

The Punjab State Agricultural Marketing Board (Class III) Service Rules, 1989

PUNJAB

India

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Rule

THE-PUNJAB-STATE-AGRICULTURAL-MARKETING-BOARD-CLASS-III of 1989

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1. Short title and application.

(1) These rules may be called the Punjab State Agricultural Marketing Board (Class III) Service Rules, 1989. (2) They shall apply to all the posts specified in Appendix 'A'.

2. Definitions.

- In these rules, unless the context otherwise requires, -(a)'Act' means the Punjab Agricultural Produce Markets Act, 1961 (Punjab Act No. 23 of 1961); (b)'Appendix' means an Appendix to these rules; (c)'Chairman' means the Chairman of the Board; (d)'direct appointment' means an appointment made otherwise than by promotion or by transfer of a person already in the service of the Board or Government of India or of a State Government; (e)'Education Board' means the Punjab School Education Board established under the Punjab School Education Board Act, 1969; (f)'Engineering Wing' means a Wing of the Board entrusted with the execution of civil, electrical, Public health and horticulture works of the Board as well as of the Committees; (g)'Form' means a Form appended to these rules; (h)'Government' means the Government of the State of Punjab in the Agriculture Wing of a Department of Agriculture and Forest; (i)'Non-technical post' means a post which does not require any technical qualifications and has been shown as such in Appendix 'A'; (j)'recognised university or institute' means, -(i) any university or institute

incorporated by law in India;(ii)in the case of degrees, diplomas or certificates obtained as a result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University; and(iii)any other university or institute which is recognised by the Government for the purposes of these rules;(k)'recruiting authority' means a Committee to be constituted by the Board with the prior approval of the Government with the [Secretary of the Board] [Substituted for the words 'chairman of the Board' vide Punjab Government Gazette (Extraordinary) Notification No. G.S.R. 10/P.A./23/61/S.43/Amd.(II)/2002 dated March 26, 2002 Page 73 (CHTR. 5, 1924 SAKA).] as Chairman and such other members as may be specified by it from time to time for the purposes of making direct appointment to the Service;(l)'Service' means the Punjab State Agricultural Marketing Board (Class III) Service;(m)'Technical post' means a post which requires technical qualifications and has been shown as such in Appendix 'A'.

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 Board to add to or reduce the number of such posts or to create new posts with different designations and scales of pay either permanently or temporarily with the prior approval of the Government.

4. Nationality, domicile and character of candidates appointed to Service.

(1)No candidate shall be appointed to the Service unless he is, -(a)a citizen of India;(b)a citizen of Nepal; or(c)a subject of Bhutan; or(d)a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or(e)a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, Kenya, Uganda and the East African countries of Tanzania (formerly Tanganyike and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:Provided that candidates belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been issued by the Government of India in the Department of Home Affairs and Justice.(2)A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the recruiting authority on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless a certificate of eligibility 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 -(i)he produces a certificate of character from the principal academic officer of the university, college, school or institute last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and(ii)an affidavit to the effect that he was never convicted for any criminal offence and that he was never dismissed or removed from service of any State Government, Government of India or any public sector undertaking; and(iii)his character and antecedents are found to be satisfactory by the District Magistrate concerned.

5. Age and physical fitness.

(1) No person shall be recruited to the Service by direct appointment if he is less than eighteen years of age or is more than thirty years of age in the case of non-technical posts and thirty-three years of age in the case of technical posts on the first day of January of the year next preceding the last day of submission of application fixed by the Board or such other age as may be specified by the Government of Punjab for recruitment by direct appointment for services under it from time to time: Provided that the appointing authority may, with the prior approval of the Government, for reasons to be recorded, in writing; relax the upper age limit for a category or class of persons: Provided further that in case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes the upper age limit shall be such as may be fixed by the Government of Punjab for recruitment by direct appointment to services under it from time to time. Note. - For age limits in case of recruitment of Ex-servicemen, the provisions of Rule 6 of the Punjab Recruitment of Ex-servicemen Rules, 1982, shall apply. (2) No person recruited to the Service by direct appointment shall be allowed to join the Service unless he, within the period to be specified by the appointing authority, has appeared for medical examination before the Civil Surgeon or Chief Medical Officer, and has been declared by the Civil Surgeon or the Chief Medical Officer to be physically fit for duties which he will have to perform as a member of the Service. The report of the Civil Surgeon or Chief Medical Officer shall be final: Provided further that a person appointed on purely temporary basis for a period not exceeding three months shall not be required to produce a medical certificate before joining the Service.

6. Appointing authority.

- The appointment to the Service shall be made by the [Secretary of the Board] [Substituted for the words 'chairman of the Board' vide Punjab Government Gazette (Extraordinary) Notification No. G.S.R. 10/P.A./23/61/S.43/Amd.(II)/2002 dated March 26, 2002 Page 73 (CHTR. 5, 1924 SAKA).].

7. 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 appointed to the Service: Provided that if the Board is 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 grounds for so doing it may exempt any person from the operation of this rule.

8. Method of recruitment and qualifications.

(1) Subject to the provisions of sub-rule (4), 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 to a post in the Service, such post shall be filled in by direct appointment or by transfer, as the appointing authority may decide in this behalf. (2) No person shall be appointed to a post in the Service, unless he possesses the qualifications and experience as specified against that

post in Appendix 'B'.(3)All appointments by promotion to the Service shall be made by selection on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.(4)No person shall be recruited to any post in the Service by direct appointment unless he possess knowledge of Punjabi language of matriculation standard or its equivalent or passes test in Punjabi language of matriculation standard to be held by such authority as may be specified by the appointing authority in this behalf from time to time.Provided that where the educational qualifications for any post to be filled in by direct appointment are less than matriculation examination the standard of knowledge of Punjabi shall be lowered accordingly.(5)The following percentage of posts in the Service shall be reserved for each method of appointment indicated for categories specified hereunder, namely :-

(a) By direct appointment :

- (i) For members of the Scheduled Castes 25 per cent
- (ii) For members of Backward Classes 5 per cent
- (iii) For Ex-servicemen, 15 per cent

(b) By promotion:

- (i) For members of Scheduled Castes 20 per cent
- (ii) For members of the Backward Classes 2 per cent

Provided that reservation in the case of sportsmen, handicapped persons, freedom fighters or for any other category of persons shall also be according to such percentage as may, from time to time, be specified by the Government of Punjab for the Services under it.

9. Departmental Examination.

(1)Junior Engineer (Civil)/Junior Engineers (Public Health)/Junior Engineers (Electrical) and Junior Engineers (Mechanical) shall be required to pass the departmental examination [held by the Board] [Substituted for the words 'held by the Government of Punjab in the Department of Public works Legislative Supplement Part III, dated June 21, 1990.] in three chances from the date of their joining. The rules, procedure and standard laid down by the Government of Punjab in that Department for their Junior Engineers in connection with the Departmental Examination will be applicable to them.(2)The Junior Engineers referred to in sub-rule (1) shall be required to undergo such training and clear such tests periodically during the training or at the end of the training as may be required. The syllabus of training shall be specified by the Board from time to time with the prior approval of the Government :Provided that if a member of the Service fails to pass the departmental examination in three chances he shall be given one more chance as a special case, by the appointing authority after recording the reasons thereof to enable him to pass the departmental examination within the period of probation.

10. Probation of persons appointed to Service.

(1)Persons appointed to the Service shall remain on probation for a period of two years: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 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;(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; and(d)any period of leave not exceeding six months during or at the end 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 if has failed to pass the prescribed departmental examination within a period not exceeding two years from the date of appointment, it may, -(a)If such person is recruited by direct appointment, dispense with his services or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and(b)If such person is recruited otherwise, -(i)revert him, to his former post; or(ii)deal with him in such other manner as the terms and conditions of his 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 if appointed against a permanent vacancy; or(ii)confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or(iii)declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or(b)if his work or conduct has not been in its opinion satisfactory or he has failed to pass the prescribed departmental examination 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.

11. Seniority of members of Service.

- The seniority inter se of the members of the Service in each cadre shall be determined by the length of continuous service on a post in that cadre of the Service:Provided that in the case of members appointed by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum period of four months from the date of order of appointment, the seniority based on the order of merit determined by the recruiting authority, shall not be disturbed :Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the recruiting authority, his seniority shall be determined from the date he joins the Service :Provided further that in case a candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso :Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows :-(a)a member recruited by direct appointment shall be senior to a member recruited otherwise;(b)a member appointed by promotion shall be senior to a member appointed by transfer;(c)in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and(d)in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a

member who was drawn a higher rate of pay in his previous appointment, and if the rate of pay drawing are also the same, then by their length of service in those appointments; and if the length of such service is also the same an older member shall be senior to a younger member. Note. - Seniority of members of the Service appointed on purely provisional basis or on daily wages shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

12. 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 to do so by the appointing authority.

13. Leave, pay and other matters etc.

(1) In respect of pay, leave and other matters expressly provided for in these rules, the members of the service shall be governed by the Punjab Civil Service Rules, as applicable to the employees of the State of Punjab from time to time. (9) In respect of provident fund and gratuity, the members of the Service shall be governed by the Punjab State Agricultural Marketing Board and Market Committees Employees Provident Fund and Gratuity Rules, 1965 and the Punjab State Agricultural Marketing Board and Market Committees Employees Pension, Provident Fund and Gratuity Rules, 1987.

14. Pay of members of Service.

- The members of the Service shall be entitled to such scales of pay as may be authorised by the Board with the prior approval of the Government from time to time. The Scales of pay, at present, in force in respect of members of the Service are given in Appendix 'A' to these rules.

15. Discipline, Penalties and Appeals.

- In the matters of discipline, punishment and appeals, the members of the Service shall be governed by the provisions of the Punjab State Agricultural Marketing Service (Punishment and Appeal) Rules, 1988. (2) The authority empowered to impose penalties as specified in Rules 5 of the Punjab State Agricultural Marketing Service (Punishment and Appeal) Rules, 1988 and the appellate authority thereunder in respect of the members of the service shall be as specified in Appendix 'C'.

16. Periodical Medical check up.

(a) Every member of the Service shall be liable to undergo periodical medical examination and preventive or curative treatment as he may be required to undergo. (b) Every member of the Service shall be liable at any stage of his service when directed by the appointing authority to undergo medical examination by the Civil Surgeon or the Chief Medical Officer and his continuation in service shall be subject to the fitness certificate given by the Civil Surgeon or the Chief Medical

Officer to the satisfaction of the appointing authority.(c)In case any member of the Service is not found fit to perform his duties, he shall be liable to retire from service and shall be entitled to the same benefits as are admissible to Punjab Government employees holding corresponding posts, under the Punjab Civil Service Rules Volume II on being retired on account of invalidity.

17. Vaccination and re-vaccination.

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

18. 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.

19. Power to relax.

- Where the appointing authority is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded in writing with the prior approval of the Government relax any of the provisions of these rules with respect to any class or category of persons :Provided that the provisions relating to qualifications and experience shall not be relaxed.

20. Interpretation.

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

21. Saving clause.

- Notwithstanding anything contained in these rules, the appointments made to any post under the Board prior to the commencement of these rules shall be deemed to have validly been made under these rules and shall not be questioned on any ground, whatsoever.Appendix 'A'[See Rules 1, 2, 3 and 4]

Sr. No.	Designation Post	No. of Posts	Whether technical or non-technical	Scale of pay in rupees
1.	Superintendent Grade II	7	Non-Technical	Rs 800-25-850-30-1,000/40- 1,200/50-1,400 plus Rs. 50 Special Pay.
2.	Legal Assistant	5	Non-Technical	Rs. 800-25-850-30-1,000/40-1,200/50- 1,400
	Senior Auditor/Internal			(i) Rs. 800-25-850-30-1,000/40-1,200/50-1,4000
3.	Auditor/Superintendent S.A.S.	4	Non-Technical	plus Rs. 50Special Pay for S.A.S. qualified(ii) Rs.700-25-850/30-1,000/40

4.	Personal Assistant	2	Non-Technical	Rs. 800-25-850-30-1,000/40-1,200/50-1,400 plus Rs. 100 Special Pay
5.	Circle Head Draftsman	3	Technical	Rs. 750-25-850-30-1,000/40-1,200/50-1,300
6.	Publicity Supervisor	1	Non-Technical	Rs. 750-25-850-30-1,000/40-1,200/50-1,300
7.	Technical Assistant	7	Non-Technical	Rs. 750-25-850-30-1,000/40-1,200/50-1,300
8.	Technical Assistant (Cotton)	1	Non-Technical	Rs. 750-25-850-30-1,000/40-1,200/50-1,300
9.	Librarian	1	Non-Technical	Rs. 750-25-850-30-1,000/40-1,200/50-1,300
10.	Programmer	1	Non-Technical	Rs. 750-25-850-30-1,000/40-1,200/50-1,300
11.	Planning Assistant	1	Technical	Rs. 725-25-850-30-1,000/40-1,200/50-1,300
12.	Assistant Secretary Market Committee	12	Non-Technical	Rs. 700-25-850/30-1,000/40-1,200
13.	Laboratory Incharge	3	Non-Technical	Rs. 700-25-850/30-1,000/40-1,200
14.	Divisional Head Draftsman (Civil) Divisional Head Draftsman (Public Health)	19	Technical	Rs. 700-25-850/30-1,000/40-1,200
15.	Divisional Head Draftsman (Electrical)	1	Technical	Rs. 700-25-850/30-1,000/40-1,200
16.	Divisional Head Draftsman (Two Planning)	3	Technical	Rs. 700-25-850/30-1,000/40-1,200
17.	Junior Engineer (Civil/Junior Engineer (Public Health)	176	Technical	Rs. 700-25-850/30-1,000/40-1,200
18.	Junior Engineer (Electrical)	16	Technical	Rs. 700-25-850/30-1,000/40-1,200
19.	Junior Engineer (Mechanical)	4	Technical	Rs. 700-25-850/30-1,000/40-1,200
20.	Senior Draftsman (Architect)	2	Technical	Rs. 700-25-850/30-1,000/40-1,200
21.	Senior Mechanic-cum-Technician	1	Technical	Rs. 620-20-700/25-850/30-1,000/40-1,200
22.	Assistant Programmer	2	Non-Technical	Rs. 620-20-700/25-850/30-1,000/40-1,200
23.	Laboratory Assistant	6	Non-Technical	Rs. 620-20-700/25-850/30-1,000/40-1,200
24.	Superintendent Grade IV (Civil/Superintendent Grade IV Public Health/Superintendent Grade IV Electrical)	14	Non-Technical	Rs. 620-20-700/25-850/30-1,000/40-1,200
25.	Assistant/Cashier/Care Taker/ Assistant (Cotton)	89	Non-Technical	Rs. 600-20-700/25-850/30-1,000-40-1,120 Cashier same scale plus Rs. 50 Special Pay - Care Taker same

				scale plus Rs. 75	Conveyance allowance
26.	Publicity Assistant	15	Non-Technical	Rs. 600-20-700/25-850/30-1,000-40-1,200	
27.	Senior Scale Stenographer	4	Non-Technical	Rs. 600-20-700/25-850/30-1,000-40-1,200 plus Rs. 40 Special Pay	
28.	Gradomgj Supervisor	24	Non-Technical	Rs. 600-20-700/25-850/30-1,000-40-1,200	
29.	Statistical Assistant	12	Non-Technical	Rs. 600-20-700/25-850/30-1,000-40-1,200	
30.	Stenographers in the Engineering Wing in the field	7	Non-Technical	Rs. 600-20-700/25-850/30-1,000-40-1,200	
31.	Modeller-cum-Pattern Maker	1	Non-Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
32.	Photographer-cum-Cinema Operator	1	Non-Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
33.	Assistant Librarian	1	Non-Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
34.	Artist	1	Non-Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
35.	Junior Auditor	8	Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
36.	Munim	1	Non-Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
37.	Accounts Clerk (Civil)/Accounts	34	Non-Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
38.	Assistant Draftsman (Civil/Assistant	37	Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
39.	Assistant Draftsman (Public Health)	2	Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
40.	Assistant Draftsman (Architect) and Assistant Draftsman (TownPlanning)	4	Technical	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080	
41.	Divisional Accountant (Civil/Divisional Accountant (PublicHealth/Divisional Accountant (Electrical)	13	Non-Technical	Rs. 1,400-40-1600-50-2,300/60-2,600 (Central Scale)	
42.	Sub-Divisional Clerk/Senior Clerk of the Engineering Wing in the Field	45	Non-Technical	Rs. 510-15-600/20-700/25-800	
43.	Security Officer	1	Non-Technical	Rs. 600-20-700/25-85/30-1,000-40-1,120	
44.	Junior Scale Stenographer	6	Non-Technical	Rs. 480-15-600/20-700/25-800	
45.	Data Entry Operator	8	Non-Technical	Rs. 510-15-600/20-700/25-800	
46.	Grading Assistant	24	Non-Technical	Rs. 510-15-600/20-700/25-800	

47.	Clerks, typist, P.B.X. Operator, Clerk Store Project/ClerksEngineering Wingh at the head quarters	142	Non-Technical	(i) Rs. 400-10-450/15-525/15-600(ii) 50 percent posts in the scale of Rs. 510-15-600/20-700/25-800P.B.X. operator Same Scaleplus Rs. 35 Special Pay
48.	Computer	4	Non-Technical	Rs. 400-10-450/15-525/15-600
49.	Laboratory Attendant	3	Non-Technical	Rs. 400-10-450/15-525/15-600
50.	Steno-typist	59	Non-Technical	Rs. 400-10-450/15-525/15-600 plus
51.	Drivers	91	Non-Technical	Rs. 400-10-450/15-525/15-600 plus
52.	Restorer	1	Non-Technical	Rs. 400-10-450/15-525/15-600
53.	Security Guard	2	Non-Technical	Rs. 400-10-450/15-525/15-600
54.	Lift Operator	2	Non-Technical	Rs. 400-10-450/15-525/15-600
55.	machine Operator (Gestantor)	1	Non-Technical	Rs. 400-10-450/15-525/15-600
56.	Plumber	5	Non-Technical	Rs. 400-10-450/15-525/15-600
57.	Electrician		Technical	Rs. 400-10-450/15-525/15-600
58.	Carpenter	2	Technical	Rs. 400-10-450/15-525/15-600
59.	Library Attendant	1	Non-Technical	Rs. 400-10-450/15-525/15-600
60.	Assistant Sub-Divisioanal Clerk/Clerks of the EngineeringWingh in the Field	131	Non-Technical	Rs. 400-10-450/15-525/15-60050 per cent posts in the scale ofRs. 510-15-600/20-700/25-800
61.	Ferro Printer	1	Non-Technical	Rs. 400-10-450/15-525/15-600
62.	Tracer (Civil)/Tracer (Public Health/Tracer (Electrically)/Tracer (Divisional Town Planning)	35	Non-Technical	Rs. 400-10-450/15-525/15-600
*[64.	Road Roller Driver	7	Non-technical	950-35-1160-40-1320-5-1500-50-2000-60-2060-70-2130
65.	Surveyor	10	Technical	1200-40-1320-45-1500-50-2000-60-2060-70-2130

*Added by LSP III dated 10.7.1995.Appendix 'B'[See Rule 8]

Sr. No.	Designationof the Post	Method ofrecruitment	Qualificationfor recruitment	
			By directappointment	By promotion
1	2	3	4	5
1.	SuperintendentGrade II	(i) Bypromotion; or(ii) By transfer on deputation	...	From amongstthe Assistants/Cashier/ (Cotton) care takers anexperience of wor

for a minimum period of
years

- | | | | |
|--|---|--|---|
| 2. Legal Assistant | (i) By direct appointment ; or (ii) By transfer on deputation | Should possess a LL.B Degree (Professional) of a recognised University with three years experience at the Bar | |
| 3. Senior Auditor/ Internal Auditor/ Superintendent S.A.S. | (i) By direct appointment ; By promotion ; or (iii) By transfer on deputation | Should be Graduate of a re-cognised University and should have passed Subordinate Accounts Service Examination | From amongst the officers working in the Board or Committee who have been in the subordinate Accounts Service Provided that the post shall be filled in amongst the non-subordinate Accounts Service Junior Auditors who have an experience of not less than three years such for a minimum period of |
| 4. Personal Assistant | (i) By Promotion ; or (ii) By transfer on deputation | .. | From amongst the Senior Stenographers who have an experience of working for a minimum period of |

5.	Circle HeadDraftsman	*[(i) By promotion ; or(ii) By transfer .. on deputation]	From amongst the D Head Draftsman (Ci Divisional Head Draftsman(Public H have an experience o such for a minimum five years
6.	Publicity Supervisor	(i) By promotion; or(ii) By transfer .. on deputation	From amongst the P Assistants who have experience of workin a minimum period o
7.	Technical Assistant	(i) By promotion; or(ii) By transfer .. on deputation	From amongst the S Assistants who have experience of workin a minimum period o

		Should possess degree of M.Sc. in Agricultural Economics of a recognised university and Diploma in Agricultural Marketing from the Directorate of Marketing and Inspection, Government of India, Nagpur : Provided that preference shall be given to a candidate who has an experience of working in cotton marketing under the Government of India or any State Government for a minimum period of three years	
8. Technical Assistant (Cotton)	(i) By direct appointment ; (ii) By promotion ; or (iii) By transfer on deputation	Should possess degree of M.Sc. in Agricultural Economics of a recognised university and Diploma in Agricultural Marketing from the Directorate of Marketing and Inspection, Government of India, Nagpur : Provided that preference shall be given to a candidate who has an experience of working in cotton marketing under the Government of India or any State Government for a minimum period of three years	From amongst the Librarians who have a minimum period of experience of working in cotton marketing under the Government of India or any State Government for a minimum period of three years
9. Librarian	(i) By direct appointment ; or (ii) By promotion	Should possess Master's Degree in Library Science of a recognised University	From amongst the Librarians who have a minimum period of experience of working in Library Science of a recognised University
10. Programmer	(i) By direct appointment : or (ii) By promotion ; or (iii) By transfer on deputation	Should possess Master's Degree in Science, Statistics or Physics of a recognised university and should have an experience or working as Data Entry Operator in Government of India or a State Government or in a institution of repute for a minimum period of two years Provided	From amongst the Programmers who have a minimum period of experience of working in Science, Statistics or Physics of a recognised university and should have an experience or working as Data Entry Operator in Government of India or a State Government or in a institution of repute for a minimum period of two years Provided

			that preference will be given to a candidate having OneYear's Diploma Course in Computer Science from a recognisedinstitution
11.	PlanningAssistant	*[Bypromotion ; or(ii) By transfer on deputation]	*[Fromamongst the Head Draftsman (To Planning) working in having experience of a minimum period of as such]
12.	AssistantSecretary Market Committee	±[(i) Fiftyper cent by direct appointment ; and(ii) Fifty percent bypromotion]	(i) Fromamongst the Supervisors-cum-Federal working in theComm are Graduate of a recognised university ±-From arandi Supervisors-c Collectors working in Committees who have experience of working foraminimum period of years ±[-]
13.	Laboratory	(i) By directappointment ; or(ii) By promotion ; or(iii) By transferon deputational Head	Should be aScience Graduate of a recognized university with two monthstraining in fibre testing from Cotton Redomology ResearchLaboratory, Matunga, Bombay or

at any other Cotton
Classing Centre
established by the
Government of India
or a State Government
:Provided that if no
candidate having
training as aforesaid is
available,
appointment may be
made but the person
so appointed shall
have to get the said
training before he is
given posting orders

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|-----|--|--|--|
| 14. | Divisional Head Draftsman (Civil)/
Divisional Head Draftsman (Public
Health) | <p>**[(i)
By promotion; or (ii)
By transfer on ...
deputation]</p> | <p>From amongst the A
Draftsmen (Civil)/A
Draftsman (Public H
have an experience o
such for a minimum
five years</p> |
| 15. | Divisional Head Draftsman
(Electrical) | <p>*[(i) By Promotion ;
or (ii) By transfer ...
on deputation]</p> | ... |
| 16. | Divisional Head Draftsman (Town | <p>**[By promotion; ...</p> | <p>**[From amongst the</p> |

	Planning)	or(ii) By transfer on deputation]	Draftsmen (Town Planning) working in the Board or an experience of working for a minimum period of eight years]
17.	Junior Engineer (Civil)/Junior Engineer (Public Health)	(i) Seventy five per cent by direct appointment:(ii) and Twenty five percent by promotion	Should possess a diploma in Civil Engineering of a recognized institute
			(i) Seven and half per cent amongst the Surveyors who possess a Diploma in Engineering from a recognized institute, and who have an experience of working for a minimum period of eight years;
			(ii) Five per cent from Surveyors who are Non-holders, and who have an experience of working for a minimum period of eight years:
			Provided that such Non-holders shall have to pass an examination the Pattern of which shall be determined by the Department of Public Works (B&R) to be conducted by the Board;
			(iii) Five per cent from the Supervisors, who possess a Diploma in Civil Engineering from a recognised institute who have an experience of working as such for a period of eight years.

18. Junior Engineer (Electrical)

**[(i)

Ninety percent by direct

appointment; (ii)

Ten percent by promotion. Provided that if no suitable person is available for appointment to

the Service by promotion, then such a post shall be filled in by transfer on deputation and the vacancy so filled in shall be counted towards the quota fixed for appointment by promotion]

Should possess Diploma in Electrical Engineering of a recognised institute

(iv) Five percent from the Supervisors, who are Non-Diploma holders working in the Board Committees and have an experience of working for a minimum period of fifteen years;

Provided that such Non-Diploma holders Supervisors should pass an examination in the pattern of Departmental works (B&R), to be conducted by the Board; and,

(v) Two and half percent amongst the Draftsmen working in the Board who possess diploma in Civil Engineering from a recognised institute, and have an experience of working for a minimum period of ten years.

(a) Two and a half percent amongst the Work Mistries who have an experience of working as such for a period of eight years and have passed the National Certificate Course of Sectional Officers of Institute; and (b) Two and half percent from amongst the Work Mistries who have an experience of working for a minimum period of eight years. *[(c) Five percent amongst the Draftsmen (Electrical) working in the Board who possess Diploma in Electrical Engineering from a recognised Institute]

19. Junior Engineer (Mechanical)	<p>**[(i) Ninety per cent by direct appointment ;(ii) Ten percent by promotion: Provided that if no suitable person is available for appointment to the Service by promotion, then such a post shall be filled in by transfer on deputation and the vacancy so filled in shall be counted towards the quota fixed for appointment by promotion]</p>	<p>Should possess Diploma in Mechanical Engineering of a recognised Institute</p>	<p>(a) Two and a half per cent amongst the Workmen who have an experience of working as such for a period of eight years and have passed the National Course of Sectional Certificate (Mechanical) of a recognised Institute ; and (b) Two percent from amongst the Mistries who have an experience of working as such for a minimum period of fifteen years (c) Five percent from amongst those who possess Diploma in Mechanical Engineering of a recognised Institute</p>
20. Senior Draftsman (Architect)	<p>**[(i) By promotion ; or (ii) By transfer on deputation]</p>	<p>...</p>	<p>**[From amongst the Draftsmen (Architects) in the Board who have an experience of working for a minimum period of five years]</p>
21. Senior Mechanic-cum-Technician	<p>By direct appointment</p>	<p>Should possess Two years Certificate in Farm machinery or Machinery of Diesel Engine of recognised Institute, with eight years experience in operation, repair and maintenance of Mechanical units in</p>	

			any Government, or private firm of repute after passing the Matriculation Examination	
			Should be Graduate of a recognised University with one year experience in Computer Programming in a Department of the Government or in a private firm of repute : Provided that preference will be given to candidate having One Year Diploma Course in Computer Science of a recognised Institute	
22.	Assistant Programmer	By direct appointment; (ii) By promotion	Should be a Science Graduate of a recognised University and should have three years experience in cotton marketing and training in fibre testing at Cotton Technical Research Laboratory, Bombay	From amongst the D Operators who have experience of working a minimum period of
23.	Laboratory Assistant	(i) By direct appointment 'or (ii) By transfer on deputation		
24.	Superintendent Grade IV (Civil)/ Superintendent Grade IV (Public Health) Superintendent Grade IV (Electrical)	(i) Fifty percent by promotion ; and (ii) Fifty percent by transfer on deputation		From amongst the A Clerks (Civil)/ Accountants (Electrical) who have experience of working for a minimum period of years
25.	Assistant/Cashier Care Taker/Assistant (Cotton)	(i) By promotion ; or (ii) By Transfer		From amongst the C P.B.X. Operator/Clerks

	on deputation	Project/ClerksEngineers at the Headquarters Steno-typists who have experience of working for a minimum period of five years.
26. Publicity Assistant	(i) By direct appointment ; or (ii) By transfer on deputation	Should be a Graduate of a recognised University with Punjab as an elective Candidates having Diploma in Journalism of a recognised Institute will be given preference
27. Senior Scale Stenographer	(i) By promotion ; or (ii) By transfer on deputation	From amongst the Junior Stenographers who have experience of working a minimum period of and who qualify the departmental test Stenography at the speed of words per minute in language and 60 words minute in English language
28. Grading Supervisor	By promotion	From amongst the Grade Assistants who have experience of working a minimum period of Provided that the Assistants/Cashiers Taker/Assistant (Cotton)/Statistical and Mandi Supervisors-cum-Fe working in the Board Committees who have experience of working the aforesaid posts for minimum period of

			and who are Graduates of a recognised University and possess a certificate of completion of a course in Cotton grading from the Directorate of Marketing and Inspection, Cotton Grading Centre, Government of India may also be appointed.
29. Statistical Assistant	(i) By direct appointment ; or (ii) By promotion	Should possess Master's Degree in Economics, Statistics, Mathematics or Agriculture of a recognised University ; Provided that a person having one year Diploma in Computer Science of a recognised Institute shall be given preference	From amongst the Candidates who are Graduates of a recognised university and have an experience of not less than eight years
30. Stenographers in the Engineering Wing in the Field	(i) By promotion ; (ii) By transfer on deputation	...	From amongst the Junior Stenographers who have an experience of working for a minimum period of five years and who pass a test in Stenography in Punjabi language and English at the speed of 100 words per minute and 60 words respectively
31. Modeller-cum-Pattern Maker	(i) By direct appointment ; or (ii) By transfer on deputation	Should have passed Matriculation Examination and should possess Diploma in Modelling of a recognised Institute	
32. Photographer-cum-Cinema Operator	By direct appointment	Should have passed Matriculation	

		Examination and should possess Diploma in Photography of a recognised Institute	
33. Assistant Librarian	By direct appointment	Should be a Graduate in Library Science of a recognised University	
34. Artist	By direct appointment	Should be a Graduate in Fine Arts of a recognised University	
35. Junior Auditor	(i) By direct appointment ; or (ii) By transfer on deputation	Should be a Graduate of a recognised University with Economics as one of the subjects	
36. Munim	By direct appointment	Should have passed Matriculation Examination and should have adequate knowledge of Land a Script prevalent in Punjab and should have an experience of working as a Minimum for a minimum period of three years in a firm of repute	
37. Accounts Clerk (Civil) Accounts Clerk (Public Health/Accounts Clerk (Electrical)	(i) Fifty percent by promotion ; and (ii) Fifty percent by transfer or deputation	From amongst the Sub-Divisional Clerks of Engineering in the Field, who have experience of working for a minimum period of years	

			<p> ^{**}[From amongst the Draftsmen (Civil/Electrical/Public Health/Town Planning Architect) who possess a diploma in Civil Draftsman awarded by the Board of Technical Education or any other recognised institute or who possesses a three years' course in Architectural Assistant awarded by the State Technical Education or other recognised institute who have qualified on a test conducted by the post of Assistant (Civil/Public Health) who have an experience working as such for a period of twelve years] </p>
38.	Assistant Draftsman (Civil)/Assistant Draftsman (Public Health)	<p> ^{**}[(i) By promotion; or (ii) By transfer on deputation] </p>	<p> ^{**}[-] </p>
39.	Assistant Draftsman (Electrical)	<p> ^{**}[(i) By promotion ; or (ii) By transfer on deputation] </p>	<p> ^{**}[-] </p>
40.	Assistant Draftsman (Architect and Assistant Draftsman (Town Planning)	<p> ^{**}[(i) By promotion ; or (ii) By transfer on deputation] </p>	<p> ^{**}[From amongst the Draftsmen (Architect and Planning) who possess] </p>

			in Architectural Assi awarded by theState Technical Education other recognisedinst who have an experie working as such for period of twelve year
41.	DivisionalAccountant (Civil) Divisional Accountant (PublicHealth)/Divisional Accountant (Electrical)	By transferon deputation	
42.	Sub-DivisionalClerk I Senior Clerks of the Engineering	(i) Fifty percent by promotion ; and(ii) Fifty percent by Transfer ordeputation	From amongstthe A Sub-Divisional Clerk the EngineeringWin Field who have an ex working as such for period of three years
43.	SecurityOfficer	(i) By directappointment;(ii) By promotion ; or(iii) By transfer ondeputation	Should becommissioned officer of the Armed Forces of the Union not belowthe rank of Lieutenant or Captain having excellent record ofservice as per entries in hi Army Discharge Certificate From amongstthe Se Guards who have an of working as such fo minimum period of
44.	Junior Scalestenographer	(i) By directappointment;(ii) By promotion ; or(iii) By transfer ondeputation	Should be aGraduate (ii) a recognised University and should pass test inStenography in Punjabi and English languages at a speed From amongstthe St who have an experie working as such for period of five years a qualify the test inSte Punjabi and English as such speed as ma

of 100 words per minute by the appointing authority

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|-------------------------|-----------------------|--|
| 45. Data Entry Operator | By direct appointment | Should be a Graduate of a recognised University and should possess Certificate of Diploma Course in Computer Science of a recognised institute |
| 46. Grading Assistant | By direct appointment | <p>(i) Should be a Graduate of a recognised University ; and (ii) Should possess a Certificate of training Course in Cotton Grading from the Directorate of Marketing and Inspection, Cotton classing Centre, Surat : Provided that preference will be given to Persons holding Degree in Agriculture of a recognised University Note : Clerks in the Senior grade and Auction Recorders working in the Board and Committees who are Graduates of a recognised University and possess a Certificate of Training Course in Cotton Grading from the Directorate of</p> |

			Marketing and Inspection Cotton Classing Centre, Surat and who have an experience of working on either of the aforesaid posts for a minimum period of three years may also be appointed	
				From amongst the C employees of the Bo have an experience o such for a minimum five years and who h the Matriculation Ex and have also passed test in Punjabi langu speed of thirty word : Provided that the p Class IV employees o shall be upto such p posts as is fixed from time by the Governm Punjab for making promotions from Cla employees to the pos under its control
47.	Clerks/Typists/P.B.X. Operator/Clerk Store Project/Clerks Engineering Wing at the Headquarters	(i) By direct appointment By promotion, or (iii) By transfer	Should be a graduate or Intermediate Second Class or its equivalent degree of a recognised University (i) or should be Matriculate First Class, and (ii) Should pass typewriting test in Punjabi language at the speed of thirty words per minute	
48.	Computer	By direct appointment	(i) Should have passed the Matriculation examination in First Division ; and (ii) Should have an experience of collection and compilation of data in an Institution of repute	
49.	Laboratory Attendant	By direct appointment	(i) Should have passed the Matriculation examination, and (ii) Should possess Diploma in Electrical	

		Trade of an Industrial Training Institute	
		(i) Should be a Graduate or Intermediate Second Class or its equivalent of arecognised University or Matriculate First class ...	
50. Stenotypist	(i) By direct appointment or (ii) By transfer on deputation	; and (ii) Should pass test in Stenography in Punjabi language at a speed of eighty words per minute	
		(i) Should possess driving licences for during light vehicles (ii) Should have an experience of driving light vehicles for a minimum period of five years ; and (iii) Should have knowledge of reading and writing Punjabi : Provided that preference will be given to a persons having higher qualification and more experience	
51. Drivers	(i) By direct appointment ; or (ii) By transfer on deputation	...	
52. Restorer	By promotion	...	From amongst the J. Daftries who have an experience of working as such for a minimum period of ... and who have passed the Standard Examination
53. Security Guard	(i) By direct appointment ; or (ii) By promotion	From amongst the ex-servicemen who have an experience of working in the Armed Forces of the ...	From amongst the C. employees who have an experience of working for a minimum period of ... and who are Ex-servicemen

			Union for a minimum period of fifteen years and who have very good record of service	
54.	Lift Operator	By promotion	...	From amongst the J... Draftsmen who have a experience of working a minimum period f...
55.	Machine Operator (Gestator)	By promotion	...	From amongst the C... employees working i... who have an experie... working as such for period of five years
56.	Plumber	By direct appointment	Should be Middle Pass with Diploma in Plumber Trade of an Industrial Training Institute	...
57.	Electrician	By direct appointment	Should be Matriculate with Diploma in Electricity Trade of an Industrial Training Institute	...
58.	Carpenter	By direct appointment	Should be Middle Pass with Diploma of an Industrial Training Institute in Carpenter Trade	...
59.	Library Attendant	By direct appointment	Should have passed Matriculation Examination with Punjabi as Elective subject	...
60.	Assistant Sub-Divisional Clerk/Clerk of the Engineering Wing in the Field	(i) By direct appointment ; or (ii) By transfer on deputation	(i) Should be a Graduate or Intermediate Second Class or its equivalent of arecognised University or Matriculate First Class ; and (ii) Should have passed type writing test in Punjabi	...

			language at aspeed o thirty words per minute.	
				**[Fromamongst the categories of employ Board whoare -(i)ma Ferro-Khallasis with serviceas such : Thir cent(ii) middle pass Ferro-Khallasiswith service as such : Thi cent(iii)matriculate two year's service as percent(iv) middle p with five year's servi :Ten per cent]
61. Ferro Printer	**[Twentypercent by direct appointment(ii) Eighty percent bypromotion]		Should havepassed matriculation Examination	
			**[Shouldhave passed Matriculation Examination and should possess twoyear's Industrial training Institute Certificate in respectivetrade of Draftsman for which the post of the Junior Draftsmanfalls vacant]	**[Fromamongst the working on Class-IV Board whopossess t Industrial Training I Certificate inrespect of Draftsman for wh of theJunior Draftsm vacant]
62. JuniorDraftsman (Civil) junior Draftsman (Public Health) JuniorDraftsman (Electrical) Junior Drafts,an (Divisional) TownPlanning]	**[JuniorDraftsman (Civil) junior Draftsman (Public Health) JuniorDraftsman (Electrical) Junior Drafts,an (Divisional) TownPlanning]	**[(i) Eightyper cent by direct appointment(ii) Twenty per cent bypromotion]		
†[64. Road RollerDriver		By directappointment	Should haveHeavy Vehicle Driving License CivilEngineering or Certificate of Surveyor from the State Board ofTechnical Education or any other recognised institute.]	
65. Surveyor		By directappointment		

*Vide Punjab Gazette, (Extraordinary) Legislative Supplement Part III, dated 21.6.1990.**Vide Punjab Gazette, (Extraordinary) Legislative Supplement Part III, dated 5.12.1991.†Vide Punjab Gazette, (Extraordinary) Legislative Supplement Part III, dated 26.8.1993.***Vide Punjab Gazette, (Extraordinary) Legislative Supplement Part III, dated 10.7.1995.Appendix 'C'[See rule 15]

Sr. No.	Designation of the Post	Nature of Penalty	Auth pena
1	2	3	4
1.	Superintendent Grade-II	Minor Penalties(i)Censurefor t ;(ii) Withholding Boar of his Gaze promotion;(iii)Recom from his pay of the 10/P whole or part any date pecuniary (CH losscaused by him to the Board by negligence or breach of orders;(iv) Withholding of increment of payMajorPenalties(v) reduction to a lower stage in the timeScale of pay for a specified period ; with further direction asto whether or not the Board employee will earn increments of payduring the period of such reduction and whether on the expiry ofsuch period, reduction will or will not have the effect ofpostponing the future increments of his pay ;(vi) reductionto a lower time scale of pay, grade, post or service, whichshall	[Sec Boar Gaze Nery 10/P date CH

ordinarily be a bar to the promotion of the Board employee to the time scale of pay, grade, post or service, from which he was reduced ; with or without further direction regarding conditions of restoration to the grade or post or service from which the Board employee was reduced and his seniority and pay on such restoration to that grade, post or service ;(vii) Compulsory retirement ;(viii) removal from service which shall not be disqualification for future employment under the Board, Government, Semi-Government Departments ;(ix) dismissal from service which shall ordinarily be a disqualification or future employment under the Board, Government, Semi-Government

Departments

2. Legal Assistant
3. Senior Auditor/Internet Auditor
Superintendent
4. S.A.S./Personal Assistant
5. Circle Head Draftman
6. Publicity Supervisor
7. Technical Assistant
8. Technical Assistant (Cotton)
9. Librarian
10. Programmer
11. Planning Assistant
12. Assistant Secretary Market Committee
13. Laboratory Incharge
14. Divisional Head Draftsman (Civil)/
Divisional Head Draftsman(Public Health)
15. Divisional Head Draftsman (Electrical)
16. Divisional Head Draftsman (Town Planning)
17. Junior Engineer (Civil)/Junior Engineer
(Public Health)
18. Junior Engineer (Electrical)
19. Junior Engineer (Mechanical)
20. Senior Draftsman (Architect)
21. Senior Mechanic-cum-Technical
22. Assistant Programmer
23. Laboratory Assistant
24. Superintendent Grade IV
(Civil)/Superintendent Grade IV(Public
Health)/Superintendent Grade IV
(Electrical)
25. Assistant/Cashier/Caretaker/Assistant
(Cotton)
26. Publicity Assistant
27. Senior Scale Stenographers Grading
Supervisor
28. Grading Supervisor
29. Statistical Assistant

30. Stenographers in the Engineering Wing in the Field
31. Modeller-cum-Pattern Maker
32. Photographer-cum-Cinema Operator
33. Assistant Librarian
34. Artist
35. Junior Auditor
36. Munim
37. Accounts Clerk (Civil) Accounts Clerk (PublicHealth)/Accounts Clerk (Electrical)
38. Assistant Draftsman (Civil)/ Assistant Draftsman (PublicHealth)
39. Assistant Draftsman (Electrical)
40. Assistant Draftsman (Architect) and Assistant Draftsman (TownPlanning)
41. Divisional Accountant (Civil)/ Divisional Accountant (PublicHealth)/Divisional Accountant (Electrical)
42. Sub-Divisional Clerk/Senior Clerks of the Engineering Wing in the Field
43. Security Officer
44. Junior Scale Stenographers
45. Data Entry Operator
46. Grading Assistant
47. Clerks, Typist, P.B.X. Operator, Clerk Store Project/ ClerkStore Project/Clerk Engineering Wing at the Headquarters
48. Computer
49. Laboratory Attendant
50. Steno typist
51. Drivers
52. Restorer
53. Security Guard
54. Lift Operator
55. Machine Operator (Gestatnor)
56. Plumber
57. Electrician
58. Carpenter
59. Library Attendant

60. Assistant Sub-Divisional Clerk/Clerks of the
Engineering Wing in the Field
61. Ferro Printer
Tracer (Civil)/Tracer
62. (Public Health)/Tracer (Electrical)/Tracer (Divisional
Town Planning)
64. [[Substituted for the words
'chairman of the Board' vide Punjab
Government Gazette (Extraordinary)
Notification No. G.S.R. Road Roller Driver
10/P.A./23/61/S.43/Amd.(II)/2002
dated March 26, 2002 Page 73
(CHTR. 5, 1924 SAKA).]
65. Surveyor]