

# **Punjab School Education Board (Employees Service) Regulation, 1988**

PUNJAB

India

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### **Rule**

### **PUNJAB-SCHOOL-EDUCATION-BOARD-EMPLOYEES-SERVICE-REGU of 1988**

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Punjab School Education Board (Employees Service) Regulation, 1988 Framed Under clause (b) of sub-section (2) of section 24 of the Act and approved by the Board vide Item No. 20 dated 5.2.1988.

#### **1. Short title.**

- These regulations may be called the Punjab School Education Board (Employees Service) Regulations, 1988.

#### **2. Commencement.**

- These regulations shall come into force at once.

#### **3. Extent of Application.**

- These regulations shall apply to all posts specified in Appendix 'A' and the posts created hereafter by the Board unless otherwise stated.

#### **4. Definitions.**

- In these regulations, unless the context otherwise requires :-(i)(a)'appointing authority' in relation to a post means the authority competent to make appointment as mentioned in regulation 8;(b)'appointment on deputation' means appointment of a person taken on deputation from the

Government of India or the Government of any State or any Semi-Government organisation, Public Undertaking or Corporation;(c)'appointment by promotion' means promotion under these regulations of a person serving under the Board;(d)'appointment by transfer' means appointment of a person by transfer from a post of equivalent status or grade under any State Government;(e)'cadre' means the strength of a service or a part of a service sanctioned as a separate unit;(f)'direct appointment' means an appointment made otherwise than :- (i) by promotion from amongst the employees of the Board or by transfer of a person already in the service of Government of India or a State Government or any autonomous body;(ii) by taking a person on deputation from the Government of India or the Government of any State or any Semi-Government organisation, Public Undertaking or Corporation.(g)'employee' means a person appointed to any post under the administrative control of the Board;(h) [ 'Establishment Committee' means the committee constituted by the Board for each financial year consisting of the Chairman and four members of the Board, including Vice-chancellor and a D.P.I., for the purpose of these regulations;] [Amended vide Board item No. 5 dated 30-3-1995.](i)'Government' means the Government of Punjab in Education Department;(j)'Junior Services Selection Committee' means a Committee consisting of the Secretary and two or more persons to be nominated by the Chairman for the purposes of these regulations. The term of this committee shall be for one year;(k)'Senior Services Selection Committee' means a committee consisting of the Chairman and two or more persons to be nominated by the Board out of which at least one shall be a member of the Board, for the purposes of these regulations. The term of this committee shall be for one year;(l)'Service' means a service under the Punjab School Education Board to which these regulations apply;(ii) Other terms and expressions used in these regulations but not defined shall have the meanings respectively assigned to them in the Punjab School Education Board Act, 1969.(iii) All other terms and expressions not covered under clauses (i) and (ii) above shall have the meanings assigned to them respectively in Chapter-II of the Punjab Civil Services Rules, Volume-I, Part-I for the time being in force, provided that the terms 'Government' and 'Government Employee', wherever they occur in the said rules, shall be deemed to have been substituted by the terms 'Board' and 'Board Employees' respectively.

## **5. Number and character of posts.**

- The service shall comprise the posts as shown in Appendix B to these regulations in separate sections mentioned therein : Provided that nothing in these regulations shall affect the inherent right of the Board to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether temporarily or permanently.

## **6. Classification of employees.**

(1) For the purposes of these regulations, the service shall be divided into four sections, namely :- (a) Administrative; (b) Academic; (c) Publication; (d) Miscellaneous; (2) For purposes of appointment there shall be four classes of employees in the service, namely :- Class-I : Posts carrying scale of pay (time scale) the maximum of which is Rs. 1,850/- or above [in un reserved pay scale.] [Added vide Boards item No. 4(4) dated 23-10-1996.] Class-II : Posts carrying scale of pay (time scale) the maximum of which is less than Rs. 1,850/- but not less than Rs. 1,580/- [in un reserved pay scale.] [Added vide Boards item No. 4(4) dated 23-10-1996.] Class-III : Posts carrying scale of pay (time

scale) the maximum of which is less than 1,580/- but not less than Rs. 600/- [in un reserved pay scale.] [Added vide Boards item No. 4(4) dated 23-10-1996.] Class-IV : Posts carrying scale of pay (time scale) the maximum of which is less than Rs. 600/- [in un reserved pay scale.] [Added vide Boards item No. 4(4) dated 23-10-1996.]

## 7. Pay of persons appointed to service.

- Persons appointed to a post in the service shall be entitled to such scales of pay including special pay, as may be sanctioned by the Board from time to time. The scales of pay and special pay at present in force in respect of specified posts are given in appendix- 'B'.

## 8. Appointing Authority.

(1) The appointment to a post in the service except to the post of the Secretary shall be made on the recommendation of the Committees mentioned in column-2 by the authorities indicated in column 3 below :-

1	2	3
(1) Posts in the scale of pay the minimum of which is Rs.1200/- or less	Junior Services Selection Committee	Secretary
(2) Posts in the scale of pay the minimum of which is more than Rs. 1200/- but not more than Rs. 2000/-	Senior Services Selection Committee	Chairman
(3) Posts in the scale of pay the minimum of which is more than Rs. 2000/-	Establishment Committee	Chairman

Provided that the recommendation of the Establishment Committee shall be implemented after the approval of the Board. (2) Applications for direct recruitment shall be invited through Employment Exchange or Press. (3) Notwithstanding anything contained in sub-regulation (1) the Chairman shall have the power to make adhoc appointment to existing posts for a term extending upto six months at a time according to the exigencies of work. Such an appointment shall be terminated on or before the expiry of the term at any time without any notice or extended further for such term as the exigencies of the work may demand; provided further that such an appointment would automatically cease to exist on the appointment being made in accordance with sub-regulation (1).

## 9. Nationality, domicile and character of candidates appointed to the service.

(1) No candidate 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 first day of January 1962, with the intention of permanently setting in India; or (e) a person of Indian origin who as migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam or any other country which may be specified in this behalf by the Government of India by a general or special order, with the intention of permanently settling in India : Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate

of eligibility has been Issued by the State Government in the Department of Home Affairs.(2)A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board, the Establishment Committee, the Senior Services Selection Committee or the Junior Service Selection Committee and he may also provisionally be appointed subject to the necessary certificate being given to him by the State Government.(3)No person shall be recruited to any post by direct appointment unless he produces a certificate of character from the principal academic officer of the University, college, school or institution last attended, if any, and similar certificate from two responsible persons, not being his relatives but who are well acquainted with him in his private life and are unconnected with his University, College, School or institution.

## **10. Disqualification**

- 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 Board may, 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 such persons from the operation of this regulation.

## **11. Mode of Appointment.**

- The posts in the service shall be filled in by direct appointment or by transfer or deputation.

## **12. Qualifications and mode of appointment of Secretary.**

- The Secretary shall be appointed by direct appointment or by transfer or deputation on tenure basis as provided in section 15 of the Punjab School Education Board Act, 1969. His minimum qualifications and experience shall be as under :-(i)(a)A postgraduate degree with atleast 50% marks or its equivalent grade; and(b)20 years experience in educational administrative-cum-teaching out of which 8 years as Circle Education Officer or its equivalent or higher capacity.OR

## **8. years experience as Principal of a Degree College or its equivalent or higher capacity.**

OR

## **15. years of administrative experience of which 8 years as Deputy Secretary or in an equivalent or higher grade post in the office of the Board.**

Provided that knowledge of Punjabi upto Matriculation or its equivalent standard shall be compulsory.

### **13. Qualifications and mode of appointment to other posts.**

- (i) The method of appointment and the minimum educational and other qualifications and experience required for other categories of posts in the service of the Board shall be as specified in Appendix 'A' to these regulations. (ii) Appointment to any post by promotion shall be made strictly on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.

### **14. Age.**

- No person shall be recruited to the service by direct appointment if he is less than eighteen years old or is more than thirty years of age on the last date of receipt of application for appointment to the concerned post; Provided that in case of posts where experience is one of the essential qualifications, the upper age limit will be increased by the number of maximum years of experience required for such posts; Provided further that the Board, shall have the powers to relax the upper age limit for reasons to be recorded in writing in appropriate cases; Provided further that the age limits shall be the same as fixed by the Government from time to time together with the relaxation allowed for various categories.

### **15. Medical Certificate.**

- No person shall be appointed to any post in the Board unless he produces a Medical Certificate of fitness by a Medical Officer or authority not less than the Sr. Medical Officer/Medical Officer of the Board; Provided that a person who joins service after resigning Government or Quasi-Government service shall be exempted from producing a Medical Certificate of fitness, if he resigned Government or Quasi-Government service with the approval of the competent authority with the permission to join Board's service and he had already been medically examined there by the competent medical authority and declared fit.

### **16. Probation of persons appointed to Service.**

(1) Persons appointed to any service under the Board shall remain on probation for a period of one year; Provided that :-(a) any period after such appointment spent 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 in 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; and (c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy. (2) On the completion of period of probation of a person, the appointing authority may :-(a) if his work and conduct have in its opinion been satisfactory -(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy, or (ii) confirm such person from the date of his appointment, if appointed against a permanent vacancy, or (iii) declare that he has completed his probation satisfactorily, if

there is no permanent vacancy.(b)If in the opinion of the appointing authority the work and conduct of a person during the period of probation has not been satisfactory, it may :-(i)dispense with his services or revert him to a post on which he held lien prior to his appointment to the service if such an appointment has been made by direct recruitment; or(ii)if such a person has been recruited otherwise than by direct appointment revert him to his former post or deal with him in such other manner as the terms and conditions of the previous appointment may permit; or(iii)extend his period of probation and thereafter if his work and conduct are found satisfactory confirm him from the date of his appointment or any subsequent date;Provided that the total period of probation including extension or extensions, if any, shall not exceed three years.

## **17. Seniority of members of service.**

- The seniority interse of members of the service in each cadre shall be determined by the length of continuous appointment on a post in that cadre;Provided that in the case of different cadres, the seniority shall be determined separately for each cadre;Provided further that in case two or more persons are appointed in the same cadre on the same date, their seniority shall be determined as follows :-(a)in the case of persons appointed by direct appointment it shall be such as may have been determined at the time of selection;(b)a person recruited by direct appointment shall be senior to a person recruited otherwise;(c)a person appointed by promotion shall be senior to a person appointed by transfer;(d)in the case of persons appointed by promotion or transfer, seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred; and(e)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 higher rate of pay in the previous appointment and if the rate of pay drawn are also the same then their length of such service in those appointments; and if length of service is also the same; an older person shall be senior to a younger person.Note :- (1) Seniority of members appointed on purely temporary basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.(2)In the case of a member whose period of probation is extended under regulation 16 the date of appointment for purpose of this regulation may be deferred to the extent the date of confirmation is postponed (if so ordered) as a result of extension in the period of probation.

## **18. Leave, Contributory Provident Fund, Gratuity and others matters.**

- In respect of leave, provident fund, gratuity and other matters and not expressly provided in these regulations the persons appointed to service shall be governed by such regulations as may have been or may hereafter be adopted or made by the Board.

## **19. Discipline, Penalties and appeals.**

- In matters relating to discipline, punishment and appeals persons appointed to the service shall be governed by such regulations as may have been or may hereafter be adopted or made by the Board;Provided that authority empowered to impose penalties under the aforesaid regulations and the appellate authority for the purpose of these regulations, shall be as specified in appendix-'C' to

these regulations.

## **20. Resignation.**

- An employee of the Board can resign his post -(i)if he is a quasi-permanent employee, by giving one month's notice to the appointing authority or by paying one month's salary in lieu thereof;(ii)if he is a permanent employee, by giving three months notice to the appointing authority or by paying three months' salary in lieu thereof;Provided that where an enquiry is going on against an employee or he is under suspension, on charges of misappropriation or defalcation of funds or causing financial loss either to the Board or to the Government, the employee shall not resign save with the prior permission of the appointing authority.

## **21. Termination of Service.**

- If on the abolition of a post, the services of a permanent employee are to be dispensed with, he shall be given three months notice or three months salary in lieu thereof, besides the other retirement benefits admissible to the employees of the Board.

## **22. Age of retirement.**

- (i) All whole time paid employees of the Board except class IV employees, shall retire on reaching the age of fifty eight years;Provided that in exceptional case, where the Board considers it desirable in public interest, may allow extension in service, not more than one year at a time, to an employee beyond the age of superannuation;Provided further that no extension shall be allowed beyond the age of sixty years.(ii)The Class IV employees shall retire on reaching the age of sixty years.

## **23. Premature retirement.**

(1)(a)The Board may after giving a three months notice in writing require an employee to retire after he attains the age of 55 years.(b)The Board, if it is of the opinion that it is in public interest to do so, shall have the absolute right to retire an employee on the date on which he completes twenty five years of qualifying service or attains fifty years of age or any date thereafter to be specified in the notice by giving him three months notice in writing;Provided that where atleast three months notice is not given or notice for a period less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances at the same rates at which he was drawing them immediately before the date of retirement for a period of three months or for the period by which the notice falls short of three months, as the case may be.(2)Any employee may, after giving atleast three months previous notice, in writing to the appointing authority, retire from the service, on the date on which he completes twenty-five years of qualifying service or attains fifty years of age or any date thereafter to be specified in the notice :Provided that no employee under suspension shall retire from service under this sub-regulation except with the specific approval of the appointing authority.(3)In this regulation :-"Qualifying service" means service rendered by an employee in a substantive permanent capacity in the Board and includes, in the case of the

employees of the Panjab University/Government absorbed in the service of the Board, service rendered by them under the University or the Government, as the case may be.

## **24. Re-employment.**

- The Board in exceptional cases, may re-employ an employee on or after his attaining the age of superannuation on such terms and conditions as decided by it in each case, subject to the following conditions :-(i)the person proposed to be re-employed must be below sixty years;(ii)the person proposed to be re-employed should be mentally and physically fit. For this purpose he shall furnish a medical certificate from the authority specified by the Board;Provided that the person so re-employed shall not be retained in service beyond his attaining the age of sixty years.

## **25. Contract Appointment.**

- The Chairman may, for reasons to be recorded in writing, make any contract appointment for a specific purpose and for a specific period on purely temporary basis with the approval of the Board.

## **26. Part time employees**

. - Except where otherwise expressly provided, nothing contained in the foregoing regulations shall apply to part time employees;Provided that the conditions of service, including leave rules, in the case of such employees shall be such as may be determined by the Board from time to time.

## **27. Liability of employees of service to transfer.**

- An employee may be transferred to any post, whether included in any cadre or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I, Part-I.

## **28. Liability of service.**

- An employee shall be liable to serve at any place whether within or outside the State of Punjab on being so ordered by the appointing authority.

## **29. Liability for vaccination or re-vaccination.**

- Every employee of the Board shall get himself vaccinated or re-vaccinated when the Board so directs by a special or general order.

## **30. Oath of allegiance.**

- Every employee of the Board shall, unless he has already done so, be required to take oath of allegiance to India and to the Constitution of India.



### 31. Matters not provided in the regulations.

- In matters for which no specific provision has been made in these regulations or any other regulations made by the Board, the rules contained in Punjab Civil Services Rules as amended from time to time and such other rules as are framed by the Government on the subject shall apply mutatis mutandis.

### 32. Power to relax.

- Where the Board is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of employees.

### 33. Interpretation of the regulations.

- If any question arises as to the interpretation of the regulations the decision of the Board shall be final.

### 34. Savings.

- Any order issued or any action taken prior to the coming into force of these regulations shall be deemed to have been issued or taken under the corresponding provisions of these regulations and in case of any dispute the decision of Board shall be final. Appendix "A" (Referred to in regulation 3)

Sr. No.	Name of Post	Mode of Appointment	Minimum educational and other qualifications	Remarks
1	2	3	4	5
Administrative Section Unit-I				
1	Controller of Examination	by direct appointment or by transfer or deputation	Master's degree 2nd class or its equivalent qualifications from any Indian or foreign University; and 20 years experience in educational administration-cum-teaching out of which 5 years experience as principal in a degree college or 5 years experience as District Education Officer (Senior Scale) or its equivalent or higher grade post or five years experience as Deputy Secretary or Deputy Director in the office of the	

			Board or in an equivalent capacity in a University or Education Department.
1-A.	Joint Secretary	Promotion by selection from amongst the eligible Deputy Secretaries working in the Board	2nd class Master's degree or LL.B. with 3 years experience as Deputy Secretary in the office of the Board.
1-B.	Finance & Development Officer	Director recruitment	(i) M.A. or LL.B from a recognized Indian University or equivalent qualifications with experience in a Board or an Institution of higher education of standing/research in two or more of matters connected with the following :- Finance, Establishment, Planning or Development. (ii) 8 years administrative experience as Assistant Secretary/Deputy Secretary in the Board of which at least three years experience should be as Deputy Secretary. Persons holding equivalent administrative positions in reputed institutions of higher education/research shall also be eligible.

Note:-Officers of higher ranks from the office of the Accountant General who possess the prescribed qualifications and experience could also be

considered for  
appointment  
to the post of  
F.D.O.  
for deputation  
on standard  
terms.

2	Deputy Secretary	(i) 25% by direct appointment or by transfer or deputation	i) Master's or LL.B. degree of recognized University or its equivalent qualifications. AND 15 years experience in educational administration-cum-teaching out of which 5 years experience should be as District Education Officer or its equivalent or higher grade post. OR ii) A Board employee with not less than 25 years of service in the Board and who has worked as Assistant Secretary for a period of not less than 5 years shall be eligible to apply for the post of Deputy Secretary irrespective of the qualifications prescribed. Desirable : At least 5 years administrative experience at the level of superintendent/P.A. or above in a Board or an educational institution.
3	Assistant Secretary	ii) 75 % by promotion  (i) 25% by direct appointment or by transfer or deputation	4 years service as Assistant Secretary in the office of the Board.  Master's or LL.B. degree of a recognized University or its equivalent qualification. AND 10 years experience in educational administration-cum-teaching out of which 5 years should be in educational administration at least as Headmaster of a High School or in an equivalent or

			<p>higher grade post. OR Superintendents or persons holding equivalent posts in the administrative staff of the Punjab School Education Board with the following qualifications/experience :- i) 10 years' service in the existing post (irrespective of the qualifications prescribed). OR ii) 5 years' service in the existing post with B.A., being the minimum qualification, provided the total service as Assistant/Stenographer or equivalent or higher posts is not less than 15 years. Desirable At least 2 years' experience of educational administration and sufficient knowledge of organisation and working of the Board/affiliated schools.</p>
		ii) 75% by promotion	<p>5 years service as Superintendent in the office of the Board.</p> <p>(i) Masters degree or LLB or its equivalent qualification from any Indian and foreign University. (ii) At least 5 years Experience as superintendent Grade-1 or its equivalent post in the Board or in University or in government or semi Government department. Desirable Experience processing Examination results through computer in the board or university or some examining body.</p>
3-A	Assistant Controller Computer (Ex-cadre)	By Direct appointment or transfer on deputation	
4	Superintendent	By promotion provided that one post of Superintendent	6 years service as an Assistant in the office of the Board.

			will continue to be filled in from amongst the managers on the diminishing cadre till that cadre is exhausted.	
5	Senior Assistant	(i) Seventy five percent by promotion from amongst Clerks  (ii) Twenty five percent by direct appointment	(i) Matriculation or its equivalent examination; and (ii) Qualified in a departmental test to be held by the appointing authority. Note : The persons who completed 18 years of regular service as Clerk or Senior Clerk or Junior Assistant or combined, in the office of the Board shall be exempted from qualifying the departmental test.  (i) Bachelor's degree; and (ii) Qualified in the competitive test to be held by the appointing authority.	Five years' service as clerk.
5-A.	Junior Assistant	To be designated from amongst the Senior Clerks	5 years experience as Senior Clerk in the office of the Board. OR 10 years experience taken together as Clerk and Sr. Clerk in the office of the Board	About 40% of total No. of posts in Clerks cadre, a minimum period of 10 years of service taken together as Clerk and Senior Clerk shall be designated as Junior Assistants.
5-B	Senior Clerk	To be designated from amongst the Clerks	5 years experience as Clerk in the office of the Board	About 40% of total No. of posts in Clerks cadre a minimum period of 5 years of service as Clerk, shall be designated as Clerks.
6	Stock Verifier			

		By transfer from amongst the Assistants working in the Board.	
7	Supervisor Distribution and shifting of text-books	By transfer from amongst the Assistants working in the Board.	
8	Clerk (i)	70% by direct appointment.	(a) Matriculation in Second Division or having passed SeniorSecondary Part-II Examination from a recognised University orInstitution; and(b) qualifying a test in Punjabi Typewritingto be conducted by the Board or by the Appointing Authority at theSpeed of thirty words per minute.
		(ii) 25% by Promotion from amongst class IV employees (SahayakKaramcharies, Chowkidars, Daftries etc.)	(i) Matriculation(ii) passing of test in PunjabiType-writing at the speed of 20 words per minute within 6 monthsfrom promotion.(iii) Passing of a General Knowledge test inPunjabi and a test in languages shall be compulsory.(iv)Atleast 5 years satisfactory service as class-IV employees.
			(i) Every 4th vacancy shall be filled by promotion from amongst Class IV employees. For this purpose a Common senioritylist shall be maintained for all Class IV employees working in the Board, keeping in view the dates of their regularappointments. 20th vacancy shall be filled by promotionfrom amongst the Packers/Restorers.
	(iii) 5% by promotion from amongst the Packers and Restorers.	(i) Matriculation;(ii) Passing of test in PunjabiType-Writing at the speed of 20	-

		words per minute within 6 months from promotion.(iii) Passing of a General Knowledge test in Punjabi and a test in languages shall be compulsory.(iv) At least 5 years satisfactory service as Restorers/Packers. By transfer from amongst the Senior Clerks working in the Board.	
9	Supervisor (Guest House)		
10	Restorer	By direct appointment	Matriculation.
11	Packer	(i) By direct appointment	Matriculation.
Unit-II			
12	Secretary to Chairman	By Promotion	2 years experience as Private Secretary in the office of the Board.
13	Private Secretary	By Promotion	5 years experience as Personal Assistant in the office of the Board.
14	Personal Assistant (Grade-I)	By promotion from amongst the Senior Scale Stenographers in the office of the Board	5 years service as Senior Scale Stenographer.
15	Senior Scale Stenographer	By promotion from amongst the Junior Scale Stenographers on the basis of a qualifying test.	
16	Junior Scale Stenographer	(i) By direct appointment by	Matriculation Ist division or Senior Secondary

		holding a competitive examination in Stenography; (ii) By promotion from amongst the Steno-typists on the basis of qualifying test	Certificate Examination, Part-II (Second division) or its equivalent examination or Bachelor's degree (any division).-do-	
17	Steno-typist	By direct appointment by holding a competitive examination in Stenography.	Matriculation Ist division or Senior Secondary Certificate Examination, Part-II (Second division) or its equivalent or Bachelor's degree (any division)	
Unit-III				
18	Deputy Secretary (Books Depots)	By promotion	Post-Graduate Degree with four years experience as Senior Manager in the Board	
18(a)	Senior Manager	1. By promotion from amongst the Managers working in the Text-Book Sales Depots of the Board	on seniority-cum-merit basis. 2. Provided that one post of Senior Manager shall be filled in by promotion	on the basis of Seniority, from amongst the Managers on the diminishing Cadre till that cadre is exhausted
19	District Manager (General Cadre)	(i) 50% by direct appointment (ii) 50% by promotion from amongst the Deputy Managers	(i) Bachelor's degree. (ii) 5 years experience as an Assistant or Accountant or in an equivalent or higher grade post. (i) Bachelor's degree. (ii) 3 years experience as Deputy Manager in the office of the Board.	
20	District Manager (Diminishing Cadre)	100% by promotion	5 years experience as Assistant in the office of the Board	These posts are exclusively for Assistants on the diminishing cadre.
20(a)	Deputy District Manager	By direct appointment	(i) Bachelor's degree. (ii) 5 years experience out of which at least 3 years should be as Assistant. OR 10 years experience as clerk out of which 5 years	



			should be in Text Books Sales Depot or in some sales organisation. Preferential :- Diploma or Degree in Business/Sales/Marketing Management.
Unit-IV			
21	Section Officer	By direct appointment	(i) B. Com; and(ii) S.A.S. with 5 years experience in accounts or Auditing in Government or Semi-Government or Statutory bodies.
		By transfer or deputation or By Promotion	S.A.S. with 5 years experience as Senior Auditor.
21(a).	Senior Auditor	By Promotion	5 years experience as Auditor in the office of the Board.
21(b).	Auditor	By Promotion	5 years experience as Junior Auditor in the Office of the Board.
22	Junior Auditor	(i) By Direct appointment or by transfer or deputation	B. Com. Preference will be given to those who possess the experience of audit in a Government or Semi-Government or Statutory autonomous body.
Unit-V			
23	Jamadar	By promotion from amongst the Sahayak Karamcharies, Chowkidars, etc.	Eight pass with Punjabi.
24	Daftri/Record Lifter	By promotion from amongst the Sahayak Karamcharies, Chowkidars, etc.	Eight pass with Punjabi..
25	Sahayak Karamcharies/Helper	By direct appointment	Eight pass with Punjabi.
26	Deleted		
27	Mali/ Waterman/Paper-lifter	By direct appointment	

28	Sweeper	By direct appointment.		
Academic Section Unit-I				
Sr.No.	Name of Post	Mode of Appointment	Minimum educational and other qualifications	Remarks
1	2	3	4	5
1	Deleted			
2	Director (Academics)	By direct appointment or by transfer or deputation	(i) Master's degree 2nd class or its equivalent qualifications from any Indian or foreign University.  (ii) 5 years experience as Principal in a degree college or 5 years experience as District Education Officer or its equivalent or higher grade post or five years experience as Deputy Secretary or Deputy Director in the office of the Board or in an equivalent capacity in a University or Education Department. (iii) Punjabi and Hindi upto Matriculation or equivalent standard. Preferential : Training/Experience in Educational Planning and evaluation.	
3	Deputy Director Evaluation & Academic Planning	(i) 25% by direct appointment or by transfer or deputation	(i) Master's degree 2nd class. (ii) 12 years experience of teaching and or educational administration out of which three years should be in the field of school curriculum and evaluation and or teacher training. OR Subject Expert/Assistant Director with total 12 years experience in any or all capacities combined as Subject Expert/Assistant Director/Assistant Subject Expert, Teacher (Senior) Secondary Level) and Educational Administration.  (iii) Punjab and Hindi upto Matriculation or equivalent Standard Preferential : Training/Experience in Educational Planning and Evaluation. Experience in writing or editing or text books production.	
4	Assistant	(ii) 75% by promotion (i) 25% by direct	, 4 years experience as a Subject Expert or an Assistant Director in the office of the Board. (i) Master's degree 2nd division in the	

	Director or Subject Expert	appointment or by transfer or deputation	concerned subject. (ii) B.Ed. or B.T. (iii) 5 years teaching experience. (iv) Punjabi and Hindi upto Matriculation or equivalent standard. Preferential :- (i) Ph.D. or recognised research work. (ii) Experience in writing or Editing. (iii) M.Ed.
		(ii) 75% by promotion	(i) M.A./M.Sc. in concerned subject. (ii) 5 years experience as an Assistant Subject Expert in the office of the Board.
5	Subject expert (Vocational)	By direct appointment or by transfer or deputation	(i) 2nd division Bachelor's degree in Engineering (any branch) or its equivalent; or Master's degree in Computer Science; or 2nd class Master's degree in relevant subject with two years professional experience in computer application in any Government or Semi-Government Organisation. (ii) Knowledge of Punjabi & Hindi upto Matriculation or its equivalent standard.
6	*Subject Expert	By direct appointment or by transfer or deputation	(i) M.A. or M.Sc. 2nd Division (concerned subject) (ii) B.Ed/B.T. (iii) Teaching experience of 2 years; and (iv) Punjabi and Hindi upto Matriculation or its equivalent standard. Preferential Qualification Experience in editing/writing.
7	Statistical Officer	By promotion	Five years experience as Assistant Statistical Officer in the office of the Board.
8	Assistant Statistical Officer	By direct appointment or by transfer or deputation	Bachelor's degree with Mathematics or Economics or Statistics.
Unit-II			
9	Chief Librarian	By promotion	5 years experience as Librarian in the office of the Board.
10	Librarian	By direct appointment or by transfer or deputation	(i) B. Lib. 2nd division. (ii) Knowledge of Punjabi and Hindi upto Matriculation or equivalent standard.
11	Assistant Librarian	By direct appointment	(i) Matriculation 2nd division. (ii) Diploma in Library Science. (iii) Knowledge of Punjabi and Hindi upto Matric or equivalent standard.

#### Unit-III

12

	Artist/Layout Expert	By direct appointment or by transfer or deputation	(i) 5 years diploma in Arts; and(ii) Knowledge of Punjabi upto Matriculation standard.
Unit-IV			
13	Editor Pankharian	By promotion	Five years experience as Assistant Editor in office of the Board.
14	Assistant Editor	By direct appointment	(i) M.A. (Punjabi) 2nd division.(ii) 2 years experience of editing.

Unit-V

15	Deputy Director Quality Education and Field Programme	(i) 25% by direct appointment or by transfer or deputation	(i) Master's degree 2nd class;(ii) 12 years experience of teaching and or educational administration out of which three years should be in the field of school curriculum and evaluation and or teacher training. OR Subject Expert/Assistant Director with total 12 years experience in any or all capacities combined as Subject Expert/Assistant Director, Assistant Subject Expert, Teacher (Senior Secondary Level) and Educational Administration. (iii) Punjabi and Hindi upto Matriculation or equivalent standard. Preferential :- Training/Experience in organising Educational Seminars, Workshops, Students Activities. (ii) 75% by promotion
			4 years experience as a Subject Expert or an Assistant Director in the Office of the Board.

\*Merged with subject experts vide Board item No. 6(10) dated 23.11.1993. Punjab Teaching and Research Centre

Sr. No.	Name of Post	Mode of Appointment	Minimum educational and other qualifications	Remarks
1	2	3	4	5
1	Deputy Director Punjabi Cell	(i) 25% by direct appointment or by transfer or deputation (ii) 75% by promotion	(i) M.A. Punjabi 2nd Division(ii) 4 years experience as subject Expertly or Assistant Director in the Office of the Board with Punjabi upto B.A. or honour in Punjabi. M.A. Punjabi 2nd Division and 4 years experience as Subject Expert or Assistant Director in the office of the Board.	
2	Assistant Director	(i) 25% by direct appointment	(i) M.A. Punjabi 2nd division.(ii) B.Ed. or B.T.(iii) 5 years experience in writing or editing text-books or lexicography or	

or by transfer linguistics or research work or teacher  
or deputation training or teaching or translation  
terminology work or producing literature.

Note :- In case  
of Assistant  
Director for  
Punjabi as  
medium of  
instruction,  
M.Sc. 2nd  
division with  
Punjabi upto  
B.A. or Honours  
in Punjabi will  
also be eligible.

3	Assistant Subject Expert	(ii) 75% by promotion	(i) M.A. Punjabi 2nd division/M.Sc. 2nd division with Punjabi upto B.A. or Hons. in Punjabi.(ii) 5 years experience as Assistant Subject Expert in the office of the Board.
		By direct appointment or by transfer or deputation	(i) M.A. Punjabi 2nd division.(ii) B.T. or B.Ed;and(iii) 2 years experience in writing or editing text-books or lexicography or linguistics or research work or teacher training or teaching or translation or terminology work or producing literature.
Publication Section			
1	Director Publication	By direct appointment or by transfer or deputation	(i) Master's degree 2nd class or its equivalent qualifications from any Indian or foreign University.(ii) 5 years experience as a Principal in a degree college or 5 years experience as District Education Officer (Senior Scale) or its equivalent or higher grade post or five years experience as Deputy Secretary or Deputy Director in the office of the Board or in an equivalent capacity in a University or Education Department. Preferential :- Training/Experience in Printing/Publishing/Paper Technology.
1(a)	Deputy Director	By promotion	4 years experience as Publication officer in the office of the Board.

## Publications

1(b)	Deputy Director (Production)	By direct appointment	(i) Master's degree 2nd class.(ii) 12 years experience of teaching or Educational Administration. OR 4 years experience as Publication Officer or in an equivalent capacity in the Board or total service of 12 years as Assistant Publication Officer/Publication Officer or in an equivalent capacity in the Board.(iii) Punjabi and Hindi upto Matriculation or Equivalent Standard. Preferential Diploma in Printing Technology or Training/Experience in the Publication line or Marketing.
2	Publication Officer	i) By direct appointment 25%  ii) By promotion 75%	i) B.A./B Sc./B.Com. or any equivalent degree. ii) Diploma in Printing Technology. iii) 5 years experience in Printing/Publication line.  5 years experience as Assistant Publication Officer/Head Proof Reader in the office of the Board.
3	Assistant Publication Officer	i) By direct appointment 25%  ii) By promotion 75%	i) B.A./B Sc./B.Com. or any equivalent degree. (ii) Diploma in Printing Technology. (iii) Two years experience in Printing/Publication line.  5 years experience as Proof Reader in the office of the Board.
4	Proof Reader	By Promotion	Five years experience as a copy holder in the office of the Board.
5	Copy Holder	By direct appointment	Matriculation Ist Division Or Senior Secondary Certificate Examination Part-II (2nd Division) or its equivalent examination or Bachelor's degree (any division)

Note :- Where ever any ratio between appointment by direct recruitment and appointment by promotion has been prescribed, it will apply to the total number of post comprising that cadre. Miscellaneous Section

Sr. No.	Name of Post	Mode of Appointment	Minimum educational and other qualifications	Remarks
1	2	3	4	5
Unit-I				

1	Senior Medical Officer	By promotion from Medical Officer	5 years experience as Medical Officer in the office of the Board.
2	Medical Officer/Lady Doctor	By direct appointment or by transfer or deputation	M.B.B.S. (i) Matric with Science; and (ii) Diploma in Pharmacy; (iii) Registration with Punjab Pharmacy Council.
3	Dispenser	By direct appointment or by transfer or deputation	Diploma in Clinical Laboratory Technology from a recognised Institution.
4	Laboratory Technician (Grade-I & II)	By direct appointment	(i) Matric with Science; and (ii) Registered with Punjab Medical Council as A.N.M.
5	Auxiliary Nurse Mid-Wife	By direct appointment	(i) Eighth pass with Punjabi. (ii) Certificate of trained Dai.
6	Lady Attendant	By direct appointment	
Unit-II			
7	Public Relations Officer	By Promotion	5 years experience as A.P.R.O. or in an equivalent capacity. (i) Bachelor's degree of a recognised University; and (ii) Diploma in Journalism or Public Relations.
8	Information officer	By direct appointment or by transfer or deputation	(i) Bachelor's degree of a recognised University; and (ii) Diploma in personnel management or 5 years administrative experience.
9	Assistant Lady Personnel Officer	By direct appointment	(i) M.A. (ii) 2 years experience as Project Officer or in an equivalent or higher grade post. 5 years experience as Project Officer in the office of the Board.
9(a)	Senior Project Officer	(i) 50% by direct appointment (ii) 50% by promotion	

10	Project Officer	By direct appointment	M.A.	
Note :- This post shall be on the diminishing cadre.				
10(a)	Assistant Welfare Officer (Sports)	By direct appointment	(i) M.A. (Physical Education) or equivalent qualification. (ii) Knowledge of Punjabi upto Matriculation or its equivalent standard. Preferential :- Diploma in any sports discipline.	
10(b)	Assistant Project officer	By Direct Appointment	B.A/BSc or its equivalent and B.Ed. or its equivalent	
11	Business Manager	By direct appointment or by transfer or deputation	(i) Bachelor's degree of a recognised University; and (ii) Diploma in Marketing Management or Business Management or Salesmanship.	11(a)
11(b)	Legal Advisor	(A) 50% By direct appointment.  (B) 50% by Promotion	(i) Law Graduate; (ii) Knowledge of Punjabi upto Matriculation Standard. Preferential LL.M., higher educational qualification, experience as Retainer/Legal Advisor in a Corporation/Board.  7 years experience as Assistant Secretary Grade-II/Law Officer in the office of the Board.	At least 11 years Practising High Court.
11(c)	Law Officer	By Selection from amongst the eligible Superintendent working in the Board.	L.L.B.	
12	Assistant Attorney (Grade-II)	By direct appointment	Law Graduate (Professional)	
Unit-III				
12(a)	Estate officer	To be prescribed		



13	Security Officer	By direct appointment or by promotion	A retired military personnel not below the rank of a commissioned officer or 5 years experience as Assistant Security Officer.
14	Assistant Security Officer	By direct appointment	A retired military personnel not below the rank of Naib-Subedar.
15	Security Guard	By direct appointment	Eight Pass with Punjabi Preferably a retired military personnel.
Unit-IV			
16	Type-Writer Mechanic	By direct appointment	(i) Matriculation; and (ii) Diploma from Punjab Government Workshop or five years practical experience.
17	Machine-man	By promotion from amongst Daftaries/Sahayak Karmcharies/Chowkidars/Majdhoor etc. on the basis of test of competency	(i) Should be able to operate a Machine; and (ii) Eight pass with Punjabi..
18	Electrician	By direct appointment or by promotion	(i) Matriculation; and (ii) Diploma in Electrician trade from I.T.I. OR 2 years experience as Helper Electrician for promotion.
19	Helper Electrician	By direct appointment	(i) Matriculation; and (ii) Diploma in Electrician trade from I.T.I.
20	Carpenter	By direct appointment	(i) Matriculation; and (ii) 5 years experience as carpenter.
21	Plumber	By direct appointment	(i) I.T.I. Certificate; and (ii) Eight pass with Punjabi.
Unit-V			
1	Driver	By direct appointment	(i) Driving licence of a heavy and light vehicle with two years driving experience; and (ii) Should be able to read and write English and Punjabi.
2		By direct appointment	

Motor  
Mechanic-cum-Driver

(i) Diploma in Motor-Mechanic from I.T.I.:(ii) Theree years experience as motor mechanic. Must possess driving licence; and (iii) Should be able to read and write English and Punjabi.

3 Bus/Truck Helper By direct appointment Eaighth pass with Punjabi.

Note :- For the posts for which the minimum qualification has been prescribed as Matriculation or above,, the knowledge of Punjabi language upto Matriculation or equivalent standard shall be compulsory., +,Appendix-'B'(Referred to in Regulation 5)

Sr. No.	Designation of the Post	No. of posts	Pay Scale of the Post
(a) Administrative Section Unit-I			
1	Secretary	1	4500-125-5000-150-5900-200-6700 + Rs. 300 special pay.
2	Controller of Examination	1	4500-125-5000-150-5900-200-6700 + Rs. 300 special pay.
2(a)	Joint Secretary	1	4125-125-5000-150-5600 + Rs. 300 Special pay.
2(b)	Finance & Development Officer	1	4125-125-5000-150-5600 + Rs. 300 Special pay.
3	Deputy Secretary	8	3700-100-4000-125-5000+ Rs. 200 Special pay.
4	Assistant Secretary	21	(i) 2200-50-2400-60-2700-75-3000-100-4000 + Rs. 200 Special pay. (for direct appointments)(ii) 2400-60-2700-75-3000-100- 4000+ Rs. 200 Special pay.(For promotees)
4-A.	Assistant Controller (Computer) (Ex-cadre)	3	2400-60-2700-75-3000-100-4000+200 Special pay.
5	Superintendent	104	2200-50-2400-60-2700-75-3000-100-4000 + Rs. 200 Special pay.
5-A	Superintendent Grade-2 (Ex-cadre)	3	2000-50-2400-60-2700-75-3000-100- 4000 + Rs. 100 Special pay +Rs. 125/- special cash allowance.
6	Senior Assistant	443	1800-40-2000-50-2400-60-2700-75-3000-100-3200.
7	Stock Verifier	1	1800-40-2000-5-2400-60-2700-75-3000-100-3200
8	Supervisor Distribution and shifting of textbooks	1	1800-40-2000-500-2400-60-2700-75-3000-100-3000

9	Clerk	134+3	950-25-1200-30-1560-40-1800 (with an initial start of Rs.1000/-).
9. (a)	Senior Clerk	268	1200-30-1560-40-2000-50-2100.
9. (b)	Junior Assistant	268	1500-30-1560-40-2000-50-2400-60-2640.
10	Supervisor (Guest House)	1	1200-30-1560-40-2000-50-2100.
11	Restorer	27	950-25-1200-30-1560-40-1800.
12	Packer	53	i) 950-25-1200-30-1560-40-1800.(For Matric Pass)ii)810-20-950-25-1200-30-1440 + Rs. 40/- Special pay.(For NonMatric)
Unit-II			
13	Secretary to Chairman	1	3000-100-4000-125-4500 + Rs. 500/- Special pay.(w.e.f 1.1.86)
14	Private Secretary	1	2200-50-2400-60-2700-75-3000-100-4000 + Rs. 300/-.
15	Personal Assistant Grade-I	6	2200-50-2400-60-2700-75-3000-100-4000 + Rs. 300/- Special pay(w.e.f 1.1.86)
16	Senior Scale Stenographer	17	1800-40-2000-50-2400-60-2700-75-3000-100- 3200 + Rs. 80/-Special pay.
17	Junior Scale Stenographer	17	i) 1200-30-1560-40-2000-50-2100 + Rs. 60/- Special pay.ii)1500-30-1560-40-2000-50-2400-60-2640 + Rs. 60/- Special pay.
18	Steno-typist	9	Grade-IIi) 950-25-1200-30-1560-40-1800 + Rs. 50/- Special pay.(with an initial start of Rs. 1000/-)Grade-Iii)1200-30-1560-40-2000-50-2100 + Rs. 50/- Special pay.
Unit-III			
19	Deputy Secretary (Books Depots)	1	3700-100-4000-125-5000 + Rs. 200/- Special pay.
19.(a)	Senior Manager	2	2400-60-2700-75-3000-100-4000 + Rs. 200/- Special pay. (w.e.f.1.1.86)
20	District Manager (General Cadre)	4	i) 2200-50-2400-60-2700-75-3000-100-4000 + Rs. 200/- Specialpay. (w.e.f. 1.1.86)
20.(a)	District Manager (Diminishing Cadre)	9	ii) 400-20-500-30-800 (Unrevised)
20(b)	Deputy District Manager	3	1800-40-2000-50-2400-60-2700-75-3000-100- 3200 + Rs. 100/-Special pay (w.e.f. 1.4.94)
Unit-IV			
21	Senior Auditor	2	1800-40-2000-50-2400-60-2700-75-3000-100-3200 + Rs. 100/-Special pay.

22	Junior Auditor	7	1500-30-1560-40-2000-50-2400-60-2460
Unit-V			
23	Jamadar/Daftri/Record lifter	40	810-20-950-25-1200-30-1440 + Rs. 40/- Special pay.
24	Sahayak Karamchari	153	i) 750-20-950-25-1200-30-1350(with an initial start of Rs.770/-)ii) 810-20-950-25-1200-30-1440 + Rs. 40/- Special pay.
25	Mali/Security Guard/Helper/Paper lifter/Sweeper/Waterman	149	i) 750- 20-950-25-1200-30-1350(with an initial start of Rs.770/-)ii) 810-20-950-25-1200-30-1440 + Rs. 40/- Special pay.

(b) Academic Section

Unit - I

1	Deleted		
2	Director Academics	1	4500-125-5000-150-5900-200-6700
3	Deputy Director	4	3700-100-4000-125-5000
4	Assistant Director	5	2100-50-2400-60-2700-75-3000-100-4000 (w.e.f. 1.1.86)
5	Subject Expert	35	i) 2200-50-2400-60-2700-75-3000-100-4000 (w.e.f 1.1.86)ii) 3000-100-4000-125-4500 (After eight years of service as subjectExpert).iii) 3700-100-4000-125-5000 [After 10 years of service ingrade (ii)]
6	Deleted		
7	Statistical Officer	1	2000-50-2400-60-2700-75-3000-100-3500
8	Assistant Statistical Officer	1	1800-40-2000-50-2400-60-2700-75-3000- 100-3200 (w.e.f.1.1.1986)

Unit-II

9	Chief Librarian	1	2200-50-2400-60-2700-75-3000-100-4000
10	Librarian	1	1800-40-2000-50-2400-60-2700-75-3000-100-3200.
11	Assistant Librarian	2	1200-30-1560-40-2000-50-2100

Unit-III

12	Artist./cum lay out Expert	8	2200-50-2400-60-2700-75-3000-100-4000 (w.e.f 1.1.1986)
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Unit-IV

13	Editor (Magazine)	1	2000-50-2400-60-2700-75-3000-100-3500
14	Assistant Editor	3	1800-40-2000-50-2400-60-2700-75-3000-100-3200

(c) Publication Section

1	Director Publication	1	4125-125-5000-150-5600
1. (a)	Deputy Director Publication	1	3700-100-4000-125-5000
1. (b)	Deputy Director (Production)	1	3700-100-4000-125-5000
2	Publication Officer	2	2400-60-2700-75-3000-100-4000 (w.e.f 1.1.86)
3	Assistant Publication Officer	7	2200-50-2400-60-2700-75-3000-100-4000 (w.e.f. 1.1.86)
4	Head Proof Reader	1	2200-50-2400-60-2700-75-3000-100-4000 (w.e.f. 1.1.86)
5	Proof Reader	14	1800-40-2000-50-2400-60-2700-75-3000-100-3200
6	Copy Holder	9	i) 950-25-1200-30-1560-40-1800 (with an initial start of Rs.1000/-)ii) 1200-30-1560-40-2000-50-2100iii)1500-30-1560-40-2000-2400-60-2640
(d) Miscellaneous Section			
Unit-I			
1	Chief Medical Officer	1	3700-100-4000-125-5000-150-5300
2	Senior Medical Officer	1	3000-100-4000-125-4500
3	Dispenser	2	i) 1410-30-1560-40-2000-50-2400-60-2640 (with an initial start of Rs. 1470/-)ii) 1640-40-2000-50-2400-60-2700-75-2925
4	Laboratory Technician (Grade-I)	1	1200-30-1560-40-2000-50-2100
5	Laboratory Technician (Grade-II)	1	950-25-1200-30-1560-40-1800
6	Multipurpose worker (Female)	1	950-25-1200-30-1560-40-1800 (with an initial start of Rs.1000/-)
7	Lady attendant	1	810-20-950-25-1200-30-1440 (w.e.f. 1.12.93)
Unit-II			
8	Public Relations Officer	1	2200-50-2400-60-2700-75-3000-100-4000 + Rs. 200/- Special pay(w.e.f. 1.4.92)
9	Information Officer	1	2000-50-2400-60-2700-75-3000-100-3500 (w.e.f. 1.4.92)
10	Lady Welfare Officer	1	2200-50-2400-60-2700-75-3000-100-4000
10.(a)	Senior Project Officer	4	2200-50-2400-60-2700-75-3000-100-3500
11	Project Officer	2	1800-40-2000-50-2400-60-2700-75-3000-100-3200
11. (a)		1	1800-40-2000-50-2400-60-2700-75-3000-100-3200

	Assistant Welfare Officer (Sports)		
12	Business Manager	1	2000-50-2400-60-2700-75-3000-100-3500
12-A.	Legal Advisor	1	2400-60-2700-75-3000-100-4000 + Rs. 200/- Special pay.
13	Assistant Attorney (Grade-II)	1	2000-50-2400-60-2700-75-3000-100-3500
Unit-III			
14	Estate Officer	1	2850-75-3000-100-4000-125-4375 + Rs. 200/- Special pay.
15	Security Officer	1	2400-60-2700-75-3000-100-4000 + Rs. 200/- Special pay.
16	Assistant Security Officer	1	1800-40-2000-50-2400-60-2700-75-3000-100-3200
Unit-IV			
17	Type Writer Mechanic	1	950-25-1200-30-1560-40-1800 (with an initial start of Rs.1000/-)
18	Machineman	5	i) 950-25-1200-30-1560-40-1800ii) 830-20-950-25-1200-30-1470
19	Electrician	1	950-25-1200-30-1560-40-1800
20	Helper Electrician	1	830-20-950-25-1200-30-1470
21	Carpenter	1	950-25-1200-30-1560-40-1800
22	Plumber	1	810-20-950-25-1200-30-1440
Unit-V			
23	Driver	11	1025-25-1200-30-1560-40-2000-50-2100 + Rs. 300/- Special pay.
24	Motor Mechanic cum Driver	1	1200-30-1560-40-2000-50-2100 + Rs. 300/- Special pay.
25	Bus/Truck Helper	4	750-20-950-25-1200-30-1350 (with an initial start of Rs.770/-)

Note : (1) The Incharge Senior Medical Officer and Senior Medical Officer/Lady Doctor will not be entitled to practice privately. They will be given non-practising allowance on the pattern of Punjab Government. Note : (2) Any grade as shown here would be automatically considered to have been modified to the extent of any revision that may be allowed by the Board or Government. Note : (3) The benefit of selection grade will be allowed in the cadres in which it may be permissible under Government instructions issued from time to time. Appendix-'C'(Referred to in Regulation 19)

Sr. No.	Category of employee	Punishing authority	Appellate authority
1	Employee in scale of Pay the minimum of which is less than Rs. 1200/-	Secretary	Chairman

2	Employee in scale of pay the minimum of which is more thanRs. 1200/-	Chairman	Board
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