

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-7 Branch)

NOTIFICATION

The 21st May, 2018

No. G.S.R. 33/Const./Art.309/2018.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Service of the persons appointed to the Punjab State Elementary Education (Teaching Cadre) Group C Service, namely:-

RULES

1. **Short title, commencement and application.** – (1) These rules may be called the Punjab State Elementary Education (Teaching Cadre) Group C Service Rules, 2018.
 - (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
 - (3) They shall apply to the posts specified in Appendix 'A'.
 - (4) Members of the existing cadre whose services are governed under the Punjab State Education Class-III (Primary Schools Cadre) Service Rules, 1997 shall have the right to exercise option to retain their present cadre or become members of newly created Border Area Cadre within three months from the date of publication of these rules:

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

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

Provided further that the option once exercised shall be final.

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

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- (b) 'Board' means the Education Recruitment Board, Punjab;
- (c) 'Border Area Cadre' means a separate cadre created for the members of Service of the Punjab State Elementary Education (Teaching Cadre) Group C Service to be posted in Districts Amritsar, Gurdaspur, Ferozepur, Fazilka, Tarntaran and Pathankot;
- (d) 'Director' means the Director of Public Instructions (**Elementary Education**), Punjab;
- (e) 'District Education Officer' means the District Education Officer (Elementary Education) concerned to which the member of Service belong to;
- (f) 'District Cadre' means the posts in the Service specified District-wise in Appendix 'A';
- (g) 'Government' means the Government of the State of Punjab in the Department of School Education; and
- (h) 'Service' means Punjab State Elementary Education (Teaching Cadre) Group C Service.
- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
3. **Number and character of posts.** – The Service shall comprise the posts specified in Appendix 'A':
- Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.
4. **Appointing Authority.** – Appointments to the Service shall be made by the District Education Officer concerned or any other authority empowered by the Government in this behalf. However, all appointments to the Service by way of direct recruitment shall be made on the recommendations of the Board.
5. **Pay of members of the Service.** – The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

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

Where the Government is of the opinion that it is expedient to do so, the Government may, in exceptional circumstances, fill the vacancy by making appointment of the person by transfer from any other State Government or Government of India against direct quota if the person holds similar post.

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

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

- 8. Discipline, punishment and appeal.** – (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the members of the Service, shall be the Director and the Government, respectively.

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

Common Conditions of Service) Rules, 1994, as amended from time to time.

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

10. Teachers' Eligibility Test.— Wherever applicable in direct recruitment as per guidelines framed by the National Council of Teachers Education, Government of India, Teachers' Eligibility Test shall also be one of the essential qualifications for the recruitment in the Service.

11. Seniority of members of Service.— Seniority of members of the Service shall be maintained at the district level.

12. Assigning of additional duties/responsibilities.— Notwithstanding anything contained in these rules, the appointing authority, in addition to Class room Teaching, may assign the members of Service any kind of special duties like entrustment of Mid-day Meal work, duties relating to examination work, On Job Trainings or any duties/responsibilities to be specified in furtherance to enhance the quality of education.

13. Repeal and saving.— The Punjab State Education Class-III (Primary Schools Cadre) Service Rules, 1997, in so far as they are applicable to the members of the Service, are hereby repealed:

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

14. Interpretation.— If any question arises as to the interpretation of these rules, the Government in consultation with the department of Personnel shall decide the same.

APPENDIX 'A'
(See rules 1 (3), 3 and 5)

Serial Number	Designation of the Post	Number of Posts			Scale of the Pay + Grade pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
	Centre Head Teacher				10300-34800+4600
1	Bathinda	41	00	41	
2	Barnala	21	00	21	
3	Faridkot	27	00	27	
4	Fatehgarh Sahib	47	00	47	
5	Hoshiarpur	148	00	148	
6	Jalandhar	113	00	113	
7	Kapurthla	63	00	63	
8	Ludhiana	112	00	112	
9	Moga	40	00	40	
10	Muktsar	38	00	38	
11	Mansa	34	00	34	
12	Patiala	111	00	111	
13	Ropar	60	00	60	
14	SAS Nagar	62	00	62	
15	SBS Nagar	51	00	51	
16	Sangrur	77	00	77	
	Total	1045	00	1045	

Serial Number	Designation of the Posts	Number of Posts			Scale of the Pay + Grade pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
	Head Teacher				10300-34800+4400
1	Bathinda	310	00	310	
2	Barnala	131	00	131	
3	Faridkot	162	00	162	
4	Fatehgarh Sahib	159	00	159	
5	Hoshiarpur	504	00	504	
6	Jalandhar	362	00	362	
7	Kapurthla	163	00	163	
8	Ludhiana	520	00	520	

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9	Moga	234	00	234
10	Muktsar	252	00	252
11	Mansa	222	00	222
12	Patiala	378	00	378
13	Ropar	192	00	192
14	SAS Nagar	196	00	196
15	SBS Nagar	198	00	198
16	Sangrur	348	00	348
Total		4331	00	4331

Note:- The post of Head Teacher will be given in those schools where the strength of students exceeds 60.

Serial Number	Designation of the Posts	Number of Posts			Scale of the Pay + Grade pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
	Junior Basic Trained Teacher/ Elementary Trained Teacher				10300-34800+4200
1	Bathinda	1550	00	1550	
2	Barnala	824	00	824	
3	Faridkot	931	00	931	
4	Fatehgarh Sahib	1002	00	1002	
5	Hoshiarpur	3173	00	3173	
6	Jalandhar	3023	00	3023	
7	Kapurthla	1418	00	1418	
8	Ludhiana	3799	00	3799	
9	Moga	1705	00	1705	
10	Muktsar	1217	00	1217	
11	Mansa	988	00	988	
12	Patiala	2462	00	2462	
13	Ropar	1196	00	1196	
14	SAS Nagar	1210	00	1210	
15	SBS Nagar	1073	00	1073	
16	Sangrur	1870	00	1870	
Total		27441	00	27441	

APPENDIX 'B'
(See rule 6)

S.No.	Name of the Post	Percentage of appointment by		Qualifications and experience appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Centre Head Teacher	25%	75%	(1) Should possess Bachelor's Degree from a recognized university or institution with atleast 50% marks as per guidelines of the University Grants Commission; (2) Should possess two years Elementary Teachers' Training course from a recognized university or institution or two years Diploma in Elementary Education (D. EL Ed.) as per guidelines of the National Council for Teachers' Education or Bachelor Degree in Education (B.Ed.) from a recognized university or institution as per guidelines of the University Grants Commission; and	From amongst the Head Teachers working in the same district in which promotions are to be made with five years experience as Head Teacher on seniority cum merit basis.

(3) Should possess teaching experience of working as Primary School Teacher for a minimum period of four years in a Central /State Government School. However, a prospective candidate must have acquired such experience after acquiring the minimum educational and professional qualifications specified for the posts under these rules.

2	Head Teacher	25%	75%	<p>(1) Should possess Bachelor's Degree from a recognized university or institution with atleast 50% marks as per guidelines of the University Grants Commission;</p> <p>2) should possess two years Elementary Teachers' Training</p>	<p>From amongst the Elementary Trained Teachers working in the same district in which the promotions are to be made and having an experience of seven years as such on seniority-cum-merit basis.</p>
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course from a
recognized
university or
institution or
two years **Diploma
in Elementary
Education (D.El. Ed.)**
as per guidelines of
the National Council
for Teachers'
Education or
Bachelor Degree in
Education (**B.Ed.**)
from a recognized
university or
institution as per
guidelines of the
University Grant
Commission; and
3) Should possess
teaching experience
of working as
**Primary School
Teacher for a
minimum period
of three years in a
Central/State
Government School.**
However, a
prospective candidate
must have acquired
such experience
after acquiring the
minimum educational
and professional
qualifications specified
for the posts under
these rules.

3	Elementary Trained Teacher	100%	—	(1) Should possess Bachelor's Degree from a recognized university or institution with atleast 50% marks as per guidelines of the University Grants Commission; (2) Should possess two years Elementary Teachers' Training course from a recognized university or institution or two years Diploma in Elementary Education (D.El. Ed.) or qualifications as per guidelines of the National Council for Teachers' Education.
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APPENDIX 'C'

(See rule 9)

GOVERNMENT OF PUNJAB

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

NOTIFICATION

The 4th May, 1994

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

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

(2) They shall come into force at once.

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

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

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

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

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

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

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

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

will be restricted only to first generation dependent members/next of the kin.

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

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

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

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

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

of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertakings.

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

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

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

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

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

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

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

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

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

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

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

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

post at the time of his initial appointment.

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

Provided that, -

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

from time to time; and

(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

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

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

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

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

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

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

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

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

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

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

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

(JYST 11, 1940 SAKA)

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

iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

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

OR

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

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

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

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

OR

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

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time:

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

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

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

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

18. Promotion to Group 'A' and Group 'B' Services. – (1) (a) For

promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

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

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

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

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

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

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

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

A. S. CHATTHA,
Chief Secretary to Government of Punjab.

KRISHAN KUMAR,
Secretary to Government of Punjab,
Department of School Education.

1515/05-2018/Pb. Govt. Press, S.A.S. Nagar

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(Education-7 Branch)

NOTIFICATION

The 21st May, 2018

No. G.S.R. 34/Const./Art.309/2018.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Service of the persons appointed to the Punjab State Elementary Education (Teaching Cadre) Border Area Group C Service, namely:-

RULES

1. **Short title, commencement and application.** – (1) These rules may be called the Punjab State Elementary Education (Teaching Cadre) Border Area Group C Service Rules, 2018.
 - (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
 - (3) They shall apply to posts specified in Appendix 'A'.
 - (4) Members of the existing cadre whose services are governed under the Punjab State Education Class-III (Primary Schools Cadre) Service Rules, 1997 shall have the right to exercise option to retain their present cadre or become members of newly created Border Area Cadre within three months from the date of publication of these rules:

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

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

Provided further that the option once exercised shall be final.

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

-
- (b) 'Board' means the Education Recruitment Board, Punjab;
- (c) 'Border Area Cadre' means a separate cadre created for the members of Service of the Punjab State Elementary Education (Teaching Cadre) Group C Service to be posted in Districts Amritsar, Gurdaspur, Ferozepur, Fazilka, Tarntaran and Pathankot;
- (d) 'Director' means the Director of Public Instructions (Elementary Education), Punjab;
- (e) 'District Education Officer' means the District Education Officer (Elementary Education) in which the member of Service serves;
- (f) 'District Cadre' means the posts in the Service specified District wise in Appendix 'A';
- (g) 'Government' means the Government of the State of Punjab in the Department of School Education; and
- (h) 'Service' means Punjab State Elementary Education (Teaching Cadre) Border Area Group C Service.
- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
3. **Number and character of posts.** – The Service shall comprise the posts specified in Appendix 'A':
- Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.
4. **Appointing Authority.** – Appointments to the Service shall be made by the District Education Officer concerned or any other authority empowered by the Government in this behalf. However, all appointments to the Service by way of direct recruitment shall be made on the recommendations of the Board.
5. **Pay of members of the Service.** – The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'. However, the persons who shall join the Service to become its members

or who shall absorb in the Service by exercising their option to opt it, shall be entitled to one additional increment in addition to their normal pay from date of joining or absorption in the Service, as the case may be. The members of Service shall further be entitled to one additional increment on their every promotion to higher post in addition to normal benefit of higher responsibility as a special incentive.

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

Where the Government is of the opinion that it is expedient to do so, the Government may, in exceptional circumstances, fill the vacancy by making appointment of the person by transfer from any other State Government or Government of India against direct quota if the person holds similar post.

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

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

8. **Discipline, punishment and appeal.** – (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

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

the appellate authority there under in respect of the members of the Service, shall be the Director and the Government, respectively.

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

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

10. Teachers' Eligibility Test.— Wherever applicable in direct recruitment as per guidelines framed by the National Council of Teachers Education, Government of India, Teachers' Eligibility Test shall also be one of the essential qualifications for the recruitment in the Service.

11. Seniority of members of Service.— Seniority of members of the Service shall be maintained at the district level.

12. Assigning of additional duties/responsibilities.— Notwithstanding anything contained in these rules, the appointing authority, in addition to Class room Teaching, may assign the members of Service any kind of special duties like entrustment of Mid-day Meal work, duties relating to examination work, On Job Trainings or any duties/responsibilities to be specified in furtherance to enhance the quality of education.

13. Repeal and saving.— The Punjab State Education Class-III (Primary Schools Cadre) Service Rules, 1997, in so far as they are applicable to the members of the Service, are hereby repealed:

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

14. Interpretation.— If any question arises as to the interpretation of these rules, the Government in consultation with the department of Personnel shall decide the same.

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PUNJAB GOVT. GAZ., JUNE 1, 2018
(JYST 11, 1940 SAKA)

Serial Number	Name of the Posts	Number of Posts			Scale of Pay + Grade pay (in Rupees)
		Perma- nent	Tempo- rary	Total	
	Junior Basic Trained Teacher/ Elementary Trained Teacher				10300-34800+4200
1	Amritsar	3106	--	3106	
2	Ferozepur	1364	--	1364	
3	Fazilka	1181	--	1181	
4	Gurdaspur	2815	--	2815	
5	Pathankot	1023	--	1023	
6	Tarntaran	1935	--	1935	
	Total	11424	--	11424	

APPENDIX 'B'
(See rule 6)

S.No.	Name of the Post	Percentage of appointment by		Qualifications and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Centre Head Teacher	25%	75%	(1) Should possess Bachelor's Degree from a recognized university or institution with atleast 50% marks as per guidelines of the University Grants Commission; (2) Should possess two years Elementary Teachers' Training course from a recognized university or institution or two years Diploma in Elementary Education (D. EL Ed.) as per guidelines of the National Council for Teachers' Education or Bachelor Degree in Education (B.Ed.) from a recognized university or institution as per guidelines of the University Grants Commission; and	From amongst the Head Teachers working in the same district in which promotions are to be made with five years experience as Head Teacher on seniority cum merit basis.

(3) Should possess teaching experience of working as **Primary School Teacher** for a minimum period of four years in a **Central/State Government School**. However, a prospective candidate must have acquired such experience after acquiring the minimum educational and professional qualifications specified for the posts under these rules.

2	Head Teacher	25%	75%	<p>(1) Should possess Bachelor's Degree from a recognized university or institution with at least 50% marks as per guidelines of the University Grants Commission;</p> <p>2) should possess two years Elementary Teachers' Training</p>	<p>From amongst the Elementary Trained Teachers working in the same district in which the promotions are to be made and having an experience of seven years as such on seniority-cum-merit basis.</p>
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course from a
recognized
university or
institution or
two years **Diploma
in Elementary
Education (D.El. Ed.)**
as per guidelines of
the National Council
for Teachers'
Education or
Bachelor Degree in
Education (**B.Ed.**)
from a recognized
university or
institution as per
guidelines of the
University Grant
Commission; and
3) Should possess
teaching experience
of working as
**Primary School
teacher for a
minimum period
of three years in a
Central/State
Government School.**
However a
prospective candidate
must have acquired
such experience
after acquiring the
minimum educational
and professional
qualifications specified
for the posts under
these rules.

3	Elementary Trained Teacher	100%	--	(1) Should possess Bachelor's Degree from a recognized university or institution with atleast 50% marks as per guidelines of the University Grants Commission; (2) Should possess two years Elementary Teachers' Training course from a recognized university or institution or two years Diploma in Elementary Education (D.El Ed.) or qualifications as per guidelines of the National Council for Teachers' Education.
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APPENDIX 'C'

(See rule 9)

GOVERNMENT OF PUNJAB

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

NOTIFICATION

The 4th May, 1994

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

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

(2) They shall come into force at once.

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

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

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
- (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

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

will be restricted only to first generation dependent members/next of the kin.

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

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

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

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

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

of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertakings.

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

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

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

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

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

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

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

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

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

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

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

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

post at the time of his initial appointment.

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

Provided that, -

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

from time to time; and

(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

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

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

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

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

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

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

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

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

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

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

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

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

iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

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

OR

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

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

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

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

OR

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

17. Knowledge of Punjabi Language. – No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time:

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

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

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

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

18. Promotion to Group 'A' and Group 'B' Services. – (1) (a)

For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

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

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

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

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

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

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

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

A. S. CHATTHA,
Chief Secretary to Government of Punjab.

KRISHAN KUMAR,
Secretary to Government of Punjab,
Department of School Education.

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