Punjab Educational Department in State Education—Class-III (School Cadre) Service Rules of 1995 shall have the right to exercise the option to retain their present cadre or become members of newly created Service within three months from the date of publication of these rules :

Provided that while exercising option, principle of seniority shall be the deciding factor keeping in view the number of posts in the Service.

Provided further that in case any employee does not exercise his option within the specified period, he shall be deemed to have opted for existing cadre.

Provided further that the option once exercised shall be final.

2. Definition.- (i) In these rules, unless the context otherwise requires,

(a) 'Appendix' means an Appendix appended to these rules;

-
- (b) 'Director' means the Director of Public Instruction (Secondary Education) Punjab;
 - (c) 'Government' means the Government of the State of Punjab, in the Department of Education;
 - (d) Service means the Punjab Educational Service (Vocational) Border Area Group 'B' Service.
 - (ii) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent power of the Government to add to or reduce the number of posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing Authority.- Appointments to the Service shall be made by the Government.

5. Pay of members of the Service. – The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'. However, the persons who have become members of Service or exercise their option to opt the Service shall be entitled to one additional increment in addition to their normal pay from date of such absorption in the Service. The members of Service shall further be entitled to one additional increment on their every promotion to higher post in addition to normal benefit of higher responsibility as a special incentive.

6. Method of appointment, qualifications and experience.- (1) All appointments to the Service shall be made in the manner specified in Appendix 'B'.

Provided that if no suitable candidate is available for the appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous

post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone.

- 7. Departmental Examination.-**A person appointed to the Service either by way of direct recruitment or otherwise shall have to pass the Departmental test in proficiency in computer skills with a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government by time to time to be conducted by the Director or any other authority empowered by Government in this behalf in addition to fulfillment of the requisite qualifications and experience as specified in Appendix 'B'. However, till a member of Services passes the Departmental test he shall not be entitled to his annual increments.
- 8. Assigning of additional duties/responsibilities.-** Notwithstanding anything contained in these rules, the Government or any other authority empowered in this behalf may assign the members of service any kind of special duties/responsibilities to be specified from time to time in addition to normal duties in furtherance to enhance the quality of education.
- 9. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Government."
- 10. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C'

- 11. Repeal and Saving.-** The Punjab State Education Class III (School Cadre) Service Rules, 1995, in so far as they are applicable to the members of the Service, are hereby repealed.

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

- 12. Interpretation.-** In any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

(SRVN 26, 1940 SAKA)

APPENDIX 'A'**(See rule 1 (iii) 3 and 5)**

Serial No.	Designation of the Post	Number of Posts			Scale of Pay + Grade pay (In Rupees)
		Perma- nent	Tempo- rary	Total	
1.	District Co-ordinator (Vocational Education)	06	0	06	10300-34800+4400
2.	Vocational Lecturer in Agri-Service (For Trade-Repair and Maintenance of Power Driven Farm Machinery)	44	0	44	10300-34800+5400
3.	Vocational Lecturer in Accountancy and Auditing	24	0	24	10300-34800+5400
4.	Vocational Lecturer in Food Preservation	59	0	59	10300-34800+5400
5.	Vocational Lecturer in Garments (For Trade-Commercial Garment Designing and Making)	76	0	76	10300-34800+5400
6.	Vocational Lecturer in Mechanical Servicing (Gen)	62	0	62	10300-34800+5400
7.	Vocational Lecturer in Automobile Engineering (For Trade-Mechanical Servicing -Auto)	60	0	60	10300-34800+5400
8.	Vocational Lecturer in Office Management	46	0	46	10300-34800+5400
9.	Vocational Lecturer in Banking	62	0	62	10300-34800+5400

10.	Vocational Lecturer in General Receptionist	44	0	44	10300-34800+5400
11.	Vocational Lecturer in Basic Financial Services	51	0	51	10300-34800+5400
12.	Vocational Lecturer in Insurance	49	0	49	10300-34800+5400
13.	Vocational Lecturer in Marketing and Salesmanship	39	0	39	10300-34800+5400
14.	Vocational Lecturer in Knitting Technology	30	0	30	10300-34800+5400
15.	Vocational Lecturer in Civil Engineering (For Trade-Engineering Drawing and Drafting)	43	0	43	10300-34800+5400
16.	Vocational Lecturer in Electrical Engineering (For Trade-Maintenance and Repair of Electrical Domestic Appliances)	103	0	103	10300-34800+5400
17.	Vocational Lecturer in Secretarial and Commercial Practice	80	0	80	10300-34800+5400
18.	Vocational Lecturer in Purchasing and Store keeping.	58	0	58	10300-34800+5400

APPENDIX-B

(See Rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
(1)	(2)	(3)	(4)	(5)	(6)
1	District Co-ordinator (Vocational Education)			* See note hereunder.	
2	Vocational Lecturer in Agri-Service (For Trade-Repair and Maintenance of Power Driven Farm Machinery)	Ninety five percent	Five percent	Should have passed Post Graduation Degree in Engineering/ Technology (Agriculture) with minimum 50% marks from a recognized university or institution through regular mode	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.

				only.	
3	Vocational Lecturer in Accountancy and Auditing	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce with Bachelors degree in Commerce with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
4	Vocational Lecturer in Food Preservation	Ninety five percent	Five percent	Should have passed Post Graduation degree in Home Science (Foods and Nutrition) with minimum 50% marks from a recognized	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of

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				university or institution through regular mode only.	three years.
5	Vocational Lecturer in Garments (For Trade-Commercial Garment Designing and Making)	Ninety five percent	Five percent	Should have passed Post Graduation degree in Clothing and Textile or Post Graduation in Fashion Designing with minimum 50% marks from a recognized University or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
6	Vocational Lecturer in Mechanical (For Trade-Mechanical Servicing	Ninety five percent	Five percent	Should have passed Post Graduation Degree in Engineering/ Technology (Mechanical) with minimum	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column

	-Gen)			50% marks from a recognized university or institution through regular mode only.	No. 5 and who have an experience of working as such for a minimum period of three years.
7	Vocational Lecturer in Automobile Engg. (For Trade-Mechanical Servicing-Auto)	Ninety five percent	Five percent	Should have passed Degree in Engineering/Technology (Automobiles or Mechanical with Auto as subject) with minimum 50% marks from recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
8	Vocational Lecturer in Office Management	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce with Bachelors	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for

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				degree in Commerce with minimum 50% marks from a recognized university or institution through regular mode only.	direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
9	Vocational Lecturer in Banking	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce with Bachelors degree in Commerce with minimum 50% marks from a recognised university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
10	Vocational Lecturer in	Ninety five	Five perc	Should have passed Post	From amongst the Work Experience

	General Receptionist	percent	ent	Graduation degree in Business Administration/ Management with minimum 50% marks from a recognized university or institution through regular mode only.	Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
11	Vocational Lecturer in Basic Financial Services	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce with Bachelors degree in Commerce with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.

12	Vocational Lecturer in Insurance	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce or Post Graduation in Business Administration/ Management with Insurance as subject with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
13	Vocational Lecturer in Marketing and Salesmanship	Ninety five percent	Five percent	Should have passed Post Graduation degree in Commerce or Post Graduation in Business Administration/ Management with	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a

				Specialization in Marketing with minimum 50% marks from a recognized university or institution through regular mode only.	minimum period of three years.
14	Vocational Lecturer in Knitting Technology	Ninety five percent	Five percent	Should have passed Post Graduation Degree in Engineering/ Technology (Knitting) with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
15	Vocational Lecturer in Civil Engg. (For	Ninety five percent	Five percent	Should have passed Post Graduation Degree in	From amongst the Work Experience Teacher and Vocational Teacher,

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	Trade-Engineering Drawing and Drafting)			Engineering/Technology (Civil or Architect) with minimum 50% marks from a recognized university or institution through regular mode only.	who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
16	Vocational Lecturer in Electrical Engg. (For Trade-Maintenance and Repair of Electrical Domestic appliances)	Ninety five percent	Five percent	Should have passed Post Graduation Degree in Engineering/Technology (Electrical) with minimum 50% marks from a recognized university or institution through regular mode only.	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
17	Vocational Lecturer in Secretarial	Ninety five percent	Five percent	Should have passed Post Graduation	From amongst the Work Experience Teacher and

	and Commerci al Practice	t		degree in Punjabi/ English and Diploma in Stenography in Punjabi/Engli sh from a recognized university/ ITI/Punjab Language Deptt., with at least 50% marks through regular mode only.	Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.
18	Vocational Lecturer in Purchasin g and Store keeping.	Ninety five percen t	Five perc ent	Should have passed Post Graduation degree in Commerce or Post Graduation Degree in Business Administratio n/ Management with minimum 50% marks from a recognised university or institution	From amongst the Work Experience Teacher and Vocational Teacher, who fulfill the requisite qualification for direct appointment as indicated in column No. 5 and who have an experience of working as such for a minimum period of three years.

				through regular mode only.	
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Note:- The senior most Vocational Lecturer shall be deputed as District Co-ordinator (Vocational Education).

APPENDIX - 'C'

A copy of upto date amended Rules namely the the Punjab Civil Services (general and Common Conditions of services) Rules, 1994 as amended from time to time.

(See rule 10)

GOVERNMENT OF PUNJAB

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)**

NOTIFICATION

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application.– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2. Definitions.– In these rules, unless the context otherwise requires–

(a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;

(b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;

(c) "Commission" means the Punjab Public Service Commission;

(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service or Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) 'Service Rules' means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment,

unless he produces,-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualifications, - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab

Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Caste and other Backward Class, the upper age limit shall be such as may be fixed by the government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war hero. who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' and Group 'B' or Group 'C' non-technical post, shall

not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that.-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
 - (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may, -

-
- (a) if his work and conduct has in its opinion been satisfactory –
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. Seniority.– The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has

joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointments; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of such service is also the same, an older person shall be senior to a younger person :

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of person appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test	

specified by the appointing authority
from time to time; and

(iii) Possesses at least one hundred
and twenty 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 Government recognised institution
or a reputed institution, which is ISO
9001, certified.

OR

Possesses a Computer information
Technology course equivalent to 'O'
level certificate of Department of
Electronics Accreditation of Computer
Course (DOEACC) of Government
of India.

(2) The person so appointed as
Senior Assistant in terms of the
Provisions of sub-rule (1), shall have,
before his appointment, [passed a test
in English and Punjabi respectively
typewriting on Computer to be
conducted by the Board or the
appointing authority or the Department
of Information Technology, as the case
may be, at a speed of thirty words per
minute:

Provided that where appointment
of Group 'B' non-technical post is
offered to a War Hero, who has been
discharged from Defence Services or
dependent from Defence Service or

dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be appointed by direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or

dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2)".

*15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he –	i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and
ii) Qualifies in Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and	(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.	(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per
iii) The candidates committing not more than 4% mistakes in aggregate	

and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

minute.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer - No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing application from Government recognised institution or a

reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Services. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule.

19. Power to relax.– Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.– The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.– If any question arises as to the interpretation of these rules, the Government shall decide the same.

A. S. CHATTHA,

Chief Secretary to Government of Punjab.

KRISHAN KUMAR,

Secretary to Government of Punjab,
Department of School Education.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION

NOTIFICATION

The 8 August, 2018

No. G.S.R. 59/Const. Art. 309/2018.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of service of the persons appointed to the Punjab Educational Service (School and Inspection) Group 'B' Services, namely:—

RULES

- 1. Short title, commencement and application.**— (1) These rules may be called the Punjab Educational Service (School and Inspection) Group 'B' Service Rules, 2018.
 - (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
 - (3) They shall apply to the posts specified in Appendix 'A'.
 - 2. Definition.**— (i) In these rules, unless the context otherwise requires,—
 - (a) 'Appendix' means an Appendix appended to these rules;
 - (b) 'Border Area Cadre' means a separate Cadre created for the members of service of the Punjab Educational Service (School and Inspection Border Area Cadre) Group 'B' Service to be posted in Districts of Amritsar, Gurdaspur, Ferozepur, Fazilka, Tarantaran and Pathankot;
 - (c) Director means the Director of Public Instructions (Secondary Education), Punjab;
 - (d) 'Government' means the Government of the State of Punjab in the Department of School Education; and
 - (e) 'Service' means Punjab Educational Service (School and Inspection) Group 'B' Service.
- (2) The words and expressions used, but not defined in these rules, shall

have the same meaning as assigned to them in the Punjab Civil Services(General and Common Conditions of Service) Rules, 1994.

- 2. Number and character of posts.-** The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent power of the Government to add to or reduce the number of posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

- 4. Appointing Authority .-** Appointment to the Service shall be made by the Government.

- 5. Pay of members of the Service .-** The members of the Service shall be entitled to such scales of pay as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

- 6. Method of appointment, qualifications and experience.-** (1) All Appointments to the Service shall be made in the manner as specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

- (2) No person shall be appointed to the post in the Service, unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.
- (3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone.

- 7. Departmental examination.-** A person appointed to the service either by way of direct recruitment or otherwise shall have to pass the Departmental Test and proficiency in computer skills within a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government from time to time and to be conducted by the Director or any other authority empowered by the Government in this behalf in addition to fulfillment of the requisite

qualifications and experience specified in Appendix 'B'. However, till a member of service passes the Departmental test, he shall not be entitled to his annual increments.

- 8. Teachers' Eligibility Test.-**Wherever applicable in direct recruitment as per guidelines framed by the National Council of Teachers Education, Government of India, Teachers' Eligibility Test shall also be one of the essential qualifications for the recruitment in the Service.
- 9. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Government.
- 10. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
- (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C'
- 11. Assigning of additional duties/responsibilities.-** Notwithstanding anything contained in these rules, the Government or any other authority empowered in this behalf may assign the members of service any kind of special duties /responsibilities to be specified from time to time in addition to normal duties in furtherance to enhance the quality of education.
- 12. Repeal and saving.-** The Punjab State Education Class III(School Cadre) Service Rules, 1978, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

- 13. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX -'A'
(See rule 1 (3) 3 and 5)

Serial Number	Designation of the Post	Number of Posts			Scale of Pay + Grade Pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
1	Headmaster / Headmistress	1406	0	1406	10300-34800+5400
2	Lecturer in English	1544	0	1544	10300-34800+5400
3	Lecturer in Punjabi	1544	0	1544	10300-34800+5400
4	Lecturer in Hindi	229	0	229	10300-34800+5400
5	Lecturer in History	1100	0	1100	10300-34800+5400
6	Lecturer in Political Science	1100	0	1100	10300-34800+5400
7	Lecturer in Math	931	0	931	10300-34800+5400
8	Lecturer in Economics	938	0	938	10300-34800+5400
9	Lecturer in Commerce	843	0	843	10300-34800+5400
10	Lecturer in Physical Educ.	353	0	353	10300-34800+5400
11	Lecturer in Chemistry	469	0	469	10300-34800+5400
12	Lecturer in Biology	425	0	425	10300-34800+5400
13	Lecturer in Physics	469	0	469	10300-34800+5400
14	Lecturer in Sociology	125	0	125	10300-34800+5400
15	Lecturer in Geography	300	0	300	10300-34800+5400
16	Lecturer in Fine Arts	10	0	10	10300-34800+5400
17	Lecturer in Music	25	0	25	10300-34800+5400
18	Lecturer in Home Science	15	0	15	10300-34800+5400
19	Lecturer in Sanskrit	13	0	13	10300-34800+5400
20	Lecturer in Urdu	4	0	4	10300-34800+5400

APPENDIX 'B'

(See rule-6)

Serial Number	Designation of the Posts	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Headmaster / Headmistress	Fifty percent	Out of fifty percent, two percent from amongst the Block Primary Education Officers and forty eight percent from amongst the Masters and Mistresses of various subjects on the basis of their inter-se seniority, working under the control of the director.	(1) Should have passed Graduation at least with 55% marks from a recognized university or institution as per guidelines of the University Grants Commission; (2) Should have passed B.Ed from a recognized university or institution as per guidelines of University Grants Commission; and (3) Should possess teaching experience for a minimum period of eight years as Master /Mistress or six years experience as Lecturer in any Government School.	(1) Should have passed Graduation from a recognized university or institution as per guidelines of the University Grants Commission; (2) Should have passed B.Ed from a recognized university or institution as per guidelines of the University Grants Commission; and (3) teaching experience for a minimum period of eight years as Master /Mistress in any Government School and Three years experience in case of Block Primary

					Education Officer.
2	Lecturer in English	Twenty five percent	Seventy five percent	Should have passed M.A in English at least with 55% marks and should have passed B.Ed with teaching subject English from a recognized university or institution as per guidelines of the University Grants Commission and should have studied English as an elective subject in Graduation for a period of three years.	From amongst the Masters/ Mistresses who have passed M.A in English and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a minimum period of five years.
3	Lecturer in Punjabi	Twenty five percent	Seventy five percent	Should have passed M.A in Punjabi at least with 55% marks and should have passed B.Ed with teaching subject Punjabi from a recognized university or institution as per guidelines of the University Grants Commission and should have studied Punjabi as an elective	From amongst the Masters/ Mistresses who have passed M.A in Punjabi and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a

				subject in Graduation for a period of three years.	minimum period of five years.
4	Lecturer in Hindi	Twenty five percent	Seventy five percent	Should have passed M.A in Hindi at least with 55% marks and should have passed B.Ed with teaching subject Hindi from a recognized university or institution as per guidelines of the University Grants Commission and should have studied Hindi as an elective subject in Graduation for a period of three years.	From amongst the Masters/ Mistresses who have passed M.A in Hindi and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a minimum period of five years.
5	Lecturer in History	Twenty five percent	Seventy five percent	Should have passed M.A in History at least with 55% marks and should have passed B.Ed with teaching subject History from a recognized university or institution as per guidelines of the University Grants Commission and should have studied History as an elective subject in Graduation for a period of three years.	From amongst the Masters/ Mistresses who have passed M.A in History and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a minimum period of five years.

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6	Lecturer in Political Science	Twenty five percent	Seventy five percent	Should have passed M.A in Political Science at least with 55% marks and should have passed B.Ed with teaching subject Political Science from a recognized university or institution as per guidelines of the University Grants Commission and should have studied Political Science as an elective subject in Graduation for a period of three years.	From amongst the Masters/ Mistresses who have passed M.A in Political Science and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a minimum period of five years.
7	Lecturer in Math	Twenty five percent	Seventy five percent	Should have passed M.A with Mathematics / M.Sc Mathematics or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution at least with 55% marks along with Mathematics as one of the elective subjects in Graduation level and should have passed B.Ed with teaching subject Mathematics	From amongst the Masters/Mistresses who have passed M.A with Mathematics / M.Sc Mathematics or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution along with Mathematics as one of the subject in Graduation level and

				from a recognized university or institution as per guidelines of University Grants Commission .	should have passed B.Ed from a recognized university or institution as per guidelines of University Grants Commission with Math/Science and teaching experience for a minimum period of five years .
8	Lecturer in Economics	Twenty five percent	Seventy five percent	Should have passed M.A in Economics/ Applied Economics/ Business Economics with at least with 55% marks and should have passed B.Ed with teaching subject Economics from recognized university or institution as per guidelines of University Grants Commission and should have studied in three years Economics as an elective subject in Graduation .	From amongst the Masters/ Mistresses who have passed M.A Economics and should have passed B.Ed. from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years .
9	Lecturer in Commerce	Twenty five percent	Seventy five percent	Should have passed M.Com/ Chartered Accountant/ ICWA at least	From amongst the Masters/ Mistresses who have passed Master of

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				with 55% marks or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and should have passed B.Ed from recognised university or institution as per guidelines of University Grants Commission	Commerce (M.Com) or Chartered Accountant or ICWA or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and should have passed B.Ed. from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
10	Lecturer in Physical Educ.	Twenty five percent	Seventy five percent	Should have passed M.A in Physical Education or M.P.Ed. with at least with 55% marks from a recognized university or institution as per guidelines of University Grants Commission .	From amongst the Masters/ Mistresses who have passed M.A in Physical Education or M.P.Ed. from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience as

					such for a minimum period of five years.
11	Lecturer in Chemistry	Twenty five percent	Seventy five percent	Should have passed M.Sc Chemistry or Bio Chemistry or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution at least with 55% marks and should have passed B.Ed with teaching subject Science from a recognized university or institution as per guidelines of University Grants Commission .	From amongst the Masters/ Mistresses who have passed M.Sc Chemistry or Bio Chemistry or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and should have passed B.Ed with teaching subject Science/Math from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
12	Lecturer in Biology	Twenty five percent	Seventy five percent	Should have passed M.Sc Botany/Zoology/ Bio tech. / Bio Chemistry/ Micro Biology / Human Biology / Genetics or any	From amongst the Masters/Mistresses who have passed M.Sc Botany/Zoology / Bio tech. / Bio Chemistry/

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				other equivalent qualification, but equivalency certificate should be given by the concerned University or institution with at least with 55% marks and should have passed B.Ed with teaching subject Science from a recognized university or institution as per guidelines of University Grants Commission	Micro Biology / Human Biology / Genetics or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and should have passed B.Ed with teaching subject Science/Math from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years .
13	Lecturer in Physics	Twenty five percent	Seventy five percent	Should have passed M.Sc Physics / Applied Physics/ Nuclear Physics/ Electronics Physics or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and at least with 55%	From amongst Masters/Mistresses who have passed M.Sc Physics / Applied Physics/Nuclear Physics/Electronics Physics or any other equivalent qualification, but equivalency certificate should be given by the

				marks and should have passed B.Ed with teaching subject Science from recognized university or institution as per guidelines of University Grants Commission	concerned University or institution and should have passed B.Ed with teaching subject Science/Math from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
14	Lecturer in Sociology	Twenty five percent	Seventy five percent	Should have passed M.A in Sociology with at least with 55% marks and should have passed B.Ed with teaching subject of Sociology or Social Science from a recognised university or institution and should have studied three years Sociology or Social Science as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters/ Mistresses who have passed M.A. Sociology and should have passed B.Ed with teaching subject of sociology or Social Science from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.

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15	Lecturer in Geography	Twenty five percent	Seventy five percent	Should have passed M.A/ M.Sc in Geography at least with 55% marks and should have passed B.Ed with teaching subject Social Science from a recognized university or institution and should have studied three years Geography as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters/ Mistresses who have passed M.A/ M.Sc in Geography and should have passed B.Ed from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
16	Lecturer in Fine Arts	Twenty five percent	Seventy five percent	Should have passed M.A in Fine Arts at least with 55% marks and should have passed B.Ed from a recognized university or institution and should have studied three years Fine Arts as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters/ Mistresses who have passed M.A Fine Arts and should have passed B.Ed from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
17	Lecturer in Music	Twenty five percent	Seventy five percent	Should have passed M.A in Music in Vocal or Instrumental at least with 55%	From amongst the Masters and Mistresses who have passed MA Music in

				marks and should have passed B.Ed with one of teaching subjects of Music from a recognized university or institution and should have studied three years Music as an elective subject in Graduation as per guidelines of University Grants Commission	Vocal or Instrumental and should have passed B.Ed. with Music as subject from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
18	Lecturer in Home Science	Twenty five percent	Seventy five percent	Should have passed M.A/M.Sc in Home Science at least with 55% marks and should have passed B.Ed with one of teaching subjects of Home Science from a recognized university or institution and should have studied three years Home Science as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters and Mistresses who have passed M.A/M.Sc in Home Science and should have passed B.Ed. with Home Science as subject from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
19	Lecturer in Sanskrit	Twenty five percent	Seventy five percent	Should have passed M.A in Sanskrit at least with 55% marks	From amongst the Masters and Mistresses who have passed

				and should have passed B.Ed with one of teaching subjects of Sanskrit from a recognized university or institution and should have studied three years Sanskrit as an elective subject in Graduation as per guidelines of University Grants Commission	M.A in Sanskrit and should have passed B.Ed. with Sanskrit as subject from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
20	Lecturer in Urdu	Twenty five percent	Seventy five percent	Should have passed M.A in Urdu at least with 55% marks and should have passed B.Ed with one of teaching subjects of Urdu from a recognized university or institution and should have studied three years Urdu as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters and Mistresses who have passed M.A in Urdu and should have passed B.Ed. with Urdu as subject from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.

APPENDIX -‘C’

(See rule 10)

GOVERNMENT OF PUNJABDEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)**NOTIFICATION**

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group ‘A’, Group ‘B’ and Group ‘C’ services in connection with the affairs of the State of Punjab, namely:-

- 1. Short title, commencement and application.**– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.
 - (2) They shall come into force at once.
 - (3) They shall apply to all the posts in Group ‘A’, Group ‘B’ and Group ‘C’ services in connection with the affairs of the State of Punjab.
- 2. Definitions.**– In these rules, unless the context otherwise requires,-
 - (a) “appointing authority” means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of Indian in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) “Board” means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) “Commission” means the Punjab Public Service Commission;
 - (d) “direct appointment” means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) “Government” means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

-
- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- (g) “Services” means any Group ‘A’ Service, Group ‘B’ Service and Group ‘C’ Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) “Service Rules” means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J and K in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (j) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

- (k) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
 - (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertakings.

4. Disqualifications, - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age. – (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

6. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall

remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that,-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
 - (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may -
- (a) if his work and conduct has in its opinion been satisfactory –

-
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any shall not exceed three years.

8. Seniority.— The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has

joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person.

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note:- Seniority of person appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment

Promotion

From amongst the clerks, who have an experience of working as such for a minimum period of five years.

No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –

(i) Possesses the Bachelor's Degree from a recognised University or Institution; and

(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and

(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(iii) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, qualified a test in **English and Punjabi typewriting respectively on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Services or

dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given by direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or dependent member of his family under the instructions issued in this behalf by

the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2)

***15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he –</p> <p>i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.</p>	<p>i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.</p>

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government unless he:-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India."

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence service or paramilitary forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the

instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. These shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule.

19. Power to relax.– Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.- The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.- If any question arises as to the interpretation of these rules, the Government shall decide the same.

Chief Secretary to Government of Punjab,
Department of School Education.

APPENDIX - 'C'

A copy of upto date amended Rules namely the the Punjab Civil Services (general and Common Conditions of services) Rules, 1994 as amended from time to time.

(See rule 10)

GOVERNMENT OF PUNJAB

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)**

NOTIFICATION

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

1. **Short title, commencement and application.**– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2. **Definitions.**– In these rules, unless the context otherwise requires–

(a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;

(b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;

(c) "Commission" means the Punjab Public Service Commission;

(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

-
- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service or Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) 'Service Rules' means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment,

unless he produces,-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. **Disqualifications.** - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Age.** - (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab

Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the upper age limit shall be such as may be fixed by the government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. **Qualification etc.**— Subject to the provisions of these rules, the number and character of posts, method or recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war hero. who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' and Group 'B' or Group 'C' non-technical post, shall

not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
 - (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may—

- (a) if his work and conduct has in its opinion been satisfactory –
 - (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. Seniority.– The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has

joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointments; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of such service is also the same, an older person shall be senior to a younger person :

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of person appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. **Liability to serve.-** A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, pension and other matters.-** In respect of pay, leave pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. **Discipline, penalties and appeals.-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance.-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test	

specified by the appointing authority from time to time; and

(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, [passed a test in English and Punjabi respectively typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Services or

dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or

dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2)".

*15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he –</p> <p>i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.</p> <p>iii) The candidates committing not more than 4% mistakes in aggregate</p>	<p>i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words</p>

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and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

per minute.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop

Publishing application from Government recognised institution or reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India

17. **Knowledge of Punjabi Language.** – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. **Promotion to Group 'A' and Group 'B' Services.** – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. These shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of the service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

19. **Power to relax.**– Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over-riding effect.**– The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

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21. **Interpretation.-** If any question arises as to the interpretation of these rules, the Government shall decided the same.

A.S. CHATTHA,

Chief Secretary to Government of Punjab.

KRISHAN KUMAR,

Secretary to Government of Punjab

Department of School Education.

1576/08-2018/Pb. Govt. Press, S.A.S. Nagar

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-2 Branch)

NOTIFICATION

The 8th August, 2018

No. G.S.R. 60/Const. Art. 309/2018.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment of the persons appointed to the Punjab Educational Service (School and Inspection Border Area) Group 'B' Service namely:-

RULES

Short title, commencement and application.- (1) These rules may be called the Punjab Educational Service (School and Inspection Border Area) Group 'B' Service Rules, 2018.

- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (3) They shall apply to the posts specified in Appendix 'A'.
- (4) Members of the existing cadre whose services are governed under the Punjab State Education – Class-III (School Cadre) Service Rules of 1978 shall have the right to exercise the option to retain their present cadre or become members of newly created service within three months from the date of publication of these rules:

Provided that while exercising option, principle of seniority shall be the deciding factor keeping in view the number of posts in the service:

Provided further that in case any employee does not exercise his option within the specified prescribed period, he shall be deemed to have opted for existing cadre:

Provided further that the option once exercised shall be final.

2. Definition.- (1) In these rules, unless the context otherwise requires :-

- (a) 'Appendix' means an Appendix appended to these rules;
- (b) 'Border Area' means all cities, town and villages falling in the Districts of Amritsar, Gurdaspur, Ferozepur, Fazilka, TaranTarn and Pathankot.

-
- (c) 'Director' means the Director of Public Instruction (Secondary Education) Punjab.
- (d) 'Government' means the Government of State of Punjab in the Department of School Education; and
- (e) 'Service' means the Punjab Educational Service (School and Inspection Border Area) Group 'B' Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.- The Service shall comprise the posts specified in **Appendix 'A'**:

Provided that nothing in these rules shall affect the inherent power of the Government to add to or reduce the number of posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

4. Appointing Authority.- Appointments to the Service shall be made by the Government.

5. Pay of members of the Service.- The members of the Service shall be entitled to such scales of pay as may be authorized by the Department of Finance from time to time. The scales of pay at present in force in respect of the members of the Service, are given in Appendix 'A'. However, the persons who have become members of service or exercise their option to opt the service shall be entitled to one additional increment in addition to their normal pay from date of such absorption in the Service. The members of service shall further be entitled to one additional increment on their every promotion to higher post in addition to normal benefit of higher responsibility as a special incentive.

6. Method of appointment, qualifications and experience.- (1) All appointments to the service shall be made in the manner as specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to the post in the Service, unless he possesses

the qualifications and experience as specified against that post in Appendix 'B'.

- (3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone.
- 7. Departmental examination.-** A person appointed to the service either by way of direct recruitment or otherwise shall have to pass the Departmental Examination and proficiency in computer skills within a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government from time to time and to be conducted by the Director or any other authority empowered by the Government in this behalf in addition to fulfillment of the requisite qualifications and experience as specified in Appendix 'B'. However, till a member of the service passes the Departmental Examination, he shall not be entitled to his annual increments.
- 8. Teachers' Eligibility Test.-** Wherever applicable in direct recruitment as per guidelines framed by the National Council of Teachers Education, Government of India, Teachers' Eligibility Test shall also be one of the essential qualifications for the recruitment in the Service.
- 9. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Government.
- 10. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
- (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C'

- 11. Assigning of additional duties/responsibilities.-** Notwithstanding anything contained in these rules, the Government or any other authority empowered in this behalf may assign the members of service any kind of special duties /responsibilities to be specified from time to time in addition to normal duties in furtherance to enhance the quality of education.
- 12. Repeal and saving.-** The Punjab State Education Class III (School Cadre) Service Rules, 1978, in so far as they are applicable to the members of the Service, are hereby repealed:
- Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.
- 13. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

[(See rules 1 (3), 3 and (5))]

Serial Number	Designation of the Post	Number of Posts			Scale of Pay + Grade Pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
1	Headmaster / Headmistress	336	0	336	10300-34800+5400
2	Lecturer in English	468	0	468	10300-34800+5400
3	Lecturer in Punjabi	468	0	468	10300-34800+5400
4	Lecturer in Hindi	80	0	80	10300-34800+5400
5	Lecturer in History	348	0	348	10300-34800+5400
6	Lecturer in Political Science	325	0	325	10300-34800+5400
7	Lecturer in Math	327	0	327	10300-34800+5400
8	Lecturer in Economics	255	0	255	10300-34800+5400
9	Lecturer in Commerce	325	0	325	10300-34800+5400
10	Lecturer in Physical Educ.	147	0	147	10300-34800+5400
11	Lecturer in Chemistry	200	0	200	10300-34800+5400
12	Lecturer in Biology	175	0	175	10300-34800+5400
13	Lecturer in Physics	200	0	200	10300-34800+5400
14	Lecturer in Sociology	10	0	10	10300-34800+5400
15	Lecturer in Geography	57	0	57	10300-34800+5400
16	Lecturer in Fine Arts	2	0	2	10300-34800+5400
17	Lecturer in Music	15	0	15	10300-34800+5400
18	Lecturer in Home Science	2	0	2	10300-34800+5400
19	Lecturer in Sanskrit	16	0	16	10300-34800+5400
20	Lecturer in Urdu	2	0	2	10300-34800+5400

APPENDIX 'B'

(See rule-6)

Serial Number	Designation of the Posts	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Headmaster / Headmistress	Fifty percent	Out of fifty percent, two percent from amongst the Block Primary Education Officers and forty eight percent from amongst the Masters and Mistresses of various subjects on the basis of their inter-se seniority, working under the control of the director.	(1) Should have passed Graduation at least with 55% marks from a recognized university or institution as per guidelines of the University Grants Commission; (2) Should have passed B.Ed from a recognized university or institution as per guidelines of University Grants Commission; and (3) Should possess teaching experience for a minimum period of eight years as Master /Mistress or six years experience as Lecturer in any Government School.	(1) Should have passed Graduation from a recognized university or institution as per guidelines of the University Grants Commission; (2) Should have passed B.Ed from a recognized university or institution as per guidelines of the University Grants Commission; and (3) teaching experience for a minimum period of eight years as Master /Mistress in any Government School and Three years experience in case of Block Primary

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					Education Officer.
2	Lecturer in English	Twenty five percent	Seventy five percent	Should have passed M.A in English at least with 55% marks and should have passed B.Ed with teaching subject English from a recognized university or institution as per guidelines of the University Grants Commission and should have studied English as an elective subject in Graduation for a period of three years.	From amongst the Masters/ Mistresses who have passed M.A in English and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a minimum period of five years.
3	Lecturer in Punjabi	Twenty five percent	Seventy five percent	Should have passed M.A in Punjabi at least with 55% marks and should have passed B.Ed with teaching subject Punjabi from a recognized university or institution as per guidelines of the University Grants Commission and should have studied Punjabi as an elective	From amongst the Masters/ Mistresses who have passed M.A in Punjabi and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a

				subject in Graduation for a period of three years.	minimum period of five years.
4	Lecturer in Hindi	Twenty five percent	Seventy five percent	Should have passed M.A in Hindi at least with 55% marks and should have passed B.Ed with teaching subject Hindi from a recognized university or institution as per guidelines of the University Grants Commission and should have studied Hindi as an elective subject in Graduation for a period of three years.	From amongst the Masters/ Mistresses who have passed M.A in Hindi and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a minimum period of five years.
5	Lecturer in History	Twenty five percent	Seventy five percent	Should have passed M.A in History at least with 55% marks and should have passed B.Ed with teaching subject History from a recognized university or institution as per guidelines of the University Grants Commission and should have studied History as an elective subject in Graduation for a period of three years.	From amongst the Masters/ Mistresses who have passed M.A in History and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a minimum period of five years.

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6	Lecturer in Political Science	Twenty five percent	Seventy five percent	Should have passed M.A in Political Science at least with 55% marks and should have passed B.Ed with teaching subject Political Science from a recognized university or institution as per guidelines of the University Grants Commission and should have studied Political Science as an elective subject in Graduation for a period of three years.	From amongst the Masters/ Mistresses who have passed M.A in Political Science and B.Ed from a recognized university or institution as per guidelines of the University Grants Commission and have teaching experience for a minimum period of five years.
7	Lecturer in Math	Twenty five percent	Seventy five percent	Should have passed M.A with Mathematics / M.Sc Mathematics or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution at least with 55% marks along with Mathematics as one of the elective subjects in Graduation level and should have passed B.Ed with teaching subject Mathematics	From amongst the Masters/Mistresses who have passed M.A with Mathematics / M.Sc Mathematics or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution along with Mathematics as one of the subject in Graduation level and

				from a recognized university or institution as per guidelines of University Grants Commission .	should have passed B.Ed from a recognized university or institution as per guidelines of University Grants Commission with Math/Science and teaching experience for a minimum period of five years .
8	Lecturer in Economics	Twenty five percent	Seventy five percent	Should have passed M.A in Economics/ Applied Economics/ Business Economics with at least with 55% marks and should have passed B.Ed with teaching subject Economics from recognized university or institution as per guidelines of University Grants Commission and should have studied in three years Economics as an elective subject in Graduation .	From amongst the Masters/ Mistresses who have passed M.A Economics and should have passed B.Ed. from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years .
9	Lecturer in Commerce	Twenty five percent	Seventy five percent	Should have passed M.Com/ Chartered Accountant/ ICWA at least	From amongst the Masters/ Mistresses who have passed Master of

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				with 55% marks or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and should have passed B.Ed from recognised university or institution as per guidelines of University Grants Commission	Commerce (M.Com) or Chartered Accountant or ICWA or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and should have passed B.Ed. from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
10	Lecturer in Physical Educ.	Twenty five percent	Seventy five percent	Should have passed M.A in Physical Education or M.P.Ed. with at least with 55% marks from a recognized university or institution as per guidelines of University Grants Commission .	From amongst the Masters/ Mistresses who have passed M.A in Physical Education or M.P.Ed. from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience as

					such for a minimum period of five years.
11	Lecturer in Chemistry	Twenty five percent	Seventy five percent	Should have passed M.Sc Chemistry or Bio Chemistry or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution at least with 55% marks and should have passed B.Ed with teaching subject Science from a recognized university or institution as per guidelines of University Grants Commission .	From amongst the Masters/Mistresses who have passed M.Sc Chemistry or Bio Chemistry or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and should have passed B.Ed with teaching subject Science/Math from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
12	Lecturer in Biology	Twenty five percent	Seventy five percent	Should have passed M.Sc Botany/Zoology, / Bio tech. / Bio Chemistry/ Micro Biology / Human Biology / Genetics or any	From amongst the Masters/Mistresses who have passed M.Sc Botany/Zoology / Bio tech. / Bio Chemistry/

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				other equivalent qualification, but equivalency certificate should be given by the concerned University or institution with at least with 55% marks and should have passed B.Ed with teaching subject Science from a recognized university or institution as per guidelines of University Grants Commission	Micro Biology / Human Biology / Genetics or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and should have passed B.Ed with teaching subject Science/Math from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years .
13	Lecturer in Physics	Twenty five percent	Seventy five percent	Should have passed M.Sc Physics / Applied Physics/ Nuclear Physics/ Electronics Physics or any other equivalent qualification, but equivalency certificate should be given by the concerned University or institution and at least with 55%	From amongst Masters/Mistresses who have passed M.Sc Physics / Applied Physics/Nuclear Physics/Electronics Physics or any other equivalent qualification, but equivalency certificate should be given by the

				marks and should have passed B.Ed with teaching subject Science from recognized university or institution as per guidelines of University Grants Commission	concerned University or institution and should have passed B.Ed with teaching subject Science/Math from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
14	Lecturer in Sociology	Twenty five percent	Seventy five percent	Should have passed M.A in Sociology with at least with 55% marks and should have passed B.Ed with teaching subject of Sociology or Social Science from a recognised university or institution and should have studied three years Sociology or Social Science as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters/ Mistresses who have passed M.A. Sociology and should have passed B.Ed with teaching subject of sociology or Social Science from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.

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15	Lecturer in Geography	Twenty five percent	Seventy five percent	Should have passed M.A/ M.Sc in Geography at least with 55% marks and should have passed B.Ed with teaching subject Social Science from a recognized university or institution and should have studied three years Geography as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters/ Mistresses who have passed M.A/ M.Sc in Geography and should have passed B.Ed from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
16	Lecturer in Fine Arts	Twenty five percent	Seventy five percent	Should have passed M.A in Fine Arts at least with 55% marks and should have passed B.Ed from a recognized university or institution and should have studied three years Fine Arts as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters/ Mistresses who have passed M.A Fine Arts and should have passed B.Ed from recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
17	Lecturer in Music	Twenty five percent	Seventy five percent	Should have passed M.A in Music in Vocal or Instrumental at least with 55%	From amongst the Masters and Mistresses who have passed MA Music in

				marks and should have passed B.Ed with one of teaching subjects of Music from a recognized university or institution and should have studied three years Music as an elective subject in Graduation as per guidelines of University Grants Commission	Vocal or Instrumental and should have passed B.Ed. with Music as subject from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
18	Lecturer in Home Science	Twenty five percent	Seventy five percent	Should have passed M.A/M.Sc in Home Science at least with 55% marks and should have passed B.Ed with one of teaching subjects of Home Science from a recognized university or institution and should have studied three years Home Science as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters and Mistresses who have passed M.A/M.Sc in Home Science and should have passed B.Ed. with Home Science as subject from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
19	Lecturer in Sanskrit	Twenty five percent	Seventy five percent	Should have passed M.A in Sanskrit at least with 55% marks	From amongst the Masters and Mistresses who have passed

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				and should have passed B.Ed with one of teaching subjects of Sanskrit from a recognized university or institution and should have studied three years Sanskrit as an elective subject in Graduation as per guidelines of University Grants Commission	M.A in Sanskrit and should have passed B.Ed. with Sanskrit as subject from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.
20	Lecturer in Urdu	Twenty five percent	Seventy five percent	Should have passed M.A in Urdu at least with 55% marks and should have passed B.Ed with one of teaching subjects of Urdu from a recognized university or institution and should have studied three years Urdu as an elective subject in Graduation as per guidelines of University Grants Commission	From amongst the Masters and Mistresses who have passed M.A in Urdu and should have passed B.Ed. with Urdu as subject from a recognized university or institution as per guidelines of University Grants Commission and have teaching experience for a minimum period of five years.

APPENDIX - 'C'**(See rule 10)****GOVERNMENT OF PUNJAB****DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)****NOTIFICATION**

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application.– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2. Definitions.– In these rules, unless the context otherwise requires–

(a) “appointing authority” means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;

(b) “Board” means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;

(c) “Commission” means the Punjab Public Service Commission;

(d) “direct appointment” means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) “Government” means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service or Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) 'Service Rules' means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the

Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment,

unless he produces,-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualifications. - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.— (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab

Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Caste and other Backward Class, the upper age limit shall be such as may be fixed by the government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' and Group 'B' or Group 'C' non-technical post, shall

not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that.-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
 - (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may, -

-
- (a) if his work and conduct has in its opinion been satisfactory –
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. Seniority.– The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred

to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointments; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person :

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at

any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority	

from time to time; and

(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, [passed a test in English and Punjabi respectively typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Service or dependent member of his family under

the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or dependent member of his family under the instructions issued in this behalf by

the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2)".

*15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he –	i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and
ii) Qualifies in Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and	(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.	(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.
iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the	

stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government unless he:-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India."

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence service or para-military forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. These shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of the service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule.

19. Power to relax.– Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.– The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.– If any question arises as to the interpretation of these rules, the Government shall decide the same.

A. S. CHATTHA,

Chief Secretary to Government of Punjab.

KRISHAN KUMAR,

Secretary to Government of Punjab,

Department of School Education.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-V Branch)

NOTIFICATION

The 8th August, 2018

No. G.S.R. 61/Const/ Art. 309/2018.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Service of the persons appointed to the Punjab Education Department (Ministerial Staff of Subordinate Offices) Group 'B' Service, namely:-

RULES

1. Short title, commencement and application.- (1) These rules may be called The Punjab Education Department (Ministerial Staff of Subordinate Offices) Group- 'B' Service Rules, 2018.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to posts specified in Appendix 'A'

(4) Members of the existing cadre whose services are governed under the Punjab Educational Department(Subordinate Offices) Clerical Service Rules, 1941 shall have the right to exercise the option to retain their present cadre or become members of newly created service within three months from the date of publication of these rules :

Provided that while exercising option, principle of seniority shall be the deciding factor keeping in view the number of posts in the service:

Provided further that in case any employee does not exercise his option within the specified period, he shall be deemed to have opted for existing cadre:

Provided further that the option once exercised shall be final.

2. Definition.- (i) In these rules, unless the context otherwise requires,-

(a) 'Appendix' means an Appendix appended to these rules;

(b) "Border Area Cadre" means a separate cadre created for persons appointed against similar posts as mentioned in Appendix 'A' situated in the offices of the Department in the Districts of Amritsar, Ferozepur, Fazilka, Gurdaspur, Pathankot and Tarn Taran.

(c) 'Director' means the Director of Public Instruction (Secondary Education) Punjab;

(d) 'Government' means the Government of the State of Punjab in the Department of School Education; and

(e) 'Service' means The Punjab Education Department (Ministerial Staff of Subordinate Offices) Group- 'B' Service;

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.-The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent power of the Government to add to or reduce the number of posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

4. Appointing Authority.- Appointments to the Service shall be made by the Government.

5. Pay of members of the Service.-The members of the Service shall be entitled to such scales of pay as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.- (1) All appointments to the Service shall be made in the manner as specified in Appendix 'B'.

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to the post in the Service, unless he

possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on *seniority-cum-merit* basis, and no person shall have any right to claim promotion on the basis of seniority alone.

- 7. Departmental Examination.-** A person appointed to the Service either by way of direct recruitment or otherwise shall have to pass the Departmental Test and proficiency in computer skills within a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government from time to time and to be conducted by the Director or any other authority empowered by the Government in this behalf in addition to fulfillment of the requisite qualifications and experience as specified in Appendix 'B'. However, till a member of Service passes the Departmental test, he shall not be entitled to his annual increment.
- 8. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Government.
- 9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-**(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
- (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C'
- 10. Assigning of additional duties/responsibilities.-** Notwithstanding anything contained in these rules, the Government or any other authority empowered in this behalf in addition to normal duties may assign the members of Service any kind of special duties /responsibilities to be specified from time to time in furtherance to enhance the quality of education.

- 11. Repeal and saving.**-The Punjab Education Department (Subordinate Offices) Clerical Service Rules, 1941, in so far as they are applicable to the members of the Service, are hereby repealed.

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

- 12. Interpretation.**- If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

(See rules 1 (3) 3 and 5)

Serial Number	Designation of the Post	Number of Posts			Scale of Pay + Grade Pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
1	Superintendent Grade-II	92	0	92	10300-34800+4800
2	Senior Assistant	182	0	182	10300-34800+4400
3	Legal Assistant	32	0	32	10300-34800+4200

APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Superintendent Grade-II	-	Hundred per cent	-	From amongst the Senior Assistants who have an experience of working as such for a minimum period of eight years.
2	Senior Assistant	Twenty five per cent	Seventy five per cent	As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 for the post of Senior Assistant	As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 for the post of Senior Assistant.

3	Legal Assistant	Seventy five per cent	Twenty five per cent	Should have passed professional Degree in Law from a recognized university or institution as per guidelines of the University Grants Commission. having minimum two years experience at bar.	(i) From amongst Ministerial staff and other teaching personnel who have possessed professional Degree of Law from a recognized university or institutions as per guidelines of University Grants Commission and who have an experience of working as such for a minimum period of two years.
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APPENDIX 'C'

(See rule 9)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)

NOTIFICATION

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

- 1. Short title, commencement and application.**– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.
 - (2) They shall come into force at once.
 - (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
- 2. Definitions.**– In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- (g) "Services" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) “Service Rules” means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

-
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the

Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualifications, - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age. – (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to fortyfive years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty five years, it shall be deemed to have been increased by two years.]

6. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a War-hero who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical

post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that,-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
 - (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may -
- (a) if his work and conduct has in its opinion been satisfactory –

-
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any shall not exceed three years.

8. Seniority.— The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred

to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person.

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of person appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at

any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority	

from time to time; and

(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, [passed a test in English and Punjabi respectively typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Services or dependent member of his family under

the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given by direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or dependent member of his family under the instructions issued in this behalf by

the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule (2)

***15A. Minimum Educational and others Qualifications for appointment to the post of Senior Scale Stenographer by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he –	i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who
ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	have an experience of working as such for a minimum period of five years; and
(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and	ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.	(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the	(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.

stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government unless he:-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India."

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. These shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule.

19. Power to relax.– Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.– The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.– If any question arises as to the interpretation of these rules, the Government shall decide the same.

A. S. CHATTHA,

Chief Secretary to Government of Punjab.

KRISHAN KUMAR,

Secretary to Government of Punjab,

Department of School Education.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-V Branch)

NOTIFICATION

The 8th August, 2018

No. G.S.R. 62/Const/ Art. 309/2018.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Service of the persons appointed to the Punjab Education Department Ministerial Staff (Border Area) Group 'B' Service, namely:-

RULES

- 1. Short title, commencement and application.**- (1) These rules may be called the Punjab Education Department. Ministerial Staff (Border Area) Group 'B' Service Rules, 2018.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (3) They shall apply to posts specified in Appendix 'A'
- (4) Members of the existing cadre whose services are governed under the Punjab Educational Department (Subordinate Offices) Clerical Service Rules, 1941 shall have the right to exercise the option to retain their present cadre or become members of newly created service within three months from the date of publication of these rules:

Provided that while exercising option, principle of seniority shall be the deciding factor keeping in view the number of posts in the service:

Provided further that in case any employee does not exercise his option within the specified period, he shall be deemed to have opted for the existing cadre:

Provided further that the option once exercised shall be final.

- 2. Definition.**- (i) In these rules, unless the context otherwise requires,-
- (a) 'Appendix' means an Appendix appended to these rules;

-
- (b) 'Border Area' means all cities, town and villages falling in the Districts of Amritsar, Gurdaspur, Ferozepur, Fazilka, Tarn Taran and Pathankot;
- (c) 'Director' means the Director of Public Instructions (Secondary Education), Punjab;
- (d) 'Government' means the Government of Punjab in the, Department of School Education; and
- (e) 'Service' means the Punjab Education Department Ministerial Staff (Border Area) Group 'B' Service.
- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- 3. Number and character of posts.-**The Service shall comprise the posts specified in Appendix 'A':
- Provided that nothing in these rules shall affect the inherent power of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.
- 4. Appointing authority.-**Appointment to the Service shall be made by the Government.
- 5. Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay as may be authorized by the Department of Finance from time to time. The scales of pay, at present in force are given in Appendix 'A'. However, the persons who have become members of Service or exercise their option to opt the Service shall be entitled to one additional increment in addition to their normal pay from date of such absorption in the Service. The members of Service shall further be entitled to one additional increment on their every promotion to higher post in addition to normal benefit of higher responsibility as a special incentive.
- 6. Method of appointment, qualifications and experience.-**(1) All appointments to the Service shall be made in the manner as specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to the post in the Service, unless he possesses the qualifications and experience specified against at post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone.

- 7. Departmental examination.-** A person appointed to the Service either by way of direct recruitment or otherwise shall have to pass the Departmental Examination and proficiency in computer skills within a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government from time to time and to be conducted by the Director or any other authority empowered by the Government in this behalf in addition to fulfillment of the requisite qualifications and experience as specified in Appendix 'B' to these rules. However, till a member of Service passes the Departmental Examination, he/she shall not be entitled to his/her annual increments.
- 8. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Government.
- 9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
- (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C'

- 10. Assigning of additional duties/responsibilities.-** Not with standing any thing contained in these rules, the Government or any other authority empowered in this behalf, may assign the members of Service any kind of special duties/responsibilities to be specified from time to time in addition to normal duties in furtherance to enhance the quality of education.
- 11. Repeal and Saving.-**The Punjab Education Department (Subordinate Offices) Clerical Service Rules, 1941, in so far as they are applicable to the members of the Service, are hereby repealed:
- Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.
- 12. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

(See rule 1 (3) 3 and 5)

Serial Number	Designation of the Post	Number of Posts			Scale of Pay + Grade Pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1	Superintendent Grade-II	26	0	26	10300-34800+4800
2	Senior Assistant	63	0	63	10300-34800+4400
3	Legal Assistant	12	0	12	10300-34800+4200

APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Superintendent Grade-II	-	Hundred per cent	-	From amongst the Senior Assistants who have an experience of working as such for a minimum period of eight years.
2	Senior Assistant	Twenty Five per cent	Seventy Five per cent	As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time for the post of Senior Assistant.	As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time for the post of senior Assistant

3	Legal Assistant	<i>Seventy five per cent</i>	Twenty Five per Cent	Should have passed professional Degree in Law from a recognized university or institution as per guidelines of the University Grants Commission having minimum two years experience at Bar.	(i) From amongst Ministerial staff and other teaching personnel working under the control of the Director who have possessed professional Degree of Law from a recognized university or institution and who have an experience of working as such for a minimum period of two years.
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APPENDIX 'C'

(See rule 9)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)

NOTIFICATION

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

- 1. Short title, commencement and application.**– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.
 - (2) They shall come into force at once.
 - (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
- 2. Definitions.**– In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

-
- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- (g) "Services" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) 'Service Rules' means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

-
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the

Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertakings.

4. Disqualifications, - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age. – (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty five years, it shall be deemed to have been increased by two years.]

6. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical

post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that,-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
- (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -

- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
- (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may -

- (a) if his work and conduct has in its opinion been satisfactory –

-
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any shall not exceed three years.

8. Seniority.— The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred

to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person:

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of person appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at

any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority	

from time to time; and

(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, [passed a test in English and Punjabi respectively typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Services or dependent member of his family under

the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given by direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or dependent member of his family under the instructions issued in this behalf by

the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule (2)".

***15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he –	i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who
ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	have an experience of working as such for a minimum period of five years; and
(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and	ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.	(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the	(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.

stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government unless he:-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India."

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence service or paramilitary forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. These shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule.

19. Power to relax.– Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.– The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.– If any question arises as to the interpretation of these rules, the Government shall decide the same.

A. S. CHATTHA,

Chief Secretary to Government of Punjab.

KRISHAN KUMAR,

Secretary to Government of Punjab,

Department of School Education.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-V Branch)

NOTIFICATION

The 8th August, 2018

No. G.S.R. 63/Const/Art. 309/2018.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other power enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of Service of the persons appointed to the Punjab Education Department (Ministerial Staff of Headquarter) Group 'B' Service, namely:-

RULES

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Education Department (Ministerial Staff of Headquarter) Group 'B' Service Rules, 2018.
 - (2) They shall come in to force on and with effect from date of their publication in the official Gazette.
 - (3) They shall apply to posts specified in Appendix 'A'.
- 2. Definition.-** (i) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an Appendix appended to these rules;
 - (b) 'Director' means the Director of Public Instruction (Secondary Education), Punjab;
 - (c) 'Government' means the Government of the state of Punjab in the Department of Education, and
 - (d) 'Service' the Punjab Education Department (Ministerial Staff of Headquarter) Group 'B' Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- 3. Number and character of posts.-**The Service shall comprise the posts specified in Appendix 'A'

Provided that nothing in these rules shall affect the inherent power of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

- 4 **Appointing authority.-** Appointment to the Service shall be made by Government.
- 5 **Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force are given in Appendix 'A'.
- 6 **Method of appointment, qualifications and experience.-** (1) Appointments to the posts in the Service shall be made in the manner as specified in Appendix 'B':

Provided that where the Government is of the opinion that it is expedient to do so, the Government may, in exceptional case, fill in the vacancy by making appointment of the persons by transfer from any other State Government or Government of India against direct quota if the person holds identical or analogous post

(2) No person shall be appointed to any post in the Service, unless he is in possession of the qualifications and experience as specified in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. **Departmental Examination.-** A person appointed to the service either by way of direct recruitment or otherwise shall have to pass the Departmental examination and proficiency in computer skills within a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government from time to time and to be conducted by the Director or any other authority empowered by the Government in this behalf in addition to fulfillment of the requisite qualifications and experience as specified in Appendix 'B'. However, till a member of service passes the Departmental examination, he shall not be entitled to his/her annual increments.
8. **Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal the members of the Service shall be governed by

the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be the Government.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C.'

10. Assigning of additional duties/responsibilities.- Notwithstanding anything contained in these rules, the Government or any other authority empowered in this behalf may assign the members of service any kind of special duties /responsibilities to be specified from time to time in addition to normal duties in furtherance to enhance the efficiency of official functioning.

11. Repeal and saving.-The Punjab Education Department (Head Office) Clerical Service Rules, 1941 are hereby repealed.

Provided further that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

12. Interpretation.- In any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same

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APPENDIX 'A'**(See rule 1 (3) 3 and 5)**

Serial Number	Designation of the Post	Number of Posts			Scale of Pay + Grade Pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1	Law Officer	8	-	8	10300-34800+ 4200
2	Personal Assistant	4	-	4	10300-34800+ 4800
3	Legal Assistant	15	-	15	10300-34800+ 4200
4	Senior Assistant	197	-	197	10300-34800 + 4400
5	Senior Scale Stenographer	5	-	5	10300-34800 + 4400
6	Auditor (Pension)	1	-	1	10300-34800 + 4400

APPENDIX 'B'

(See rule 6)

Serial	Name of the Posts	Method of appointment		Qualification and experience by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1	Law Officer	Fifty per cent	Fifty per cent	Should have passed a professional Degree in Law from a recognized university or institution, who have at least three years experience as an Advocate at Bar.	From amongst the Legal Assistants working in Field as well as Head Quarter under the control of the Director who have experience of working as such for a minimum period of five years .
2	Personal Assistant	-	Hundred per cent	-	From amongst the Senior Scale Stenographers working who have an experience of working as such for a minimum period of five years.
3	Legal Assistant	Seventy five per cent	Twenty five per cent	Should have passed a professional Degree in Law from a recognized university or institution having minimum two years experience at Bar.	From amongst the Ministerial staff and other teaching personnel working under the control of the Director who have passed professional

Serial	Name of the Posts	Method of appointment		Qualification and experience by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
					Degree of Law from a recognized university or institution and who have an experience of working as such for a minimum period of two years.

4	Senior Assistant	Twenty five per cent	Seventy five per cent	As per provisions contained in the Punjab Civil Services(General and Common Conditions of Service) Rules, 1994 as amended from time to time.	As per provisions contained in the Punjab Civil Services(General and Common Conditions of Service) Rules, 1994 as amended from time to time for the post of Senior Assistant.
5	Senior Scale Stenographer	-	Hundred per cent	-	As per provisions contained in the Punjab Civil Services(General and Common Conditions of Service) Rules, 1994 as amended from time to time for the post of senior Scale

					Stenographer..
6	Auditor (Pension)	-	Hundred per cent	-	From amongst the Junior Assistants working under the control of the Director who have possessed the Bachelor's Degree in Commerce from a recognized university or institution.

APPENDIX 'C'

(See rule 9)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)

NOTIFICATION

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

- 1. Short title, commencement and application.**– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.
 - (2) They shall come into force at once.
 - (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
- 2. Definitions.**– In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of Indian in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service or Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) 'Service Rules' means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertakings.

4. Disqualifications, - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age. – (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty five years, it shall be deemed to have been increased by two years.]

6. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical

post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
- (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -

- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
- (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may -

- (a) if his work and conduct has in its opinion been satisfactory –

-
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any shall not exceed three years.

8. Seniority.— The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred

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to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person.

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at

any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority	

from time to time; and

(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, [passed a test in English and Punjabi respectively typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Services or dependent member of his family under

the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given by direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or dependent member of his family under the instructions issued in this behalf by

the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2)".

***15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he –</p> <p>i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.</p> <p>iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the</p>	<p>i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.</p>

stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or a Junior Scale Stenographer under the Punjab Government unless he:-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India."

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. These shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule.

19. Power to relax.– Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.– The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.– If any question arises as to the interpretation of these rules, the Government shall decide the same.

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

KRISHAN KUMAR,
Secretary to Government of Punjab
Department of School Education.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-7 Branch)

NOTIFICATION

The 8th August, 2018

No. G.S.R. 64/Const./Art.309/2018.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of Service of the persons appointed to the Punjab State Elementary Education (Administrative Cadre) Group 'B' Service, namely:-

RULES

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab State Elementary Education (Administrative Cadre) Group 'B' Service Rules, 2018.
 - (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
 - (3) They shall apply to the posts specified in Appendix A.
- 2. Definitions.-**(1) In these rules, unless the context otherwise requires,-
 - (a) Appendix means an Appendix appended to these rules;
 - (b) 'Border Area Cadre' means a separate cadre created for the members of Service of the Punjab State Elementary Education (Administrative Cadre) Group 'B' Service to be posted in Districts of Amritsar, Gurdaspur, Ferozepur, Fazilka, Tarn Taran and Pathankot;
 - (c) 'Government' means the Government of Punjab in the Department of School Education; and
 - (d) 'Service' means Punjab State Elementary Education (Administrative Cadre) Group 'B' Service.(2) The words and expression used, but not defined in these rules,

shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

- 3. Number and character of posts.-** The Service shall comprise the posts specified in Appendix A:

Provided that nothing in these rules shall affect the inherent power of the Government to add to or reduce the number of such posts or to create new posts with different designation and scales of pay whether permanently or temporarily.

- 4. Appointing authority.-** Appointment to the Service shall be made by the Government.

- 5. Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

- 6. Method of appointment, qualifications and experience.-** (1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

- 7. Departmental Examination.-** A person appointed to the Service either by way of direct recruitment or otherwise shall have to pass the Departmental Examination and proficiency in computer skills within a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government from time to

time and to be conducted by the Director or any other authority empowered by the Government in this behalf in addition to fulfillment of the requisite qualifications and experience as specified in Appendix 'B' However, till a member of the Service passes the Departmental Examination, he shall not be entitled to his annual increments.

8. Discipline, punishment and appeal.-(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 in respect of the members of the Service, shall be the Government.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 at present in force, are contained in Appendix 'C'.

10. Seniority of members of Service.- Seniority of members of the Service shall be maintained at the respective district level.

11. Assigning of additional duties/responsibilities.- Notwithstanding anything contained in these rules, the appointing authority, in addition to Class room Teacher, may assign the members of Service any kind of special duties like entrustment of Mid-day Meal work, duties relating to examination work, On Job Trainings or any duties/responsibilities to be specified in furtherance to enhance the quality of education.

12. Repeal and saving.- The Punjab State Education Class-III (Primary Schools Cadre) Service Rules, 1997, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

- 13. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the department of Personnel shall decide the same.

(SRVN 26, 1940 SAKA)

APPENDIX 'A'**[See rules 1 (3), 3 and 5]**

Serial Number	Designation of the Post	Number of Posts			Scale of Pay + Grade Pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
	Block Primary Education Officer				10300-34800+5000
1	Bathinda	9	-	9	
2	Barnala	5	-	5	
3	Faridkot	6	-	6	
4	Fatehgarh Sahib	6	-	6	
5	Hoshiarpur	20	-	20	
6	Jalandhar	18	-	18	
7	Kapurthla	8	-	8	
8	Ludhiana	20	-	20	
9	Moga	8	-	8	
10	Muktsar	7	-	7	
11	Mansa	6	-	6	
12	SAS Nagar	7	-	7	
13	SBS Nagar	7	-	7	
14	Patiala	14	-	14	
15	Ropar	8	-	8	
16	Sangrur	12	-	12	

APPENDIX 'B'

[See rule 6]

Designation of the post	Percentage of appointment by		Qualification and experience for appointment by	
	Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5
Block Primary Education Officer	fifty percent	fifty percent	(1) Should have passed Bachelor's Degree with atleast 50% marks from a recognized university or institution as per guidelines of the University Grant Commission; 2) Should possess two years Elementary Teachers' Training course from a recognized university or institution or two years Diploma in Elementary Education (D.El. Ed.) as per guidelines of the National Council for Teachers' Education or Bachelor Degree in Education (B.Ed.) from a recognized university or institution as per guidelines of the University Grant Commission; (3) Should Posses teaching experience of	From amongst the Centre Head Teachers working under the control of the Director in the same district in which promotions are to be made with three years experience as Centre Head Teacher on seniority-cum- merit basis.

				working as Primary School Teacher for a minimum period of five years in a Central /State Government School and must have acquired such experience after acquiring the minimum educational and professional qualifications.	
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APPENDIX 'C'

(See rule 9)

GOVERNMENT OF PUNJABDEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)**NOTIFICATION**

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

- 1. Short title, commencement and application.**– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.
 - (2) They shall come into force at once.
 - (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
- 2. Definitions.**– In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of Indian in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be recognized university or institution for the purposes of these rules;
- (g) "Services" means any Group 'A' Service, Group 'B' Service or Group 'C' Service, constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) “Service Rules” means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

-
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertakings.

4. Disqualifications. - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age. - (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty five years, it shall be deemed to have been increased by two years.]

6. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical

post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
 - (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may -
- (a) if his work and conduct has in its opinion been satisfactory –

-
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any shall not exceed three years.

8. Seniority.— The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred

to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person.

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of person appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, [passed a test in English and Punjabi respectively typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given by direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2)".

***15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab	i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a

Government, unless he –

i) Possesses the Bachelor's Degree from a recognised University or Institution; and

ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and

(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

minimum period of one year.

Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and

ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and

(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government unless he:-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India."

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab

Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances

beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

19. Power to relax.— Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.— The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.— If any question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

Group 'A': Posts in initial entry revised scales of pay having a maximum of Rs. 11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.

Group 'B': Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659.

Group 'C': Posts in initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10,639.

A.S. CHATTHA,

Chief Secretary to Government of Punjab.

KRISHAN KUMAR,

Secretary to Government of Punjab

Department of School Education.

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-7 Branch)

NOTIFICATION

The 8th August, 2018

No. G.S.R. 65/Const./Art.309/2018.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of Service of the persons appointed to the Punjab State Elementary Education (Administrative Cadre) Border Area Group 'B' Service, namely:-

RULES

- 1. Short title, commencement and application.**— (1) These rules may be called the Punjab State Elementary Education (Administrative Cadre) Border Area Group 'B' Service Rules, 2018.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (3) They shall apply to the posts specified in Appendix 'A'.
- (4) Members of the existing cadre whose services are governed under the Punjab State Education Class-III (Primary Schools Cadre) Service Rules, 1997 shall have the right to exercise the option to retain their present cadre or become members of newly created service within three months from the date of publication of these rules:

Provided that while exercising option, principle of seniority shall be the deciding factor keeping in view the number of posts in the Service:

Provided further that in case any employee does not exercise his option within the specified period, he shall be deemed to have opted for the existing cadre:

Provided further that the option once exercised shall be final.

- 2. Definitions.**— (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an Appendix appended to these rules;

-
- (b) 'Border Area Cadre' means a separate cadre created for the members of Service of the Punjab State Elementary Education (Administrative Cadre) Border Area Group 'B' Service to be posted in Districts of Amritsar, Gurdaspur, Ferozepur, Fazilka, Tarn Taran and Pathankot.
- (c) 'Government' means the Government of Punjab in the Department of School Education; and
- (d) 'Service' means the Punjab State Elementary Education (Administrative Cadre) Border Area Group 'B' Service.
- (2) The words and expression used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- 3. Number and character of posts.-** The Service shall comprise the posts specified in **Appendix 'A'**:
- Provided that nothing in these rules shall affect the inherent power of Government to add to or reduce the number of such posts or to create new posts with different designation and scales of pay whether permanently or temporarily.
- 4. Appointing authority.** – Appointment to the Service shall be made by the Government.
- 5. Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A', However, persons who have become members of Service or to exercise their option to opt the Service shall be entitled to one additional increment in addition to their normal pay from date of such absorption in the Service. The members of Service shall further be entitled to one additional increment on their every promotion to higher post in addition to normal benefit of higher responsibility as a special incentive.
- 6. Method of appointment, qualifications and experience.-** (1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Departmental Examination.- A person appointed to the Service either by way of direct recruitment or otherwise shall have to pass the Departmental Examination and proficiency in computer skills within a period of two years from the date of his initial appointment in accordance with the syllabi and guidelines framed by the Government from time to time and to be conducted by the Director or any other authority empowered by the Government in this behalf in addition to fulfillment of the requisite qualifications and experience as specified in Appendix 'B'. However, till a member of Service passes the Departmental Examination, he shall not be entitled to his annual increments.

8. Discipline, punishment and appeal.- (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 in respect of the members of the Service, shall be the Government.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 at present in force, are contained in Appendix 'C'.

- 10. Seniority of members of Service.-** The seniority of members of the Service shall be maintained at the respective district level.
- 11. Assigning of additional duties/responsibilities.-** Notwithstanding anything contained in these rules, the appointing authority, in addition to Class room Teacher, may assign the members of Service any kind of special duties like entrustment of Mid-day Meal work, duties relating to examination work, On Job Trainings or any duties/responsibilities to be specified in furtherance to enhance the quality of education.
- 12. Repeal and saving.- The Punjab State Education Class-III (Primary Schools Cadre) Service Rules, 1997,** in so far as they are applicable to the members of the Service, are hereby repealed:
- Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.
- 13. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the department of Personnel shall decide the same.

APPENDIX 'A'

[See rules 1 (3), 3 and 5]

Serial Number	Designation of the Post	Number of Posts			Scale of Pay + Grade Pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
	Block Primary Education Officer				10300-34800+5000
1	Amritsar	18	00	18	
2	Ferozepur	8	00	8	
3	Fazilka	8	00	8	
4	Gurdaspur	17	00	17	
5	Pathankot	6	00	6	
6	Tarntaran	10	00	10	

APPENDIX 'B'

[See rule 6]

	2	3	4	5	
	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
	1	Direct Appointment	Promotion	Direct Appointment	Promotion
		2	3	4	5
	Block Primary Education Officer.	Fifty per cent	Fifty per cent	(1) Should have passed Bachelor's Degree with atleast 50% marks, from a recognized university or institution as per guidelines of University Grant Commission; (2) Should possess two years Elementary Teachers' Training course from a recognized university or institution or two years Diploma in Elementary Education (D.El. Ed.) as per guidelines of the National Council for Teachers' Education or Bachelor Degree in Education (B.Ed.) from a recognized university or institution as per guidelines of the University Grant Commission; and 3) Should possess	From amongst the Centre Head Teachers working in the same district in which promotions are to be made with three years experience as Centre Head Teacher on seniority cum merit basis.

				teaching experience of working as Primary School Teacher for a minimum period of five years in a Central /State Government School and must have acquired such experience after acquiring the minimum educational and professional qualifications.	
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APPENDIX 'C'

(See rule 8)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-1)

NOTIFICATION

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

- 1. Short title, commencement and application.**– (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.
 - (2) They shall come into force at once.
 - (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
- 2. Definitions.**– In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

- (f) “recognised university or institution” means,-
- (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- (g) "Services" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) 'Service Rules' means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) “War Hero” means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999 while fighting in a war declared so by Government of India, in operations in Kargil or any other Sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Paramvir Chakra, Mahavir or Vir Chakra : provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, *bona fide* residents of Punjab State are yet closely connected to the State of Punjab:

-
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

*Note:-*The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of person appointed to the Service. – (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertakings.

4. Disqualifications, - (1) No person,-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service: Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age. – (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty five years, it shall be deemed to have been increased by two years.]

6. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical

post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding *one and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and
 - (b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may -
- (a) if his work and conduct has in its opinion been satisfactory –

-
- (i) confirm such person, from the date of his appointment or from the date he completes his period or probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule(1):

Provided that the total period of probation including extension, if any shall not exceed three years.

8. Seniority.— The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred

to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person.

*"Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person."

Note.- Seniority of person appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer.- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.

10. Liability to serve.- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals.- (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, [passed a test in English and Punjabi respectively typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as provided in sub-rule (2)".

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given by direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) should have before his appointment passed **a test in English and Punjabi Typewriting respectively on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2)".

***15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab	i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a

Government, unless he –

i) Possesses the Bachelor's Degree from a recognised University or Institution; and

ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and

(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

iv) Possesses at least one hundred and twenty 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 Government recognised institution or a reputed institution, which is ISO 9001, certified.

minimum period of one year.

Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and

ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be directed at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and

(b) the passage in English shall be directed at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.

iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government unless he:-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India."

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed 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:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab

Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) *Debaring for consideration for promotion of a Government Employee who refuses to accept promotion.* – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances

beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

19. Power to relax.— Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over-riding effect.— The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.— If any question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

Group 'A': Posts in initial entry revised scales of pay having a maximum of Rs. 11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.

Group 'B': Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659.

Group 'C': Posts in initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10,639.

A.S. CHATTHA,

Chief Secretary to Government of Punjab.

KRISHAN KUMAR,

Secretary to Government of Punjab

Department of School Education.