

RULES,NOTIFICATIONS,APPRENTICESHIP ACT, 1961, TRAINING MANUAL AND NOTIFICATIONS OF DEPARTMENT OF INDUSTRIAL TRAINING ,PUNJAB

PUNJABI GOVT GAZ . , FEB. 23, 2001

(PHGN 4, 1922 SAKA)

GOVERNMENT OF PUNJAB

DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING

(TECHNICAL EDUCATION 1BRACNCL)

NOTIFICATION

THE 25TH JANUARY, 2001

NO. G. S. R. 14 /const/ art. /309/2001.- In exercise of 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 industrial training (class III) technical service, namely :-

Rules

1. Short title, commencement and application:- (1) these rules may be called the Punjab industrial training (class III) technical service rules. 2001.

(2)they shall come into force on and with effects from the date of their publication in the official gazette.

(3) They shall apply to the posts specified in appendix 'a' to these rules.

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

(a) 'Appendix' means an appendix appended to these rules; industrial training Punjab:

(c) ' Government ' means the government of the state of Punjab in the department of technical education and industrial training; and

(d) 'Service' means the Punjab industrial training (class iii) technical service.

(2) Unless otherwise provided in the rules. The expressions in the Punjab civil services (general and common conditions of service) rules,1994.

3. **Number and characters of posts-** The service shall comprise the posts shown 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-** All appointments to the service shall be made by the director.

5. **Qualifications, experience and method of appointment-** (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 by promotion and by direct appointment, as the case may be, then appointment to the service shall be made by transfer of a person holding similar or identical post under a state government or government of India.

(2) No person shall be appointed to the service unless he possesses the qualifications and experience as specified in appendix- 'B'.

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

(4) Whenever any vacancy in a post of the service occurs or is about to occur. The director shall determine by which manner the same shall be filled in.

6. 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 respectively be the director and the government.

7.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 for the time in force are contained in appendix “C”

8. Interpretation- If any question arises to the Interpretation of these rules. The government shall decide the same.

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APPENDIX ‘A’
(see rule (3) and 3)

Serial no.	Designation of the posts	Number of posts			Scale of pay (in Rupees)
		Permanent	Temporary	total	
1	Principal industrial training institute (women) (for the institutes running engineering trades).	2	3	5	7000-10980
2	Principal, industrial training (for women) (for the institutes running non-engineering trades).	-	3	3	7000-10980
3	Superintendent (technical) industrial training institute.	2	2	4	6400-10640
4	Group instructor / mill wright Forman/ assistant apprenticeship advisor (junior). Industrial training institute/ surveyor / senior technical assistant / technical officer (h.q.)/ superintendent . industrial training institute formerly rural artisan training centers) / headmaster/headmistre	128	48	176	6400-10640

	ss industrial training institute for women (running engineering trades)/industrial training institute for (schedule casts)				
5	Headmaster/headmistr ess industrial training institute(for women) (institute running non engineering trades)	20	6	26	6400-10640
6	CRAFT INSTRUCTORS (engineering trades industrial training institute, industrial training institute (women). Industrial training institute (formerly rural artisan training center) industrial training institute (for scheduled castes), government industrial school for boys junior technical school specified as under-				5480-8925 5800-9200 (to the existing incumbents in the scale of 1800 as on a1-1-96 as a measure personal to them)
i.	Attendant operator instructor	-	4	4	
ii.	Draughtsman civil instructor	23	17	40	
iii.	Draughtsman mechanical instructor	17	1	18	
iv.	Drawing instructor / draughtsman (mechanical)	53	24	77	
v.	Electrician instructor	70	20	99	
vi.	Electronic instructor	6	41	47	
vii.	Electroplater instructor	1	-	1	
viii.	Fitter instructor	76	4	80	
ix.	Instrument mechanical instructor	7	2	9	
x.	Laboratory assistant instructor	-	4	4	
xi.	Math instructor	29	10	39	
xii.	Machinist (composite) instructor	54	1	55	
Xiii.	Machinist (grinder) instructor	8	-	8	

xiv	Mechanic Agriculture machinery instructor	6	8	14	
xv.	Motor mechanic instructor	56	9	65	
xvi.	Mill Wright instructor	-	2	2	
xvii.	Painter (general) instructor / painter	2	2	4	
xviii.	Pattern maker instructor	2	-	2	
xix.	Radio and television instructor	44	12	56	
xx.	Refrigeration and air conditioning instructor	19	10	29	
xxi.	Surveyor instructor	18	4	22	
xxii	Tool and die maker instructor	-	2	2	
xxiii.	Turner instructor	52	20	72	
xxiv.	Watch and clock repair instructor	4	-	4	
xxv.	Wireless mechanic-cum-operator instructor	-	6	6	
xxvi.	Wireman instructor	20	11	31	
xxvii .	Allied trade instructor (mechanical electrical)	50	10	60	
xxvii i.	Leave reserve instructor	38	10	48	
xxix.	Boiler attendant instructor	-	1	1	
xxx.	Carpenter instructor	27	-	27	
xxxi.	Computer instructor/ technical assistant (computer)	2	19	21	
xxxii .	Forger and heat treated instructor	6	-	6	
xxiii.	Hand composite and proof reading / letter press machine printing instructor	6	-	6	
xxiv.	Diesel mechanic instructor	9	6	15	
xxxv .	Tractor mechanic instructor	31	16	47	
xxxv i.	Moulder instructor	8	-	8	
xxvii .	Plastic processing operator instructor	-	6	6	
xxvii i.	Plumber instructor	8	-	8	
xxix.	Pump mechanic instructor	-	4	4	
xl.	Sheet metal instructor	4	-	4	
xli.	Welder instructor	36	12	48	
xlii.	Maintenance mechanic (mechanical)	-	19	19	
xliii.	Maintenance mechanic (electrical)	-	9	9	
xliv.	Technical assistant /	2	2	4	

	master craftsman				
xlv.	Technical assistant government work center	1	-	1	
xlvi.	Desk top publishing instructor	-	-	-	
	Total	804	328	1132	
7.	INSTRUCTORS (non-engineering trades) industrial training institute , industrial training institute (women) industrial institute (formely rural artisan training centers) . industrial training institute (for scheduled castes) , government industrial school for boys junior technical school government art and craft teacher training institute specified as under -				5480-8925 5800-9200 (to the existing incumbents in the scale of 1800-3200 as on 1-1-96 as a measure personal to them)
i.	Dress making instructor	-	9	9	
ii.	English stenography instructor	15	3	18	
iii.	Punjabi stenography instructor	32	41	73	
iv.	Hindi stenography instructor	4	2	6	
v.	Secretariat practice instructor	-	6	6	
vi.	Bleaching dying and calico printing instructor	4	-	4	
vii.	Book binding instructor	2	-	2	
viii.	Cutting and tailoring instructor	127	8	135	
ix.	Embroidery instructor	78	4	82	
x.	Hair and skin instructor	3	2	5	
xi.	Knitting with hand machine instructor	4	-	4	
xii.	Photography instructor	-	4	4	
xiii.	Preservation of fruit and vegetable instructor	4	-	4	
xiv.	Sports good (leather/wood) instructor	2	-	2	

xv.	Manufacture of footwear instructor	1	-	1	
xvi.	English teacher	12	6	18	
xvii.	Education mistress	7	1	8	
xviii.	Ivory inlay/lacquer turning instructor	2	-	2	
xix.	Instructor art and craft/designer /drawing master. Government art and craft teacher training institute. Government industrial school (for boy). Industrial training institute (women) industrial training institute(schedule caste)	32	17	49	
xx.	Instructor mathematics and science. Junior technical school.	2	-	2	
xxi.	Instructor humanities / languages junior technical school	2	-	2	
xxii.	Instructor Punjabi junior technical school	1	-	1	
xxiii.	Instructor Hindi junior technical school	1	-	1	
xxiv.	Instructor social studies	-	-	-	
	total	335	103	438	
8	VERNACULAR TEACHER , industrial training institute (scheduled castes) / language teacher , industrial training institute (women)	5	-	5	5000-8100

Serial no	Designation of the posts	Method of appointment		Qualification and experience by	
		Direct Appoin tment	promotio n	Direct Appointment	promotion
1	2	3		4	
1	Principal, industrial training institute (for women) (for the institute running engineering trades)	Thirty – three percent	Sixty- seven percent	1)should possess a degree in engineering or its equivalent from a recognized university or institution :and 2)should have an experience of working for a minimum period of three years in an organization registered under the factories act. 1948 or should have an experience of teaching for a minimum period of three years in a Government or recognized institute. Or 1)should possess a diploma in engineering or its equivalent from recognized university of institution :and 2)should have an experience of working for a minimum period of six years in an organization registered under the factories act. 1948 or should have an experience of teaching for a minimum period of six years in a government or an recognized institute.	For amongst the superintendents (technical) having an experience of working as such for a minimum period of one year. Or From amongst the group instructor/ mill Wright for than / assistant apprenticeship advisor (junior) / surveyor / senior technical assistant / technical officer / superintendent / headmaster/ headmistress mentioned at Sr.no.4 of the appendix who have an experience of working as such for minimum period of five years .
2	Principal, industrial training institute (women) (for the institute running non engineering trades)	Thirty- three percent	Sixty- seven percent	1)should possess B.Sc (.home science) or B.Sc./B.A. , B.ED. degree from recognized university or institution. 2)N.T.C. in one of the non-engineering trades and 3)should possess at least three years practical experience in an organization registered under the factories act. 1948 or three year teaching experience from a government or	From amongst the headmaster /headmistress. Industrial training institute (for women) running non-engineering trades who have an experience of working as such for a minimum period of five year.

				recognized institute.	
3	Superintendent (technical) , industrial training institute		Hundred percent		From amongst the group instructor /mill Wright Forman/ assistant apprenticeship advisor(junior), industrial training institute. Surveyor/senior technical assistant/ technical officer (H.Q.) superintendent industrial training institute (formerly rural artisan training center) / headmaster/head mistress, industrial training for women (running engineering trades)/ industrial training institute (for scheduled/casts) of the appendix. Who have an experience working as such for minimum period of three year.
4	Group instructor / mill Wright Forman /assistant apprenticeship advisor (junior). Industrial training institute . surveyor /senior technical assistant/ technical officer. Head quarter/ superintendent . Industrial training institute	Thirty five percent	Seventy five percent	1)should possess a degree in the relevant field of engineering or its equivalent from a recognized university or institute and 2)should possess at least one year teaching experience in a state government or institution recognized by the government. OR 1)should possess a diploma in engineering from a recognized university or institution and 2)should possess at least five year practical experience in an organization registered	From amongst the craft instructor specified at sr.no.6 of the appendix 'A' who are matriculate and possesses diploma in engineering or national trade certificate/national apprenticeship certificates in engineering trade and have an experience of working as such for a minimum period of five years .

	(formerly rural artisan training center) / headmistress/ headmasters industrial training institute for women (running engineering trades). Industrial school for boys. Industrial training for (scheduled casts)			under the factories act. 1948 or in a state government or institution recognized by the government which should include three years teaching experience.	
5	Headmistress/ headmaster industrial training institute for women (institute running non engineering trades)	Hundred percent		From amongst the instructors (non engineering trades), industrial training institutes (for women), industrial training institute (formerly artisans training center), industrial training institute (for scheduled casts), government industrial school for boys , junior technical school, government art and craft teachers training institutes specified at serial no. 7 of the appendix 'a' who are matriculate and have an experience of working as such for a minimum period of five years.	
6	Craft Instructor (Engineering trades) industrial training institute industrial training institute (women) industrial training institute (formerly Rural				

	Artisans Training center's) industrial Training institute (scheduled castes).government industrial school for boys, junior Technical school specified at serial no.6 of appendix 'A' IN THE following order namely				
i	Attendant operator instructor		Hundred percent		(i). should posscs diploma in chemical engineering from a recognized university or institution and (ii) should possecss atleast two years . practical experience. In an organization rcgistered under the factories Act.1948 or atleast two year . teaching experience from a government or an institute recognized by the government or (i)should posscs national trade certificate/ national Apprenticeship certificate in attendant operator trade from national council for vocational training and (ii). Should have passed craft instructors training course from central training institute in attendant operator trade

					from national council for vocational training and (iii). Should posses atleast two year . practical experience in an organization registered under the factories act .. 1948 or atleast two years teaching experience in the time in a government institution or an institution recognaised by the government.
li	Draughtsman civil instructor		Hundred percent		(i). should posses diploma in civil engineering from a recognized university or or institution and (ii) should possess atleast two year practical experience. In an organization registered under the factories Act 1948 or atleast two years. Teaching experience in a government institution or an institution recognized by the government or (i) should possess national trade certificate/ national apprenticeship certificate in draughtsman Civil from national council for vocational training and (ii) should have passed craft instructors training course from central training institute/ advance training

					institute in draughtsman civil trade from vocational training. (iii) should possess atleast two years practical experience in the line in an organization registered under the factories act. 1948 or atleast two years. Teaching experience in a government institution or an institution recognized by the government
(iii)	Draughtsman (Mechanical) Instructor		Hundred percent		(i)Should posses diploma in mechanical engineering from a recognized university or institution and (ii). Should possess atleast two year. Practical experience. In an organization registered under the factories Act.1948 or atleast two years teaching experience in a government institution or an institution recognized by the government or (i) should possess national trade certificate/ national apprenticeship certificate in draughtsman mechanical trade from national council for

					vocational training and (ii) should have passed craft instructors training course from central training institute / advance training institute in draughtsman mechanical trade from national council for vocational training (iii). Should possess atleast two year practical experience in the line in an organization registered under the factories act. 1948 or an institution or an institution recognized by the government.
iv.	Drawing instructor/ draughtsman (mechanical). Junior technical school.		Hundred percent		(i). should posses diploma in mechanical engineering or production and industrial engineering from a recognized university or institution and (ii) should posses atleast two years practical experience in an organization registered under the factories Act 1948 or atleast two years teaching experience in the line in a government institution or an institution recognized .

v	Electrician instructor		Hundred percent		(i)should posses diploma in electrical engineering from a recognized or institution and (ii)should posses atleast two year practical experience ,in an organization registered under the factories Act 1948 or atleast two year .teaching experience in the line in a government institution or an institution recognized by the government or . (i)should posses national trade certificate /national apprenticeship certificate in electrician trade from national council for vocational training and (ii)should posses atleast two years practical experience in an organization registered under the factories Act 1948 or atleast two year teaching experience in the line in government institution or an institution recognized by the government
vi	Electronic instructor		Hundred percent		(i)should posses diploma in electronic engineering or diploma in electronic and communication engineering from a recognized university

					institution and (ii)should posses atleast two year practical experience ,in an organization registered under the factories Act 1948 or atleast two years teaching experience in the line a government institution or an institution recognized by the government or (i)should posses national trade certificate /national apprenticeship certificate in electronics trade from national council for vocational training and (ii)should have passed craft instructor training course from central training institute /advance training institute in electronic trade from national council for vocational training and (iii) should posses latest two year . practical experience in an organization registered under the factories Act 1948 or atleast two year teaching experience in the line in a government institution or an institution recognized by the government .
vii	Electroplater instructor		Hundred percent		(i)should posses diploma in chemical/metallur

					gy engineering from a recognized university or institution and (ii)should posses atleast two years practical experience in an organization registered under the factories act1948 or atleast two years teaching experience in as
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1	2	3	4
		Government Institution Or an Institution Recognized by the Government Or	
		(i)Should possess National Trade Certificate National Apprenticeship Certificate in Electroplater Instructor Trade from National Council for Vocational Training . and	
		(ii)Should have Passed Craft instructor Training course from Central Training Institute Advance Training Institute in Electroplater Trade From National Council For Vocational Training. and (iii)Should possess Atleast two years. Practical experience in The line in a Government Institution Or an Institution Recognized by the Government.	

Viii	Fitter Instructor Hundred percent	(i)Should Posses Diploma in Mechanical Engineering from a Recognized university Or Institution: and	
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		(ii)Should posses Atleast two years. Practical experience in An organization Registered under the Factories Act 1948 or Atleast two years Teaching experience in a Government Institution Or an Institution Recognized by the Government or	
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1	2	3	4
		(i)Should Possess National Trade Certificate/ National Apprenticeship Certificate in Fitter Trade From National Council For Vocational Training and	
		(ii)Should ha ve Passed Craft Instructors Training Course from Central Training Institute / Advance Training Institute In Fitter Trade from National Council for Vocational Training : and	
		(iii)Should Possess Atleast Two Years. Practical experience in An Organisation Registered under The Factories Act 1948 or Atleast Two Years. Teaching experience in The Line in a Government Institution Or an Institution Recognized By The Government	
Ix Insirument Machanic Instructor	Hundred Percent	(i)Should Posses Diploma In Mechanical Engineering or Diploma In Instrument Technology From a Recognized University Or Institution: and	
		(ii)Should Possess Atleast Two Years. Practical experience in An Organisation	

		Registered Under the Factories Act 1948 or Atleast two Years. Teaching experience in a Government Institution or an institution recognized by the Government. or	
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1	2	3	4
		(i)Should possess National Trade Certificate/ National Apprenticeship Certificate in Mechanic Trade from National Council for Vocational Training:	
		(ii)Should have Passed Craft Instructor Training Course from Central Training Institute/ Advance Training Institute in Mechanic Trade from National Council for Vocational Training: and	
		(iii)Should Possess Atleast two years. Practical experience in An organization Registered under the Factories Act.1948 or Atleast two years. Teaching experience in The line in a Government Institution Or an Institution Recognized by the Government.	
x. Laboratory Assistant Instructor	Hundred Percent	(i)Should possess Diploma in Chemical Engineering from a Recognized university Or Institution: and	
		(ii)Should possess Atleast two years Practical experience in An organization Rcgistered under the Factories Act 1948 or Atleast two years. Practical experience in	

		An organization Registered under the Factories Act 1948 or Atleast two years. Teaching experience in A Government Institution or an Institution recognized By the Government or	
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		(i) Should prossec national trade certificate/ national apprenticeship certificate in laboratory assiatant trade from national council for vocational training and (ii) Should have passed craft instructors training course from central training institute in laboratory assistant trade from national council for vocational training and (iii) Should prossess atlest two years. Practical experience in an origanisation regisitered under the factories act 1948 or atiest two years. Teaching experience in the line in a government institution or an institution recognaised by the government .	
(xi) Math instructor	Hundred precent -	(i) Should posses diploma in engineering from a recognaised university or institution : and (ii) Should posses atiest two years. Practical experience . in an organisation	

		registered under the factories act . 1948 or should possess atleast two years teaching experience in a government instruction recognized by the government .	
(xii) machinist (composite) instructor	Hundred percent -	Should posses diploma in mechanical engineering from a recognaised university or institution: and Should posses atiest two years.	

		Practical experience. in an organization registered under the factories act . 1948 or atleast two years . teaching experience in a government instruction recognized by the government . Or Should possess national trade certificate/ national apprenticeship certificate in machinist composite trade from national council for vocational training and (i) Should have passed craft instructors training course from central training institute/ advance training institute in machinist composite trade from national council for vocational training and (ii) Should possess atleast –two years , practical experience in registered under the factories act , 1948 or atleast two years .teaching experience in the in a government institution recognized by the government.	
(xiii) machinist (grinder) instructor	Hundred percent -	(I) Should possess diploma in mechanical	

		engineering from a recognised university or institution and (ii) Should possess atleast two years .practical experience. In an organisation registered under the	
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		Factories act 1948 or atleast two years . teaching experience in a government institution or an institution recognised by the government. or	
		(iii) Should possess national trade certificate / national council for vocational training : and (i) Should have passed craft instructors training institute / advance training institute in machinist grinder trade from national council for vocational training and (ii) Should possess atleast two years practical experience in an organisation registered under the factories act 1948 or atleast two years . teaching experience in the line in a government institution or an institution recognised by the government .	
(xiv) mechanic agriculture machinery instructor	Hunderd percent -	(i) Should possess diploma in mechanical engineering from a recognised university or institution : and (ii) Should possess atleast two years. Practical experience . in an organisation registered under the factories act . 1948 or atleast two years. Teaching experience in a	

1	2	3	4
		Government institute or an instruction recognised by the government . Or (i)Should posses national trade certificate / national apprenticeship certificate in mechanic agriculture mechanieri or farm mechanic trade from national council for vocational training : and (ii)Should have passed craft instructors training course from central training institute / advance training institute in mechanic agriculture mechnary or farm mechanic trade from national council for vocational training and (iii)Shold posses atieast two years practical experience in an organisation registered under the faclories act . 1948 or atleast two year teaching experience in the line in a government institution or an institution recognised by the government . must possess driving licence for heavy vehicle driving.	
(xv) mechanic motor instructor	Hunderd percent -	(i)should posses diploma in mechanical/ automobile engineering from a recognised university or institution : and (ii)should posses atleast two years . practical experience , in an organisation	

		Registered under the factories act. 1948 or atleast two years. Teaching experience in a government institution or an institution recognised by the government. Or (i)should posses national trade certificate /national apprenticeship certificate in motor mechanic trade from national council for vocational training (ii)should have passed craft instructor training course from cental training institute/ advance training institute in motor mechanic trade from national council for vocational training: and (iii)should posses atleast two years experience in an organization registered under the factories act. 1948 or atleast two years. Teaching experience in the line in a government institution or an institution recognized by the government. Must posses driving license for vehicle driving.	
(xvi) mill wright instructor	Hundred percent -	(i)should posses diploma in mechanical engineering from a recognised university or institution . and (ii)should posses atleast two years practical experience in the organization registerd under the	

		Factories act. 1948 or atleast two years. Teaching experience in a government institution or an institution recognised by the government. Or	
		(i)Should posses national trade certificate / national apprenticeship certificate in mill wright trades from national council for vocational training (II)should have passed craft instructors training course from central training institute/advance training institute in mill wright trade from national council for vocational training : and (iii)should posses atleast two years. Practical experience in an organization registered under the factories act. 1948 or atleast two years. Teaching experience in the line in a government institution or an institution recognised by in the government	
(xvii) painter (genral) instructor/painter	Hunderd percent -	(i) Should posses diploma in appropriate branch of technology from a recognised university or institution : and (ii) Should possess atleast two	

		years. Practical experience in an organisatio n registered under the factories act. 1948 or atleast two years. Teaching experience in an	
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		Government institution or an institution reorganized by the government . or (i)should posses national trade certificate /national apprenticeship certificate in painter (gernal) trade from national council for vocational training (ii)should have passed craft instructor training course from central training institute /advance training institute in painter (gernal) trade from national council for vocational traninig and (iii)should posses atleast two year practical experience in an organization registered under the factories act. 1948 or atleast two years teaching experience in the line in a government institution or an institution reorganized by the government .	
(xvii) pattern marker instructor	Hundred percent	(i)should posses diploma in approtriate branch of technology from a reorganized university or instruction and (ii)should posses atleast two years practical experience in an organization registerd under the factories act. 1948 or atleast two year teaching experience in a government institution or an institution	

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		Recognized by the government Or (I) should possess national trade certificate / national apprenticeship certificate in pattern maker trade from national council for vocational training ; (ii) Should have passed craft instructors training course from central training institute/ advance training institute in pattern maker trade from national council for vocational training. (iii) Should possess at least two years. Practical experience in an organization registered under the factories act. 1948 or at least two years. Teaching experience in the line in a government institution or an institution or an institution recognized by the government.	
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Xix Radio and television instructor	Hundred percent	(I) should possess diploma in electronic engineering or diploma in electronic and television engineering / technology from a recognized university or institution ; and (ii) Should possess at least two years. Practical experience in an organization registers under the factories act. 1948 or at least two years teaching experience in a government institution or an institution. Recognized by the government Or (I)should possess national trade certificate/ national apprenticeship certificate in radio and television trade from national council for national training : (ii)should have passed craft instructors training course from central training institute/ advance training institute in radio and television trade from national council for vocational: and (iii) Should possess at least two years. Practical experience in an organization registered under the factories act 1948 or at least two years teaching experience in the line in a government institution or an	
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		institution recognized by the government.	
Xx Refrigeration and Air conditioning instructor	Hundred percent	(I) should possess diploma in mechanical engineering (with specialization in refrigeration and air conditioning)from a recognized university or institution ;and (ii) should possess at least two years practical experience in an organization registered under the factories act 1948 or at least two years teaching experience in a government institution or an institution recognized by the government or (I)should possess national trade certificate/ national apprenticeship certificate in air refrigeration and air conditioning trade from national council for vocational training (ii)should have passed craft instructors training course from central training institute /advance training institute in refrigeration and air conditioning trade from national council for vocational training :and	

		(iii) should possess at least two years practical experience in an organization registered under the factories act 1948 or at least two years teaching experience in the line in a government institution or an institution recognized by the government ;	
Xxi Surveyor Instructor	Hundred percent	(I) should possess diploma in civil engineering from a recognized university or institution: and (ii) Should posses at least two years .Practical experience. In an organization registered under the factories Act.1948 or at least two years. Teaching experience in a government institution or an institution recognized by the government.	
		Or (i) should posses National Trade certificate/ National apprenticeship certificate in surveyor trade from national council for vocational training: (ii) should have passed craft instructors training course from central training institute in surveyor trade from national council for vocational training : and (iii) should posses at least two years .Practical	

		experience in an organisation registered under the factories Act. 1948 or at least two years. Teaching experience in the line in a government institution or an institution recognised by the government.	
xxii. Tool and Die Maker Instructor	Hundred percentage	(i) should posses Diploma in mechanical engineering or diploma in machine tool and die making engineering from a recognised university or institute: and (ii) should posses at least two years. Practical experience . in an organisation registered under the Factories Act. 1948 or at least two years . teaching experience in a government institution or an institution recognised by the government.	
		Or (i) should posses National Trade certificate National Apprenticeship certificate in tool and die maker trade from national council for vocational training . (ii) should have passed craft instructors training course from central training institute/ Advance training institute in tool and die marker trade from national council for vocational training	

		:and (iii) should posses at least two years. Practical experience in an organisation registered under the factories 1948 or at least two years. Teaching experience in the line in a government institution or an institution recognised by the government	
xxiii. turner instructor	Hundred percent	(i) should posses diploma in mechanical Engineering from a recognised university or institution :and (ii) should posses at least two years. Practical experience ,in an organisation registered under the Factories Act .1948 or at least two year .teaching experience in a government institution or an institution recognised by the government. Or (i) should possess National trade certificate/National apprenticeship certificate in turner trade from national council for vocational training : (ii) should have passed craft instructors training course from central training institute /Advance Training Institute in watch and clock repair trade from national council for vocational training : and	

		(iii) should posses at least two years. Practical experience in an organisation registered under the factories act. 1948 or atleast two years .teaching experience in the line in a government institution or an institution recognised by the government .	
xxv. wireless mechanic-cum operator instructor	Hundred percent	(i)should possess diploma in electronic and communication engineering from a recognised university or institution :and (ii)should possess at least two years practical experience in an orgnisation registered under the factories act 1948 or at least two years teaching experiencxe in a government institution recognised by the government. Or (i) should possess national trade certificate/ national apprenticeship certificate in wireless mechanic-cum- operator trade from national council for vocational training and (ii) should have passed craft instructors training course for central training institute/ advance training institute in wirless mechanic-cum- operator trade from	

		national council for vocational training :and (iii) should posses at least two years practical experience in an organisation registered under the factories act 1948 or atleast two years teaching experience in the line in a government institution or an institution recognised by the government .	
Xxvi Wireman instructor	Hundred percent	(i) should possess diploma in electrical engineering from a recognised university or institution : and (ii) should possess at least two years practical experience in an organisation registered under the factories act 1948 or at least two years teaching experience in a government institution or an institution recognised by the government . Or (i) should possess national certificate/ national apprenticeship certificate in wireman trade from national council for vocational training (ii) should have passed craft instructor training course from central training institute/ advanced training institute in wireman trade from national council for vocational training and (iii) should possess	

		at least two years practical experience in an organisation registered under the factories act 1948 or at least two years teaching experience in the line in a government institution or an institution recognised by the government .	
Xxvii Allied trade instructor (mechanical/electrical)	Hundred percent	(i) should possess diploma in mechanical/ electrical engineering from a recognised university or institution and (ii) should possess at least two years experience. in an organisation registered under the factories act 1948 or at least two years teaching experience in a government institution or an institution recognised by the government	
Xxviii Leave reserve instructor	Hundred percent	(i) should possess diploma in concerned branch of engineering from a recognised university or institution and (ii) should possess at least two years practical experience in an organisation registered under the factories act 1948 . or at least two years teaching experience in a government institution or an institution recognised by the government	

		Or (i) should possess national trade certificate/ national apprenticeship certificate in concerned trade from national council for vocational training. (ii) should have passed craft instructors training course from central training institute/ Advance training institute in concerned trade from national council for vocational training and . (iii) Should possess at least two years practical experience in an organisation registered under the factories act 1948 or at least two years teaching experience in the line in a government institution or an institution recognised by the government	
xxix Boiler attendant instructor	Hundred percent	(i) should possess diploma in mechanical engineering with “a” grade proficiency certificate from director of boiler (chief inspector of boiler) and (ii) should possess at least two years practical experience in an organisation registered under the factories Act 1948 or at least two years teaching experience in a government	

		institution	
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1	2	3	4	5
		Or an institution recognized by the government after acquiring “B” Grade Certificate Or (I) should possess national Trade Certificate/ national apprenticeship certificate in boiler attendant trade from national council for vocational training. (ii) should possess “A” grade proficiency Certificate from director of boilers (chief inspector of boilers); and (iii) Should possess at least two years. Practical experience in an organization registered under the factories Act.1948 or at least two years. Teaching experience in the line in a government institution or an institution recognized by the government after acquiring “B” grade certificate.		
xxx. Carpenter instructor.	Hundred percent	(I) should possess diploma in wood work from a recognized university or institution : and (ii) Should possess at least two years. Practical experience. In an organization		

		registered under the factories act. 1948 or at least two years. Teaching experience in a government institution or an institution recognized by the Government. Or (I)should posses national trade Certificate/ National Apprenticeship Certificate in Carpenter Trade From national Council for Vocational training. (ii) should have passed Craft instructor Training institute course-from Central training institute/ Advance training institute in Carpenter Trade from national Council for Vocational Training and (iii) Should posses at least three years. Practical experience in an organization registered under the factices act.1948 or at least three years. Teaching experience in the line in a Government institution or an institution recognized by the Government		
xxxi computer Instructor/ Technical Assistant(computer)	Hundred Percent	(I) should posses Degree in computer Applicant from a recognized University or Institution and		

		(I) should posses Diploma in Computer Applicant from a recognized University or institute: and (I) should posses at least two years. Practical experience in an organization registered under the factories act 1948 or at least two years. Teaching experience in a Government Institution or an Institution Recognized by the Government. or (I) should posses post diploma in computer Applications from a government of any recognized Institute: (ii) Should posses at least two years. Practical experience from a Concern registered under the factories act 1948. Or two years teaching experience in a Government institution or an institution recognized by the government. Or (I) Diploma in Computer Engineering from a Government or any recognized institute		
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		: and (ii)should posses at least two years practical experience in a organization registers under the factories Act1948 or at least two years teaching experience in the line in a government institution or an institution recognized by the Government		
Xxxii Forger and heat Traitor instructor	Hundred percent	(I) should posses Diploma in Mechanical Engineering or advanced Diploma in forging Technology from a recognized university or institution. and (ii) should posses at least two years practical experience in an organization registered under the factories Act 1948 or at least two years teaching experience in a Government institution or an institution recognized by the government Or (I)should posses National Trade Certificate/National Apprenticeship Certificate in Forger and Heat Treated / Black Smith trade from National Council for Vocational trtraining:and		

		(ii)should have passed Craft Instructor training Course from Central Training institute / Advance training in forger and Heat Treated Trade from Notational Council for vocational training :and (ii) Should posses at least three years teaching experience in an organisation registered under the factories act 1948 or at least three years teaching experience in the line in a Government institution or an institution recognized by the Government. (I)should posses Diploma in Printing technology and Allied Technology /Engineering from a recognized university or institution :and (ii) Should posses at least two years practical experience in an organisation registered under the factories Act 1948 or at least two years teaching experience in a G government or an institution recognized by the Government. Or (I)should posses Notational Trade		
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		Certificate /National apprenticeship Certificate in Hand Composite /Letter Press Machine Minder Trade from National council for National Council for Vocationa Training (ii) should have passed Craft instructor Central training course from Central training institute/Advance training institute in Hand Composite/letter Press machine minder Trade From National council for vocational Training and (iii) Should posses at least three years. Practical experience in an organization registered under the factories Act1948 or at least three years. Teaching experience in the line in a Government institution or in institution recognized by the Government.		
xxiv Diesel Mechanic Instructor	Hundred Percent	(I)should posses Diploma in Mechanical /Automobiles engineering from recognized university or institution and (ii) Should posses at least two years		

		Practical Experience in an organization registered under the factories act 1948 or at least two years teaching experience in a Government institution or an institution recognized by the Government. Or (I) should posses National Trade Certificate /National Apprenticeship Certificate in Mechanic Diesel Trade from national Council for Vocational Training (ii) should have passed Craft Instructors Training Course from Central Training institute /Advance Training institute in Mechanic Diesel Trade for National Council For Vocational Training and (I) should posses at least three years Practical Experience in an organization registered under the factories Act 1948 or at least three years teaching Experience in line in a Government Institute or an institution recognized by the Government. Must posses driving		
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		license for heavy vehicle driving		
Xxxv Tractor Mechanic Instructor	Hundred Percent	(ii) Should possess diploma in mechanical automobile Engineering from a recognized university or institution; and (ii) Should possess at least two years, practical experience in an Organization registered under the factories act. 1948 at least two years. Teaching experience in a Government institution recognized by the Government . Or (I) should possess national trade certificate/ national apprenticeship certificate in mechanic tractor trade from national council for vocational training. (ii) should have passed craft instructions training course from central training institute / advance training institute in mechanic tractor trade from national council for vocational training ; and (iii) Should possess at least three years. Practical experience		

		in an organization registered under the factories act. 1948 or at least three year's .teaching experience in the line in a government institution or an institution recognized by the government. Must possess driving license for heavy vehicle driving.		
Xxxvi Moulder instructor	Hundred percent	(I) should possess diploma in mechanical engineering or advance diploma in foundry technology from a recognized university or institution. and (ii) Should possess at least two years. Practical experience in an organization under the factories act. 1948 or at least two years. Teaching experience in a government institution recognized by the government. Or (I) should possess national trade certificate/ national apprenticeship certificate in molder trade from national council for vocational training ; (ii) should have passed craft instructors training course from central training institute / advance training		

		institute in molder trade from national council for vocational training and (iii) Should possess at least three years practical experience in an organization registered under factories act. 1948 or at least three years teaching experience in the line in a government institution or an institution recognized by the government		
Xxxvii Plastic processing operator instructor	Hundred percent	(I) Should possess diploma in mechanical engineering / three years diploma in plastic technology from a recognized university or institution and : (ii) Should possess at least two years. Practical experience in an organization registered under the factory act. 1948 or at least two years. Etching experience in a government institution or an institution recognized by the government Or (I) should possess national trade certificate/ national apprenticeship certificate in plastic processing operator trade from national council for vocational training. (ii)should have passed		

		craft instructors training course from central training institute / advanced training institute in plastic processing operator trade from national council for vocational training ; and (iii) Should possess at least three years, practical experience in an organization registered under the factories act. 1948 or at least three years teaching experience in the line in a government institution or an institution recognized by the Government.		
Xxxvii Plumber instructor	Hundred percent	(I) should possess Diploma in mechanical/ Civil engineering from a recognized university or institution ; and (ii) Should possess at least two years, practical experience in an organization registered under the factory act. 1948 at least two years, teaching experience in a government institution or an institution recognized by the government. Or (I) should possess national trade certificate/ national apprenticeship certificate in plumber in trade from national		

		council for vocational training ; (ii) should have passed craft instructors training course from central training institute/ advanced training institute in plumber trade from national council for national training ;and (iii) Should possess at least three years practical experience in an organization registered under the factories act. 1948 or at least three years. Teaching experience in the line in a government institution or an institution recognized by the Government.		
Xxxiii Hand composite / letter press machine minder instructor	Hundred percent	(I) should possess diploma in printing technology and allied technology / engineering from a recognized university or institution ; and (ii) Should possess at least two years practical experience in an organization registered under the factories act. 1948 or at least two years teaching experience in a government institution or an institution recognized by the government Or (I) should possess national trade		

		certificate / national apprenticeship certificate in an hand composite / letter press machine minder trade from national council for vocational training (ii) should have passed craft instructors training course from central training institute / advance training institute in hand composite/ letter press machine minder trade from national council for vocational training and (iii) Should possess at least three years practical experience in an organization register under the factories act .1948 or at least three years teaching experience in the line in a government institution or an institution recognized by the government.		
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(PHGN 4, 1922 SAKA)

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(PHGN .4 1922 SAKA)

1	2	3	4
xxxix. pump mechanic instructor	hundred percent	(i) should posses diploma in mechanical/automobile engineering from a recognized university or institution and (ii) should posses at least two year . practical experience in an organization registered under the factories Act1948 or at least two years teaching experience in a government institution or an institution recognized by the government or	
		(i)should posses national trade certificate /national apprenticeship certificate in pump mechanic trade from national council for vocational training (ii) should have passed craft instructor training course from central training institute / advance training institute in pump mechanic trade from national council for vocational training and (iii) should posses atleast three years practical experience in an organisation registered under the	

		factories act 1948 or atleast three years. teaching experience in the line in a government institution or an institution recognized by the government	
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(PHGN 4,1922 SAKA)

1	2	3	4
xl sheet metal instructor	hundred percent	(i) should posses diploma in mechanical engineering from a recognized university or institution and (ii) should posses atleast two years .practical experience in an organisation registered under the factories Act 1948 or atleast two years .teaching experience in a government institution or an institution recognized by the government Or (i) should posses national trade certificate /national apprenticeship certificate in sheet metal trade from national council for vocational training (ii) should have passed craft instructor training course from central training institute/advance training institute in sheet metal trade from national council for vocational training and	

		(iii) should possess at least three years practical experience in an organisation registered under the factories Act 1948 or at least three years .teaching experience in the line in a government institution or an institution recognized by the government	
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(PHGN .4 1922 SAKA)

1	2	3	4
xli welder intructor	hundred percent	(i) should posses diploma in mechanical engineering from a recognized university or institution and (ii)should posses atleast two years ,practical experience in an organisation registered under the factories act 1948 or atleast two years ,teaching experience in a government institution or an institution recognized by the government .Or	
		(i) should posses national trade certificate /national apprenticeship certificate in welder trade from national council for vocational training (ii) should have passed craft instructors training course from central training institute /advance training in welder trade from national council for vocational training .and (iii) should posses atleast three years .practical experience in an	

		organisation registered under the factories Act 1948 or atleast three years. Teaching experience in the line in a government institution or an institution recognized by the government .	
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(PHGN .4 1922 SAKA)

1	2	3	4
xlii maintenance mechanic (mechanical	hundred percent	(i)should posses diploma in mechanical engineering from recognized university or institution and (ii) Should posses atleast two years, practical experience .from an organisation under the factories Act 1948.	
xliii maintenance mechanic (electrical)	hundred percent	(i) should posses diploma in electrical engineering from recognized university or institution and (ii)should posses atleast two years ,practical experience, from an organisation under the factories Act,1948.	
xliv technical assistant /master craftman	hundred percent	(i) should posses diploma in engineering from recognized university or institution and (ii) should posses two years practical experience .from an organisation under the factories Act 1948 or atleast two years teaching experience in	

		government institution or an institution recognized by the government .	
xiv technical assistant government work center,rajpura	hundred percent	(i) should posses diploma in mechanical/ production & industrial engineering from recognized university or institution and (ii)should posses two years practical experience, from an organisation under the factories Act 1948	

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(PHGN .4 1922 SAKA)

1	2	3	4
xlvi desk top publishing instructor	hundred percent	(i)should posses diploma in computer application or post diploma in computer engineering university or institution and (ii)should posses atleast three months course in desk top publishing from government institution or an institution by the government and (iii)should posses typing speed of 30 W.P.M in Punjabi language and (iv)should posses atleast two years practical experience in an organisation registered under the factories Act 1948 or two years teaching experience from a government institution or an institution recognized by the government	
7 INSTRUCTOR (NON-ENGINEERING TRADES) industrial training institute industrial training institute (women) industrial			

training institute (formerly rural artisans training centers) industrial training institute (for scheduled castes) government industrial school for boys .junior technical school. government art and craft teacher training institute specified at serial no.7 of appendix 'a' in the following order namely:-			
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(PHGN .4 1922 SAKA)

1	2	3	4
i dress making instructor	hundred percent	(i)should posses diploma in fashion technology or diploma in costume designing and dress making from a recognized university or institution and (ii) should posses atleast two years practical experience in an organisation registered under the factories Act 1948 or atleast two years .teaching experience from a government institution or an institution recognized by the government OR (i)should posses national trade certificate /national apprenticeship certificate in dress making trade from national council for vocational training (ii)should have passed craft instructor training course from central training institute in dress making trade from national council for vocational training and (iii) should posses	

		three years practical experience in an organisation registered under the factories Act 1948 or atleast three years .teaching experience in the line in a government institution recognized by the government .	
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(PHGN .4 1922 SAKA)

1	2	3	4
ii	English stenography instructor	hundred	(i) should be metric 2nd class or 10+2 or its equivalent from a recognized university or institute (ii) should possess national trade certificates in English stenography from national council for vocational training and (iii) should possess atleast five years experience as stenographer; (iv) should posses speed of 120 W.P.M in shorthand 40 W.P.M in English typing to be tested; and (v) should posses good knowledge of English and proficiency in language
iii	Punjabi stenography instructor	hundred percent	(i) should be metric 2nd class or 10+2 or equivalent from a recognized university or institution (ii) should possess state trade certificate in Punjabi stenography from state council for vocational training

			(iii) should possess atleast five years experience as stenographer (iv) should possess speed of 120 W.P.M in shorthanded 40 W.P.M in Punjabi typing and (v) should possess good knowledge of Punjabi and proficiency in language
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(PHGN .4 1922 SAKA)

1	2	3	4
iv	Hindi stenography instructor	hundred percent	(i) should be metric 2nd class or 10+2 or its equivalent from a recognized university or (ii) should possess national trade certificates in Hindi stenography from national council for vocational training (iii) should possess atleast five years experience as stenographer (iv) should possess speed of 120 W.P.M in Hindi typing (to be tested): and (v) should possess good knowledge of Hindi and proficiency in language
v	secretarial practices instructor	hundred percent	(i) should be B.A (with English as one of elective subject) B.ED from a recognized university or institute and (ii) should possess national trade certificate in secretarial practice with one year practical experience in an organisation registered under factories Act. 1948 or should possess

			atleast one year teaching experience from a government institution or an institution recognized by the government or (i) should possess in commercial practice & stenography (English) or diploma in modern office practice with four years. practical experience in an organisation registered under factories Act. 1948 or atleast four years teaching experience in the line in a government institution recognized by the government . (ii) speed in English stenography ,shorthand 100.30 15 W.P.M (to be tested)
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1	2	3	4
VI	bleaching dyeing and calico printing instructor	hundred percent	(i) should possess diploma in textile chemistry from a recognized university or institution and (ii) should possess atleast two years practical experience in an organisation registered under the factories act 1948 or atleast two years teaching experience from a government or an institute recognized by the government or (i) should possess national trade certificate / national apprenticeship certificate in bleaching dyeing and calico printing trade from national council for vocational training and (ii) should have passed craft instructors training course from central training institute/ advance training institute in bleaching dyeing and calico printing trade from national council for

			vocational training and (iii_ should possess three years practical experience in an organisation registered under the factories act 1948 or atleast three years teaching experience in the line in a government institution or an institution recognized by the government
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1	2	3	4
vii	book binding instructor	hundred percent	(i) should possess diploma in appropriate branch of technology from a recognized university or institution and (ii) should possess at least two years practical experience in an organization registered under the factories act 1948 or at least two years teaching experience from a government or an institute recognize by the government or (i) should possess national trade certificate / national apprenticeship certificate in book binding trade from national council for vocational training (ii) should have passed craft instructor training course for central training / advance training institute in book binding trade from national council for vocational training (iii) should possess three years practical experience in ans

1	2	3	4	5
		Organization registered under the Factories Act. Years, teaching experience in the line in a government institution or an institution recognized by the government.		
viii.	Cutting and tailoring Instructor Hindered percent	(I) should process Diploma in fashion Design Technology or diploma in costume Design and dress making from a recognized university or institution :and		
		(ii) Should process at least two years. Practical experience in an organization registered under the Factories Act. 1948 or at least two years teaching experience from a government or an institute recognized by the		

		government. Or		
		(I) should posses national trade certificate / National Apprenticeship certificate in cutting & Tailoring and Embroidery trades from National council for vocational Training ;		
		(ii) should have passed craft instructors Training course from central Training institute / Advance Training institute or teacher training course from industrial training institute in Punjab in cutting & Tailoring And Embroidery trade and		

1	2	3	4
		(iii) Should posses at least two years .Practical experience in an organization registered under the Factories act. 1948 or at least two years. Teaching experience in the line in a government Institution or an institution recognized by the government.	
lx	Embroidery instructor Hundred percent	(I) should posses diploma in fashion design Technology or Diploma in costume Design and dress making from a recognized university or institute and	
		(ii) Should posses at least two years. Practical experience in an organization registered under the Factories Act 1948 or at least two year .teaching experience from a government or an institute recognized by the government. Or	
		(I)should posses National trade certification /	

		National Apprenticeship certificate in embroidery and cutting for vocational training;	
		(I) should have passed craft instructors training course from central training institute / Advance training institute or teacher institute. In Punjab in Embroidery and cutting & tailoring Trades. And....	

1	2	3	4
		(iii) Should posses at least two years. Practical experience in an organization registered under the Factories act .1948 or at least two years. Teaching experience in the line in a government institution or an institution recognized by the government.	
X	Hair and skin Instructor Hundred percent	(I) should posses Diploma in cosmetology or Diploma in beauty culture from a recognized university or institute ;and	
		(ii) Should posses at least two years. Practical experience from concern registered under the factories act. 1948 or at least two years. Teaching experience from a government or an institute recognized by the government. Or	
		(I) should posses national trade certificate/ National Apprenticeship in hair and skin care trade from National council for Vocational training :	
		(ii) should have passed craft instructors training course from central training institute / advance Training institute in hair and skin care trade from national council for vocational training and	
		(iii_) should posses three years. Practical experience in an Organization registered under the factories act. 1948 or at least three years. Teaching experience in the line in a government institute recognized by the government.	

1	2	3	4
Xi	Knitting with hand and machine instructor Hundred percent	(I) should posses Diploma/ in knitting/ Hosiery Technology from a recognized university or institution ; and	
		(ii) Should posses at least three years. Practical experience in an organization registered under the factories Act.1948 or at least three years. Teaching experience from a government or an institute recognized by the government. Or	
		(I) should posses national trade certificate/ National apprenticeship certificate in knitting with hand and machine trade from national council for vocational training;	
		(ii) should have passed craft Instructors training course from central training institute / advance training institute knitting with hand and machine trade from National council for	

		Vocational training and.	
		(iii) Should press three years. Practical experience in an organization registered under the factories Act. 1948 or at least three years teaching experience in the line in a government institution or an institution recognized by the government.	

1	2	3	4
Xii	Photography Instructor Hundred percentage	(I) should posses Diploma in Photography or Diploma in Motion Picture Photography from a recognized university or institute and;	
		(ii) Should posses at least two years. Practical experience in an organization registered under the factories Act 1948 or at least two year. Teaching experience from a government or an institute recognized by the government Or	
		(I) should posses National Trade certificate/ National Apprenticeship certificate in Photography Trade from National Council for Vocational Training;	
		(ii) should have passed craft Instructor training course from central Training institute / Advance Training Institute Photography	

		Trade from National council for Vocational Training ;and	
		(iii) Should posses three years .Practical experience in an organization registered under the Factories Act. 1948 or at least three years. Teaching	

1	2	3	4
		A Government Institution or an Institution recognized by the government.	
xiii.	Preservation of fruit and vegetable Instructor Hundred percentage	(I) should posses Diploma in Catering and food Technology from recognized university or institution : and	
		(ii) Should posses three years practical experience. In an organization registered under the factories Act. 1948 or tallest three years teaching experience from a government Institution or an institute recognized by the Government. Or	
		(I) should be B .sc. (Home Science); and	
		(ii) Should posses National Trade Certificate / National Apprenticeship Certificate in Preservation of fruit and vegetable Trade from National Council for vocational Training.	

xiv.	Sport Good (Leather instructor) Hundred Percentage	(I) should posses Diploma in Appropriate Branch of Technology from a recognized university or Institution ; and	
		(ii) should posses at least two years .Practical experience in an organization registered experience from a Government or an Institute recognized By the Government.	
		OR	

1	2	3	4
		(I) should posses National trade certificate/ National Apprenticeship certificate in sports good Leather Trade from National Council for Vocational Training;	
		(ii) should have passes craft Instructors Training Course from central Training Institute/ Advance Training Institute sports good Leather Trade; and	
		(iii) Should posses at least three years. Practical experience in an organization registered under the Factories act .1948 or at least three years. Teaching Experience in a Government Institution or an Institution recognized by the Government.	
Xv	Manufacture of footwear Instructor Hundred percentage	(I) should posses diploma in leather Technology from a recognized university or institution : and	
		(ii) Should posses at least two years. Practical experience in an organization	

		registered under the Factories Act. 1948 or At least two year's .teaching experience from a government or an institute recognized by the government. Or	
		(I) should posses National Trade Certificate / National Apprenticeship Certificate in Footwear	

1	2	3	4
		Trade from National Council for Vocational Training:	
		(ii) should have passed Craft Instructors Training Course from central Training Institute/ Advance Training Institute in the Manufacture of Footwear Trade: and	
		(iii) Should posses three years. Practical experience in an organization registered under the factories Act.1948 or at least three years. Teaching experience in the line in a government institution or an institution recognized by the government	
Xvi	English teacher Hundred percent	(I) should be M.A (English) B.A (with Hon's in English): and	
		(ii) should be B.Ed (with English as one of elective subject):and	
		(iii) Should posses at least one year teaching experience in the line in a Government	

		institution or an institution recognized by the government.	
Xvii	Education Mistress Hundred percent	(I) should be B.Sc.(home science) or B.Sc. or B.A: and	
		(ii) should be B .Ed: and	
Xvii	Ivory inlay/ Lacquer Turning Hundred percent	(I) should be Graduation of university in any discipline: and	

1	2	3	4
	Instructor	(ii) should posses certificate in Ivory-in- lay/ Lacquer turning from state Council for vocational Training and	
		(iii) Should posse's atlas two years practical experience in an organization registered under factories Act. 1948 or teaching Experience in the line a government institution or an institution recognized by ht government.	
Xix	Instructor Arts/ and craft/ Designer/ drawing Master/Arts and Craft teacher training institute /government industrial training institute (woman) Industrial Training Institute (scheduled Castes) Hundred percent	(I) should posses five years Diploma in drawing and painting/Commercial Arts from Government recognized institution :and	
		(ii) Should posses at least one year practical experience in an organization registered under Factories Act. 1948 Or one year teaching experience from a government institution or an institute recognized	

		by the government. Or	
		(I) should posses M.A (fine arts);	
		(ii) should posses two years Diploma in Arts two years Diploma in Arts and crafts teacher training from a recognized university or institution : and	
		(iii) Should posses at least one year. Practical/ teaching in an organization registered under Factories Act.1948 or teaching experience in the line in a	

1	2	3	4
		Government Institution or an institution recognized by the government.	
xx.	Instructor Mathematics and Science ,junior Technical school Hundred percent	(I) should be basking. (Non Medical). Bed: and	
		(ii) should posses at least two years ,Practical / Teaching experience in the line in a government institution or an institution recognized by the government	
xxi.	Instructor Humanities/ Language junior Technical School Hundred percent	(I) should be B.A .or Bed: and	
		(ii) Should posses at least two years. Practical/teaching experience in the line in a government institution or an institution recognized by the government.	
xxii.	Instructor Punjabi junior Technical school Hundred percent	(I) should be B.A (with Punjabi as elective subject) Bed: and	

		(ii) Should posses at least two years .Practical /Teaching experience in the line in a government institution or an institution recognized by the government.	
Xxiii	Instructor Hindi junior technical school Hundred percent	(I)should be B.A (with Hindi as elective subject) Bed: and	
		(ii) Should posses at least two years. Practical /teaching experience in the line in a government institution recognized by the government.	
Xxiv	Instructor social studies Hundred percent	(I) should be B.A (with sociology/ psychology/ social work as one of the subject): and	

1	2	3	4
		(ii) should be Bed (with social studies as one of the teaching subject)	
8.	VERNACULAR TEACHER Industrial training institute (schedule caste) / language teacher Industrial training Institute (women) Hundred percent	(I) should be B.A (Punjabi as one o the elective subject);	
		(ii) should be Bed: and	
		(iii) Should posses at least two years. Practical/ teaching experience in the line in a government institution or an institution recognized by the government.	

Punjab GOVT GAZ., FEB.23,2001

(PHGN 4, 1992 SAKA)

GOVERNMENT OF PUNJAB

DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRIANING

(TECHNICAL EDUCATION 1 BRANCH)

NOTIFICATION

The 25th January,2001

No-G.S.R. 16/Const./Art./309/2001.-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 requirement and the conditions of service of the persons appointed to the Punjab industrial Training(ClassIII) Ministerial Service. Namely:-

RULES

- 1. Short title, commencement and application.- (1)These rules may be called the Punjab Industrial Training (ClassIII) Ministerial Service Rules.2001.**
- 2. They shall come into force on and with effects from the date of their publication in the official Gazette.**
- 3. They shall apply to the posts specified in Appendix 'A' to these rules.**

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 Technical Education and Industrial Training Punjab:

(c) 'Government ' means the Government of the State of Punjab in the Department of Technical Education and industrial Training and

(d) 'Service' means the Punjab Industrial Training (ClassIII) Ministerial Service.

(2) Unless otherwise Provided in the rules the expressions used but not defined in these rules shall have the respective meanings assigned to the expressions 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 shown 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 different designations and scales of pray. Whether permanently or temporarily.

- 4. Appointing Authority.-All Appointments to the service shall be made by the Director.**

5. Qualifications, experience and method of appointment.-(i) 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 by promotion and by direct appointment, as the case be , Then Appointment to the

Service shall be made by transfer of a person holding similar or identical post under State government of India.

(2) No person shall be appointed to the Service unless he possesses the qualifications and experienced as specified in Appendix-‘b’.

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

(4) Whenever any vacancy in a post of the service occurs or is about to occur the Director shall determine by which manner the same shall be filled in.

6. 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.in 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 respectively be the Director and the Government.

7. Application of the Punjab Civil Services (General and Common Conditions of Services)Rules,1994.-(1) In respect of the matters which are not provided 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, for the time in force are contained in Appendix ‘C’.

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

PUNJAB GOVT GAZ . FEB. 23.2001

(PHGN 4 . 1922 SAKA)

APPENDIX ‘A’

See rule 1(3) and 3)

S.no	Designation of the posts	Number of posts			Scale of pay(in rupees)
		Permanent	Temporary	Total	
1	2	3			4
	Head Quarter/Industrial Training Institute ,Industrial Training Institute for Women, Industrial Training Institute(Formerly Rural Artisans Training Centers) , Industrial Training Institute (Schedule Caste) , Government Arts and Crafts Teacher Training Institute , Government Work Center , Junior Technical School, Government Industrial School for Boys				

1.	Superintendent Grade-1	5.	-	5	7220-11660
2.	Superintendent Grade-2	44	3	47	6400-10640
3.	Senior Assistant	115	62	177	5800-9200
4.	Junior Assistant	185	23	208	4400-7000
5.	Clerks	185	23	208	3120-5160
6.	Senior Scale Stenographer	3	1	4	5800-9200
7.	Junior Scale Stenographer	5	1	6	4400-7000
8.	Steno typist	10	1	11	3330-6200
9.	Restorer	3	-	3	3120-5160
10.	Driver	2	2	4	3330-6200

APPENDIX ‘B’ (See rule 5)

Serial .no	Designation of the posts	Method of appointment by,		Qualifications and experience for appointment by,	
		Direct promotion appointment	Promotion	Direct promotion appointment	Promotion
1	2	3			4
	Head Quarter/Industrial Training Institute ,Industrial Training Institute for Women, Industrial Training Institute(Formerly Rural Artisans Training Centers) , Industrial Training Institute (Schedule Caste) , Government Arts and Crafts Teacher Training Institute , Government Work Center , Junior Technical School, Government Industrial School for Boys				
1. Superintendent Grade - 1			Hundred Percent		From amongst the superintendent grade II Who have an experience of work as such for a minimum period of two years
2. Superintendent Grade - II			Hundred Percent		From amongst the senior assistants and senior scale stenographers having an experience of working of as such for a minimum period of eight years on any one or More of these post : Provided that for regulation of promotion . only the promotion of Civil Services (Regulation of promotion of Stenographers) Rules 1962 shall apply
3. Senior Assistant.		Twenty Five Per cent	Seventy Five Percent	a) Should possess degree from a recognized University or institution; and b) Should qualify the competitive test to be held by the recruiting authority.	From amongst the Junior Assistants working under the control of Director in Head Office and who have an experience of working as such for a minimum period of five years."

4.Junior Assistant		Hundred Percent		From amongst the Clerk who have an experience of working as such for a minimum period of five years.
5. Clerk	Eighty-Five Percent	Fifteen Percent	As per the provisions of the Punjab Civil Service (General and Common Conditions of Service Rules, 1994.	From amongst the Restorers , Daftries and (Group-D) employees working in field office under the control of Director, who have an experience of working as such for a minimum period of five years ; and (b) Should have passed matriculation examination from university Institution and (c)Should have qualify a test in Punjabi and English computer typing to be conducted by the board at the speed of thirty words per minute. OR Should have qualified test in Punjabi and English computer typing, at a speed of thirty words per minute and at a speed to be specified by the Punjab Government form time to time conducted by the appointing authority and;

6.Senior Scale Stenographer	-	Hundred Percent	-	(a) From amongst the Junior Scale Stenographers who have an experience of working as such for a minimum period of two years and qualify a departmental test test in Stenography with a speed of 100 W.P.M and 30 W.P.M In Punjabi Shorthand and transcription respectively and with a speed of 60 W.P.M and 12 W.P.m in English shorthand and transcription respectively to be held by the Director.
7. Junior Scale Stenographer	-	Hundred Percent	-	(a) From amongst the Steno typists who have an experience of working as such for a minimum period of two years; and (b) Should have qualified a test in Punjabi Stenography and its transcription on personal Computer, at a speed, to be specified by the Punjab government form time to time, conducted by the appointing authority.
8. Steno-Typist	Hundred Percent	-	As per the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.	-

9. Restorer		Hundred Percent		From amongst the Daftaries and Class IV employees working under the control of the Director who are Matriculate and have an experience of working as such for a minimum period of one year on one or both of these posts.
10. Driver	Hundred Percent	-	(a) Should have passed the Middle Standard Examination from the competent authority ;and (b) Should possess a valid Driving License to drive a L.M.V. from the competent authority and should have and experience of driving for a minimum period of four years.	

1	2		3		4
5.	Clerk	Eighty Five Percent	Fifteen Percent	(a) Should be Matriculate in second Division or has passed senior Secondary part II examination from recognized university or institution and (b) Should qualify a test in Punjabi type writing to be conducted by the board the speed of thirty words per minute Preference shall be given to a person having sufficient Knowledge of computer operation and having experience in the line in an reputed organization	From amongst the Restorer. Daflarics and class IV employees working under the control of director. who are matriculate of a recognized university or Institution and have an experience of working on any one or more of these posts for a minimum period of five years and pass Punjabi type Writing test at the speed of 30 WPM to be conducted by the appointing authority

GOVERNMENT OF PUNJAB

DEPARTMENT OF TECHNICAL EDUCATION AND

INDUSTRIAL TRAINING

(TECHNICAL EDUCATION-I BRANCH)

Notification

The 22nd December,2006

No.G.S.R.68/Const./Art.309/2006.- 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 rule regulating the recruitment and the conditions of service of the persons appointed to the Punjab Industrial Training (Group-A) Technical Service, namely:-

RULES

1. Short title, commencement and application:- (10 these rules may be called the Punjab Industrial Training (Group-A) Technical Service Rules.2006.
 - (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.- In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an Appendix appended to these rules;
 - (b) 'Director' means the Director of Technical Education and Industrial Training, Punjab;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Technical Education and Industrial Training; and
 - d) 'Service' means the Punjab Industrial Training (Group-A) Technical Service.
3. Number and character of posts.- The Service shall comprise the 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. Qualification, Experience and method of appointment.-

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

(2) No person shall be appointed to 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, but no person shall have any right to claim promotion on the basis of seniority alone.

6. Pay members of the Service.- The members of the service shall be entitled to such scales of pay, as may be authorized by the Punjab Government 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'.

7. 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, in respect of the members of the Service, shall be the Government.

(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 Government.

8. Application of the Punjab Civil Services (General and Common conditions of Service) Rules, 1994.-(10) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by 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'.

9. Repeal and saving.- the Punjab Industrial (Class-I) Technical Service Rules, 2001 and Punjab Industrial Training (Class-II) Technical Service Rules, 2001 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.

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

APPENDIX 'A'

[See rules 1(3),3 and 6]

Serial No.	Designation of the post	Number of posts			Scale of pay (in rupees)
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Additional Director, Industrial Training	-	1	1	13500-16800
2	Joint Director, Industrial Training	-	1	1	12,000-15,500
3	Deputy Director, Industrial Training/Deputy Apprenticeship Adviser/Principal (Senior Scale),Industrial Training Institute	9	-	9	10,025-15,100
4	Assistant Director, Industrial Training/Principal (Junior Scale),Industrial Training Institute/Manager, Government Work Center.	26	29	55	7,220-11,6660
5	Principal, Government Arts and Crafts Teachers Training Institute	-	2	2	7,220-11,6660

APPENDIX 'B'

[See rules 5]

Serial No.	Designation of the post	Percentage of appointment by		Qualifications and experience for appointment by	
		Promotion	Direct Appointment Total	Promotion	Director Appointment
1	2	3	4	6	
1	Additional Director, Industrial Training	Hundred percent	-	From the Joint Director, Industrial Training, who possess Master's degree in Engineering in any discipline from a recognized university or institution and who has an experience of working as such for a minimum period of three years.	
2	Joint Director, Industrial Training	Hundred per cent	--	From amongst the Deputy Directors, Industrial Training/ Deputy Apprenticeship Advisor/ Principal (Senior Scale), Industrial Training Institute, who possess Master's degree in Engineering in any discipline from a recognized university or institution and who have an experience of working on either of these posts for a minimum period of three years.	--
3	Deputy Directors, Industrial Training/ Deputy Apprenticeship Advisor/ Principal (Senior Scale),	Fifty per cent	Fifty per cent	From amongst the Assistant Directors, Industrial Training/ Principal (Junior Scale), Industrial Training Institute/ Manager Government Work Center, who	Should have (i) First Class Master's Degree in Engineering or Technology in any discipline from a recognized university or institution ; and (ii) Five years' practical or

	Industrial Training Institutes.			possess a Degree in Engineering in any discipline from a recognized university or institution and who have an experience of working on either of these posts for a minimum period of five years.	professional or teaching experience on a responsible administrative or technical Group-B post in a Government department, a public sector under taking or a factory registered under the Factories Act, 1948.
4	Assistant Director, Industrial Training/ Principal (Junior Scale) Industrial Training Institute/ Manager, Government Work Center	Fifty per cent	Fifty per cent	From amongst the Principal, Industrial Training Institute (for women) for the Institute running Engineering trades working under the control of Director and who have an experience of working as such for a minimum period to two years. Provided that if no suitable Principal Industrial Training Institute (for women) is available, then from amongst the Superintendents (Technical) Industrial Training Institute working under the control of the Director, who possesses a Diploma in Engineering or Technology in any discipline from a recognized Institution and who have an experience of working an such for a minimum period of one year: Provided further that if no suitable Superintendent (Technical) Industrial Training Institute is available, then	Should have (i) Degree in Engineering/Technology in any discipline or its equivalent from a recognized university or institution ; and (ii) Three years experience in a workshop or Industry or Factory registered under the Factories Act,1948 or Three years teaching experience in Government recognized technical institution. OR Should have (i) Diploma in Engineering or Technology in any discipline from a recognized institution: and (ii) Six years experience in a workshop or Industry or Factory registered under the Factories Act 1948 or Six years teaching experience in a Government

				from amongst the Group Instructors/ Mill Wright Foreman/ Assistant Apprenticeship Advisors (Junior) Industrial Training Institute/ Surveyors/ Senior Technical Assistant/ Technical Officer (HQ)/Superintendent Industrial Training Institute (formerly Rural Arisan Training Centres)/ Headmaster Industrial Training Institute for Women (Institute running engineering trades/ Industrial Training Institute (for scheduled castes) who are working under the control of Director, and possesses a Diploma in Engineering or Technology in any discipline from a recognized university or a institution and who have an experience of working on either of these posts for a minimum period of one year.	recognized technical institution.
5	Principal, Government Arts and Crafts Teachers Training Institute.	Fifty per cent	Fifty per cent	From amongst the Instructors (Non-Engineering Trades), working under the control of the Director, who possesses five years' Diploma in Drawing and Painting/ Commercial Arts from a Government/ recognized institute and who	Should have Degree of Master of Fine Arts' OR Should have (i) Five years' Diploma in Drawing and painting or Commercial Arts from a Government recognized

				have an experience of working as such for a minimum period to five years.	(ii) institute: and Two years teaching or Professional Experience in Government recognized institution.
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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 10th February 2009.

(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) "recognized 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 recognized 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) "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 Parmvir Chakrs, 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 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 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 a 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 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' and 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 two 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 two 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 of 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 the 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 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 is 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 provision:

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.

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 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 and 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.

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 atleast 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 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;

(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub –rule (2) he shall be allowed annual increment only with effect from the date he qualified such test, but he shall not be paid any arrears for period, for which he could not qualify the said test:

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) ".

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 a post of a Steno-typist or a 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 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 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 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 the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the 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.

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

APPENDIX

(See rule 21)

Group 'A' Post 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' Post in initial entry revised scales of pay with maximum ranging between Rs. 11,640 to 11,659 :

Group 'C' Post in initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10639:

A.S. Chatha

Chief Secretary to Government of Punjab.

P Ram,
Principal Secretary to Government Punjab
Department of Technical Education &
Industrial Training Punjab

GOVERNMENT OF PUNJAB
DEPARTMENT OF TECHNICAL EDUCATION AND
INDUSTRIAL TRAINING
(TECHNICAL EDUCATION-1 BRANCH)

Notification

The 22nd December, 2006

No. G.S.R. 69/Const./art.309/2006 --- 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 Government of Punjab has pleased to make the following rules, regulating the recruitment and the conditions of Services of the persons appointed to the Punjab Industrial Training (Group-A) Non Technical Service namely :-

RULES

1. **Short title, commencement and application** :--- (1) These rules may be called the Punjab Industrial Training (Group-A) Non-Technical Services Rules, 2006.

(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 all the posts specified in Appendix "A".
2. **Definitions** . ----- In these rules, unless the context otherwise requires ,-----
 - (a) 'Appendix' means an Appendix appended to these rules ;
 - (b) 'Director' means The Director Technical Education and Industrial Training Punjab.;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Technical Education and Industrial Training; and
 - (d) 'Service' means the Punjab Industrial Training (Group-A) Non-Technical Service.
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. **Qualification, experience and method of appointment**.-- (1) Appointment to the Service shall be made in the manner as specified in Appendix-'B' :

Provided that if no suitable candidate is available for appointment by promotion and by direct appointment, then appointment to the Service shall be

made by transfer of a person holding a similar or an indetical post under a State Government or Government of india:

Provided further that in the case of Deputy Controller Finance and Accounts appointment shall be made by transfer on deputation from amongst the persons holding similar or identical Posts in the department of Finance.

(2) No person shall be appointed to 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, but no person shall have any right to claim promotion on the basis of seniority alone.

6. Pay of members of the service.-- The members of the Service shall be entitled to such scale of pay, as may be authorized by the Punjab Government 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'.

7. Discipline, punishment and appeal.--- (1) In the matters of discipline, punishment and appeal, the members of the Service shall be goverened 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.

8. Application of the Punjab Civil Services (General and Common Condition of Service) Rules, 1994. – (1) In respect of the matters, which are not specifically provided in these ruels, the members of the Service shall be governed by 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 peresent in force, are contained in Appendix 'C'.

9. Repal an saving.-- The Punjab Industrial Training (Class-I) Non-Technical Service Rule,2001 and Punjab Industrial Training (Class-II) Non-Technical Service Rules, 2001 are hereby repealed.

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

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

PUNJAB GOVT GZ. (EXTRA.), DECEMBER 29,2006
(PAUSE 8.1928 SAKA)

APPENDIX 'A'

[(See rules 1(3), 3 and 6)]

Sr No.	Designation of the posts	Number of posts			Scale of Pay (in rupees)
		Pernament	Temporary	Total	
1	2	3	4	5	6
1	Deputy, Director, (Administration) Industrial Training	--	1	1	10025-15100
2	Deputy Controller, Finance and Accounts.	1	--	1	7880-11660
3	Assistant Director, Industrial Training/Assistant Controller of Examinations.	2	--	2	7220-11660
4	Superintendent Grade-I	5	--	5	7220-11660

PUNJAB GOVT GZ. (EXTRA.), DECEMBER 29,2006
(PAUSE 8.1928 SAKA)

APPENDIX 'B'

(See rules 5)

Sr No.	Designation of the posts	Percentage for appointment by		Qualifications and experience for appointment by	
		Promotion	Direct Appointment	Promotion	Direct Appointment
1	2	3	4	5	6
1.	Deputy Director (Administration), Industrial Taining	Fifty per cent	Fifty per cent	From amongst the Assistant Director, Industrial Training/Asistant Controller of Examinations who have an experience of working on either of these posts for a minimum period of five years.	Should have- (i) First Class Master's degree in Commerce or Public Administration or Master of Business Administration from a recognised University or Institution : and (ii) Five years,experience of working on a responsible administrative Group-B post in a Government Departmetn, a public sector undertaking or a factory registere under the Factories Act, 1948.
2	Deputy Controller, Finance and Accounts.	As provided in the second proviso to sub-rule (1) of rule 5.			
3	Assistant Director, Industrial Training/Assistant Controller of Examinations.	Hundred per cent	----	From amongst the Superintendents Grade-1, who have Masters' degree in any of the subjects of	

				Arts or Commerce from a recognised university or institution and who have an experience of working as such for a minimum period of one year.	
4	Superintendent Grade-I	Hundred per cent	----	From amongst the Superintendent Grade-II working under the control of Director and who have and experience of working as such for a minimum period of one year.	

2	Joint Director, Industrial Training	-			12,000-15,500	
3	Deputy Director, Industrial Training/Deputy Apprenticeship Adviser/Principal (Senior Scale),Industrial Training Institute	9	-	9	10,025-15,100	
4	Assistant Director, Industrial Training/Principal (Junior Scale),Industrial Training Institute/Manager, Government Work Center.	26	29	55	7,220-11,6660	
5	Principal, Government Arts and Crafts Teachers Training Institute	-	2	2	7,220-11,6660	

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 10th February 2009.

(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) "recognized 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 recognized 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) "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 Parmvir Chakrs, 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 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 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 a 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 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' and 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 two 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 two 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 of 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 the 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 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 is 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.

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 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 and 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.

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 atleast 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 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;

(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualified such test, but he shall not be paid any arrears for period, for which he could not qualify the said test:

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) ".

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 a post of a Steno-typist or a 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 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 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 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 the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the 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.

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

APPENDIX

(See rule 21)

Group 'A' Post 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' Post in initial entry revised scales of pay with maximum ranging between Rs. 11,640 to 11,659 :

Group 'C' Post in initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10639:

A.S. Chatha

Chief Secretary to Government of Punjab.

P Ram,
Principal Secretary to Government Punjab
Department of Technical Education &
Industrial Training Punjab

Punjab GOVT GAZ. (EXTRA), December 29, 2006

(Pausa 8,1928 SAKA)

Government of Punjab

Department of Technical Education and Industrial Training

(Technical Education-I Branch)

Notification

The 22nd December, 2006

NO.G.S.R. 70 /const.Art.309/2006.-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 the conditions of Service of the persons appointed to the Punjab Industrial Training (Group-‘B’) Technical Service, namely:-

Rules

1. **Short title, commencement and application.**-(1) These rules may be called the Punjab Industrial Training (Group-‘B’) Technical Service Rules, 2006.
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. Definitions:-In these rules, unless the context otherwise require,

- a) ‘Appendix’ means an Appendix appended to these rules;
- b) ‘Director’ means the Director of Technical Education And Industrial Training, Punjab;
- c) ‘Government’ means the Government of the state Punjab in the Department of Technical Education and Industrial Training ; and
- d) ‘Service’ means the Punjab Industrial Training (Group-‘B’) Technical Service.

3. Number and character of posts.-The Service shall Comprise the post 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.

4. Qualification, experience and method of appointment:-

(1) Appointment to the Service shall be made in the manner as specified in Appendix-‘B’

Providing that if no suitable candidates is available for appointment, by promotion and by direct appointment, then appointment to the service shall be made by transfer of a person holding a similar or an identical post under a state Government or Government of India.

(2) No person shall be appointed to 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, but no person shall have any right to claim promotion on the basis of seniority alone.

6. Pay of members of the service.-The member of the service shall be entitled to such scales of pay, as may be authorized by the Punjab Government 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'

7. 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, in 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.

8. Application of the Punjab Civil Services (General and Common Conditions of Services) 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 Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.

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

9. Repeal and saving:- Punjab Industrial Training (Class-III) Technical Service Rules, 2001 in so far as they 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 corresponding provisions of these rules.

10. Interpretation:- If any question arises as to the interpretation of these rules, the government shall decide the same.

APPENDIX”A”

[See rules 1(3),3 and 6]

Sr No	Designation of the Post	Number of Posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
					(In rupees)
1	Principal, Industrial Training Institute for Women (for the institutes Running Engineering Trades)	2	3	5	7000-10980
2.	Principal, Industrial Training Institute for Women (for the institutes Running Non-Engineering Trades)	-	3	3	7000-10980
3.	Superintendent (Technical) Industrial Training Institute	2	2	4	6400-10640
4.	Group Instructor/Mill Wright Forman/Assistant Apprenticeship Advisor (junior), Industrial Training Institute/Surveyor/Senior Technical Assistant/Technical Officer (H.Q.)/Superintendent, Industrial Training Institute (formerly Rural Artisan Training Centers) Head Master/Headmistress, Industrial Training Institute Women (running Engineering Trades) Industrial Training School for boys/ Industrial Training Institutes for (Scheduled Castes)	128	48	176	6400-10640
5.	Head Master/Headmistress, Industrial Training Institute For Women (institute running Non-Engineering Trades)	26	6	32	6400-10640

APPENDIX "B"

[See rules 5]

Sr No	Designation of the post	Percentage of appointment by		Qualification and experience for appointment by	
		Promotion	Direct	Promotion	Direct
Appointment					
1	2	3	4	5	6
1	Principal, Industrial Training Institute for Women(for the institutes running Engineering Trades)	Sixty-Seven per cent	Thirty-three per cent	From amongst the Superintendents (Technical) Industrial Training Institute who have an experience of working as Such for a minimum period of one year. Or From amongst the Group Instructor/ Mill Wright Forman/Assistant Apprenticeship (junior), Industrial Training Institute/Surveyor/Senior Technical Assistant/Technical Officer(H.Q.)/Superintendent , Industrial Training Institute(formerly Rural Artisan Training Centers) Head Master/Headmistress, Industrial Training Institute Women (running Engineering Trades) Industrial Training Institute for(Scheduled Castes) Who have an experience of working as such for minimum period of five years	(i)Should possess a Degree in Engineering in any discipline or its equivalent from a recognized university or institution ; and (ii)Should have an experience of working for a minimum period of three years in an organization registered under the factories act 1948 or should have an experience of teaching for a minimum period of three years in a Government or recognized institute. Or (i)Should possess a diploma in Engineering in any discipline or its equivalent from a recognized university or institution ; and (ii)Should have an experience of working for a minimum period of six years in an organization

					registered under the factories act 1948 or should have an experience of teaching for a minimum period of six years in a Government or an recognized institute.
2	Principal, Industrial Training Institute for Women(for the institutes running Non Engineering Trades)	Sixty-Seven per cent	Thirty-three percent	From amongst the HeadMasters/Headmistress, Industrial Training Institute For Women(institute running Non-Engineering Trades) Who have an experience of working as such for minimum period of five years.	(i)Should possess B.S.c(Home Science/B.Sc./B. A, BED Degree from a recognized university or institution ; (ii) National Trade Certificate in one of the Non Engineering Trades; and (iii) At least three year's practical experience in an organization registered under the factories act 1948 or three years teaching experience from a Government or recognized institute.
3	Superintendent (technical), Industrial Training Institute	Hundred Percent	-	From amongst the Group Instructor/Mill Wright/Forman/ Assistant Apprenticeship Advisor (junior), Industrial Training Institute/ Surveyor/ Senior Technical Assistant/ Technical Officer(H.Q.)/Superintendent	-

				, Industrial Training Institute (formerly Rural Artisan Training Centers) Head Master/Headmistress, Industrial Training Institute (Women running Engineering Trades/ Industrial Training Institutes for (Scheduled Castes) who have an experience of working as such for a minimum period of three years.	
4	Group Instructor/Mill Wright Forman/Assistant Apprenticeship Advisor (junior),Industrial Training Institute/Surveyor/Senior Technical Assistant/Technical Officer (HQ)/ Superintendent, Industrial Training Institute (formerly Rural Artisan Training Centers/Head-Master/Headmistress, Industrial Training Institute for Women (Institute running Engineering Trades),Industrial School for boys, Industrial Training Institutes for (Scheduled Castes)	Hundred Percent	-	(i) Seventy-five percent from amongst the craft Instructors working under the control of the director who posses National Trade Certificate/ National apprenticeship certificates in any engineering trade and who have an experience of working as such for a minimum period of five years; and (ii) Twenty-five percent from amongst the craft Instructors working under the control of the Director, who posses diploma in any Branch of engineering and who have an experience of working as such for a minimum period of five years.	-
5	Head Master/ Headmistress, Industrial Training Institute for Women (Institute running Non-Engineering Trades)	Hundred Percent		From amongst the Instructors (Non- Engineering Trades) of Industrial Training Institute) Industrial Training Institute (for Women) Industrial Training Institute formerly Rural Artisan Training Centers) Industrial Training Institute for (Scheduled Castes) Government Industrial School for boys, Junior Technical School Government Art and Craft Teacher Training Institute Working under the control of Director, who are Matriculate and have an experience of working as	-

				such for a minimum period of five years.	
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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 10th February 2009.

(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) "recognized 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 recognized 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) "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 Parmvir Chakrs, 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 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 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 a 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 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' and 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 two 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 two 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 of 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 the 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 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 is 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.

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 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 and 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.

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 atleast 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 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;

(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualified such test, but he shall not be paid any arrears for period, for which he could not qualify the said test:

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) ".

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 a post of a Steno-typist or a 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 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 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 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 the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the 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.

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

APPENDIX

(See rule 21)

Group 'A' Post 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' Post in initial entry revised scales of pay with maximum ranging between Rs. 11,640 to 11,659 :

Group 'C' Post in initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10639:

A.S. Chatha

Chief Secretary to Government of Punjab.

P Ram,
Principal Secretary to Government Punjab
Department of Technical Education &
Industrial Training Punjab

(PAUSA 8, 1928 SAKA)

GOVERNMENT OF PUNJAB

DEPARTMENT OF TECHNICAL EDUCATION AND
INDUSTRIAL TRAINING
(TECHNICAL EDUCATION-1 BRANCH)

Notification

The 22nd December, 2006

No. G.S.R. 71/ Const./Art. 309/2006.- 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 industrial Training (Group-B) Ministerial Service, namely:-

RULES

1. Short title, commencement and application.- (1) These rules may be called the Punjab Industrial Training (Group-B) Ministerial Service Rules, 2006.

(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 post specified in Appendix 'A'.

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

- a) 'Appendix' means an Appendix appended to these rules;
- b) 'Director' means the Director, Technical Education and Industrial Training, Punjab,
- c) 'Government' Means the Government of the State of Punjab in the Department of Technical Education and Industrial Training; and
- d) 'Service' means the Punjab Industrial Training (Group-B) Ministerial Service.

3. Number and character of posts.- The Service shall comprise the post 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.

2. Appointing Authority.- Appointment to the service shall be made by the Government.

3. Qualifications, experience and method of appointment.- (1) Appointment to the Service shall be made in the manner as specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment by promotion and by direct appointment, then appointment to the service shall be made

by transfer of a person holding a similar or an identical post under a State Government or Government of India.

(2) No person shall be appointed to 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, but no person shall have any right to claim promotion on the basis of seniority alone.

6. Pay of members of the service.- The members of the Service shall be entailed to such scale of pay, as may be authorized by the Punjab Government from time to time. The Scales of Pay, at present, in force in respect of the members of the Service, of the Service, are given in Appendix 'A'

7. Discipline, Punishment and appeal.- (1) In the matters of discipline Punishment and appeal, the members of the Services 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 respect of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the member of the Service, Shall be the Government.

8. 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 Punjab Civil Services (General and Common Conditions of Service) 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'.

9. Repeal and saving.- the Punjab Industrial Training (Class-III) Ministerial Service Rules, 2001, in so far as they are applicable to the member 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.

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

APPENDIX "A"

[See rules 1 (3), 3 and 6]

Designation of the Post	<u>Number of Posts</u>			Scale of Pay (in rupees)
	Permanent	Temporary	Total	
1	2	3	4	5
Superintendent Grade-II	44	3	47	6,400-10,640

APPENDIX "B"

[See rules 5]

Designation of the Post	Percentage of appointment by		Qualifications and experience for appointment by	
	Per motion	Direct Appointment	Promotion	Direct Appointment
1	2	3	4	
Superintendent Grade-II	Hundred Per cent	-----	From amongst the Senior Assistants and Senior Scale Stenographers working under the Control of Director, who have an experience of working as such for a minimum period of eight years on any of these posts: Provided that Stenographers shall have to fulfill the conditions as laid down in the Punjab Civil Services (Promotion of Stenographers and Steno typists) rules, 1961 before seeking promotion to the post of Superintendent Grade-II	

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 10th February 2009.

(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) "recognized 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 recognized 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) "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 Parmvir Chakrs, 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 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 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 a 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 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' and 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 two 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 two 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 of 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 the 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 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 is 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.

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 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 and 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.

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 atleast 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 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;

(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualified such test, but he shall not be paid any arrears for period, for which he could not qualify the said test:

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) ".

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 a post of a Steno-typist or a 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 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 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 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 the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the 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.

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

APPENDIX

(See rule 21)

Group 'A ' Post 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' Post in initial entry revised scales of pay with maximum ranging between Rs. 11,640 to 11,659 :

Group 'C' Post in initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10639:

A.S. Chatha

Chief Secretary to Government of Punjab.

P Ram,
Principal Secretary to Government Punjab
Department of Technical Education &
Industrial Training Punjab

Punjab GOVT GAZ., OCTOBER 9, 2009

(Pausa 17,1931 SAKA)

Government of Punjab

Department of Technical Education and Industrial Training

(Technical Education-I Branch)

The 30TH SEPTEMBER, 2009

NO.G.S.R. 39 /const.Art.309/2009.-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 the conditions of Service of the persons appointed to the Punjab Industrial Training (Group-'A') Field Office Ministerial Service Rules , namely:-

Rules

1Short title, commencement and application.-(1) These rules may be called the Punjab Industrial Training (Group-'A') Field Office Ministerial Service Rules, 2009.

2They shall come in to force on and with effect from date of their publication in the official Gazette.

3They shall apply to all posts, specified in Appendix 'A'

2. Definitions:-In these rules, unless the context otherwise require,-

- e) 'Appendix' means an Appendix appended to these rules;
- f) 'Director' means the Director of Technical Education And Industrial Training, Punjab;
- g) 'Government' means the Government of the state Punjab in the Department of Technical Education and Industrial Training ; and
- h) 'Service' means the Punjab Industrial Training (Group-'A') Field Office Ministerial Service.

3. Number and character of the posts.-The Service shall Comprise the post 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. Qualification, experience and method of appointment:-

(1) Appointment to the Service shall be made in the manner as specified in Appendix-'B'

Providing that if no suitable candidates is available for appointment, by promotion to the service shall be made by transfer of a person holding a similar or an identical post under a state Government or Government of India.

(2) No person shall be appointed to 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, but no person shall have any right to claim promotion on the basis of seniority alone.

6. Pay of members of the service.-The member of the service shall be entitled to such scales of pay, as may be authorized by the Punjab Government 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'

7. 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, in 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.

8. Application of the Punjab Civil Services (General and Common Conditions of Services) 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 Punjab Civil Services (General and Common Conditions of Services) Rules, 1994 as amended from time to time.

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

9. Interpretation:- If any question arises as to the interpretation of these rules, the government shall decide the same.

APPENDIX”A”

[See rules 1(3),3 and 6]

Designation of the Post	<u>Number of Posts</u>			Scale of pay (In rupees)
	Permanent	Temporary	Total	
1	2	3	4	5
Superintendent				
Grade-1	1	-	1	7.220 - 11660

APPENDIX "B"

[See rules 5]

Sr No	Designation of the post	Percentage of <u>appointment by</u>		Qualification and experience <u>for appointment by</u>	
		Promotion	Direct	Promotion	Direct
Appointment					
Appointment					
1	2	3	4	5	6
1	Superintendent Grade -1	Hundred Percent	—	From amongst the Superintendents Grade –II who are members of the Punjab Industrial Training (Group – B) Field office Ministerial Service and have an experience of working as Such for a minimum period of one year.	

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 10th February 2009.

(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) "recognized 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 recognized 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) "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 Parmvir Chakrs, 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 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 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 a 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 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' and 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 two 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 two 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 of 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 the 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 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 is 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.

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 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 and 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.

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 atleast 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 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;

(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualified such test, but he shall not be paid any arrears for period, for which he could not qualify the said test:

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) ".

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 a post of a Steno-typist or a 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 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 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 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 the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the 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.

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

APPENDIX

(See rule 21)

Group 'A' Post 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' Post in initial entry revised scales of pay with maximum ranging between Rs. 11,640 to 11,659 :

Group 'C' Post in initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10639:

A.S. Chatha

Chief Secretary to Government of Punjab.

TEJINDER KAUR

Principal Secretary to Government Punjab

Department of Technical Education &

Industrial Training Punjab

Punjab GOVT GAZ., OCTOBER 9, 2009

(ASVN. 17,1931 SAKA)

Government of Punjab

Department of Technical Education and Industrial Training

(Technical Education-I Branch)

The 30TH SEPTEMBER, 2009

No. G.S.R.40 / Const./Art. 309/Amd. (1)/2009.- 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 industrial Training (Group-B)Field office Ministerial Service, namely:-

Rules

- 1. Short title, commencement and application.**-(1) These rules may be called the Punjab Industrial Training (Group-‘B’) Field Office Ministerial Service Rules, 2009.
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 all posts, specified in Appendix ‘A’

2. Definitions:-In these rules, unless the context otherwise require,-

- (a) ‘Appendix’ means an Appendix appended to these rules;
- (b) ‘Director’ means the Director of Technical Education And Industrial Training, Punjab;
- (c) ‘Government’ means the Government of the state Punjab in the Department of Technical Education and Industrial Training ; and
- (d) ‘Service’ means the Punjab Industrial Training (Group-‘B’) Field Office Ministerial Service.

3. Number and character of the posts.-The Service shall Comprise the post 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 Qualification, experience and method of appointment:-

- (1) Appointment to the Service shall be made in the manner as specified in Appendix-‘B’

Providing that if no suitable candidates is available for appointment, by promotion to the service shall be made by transfer of a person holding a similar or an identical post under a state Government or Government of India.

(2) No person shall be appointed to 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, but no person shall have any right to claim promotion on the basis of seniority alone.

6. Pay of members of the service.-The member of the service shall be entitled to such scales of pay, as may be authorized by the Punjab Government 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'

7. 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, in 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.

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

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

4. Interpretation:- If any question arises as to the interpretation of these rules, the government shall decide the same.

APPENDIX "A"

[See rules 1 (3), 3 and 6]

Designation of the Post	<u>Number of Posts</u>			Scale of Pay (in rupees)
	Permanent	Temporary	Total	
1	2	3	4	5
Superintendent Grade-II	37	03	40	6,400-10,640

APPENDIX "B"

[See rules 5]

Designation of the Post	Percentage of appointment by		Qualifications and experience for appointment by	
	Per motion	Direct Appointment	Promotion	Direct Appointment
1	2	3	4	
Superintendent Grade-II	Hundred Per cent	-----	From amongst the Senior Assistants who are members of the Punjab Industrial Training (Class –III) Ministerial Service and have an experience of working as Such for a minimum period of Eight year.	

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 10th February 2009.

(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) "recognized 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 recognized 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) "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 Parmvir Chakrs, 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 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 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 a 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 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' and 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 two 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 two 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 of 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 the 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 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 is 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.

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 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 and 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.

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 atleast 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 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;

(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualified such test, but he shall not be paid any arrears for period, for which he could not qualify the said test:

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) ".

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 a post of a Steno-typist or a 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 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 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 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 the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the 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.

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

APPENDIX

(See rule 21)

Group 'A' Post 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' Post in initial entry revised scales of pay with maximum ranging between Rs. 11,640 to 11,659 :

Group 'C' Post in initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10639:

A.S. Chatha

Chief Secretary to Government of Punjab.

TEJINDER KAUR
Principal Secretary to Government Punjab
Department of Technical Education &
Industrial Training Punjab

Punjab GOVT GAZ., OCTOBER 9, 2009

(ASVN. 17,1931 SAKA)

Government of Punjab

Department of Technical Education and Industrial Training

(Technical Education-I Branch)

Notification

The 30TH SEPTEMBER, 2009

No. G.S.R.41/ Const./Art. 309/And. (1)/2009.- 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, further to amend the Punjab industrial Training (Group-‘A’)Non Technical Service Rules,2006, namely:-

Rules

1. (1) These rules may be called the Punjab Industrial Training (Group-‘A’) Non Technical Service Rules Service(Amendment) Rules, 2009.

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

2. In the Punjab Industrial Training (Group-‘A’) Non Technical Service Rules 2006(here in after referred to as the said rules).in Appendix ‘A’ for Serial No. 4 and the entries relating there to,the following shall be substituted,namely:-

“4. Superintendent Grade-1 4 - 4 7220-11660”

3. In the said rules ,in Appendix ‘B’ for Serial.No-4 and the entries relating thereto, the following shall be substituted, namely:-

“4.

Superintendent Grade-1	Hundred per cent	From amongst the Superintendents, Grade-II, who are members of the Punjab Industrial Training (Group –‘B’) Head Office Ministerial Service, and have an experience of working as such for a minimum period of one year”.
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TEJINDER KAUR,
Principal Secretary to Government of Punjab,
Department of Technical Education and
Industrial Training.

Punjab GOVT GAZ., OCTOBER 9, 2009

(ASVN. 17,1931 SAKA)

Government of Punjab

Department of Technical Education and Industrial Training

(Technical Education-I Branch)

The 30TH SEPTEMBER, 2009

No. G.S.R.42/ Const./Art. 309/And. (1)/2009.- 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, further to amend the Punjab industrial Training (Group-‘B’) Non Technical Service Rules, 2006, namely:-

Rules

1. (1) These rules may be called the Punjab Industrial Training (Group-‘B’) Head Office Ministerial Service (First Amendment) Rules, 2009.

(3) They shall come in to force on and with effect from date of their publication in the official Gazette.

2. In the Punjab Industrial Training (Group-‘B’) Ministerial Service 2006(hereinafter referred to as the said rules),in the preamble, for the words, brackets and letter “the Punjab Industrial Training (Group-B) Ministerial Service”, the words, brackets and letter “the Punjab Industrial Training (Group-B) Head Office Ministerial Service” Shall be substituted.

3. In the said rules, in rule 1, for sub rule (1), the following sub –rule shall be substituted, namely:-

“(1) These rules may be called the Punjab Industrial Training (Group-B) Head office Ministerial Service Rules, 2006.”

4. In the said rules, in rule 2, for clause (d), the following clause shall be substituted, namely:-

“(d) ‘Service’ means the Punjab Industrial Training (Group-B) Head office Ministerial Service.”.

5. In the said rules, in Appendix ‘A’, the following Appendix shall be substituted, namely:-

APPENDIX "A"

[See rules 1 (3), 3 and 6]

Designation of the Post	Number of Posts			Scale of Pay (in rupees)
	Permanent	Temporary	Total	
1	2	3	4	5
Superintendent Grade-II	7	—	7	6,400-10,640”.

6.In the said rules, for Appendix ‘B’, the following Appendix shall be substituted, namely:-

“APPENDIX ‘B’

(See rule 5)

Designation of the Post	Percentage of appointment by -		Qualifications and experience for appointment by-	
	Promotion	Direct Appointment	Promotion	Direct Appointment
1	2	3	4	5
Superintendent Grade-II	Hundred Per cent	----	From amongst the Senior Assistants, who are the members of the Punjab Industrial Training (Class-III) Ministerial Service and have an experience of working as such for a minimum period of eight years .”	----

TEJINDER KAUR,
Principal Secretary to Government of Punjab,
Department of Technical Education and
Industrial Training.