

PART III
WELFARE DEPARTMENT
NOTIFICATION

The 16th July, 1962

No.GSR159/Const./Art.309/62-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 Government of Punjab is pleased to make the following rules for regulating the recruitment and conditions of service of persons appointed to the Punjab Welfare Department, Class III Service, namely:-

Part-I-GENERAL

1. Short title and commencement:- (1) These rules may be called the Punjab Welfare Department, Class III Service Rules, 1962.
(2) They shall come into force from the date of their publication in the PUNJAB GOVERNMENT GAZETTE.
2. Definitions:- In these rules, unless the context otherwise requires:-
(a) " Appendix" means an appendix to these rules;

- (b) "Board" means the Subordinate Services Selection Board, Punjab;
- (c) "Commissioner" means the Punjab Public Service Commission;
- (d) "Direct appointment" means an appointment made otherwise than by promotion within the cadre of the same service or by transfer of an official already in the service of a State Government or of the Government of India;
- (e) "Director" means the Director, Welfare of Scheduled Castes and Backward Classes, Punjab;
- (f) "Government" means the Punjab Government in the Administrative Department ;
- (g) "Recognized University", means (i) any University established by law in India: or (ii) in the case of degrees or diplomas obtained as a result of examinations held before the 15th August, 1947, the Punjab, Sind and Dacca University; or (iii) any other University which is declared by Government to be a recognized University for the purpose of these rules; and

(h) "Service" means Punjab Welfare Department, State Service Class III.

3. Number and Character of Posts- The Service shall comprise the post specified in appendix "A" to these Rules:

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

4. Nationality and domicile and Character of Candidates:-

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

- (a) Is a citizen of India, or
- (b) Is a subject of Sikkim, or
- (c) Is a subject of Nepal or of a former Portuguese possession of the State of Pondicherry in India, or
- (d) Is a person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India;

Provided that if a person belongs to category (c) or (d) he must be a person whose favor certificate of eligibility has been given by the Competent Authority;

Provided further that if a person belongs to category (d) the certificate of eligibility shall be valid only for a period of one year from the date of his appointment beyond which he may be retained in service only if he has become a citizen of India.

- (2) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission, the Board, or other recruiting authority and he may also provision, appointed subject to the necessary certificate being given to him by the Competent Authority.
- (3) No person shall be recruited by direct appointment to any post in the service unless he produces:-
 - (a) Certificates of character from the head of the educational institutions he last attended, and from two responsible persons who are not related to him

and who are well acquainted with him in private life and are not connected with his University, College or School; and

- (b) a certificate of physical fitness as required by rule 3.1 of the Punjab Civil Services, Volume I, Part I.

- (4) No person shall be appointed to the Service unless-

- (i) In the case of a man, he has not more than one wife living; and

- (ii) In the case of a woman, she is not married to a person already having a wife living;

Provided that Government may, if satisfied that there are special Grounds for doing so, exempt any person from the operation of this sub-rule.

- 5. Age of Candidates:- (1) No person, not already in the service of the Government of a State or of the Government of India shall, ordinarily be appointed to the Service unless he is not less than 18 years and more than 25 years of age on any date specified by government for the purpose:

Provided that (i) the appointing authority may for reasons to be recorded in writing relax the upper age limit; and (ii) in the case of members of

Scheduled Castes, Scheduled Tribes and Backward Classes, the age shall be such as may for the time being the specified by the Government.

- (6) Appointing Authorities:- Appointments to the posts in the Service shall be made by the authority shown against such posts in Appendix "A" to these Rules.
- (7) Qualifications for Appointments:- No person shall be recruited to the Service, unless he possesses the educational qualifications prescribed in column 5 of Appendix "A" to these Rules.
- (8) Methods of Appointment:- (1) Appointments to the ministerial posts in the Service shall be made-
 - (a) In the case of Superintendent-
 - (i) By promotion of Head Assistants or Assistants;
 - (ii) by transfer or deputation of an official working in other Departments of Punjab Government or under the government of a State other than Punjab or of the Government of India; and
 - (iii) by direct appointment ;
 - (b) In the case of Head Assistant-
 - (i) by promotion of Assistants;

- (ii) by transfer or deputation of an official working in other Departments of Punjab Government or under the Government of a State other than Punjab or of the Government of India; and
- (iii) by direct appointment ;

(c) In the case of Assistant-

- (i) by promotion of a Clerk or Stenographer or Steno-typist;
- (ii) by transfer of deputation of an official working in any other Department of Punjab Government or under the government of a State other than Punjab or of the Government of India; and
- (iii) by direct appointment,

(d) **In the case of Clerks and Store-Keepers**

(i) **By transfer or deputation of officials working in other Departments of Punjab Government or under the Government of a State other than Punjab or of the Government of India.**

(ii) **by direct appointment,**

(e) In the case of Stenographer and Steno-typist-

(i) by promotion of a member of the Service in a lower or equivalent grade;

(ii) by transfer or deputation of an official working in any other Department of Punjab Government or under the Government of a State other than Punjab or of the Government of India; and

(iii) by direct appointment.

(f) In the case of Lady Welfare Officer—

(i) by Promotion from among Female Social Workers;

(ii) by transfer or deputation of an official working in any other Department of Punjab Government or under the Government of State other than Punjab or of the Government of India; provided she is a Graduate and has at least 3 years experience of Social Work amongst the Harijans ; and

(iii) by direct appointment;

(g) In the case of a District Welfare Officer for Scheduled Castes and Backward Classes—

(i) by promotion from among Tehsil Welfare Officers for Scheduled Castes and Backward Classes and Male Social Workers;

- (ii) by transfer or deputation of an official working in any other Department of Punjab Government or under the Government of a State other than Punjab or of the Government of India provided he is a Graduate and has at least 3 years experience of Social Work among Harijans; and
- (iii) by direct appointment.

(h) In the case of Tehsil Welfare Officer for Scheduled Castes and Backward Classes and Social workers-

- (i) by transfer or deputation of an official working in any other Department of Punjab Government or under the Government of a State other than Punjab or of the Government of India; Provided he is a Matriculate;
- (ii) by direct appointment.

(2) All promotions from one grade to another shall be made by selection based on merit and taking into consideration, seniority and seniority alone shall not give any right of appointment.

(3) No member shall be eligible for promotion to the following posts and he has the experience indicated against each:-

- (i) Superintendent...five years experience as a Head Assistant or a total experience as an Assistant for ten years.
- (ii) Head Assistant : Five years experience as an Assistant;
- (iii) Assistant: Five years experience as a Clerk, Storekeeper, Stenographer or Steno-typist;
- (iv) Lady Welfare: Seven years experience as a Officer Female Social Worker;
- (v) District Welfare Officer : Seven years experience as for Scheduled Castes & Tehsil Welfare Officer Backward Classes. and Male Social Worker.

- (9) Probation---(1) Members of the service shall remain on probation for a period of two years if recruited by direct appointment and one year if recruited otherwise;

Provided that the period of Service spent on deputation to a corresponding or a higher post may

be allowed to count towards period of probation fixed under this rule.

Explanation---- Officiating service shall be reckoned as period spent on probation but no member, who is officiating in any appointment shall on the completion of two years or one year in the service as the case may be, be entitled to be confirmed unless he is appointed against a permanent vacancy.

- (2) If the work or conduct of any member of the service during the period of probation is in the opinion of the appointing authority not satisfactory, it will dispense with his services. If recruited by direct appointment, or revert him to his former post if recruited otherwise,
- (3) On the completion of the period of probation of any member, the appointing authority may confirm such member in his appointment or if his work or conduct has in its opinion not been satisfactory, it may dispense with his services, if recruited by direct appointment or revert him to his former post if recruited otherwise, or may extend his period of

probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation;

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

(4) On the completion of the period of probation satisfactory the appointing authority shall confirm such member if working against a permanent vacancy. During the period intervening the date of completion of the probation period and the date of confirmation he shall be considered to have qualified for confirmation.

(10) Seniority—The seniority inter se of members of the service shall be determined by the dates of their continuous appointments in the service;

Provided that in the case of members appointed directly the order of merit determined by the Commission or the Board shall not be disturbed;

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