

GROUP C RULES DATED 21.05.2018 TEACHING CADRE PUNJAB EDUCATION SERVICE

PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) PART 111 GOVERNMENT OF PUNJAB DEPARTMENT OF SCHOOL EDUCATION (EDUCATION - V BRANCH) NOTIFICATION The 21st May, No. G.S.R. 35/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 Educational (Teaching Cadre) Group C Service, namely:-

1. Short title, commencement and application. — (1) These rules may be called the Punjab Educational (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 posts specified in Appendix 'A'. (4) Members of the existing cadre whose services are governed under 'the Punjab State Education Class III (School Cadre) Service Rules, 1978' shall have the right to exercise the option to retain their present cadre or become members of newly created Border Area Cadre within three months from 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. Definitions. — (1) In these rules, unless the context otherwise requires,- (a) 'Appendix' means an Appendix appended to these rules; (b) 'Border Area' means all cities, towns and villages falling in Districts Amritsar, Gurdaspur, Ferozepur, Fazilka, Tarntaran and Pathankot; 1216 3. 4. 5. 6. (c) (e) (f) PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 'Director' means the Director of Public Instructions (Secondary Education), Punjab; 'Government' means the Government of the State of Punjab in the Department of School Education; 'Other Categories of Teachers' means a teacher working as Art and Craft Teacher, Punjabi Teacher, Hindi Teacher, Physical Training Instructor, Tailoring Teacher/Sewing Teacher, Music Teacher, Home/Domestic Science Teacher, Agriculture Teacher, Vocational Teacher and Work Experience Teacher; 'Primary Teachers' means Elementary Teachers Training Teachers (ETT), Junior Basic Training Teachers (JBT), Head-Teacher (FIT) and Center Head Teacher (CHT)*, and 'Service' means the Punjab Educational (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. 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. Appointing Authority. — Appointment to the Service shall be made by the Director. 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'. 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 7. 8

9. PUNJAB GOVT.GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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 the 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. Teachers' Eligibility Test. — Wherever applicable in direct recruitment as per guidelines framed by the National Council of Teachers Education, Government of India, the Teachers' Eligibility Test shall also be one of the essential qualifications for the recruitment in the Service. 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 as specified from time to time by the Government 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 However, till a member of Service passes the departmental examination, he shall not be entitled to his annual increments. 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 Director and the Government, respectively

10. Application of the Punjab Civil Services (General and Common In respect of the matters, (I) Conditions of Service) Rules, 1994.— 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. 11. 12

13. GOVT.GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 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 in furtherance to enhance the quality of education. Repeal and saving. — The Punjab Educational Service, Class III, School Cadre Rules, 1955 and the Punjab State Education Class III (School Cadre) Service Rules, 1978, 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. If any question arises as to the interpretation of Interpretation. — these rules, the Government in consultation with the Department of Personnel shall decide the same. PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) APPENDIX 'A' (See rule 1 (3) 3 and 5) 1219 Serial Designation of Number the Number of Posts Perma- Tempo- Total 1 2 3 4 5 6 7 8 9 10 11 12 Punjabi Masters/ Mistress Hindi Masters/ Misfress English Masters/ Mistresses Sanskrit Master/ Mistress Urdu Master/ Mistress Science Master/ Mistress (Medical and Non Medical) Social Science Master/ Mistress Mathematics Master/Mistress Physical Education Masters/Mistresses Music Masters/ Mistress Home Science Masters/ Mistress Art and Craft Teacher nent 4762 3869 2415 53 7 7922 9846 6294 1735 68 81 2953 rary o O O O o o o O o o O 4762 3869 2415 53 7 7922 9846 6294 1735 68 81 2953 Scale of Pay + Grade Pay (in Rupees) 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+5000 10300-34800+4400 1220 Sd —nūmof Numbr thePost 2 Punjabi Master/ Mist•ess PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) APPENDIX 'B' (See rule 6) Penentagehr amnnintmentty for appointmat Appointmat 3 2 Hindi Master/ Mist•ess 4 25% by way ofpromotion out ofwhich (i) 24% from amongst eligible Teachers (Inespective of whatever nomenclature they are conferred); and (ii) 1% from Category of teachers. 25% by ofpromotion Am*tnat 5 (i) Should have passed Graduation atleast with 55% marks freyn a recognized university or instintion and should have passed Punjabi as an elective subject free years of Graduation; and (ii) Should have passed B.Ed recognized university or irstitMion with Punjabi as one ofthe teaching subjects as per guidelines ofthe University Grants Commission. (i) Should have passed Graduation 6 (i)Should have passed Graduation from a recognized university or instintim and shmalld have passed Punjabi as an elective subject for three years of Gmduation•, (ii) Should have passed B.Ed. from a recognized university or ilBütLffon with Punjabi as one of the teaching subjects as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period offive yeas. (1) Shmalldhavepsed Graduation from a PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 3 English Master/ Mistress out ofwhich (i) 24% from amongst eligible Primary Teachers (Irre»ective of whatever nom- they are conferred); and (ii) 1% from Qher Category of teachers. 25% by way ofpromotion outofwhich (i) 24% from amongst eligible Primal) Teachers (Irrespective of whatever nom- enclature they are conferred); (ii) 10/0 from Other Category of teachers. atlea.st with 55% marks from a recognized univeßity or in<itution and should have studied Hindi as an elective subject for three years of Graduation; and (ii) Should have

passed B.Ed. from a recognized university or with Hindi as one of the teaching subjects as per guide-lines of the University Grants Commission. (i) Should have passed Graduation at least with 55% marks from a recognized university or institution and should have studied English as an elective subject for three years of Graduation; and (ii) Should have passed B.Ed. from a recognized university or institution and should have studied Hindi as an elective subject for years of Graduation; and should have passed B.Ed. from a recognized university or with Hindi as one of the teaching subject as per guidelines of the University Grants Commission and who have an as a teacher on regular basis for a minimum period of five years. (i) Should have passed Graduation from a recognized university or institution and should have studied English as an elective subject for three years of Graduation and (i) Should have passed B.Ed. from a university or institution with English as one of the teaching subject as per guidelines of the PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 4 5 1222 Sanskrit Master/ Mistress Urdu Master/ Mistress 750/0 750/0 25% by way of promotion of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination- enclosure they are conferred); and (ii) Category of teachers. 25% by way of promotion out of which (i) 240/0 from amongst eligible university or English as one of the teaching subjects as per guidelines of the University Grants Commission. (i) Should have passed Graduation at least with 55% marks from a recognized university or institution should have studied Sanskrit as a subject for three years of Graduation, (ii) Should have passed B.Ed. from a recognized university or institution with Sanskrit as one of the teaching subjects as per guidelines of the University Grants Commission. (1) Should have passed Graduation at least with 55% marks from a recognized University Grants Commission and who have an equivalent working as a teacher on regular basis for a minimum period of five years. (1) Should have passed Graduation from a recognized university or institution and should have studied Sanskrit as a subject for three years of Graduation (1) Should have passed B.Ed. from a recognized university Sanskrit as one of the teaching subject as per guidelines of the University Grants Commission and who have an equivalent working as a teacher on regular basis for a minimum period of five years. (i) Should have passed Graduation from a recognized university or institution and should have studied 1 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 6 (a) Science Master/ Mistress (Non Medical) Primary Teachers (Irrespective of whatever nomination- enclosure they are conferred); and (ii) 1% from Other Category of teachers. 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination- enclosure they are conferred); and (ii) 1% from Other Category of teachers. university or institution and should have studied Urdu as an elective subject for three years of Graduation; and (ii) Should have passed B.Ed. from a recognized university or institution with Urdu as one of the teaching subjects as per guidelines of the University Grants Commission. (i) Should have passed B.Sc. at least with 55% marks from a recognized university or institution with any of the two subjects i.e. Physics, Chemistry and Mathematics or Should have passed B.Sc. in Physics and Mathematics or any other equivalent 1223 Urdu as a subject for three years of Graduation and (ii) Should have passed B.Ed. from a recognized university or institution with Urdu as one of the teaching subject as per guidelines of the University Grants Commission and who have an as a teacher on regular basis for a minimum period of five years. (i) Should have passed B.Sc. from a recognized university institution with any of the two subjects i.e. Physics, Chemistry and Mathematics or should have passed B.Sc. in Physics and Mathematics or any other equivalent qualification, but certificate of equivalency should be given by the concerned PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 6 (b) 1224 Science Master/ Mistress (Medical) 750/0 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination- enclosure they are conferred); and (ii) from Other Category of teachers. qualification, but certificate of equivalency should be given by the concerned University as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Science as one of the teaching subject as per guidelines of the University Grants Commission. (i) Should have passed B.Sc. at least with 55% marks from a recognized university or institution with any of the two subjects i.e. Biology, Physics and Chemistry or B.Sc. (Honours) in either of these subjects or B.Sc Life Science or B.Sc Physical Science as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Science as one of the teaching subject as per guidelines of the University Grants Commission and who have an as a teacher on regular basis for a minimum period of five years. (i) Should have passed B.Sc. from a recognized university or institution with any of the two subjects i.e. Biology, Physics and Chemistry or B.Sc. (Honours) in either of these subjects or B.Sc. Life Science or B.Sc. Physical Science or B.Sc. or B.Sc. (Honours) or B.Sc. Industrial or PUNJAB GOVT. GM., JUNE 1, 2018

(JYST 11, 1940 SAKA) Science or B.Sc Bio-technolog or B.Sc. (Honours) or B.Sc. Industrial Microbiol(V B.Sc. biology or B.Sc. or B.Sc. Chemistry or B.Sc. Microbial, Food Technolog, Chemist)' or B.Sc. Industrial Gemisty or B.Sc. Food Science and Quality Cmtrol or B.Sc. Microbial Food or any other equivalent qualification, Int certificate of equivalency should be given by the concerned University as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or wiff Science as one of teaching 1225 B.Sc. Micro-biolog or B.Sc. Bio-Physics or B.Sc. Chemistry or B.Sc. Microbial, Food Technolog, Chemisüy of B.Sc. Industrial Chemistry or B.Sc. Food Science and Qual ity Control or B.Sc. Microbial Food Technology or any other equivalent qualification, Int certificate of equivalency should be given by the concerned University as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or inqitution with Science as one of teaching subject as per guidelines of the Univesity Granß Commission and who have and experience of working as a teacher on regular basis for a minimum period offive years.

PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 7 1226 Social Science Master/Mistress 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nom- enclature they are conferred); and (ii) 10/0 from Other Category of teachers. subject as per guidelines of the University Grants Commission. (i) Should have passed Graduation atleast with 55% marks from a recognized university or institution and should have studied any of the two subjects i.e. History, Political Science, Public Administration, Psychology, Soci010U, Economics, Geogrpahy, Philosophy and Environmental Studies atleast for three years of Graducation as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institufon with Social Science as one of the (D Should have passed Graduation from a recognized university or institution and should have studied any of the two subjects i.e. History, Political Science, PublZAâninistrdim, Psychology, Sociolog, Economics, Geography, Philosophy and Environmental studies atleast for three years of Graduation as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Social Science as one of the teaching subject as per guidelines of the University Grants Commission and who have an I

PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 8 9 Mathematics Master/Mistress Physical Education Master/Mistress 25% by way of pmotion out of which (i) from amongst eligible Primary Teachers (Irrespective of whatever nom- enclature they are confen•ed); (ii) 1% from Other Category of teachers. 25% by way of promotion out of which (i) 24% from teaching subject as per guidelines of the University GranG Commission. (i) Should have passed Graduation atleast with 55% marks from a recognized university or institution and should have studied Mathematics as a subject atleast for three years of gradtmion as per guidelines of the University Granß Commission; and (ii) Should have passed B.Ed. from a recognized university or institution wiff Mathematics as one of the teaching subjects as per guidelines of the University Grants Cornmission. Should have passed Four years integrated course of 1227 experience of working as a teacher on regular basis for a minimum period offive years. (i) Sh(Nld have — ed Graduation from a recogliz.ed University or instimtion and should have studied Mathematics as a subject atleast for three years of graduation; and (ii) Slmldlue passed B.Ed. from a recognized university or institution with Mathematics as one of the teaching subject as per guidelines of the University Grants Commission and who have an experience ofwod(ing as a teacher on regular basis for a minimum period of five years. Shnld have pased Four years integrated course of Bachelor of 1228

PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) amongst eligible Primary Teachers (Irrespective of whatever nom-enclature they are conferred); and (ii) 1% from Category of teachers. Bachelor of Physical Education from a recognized university or in<ituttion after 10+2 atleast with 55% marks OR Bacheloes degree atleast 55% marks with Physical Education as a subject in three years Graduation Course from a recognized University or institution and should have acquired one year course of B.P.Ed/D.P.Ed from a recognized university or institution as per guidelines of the University Commission Bachelor's Degree from a recognized Univesity or institution atleast with 55% marks Physical Education from a recognized university or institution after 10+2 OR Bachelor's Degree with Physical Education as a subject in three years Graduation Course from a recognized University or institution and should have acquired one year of B.P.Ed/ D.P.Ed. from a recognized University or institution as per guidelines of the University Grants Commission OR Bachelor's Degree from a recognized university or institution and having participated in National or State Games or Athletics which are being organized by the h&nRnjabObmpic Association/State

PUNJAB GOVT. GAZ.,

JUNE 1, 2018 (JYST 11, 1940 SAKA) 10 Music Master/ Mistress 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination- enclosure they are conferred); and (ii) 1% from Other Category of teachers. and having participated in National or State Games or Athletics or Cricket which are being organized by the Indian Punjab Olympic Association State Sports Association and in addition should have acquired one year course of B.P.Ed/ D.P.Ed from a recognized University or institution after Graduation as per guidelines of the University Grants Commission. (i) Should have passed Graduation in Music (Instrumental or Vocal) at least with 55% marks from a recognized university or institution as per guidelines of the University Grants Commission, and 1229 Sports Association and Education Department and should have acquired one year course of B.P.Ed/ D.P.Ed from a recognized university or institution after Graduation as per of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. (1) Should have passed in Music (Instrumental or Vocal) from a recognized university or institution; and (i) Should have passed B.Ed. from a recognized university institution with Music as one of the teaching subject as per guidelines of the PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 11 12 1230 Home Science Master/Mistress Art and Craft Teacher 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination- enclosure they are conferred); and (ii) 1% from Other Category of teachers. (ii) Should have passed B.Ed. from a recognized university or institution with Music as one of the teaching subjects as per guidelines of the University Grants Commission. (i) Should have passed B.Sc. (Home Science) at least with 55% marks from a recognized university or institution as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution Home Science as one of the teaching subjects as per guidelines of the University Grants Commission. (i) Should have passed Graduation University Grants Commission; and who have an experience of working as a teacher on regular basis for a minimum period of five years. (i) Should have passed B.Sc. (Home Science) from a recognized university or institution; and (ii) Should have passed B.Ed. from a recognized university or institution with Home Science as one of the teaching subject as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) at least with 55% marks from a recognized university or institution with Fine Arts as a subject having studied at least for three years in Graduation as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Fine Arts as one of the teaching subjects as per guidelines of the University Grants Commission. 1232 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) APPENDIX 'C' (See rule 10) GOVERNMENT OF PUNJAB DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL POLICIES BRANCH-I) NOTIFICATION The 4th May, 1994, In exercise of the powers No. G.S.R. 33/Const./Art. 309/94 - 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

2. 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. 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; PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) (f) "recognised university or institution" means,- 1233 (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) "Services" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix; (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and (i) "War Hero" means a defence services personnel or a para-military forces personnel, who is a bonafide 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 bonafide 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, not bona fide residents of Punjab State are yet closely connected to the State of Punjab: 1234 PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) (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 person appointed to the Service. — (1) No person shall be appointed to the Service unless he is, - (a) (b) (c) (d) (e) a Citizen of India ; or a Citizen of Nepal ; or a Subject of Bhutan ; or a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or 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,- PUNJAB GOVT. GAZ., 1, 2018 (JYST 11, 1940 SAKA) 1235 4. (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 relatives, 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. Disqualifications, - (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. 1236

PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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.] SA. 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. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service: Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero who has been discharged from defence services or paramilitary 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' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) post at the time of his initial appointment. 1237 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 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 appointed otherwise - 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 — 1238 (b) GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) (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 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 PUNJAB GOVT. GAZ., 1, 2018 (JYST 11, 1940 SAKA) 1239 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 appointments from which they were promoted or transferred ; and (d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person. *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. " Seniority of person appointed on purely provisional basis or Note.- 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-I, Part-I. IO. Liability to serve,- A member of the Service shall be liable to serve at 1240 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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 hereafter 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 or 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 No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he — (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority Promotion From amongst the clerks, who have an experience of working as such for a minimum period of five years. PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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 Techn010U 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 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 member of his family under 1241 1242 PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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.- (ii) No person shall be given by 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 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 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 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 1243 the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule (2) *ISA. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by — Direct Appointment No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he — 1) Possesses the Bachelor's Degree from a recognised University or Institution; and 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 (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 a speed of 12 words per minute. iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Promotion i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. 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:- (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 a speed of 12 words per minute. 1244 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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. 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. 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"

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 the post of Steno-typist or Junior Scale Stenographer under the Punjab Government unless he:- (a) (b) (c) Possesses Bachelor's

Degree from a recognised University or Institution; and 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 Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Officer Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001 , certified PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) OR 1245 Possesses a Computer information Techn0100' Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (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 insüuctions 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 qualiö' 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 her widow or dependent member of his family, is appointed under the insfructions issued in this behalfby 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 bonafide 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 ofthe Department of Education of Punjab Government within a period of two years from the date of his appointment

18. Promotion to Group 'A' and Group 'B' Service.— (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'. 1246 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) (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) Debaring 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 decide 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 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) PART 111

GOVERNMENT OF PUNJAB DEPARTMENT OF SCHOOL EDUCATION (EDUCATION - V BRANCH) NOTIFICATION The 21st May, 2018 1247 No. G.S.R. 36/Const/Art.309/2018.- In exercise of the powers conferred by the proviso to Article 3(9) 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 Educational (Teaching Cadre) Border Area Group C Service, namely:- 1

2. Short title, commencement and application.— (1) These rules may be called the Punjab Educational (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 (School Cadre) Service Rules, 1978' shall have the right to exercise the option to retain their present cadre or become members of newly created Border Area Cadre within three months from 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. Definitions. — (1) In these rules, unless the context otherwise requires,- (a) 'Appendix' means an Appendix appended to these rules; (b) 'BorderArea' means all cities, towns and villages falling in Districts Amritsar, Gurdaspur, Ferozepur, Fazilka, Tarntaran and Pathankot; 1248 (c) (d) (e) (f) (g) (2) PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 'Director' means the Director of Public Instructions (Secondary Education), Punjab; 'Government' means the Government of the State of Punjab in the Department of School Education; 'Other Categories of Teachers' means a teacher working as Art and Craft Teacher, Punjabi Teacher, Hindi Teacher, Physical Training Instructor, Tailoring Teacher/Sewing Teacher, Music Teacher, Home/Domestic Science Teacher, Agriculture Teacher, Vocational Teacher and Work Experience Teacher; 'Primary Teachers' means Elementary Teachers Training Teachers (ETT), Junior Basic Training Teachers (JBT), Head Teacher (HT) and Center Head Teacher (CHT); and 'Service' means the Punjab Educational (Teaching Cadre) Border Area Group C Service; 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. 4

5. 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. Appointing Authority. — Appointment to the Service shall be made by the Director. 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 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. PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 1249 6. 7. 8

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

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teachers. atleast with 55% marks from a recognized university or institution and should have studied Hindi as an elective subject for three years of Graduation; and (ii) Should have passed B.Ed. from a recognized university or institution with Hindi as one of the teaching subjects as per guidelines of the University Grants Commission. (i) Should have passed Graduation atleast with 55% marks from a recognized university or institution and should have studied English as an elective subject for three years of Graduation; and (ii) Should have passed B.Ed. from a recognized university or institution and should have studied Hindi as an elective subject for three years of Graduation; and (iii) Should have passed B.Ed. from a recognized university or institution with Hindi as one of the subject as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. (i) Should have passed Graduation from a recognized university or institution and should have studied English as an elective subject for three years of Graduation; and (ii) Should have passed B.Ed. from a recognized university or institution with English as one of the teaching subject as per guidelines of the PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) university or institution with English as one of the teaching subject as per guidelines of the PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) Primary Teachers (Irrespective of whatever nomination - enclosure they are conferred); and (ii) 1% from Other Category of teachers. 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination - enclosure they are conferred); and (ii) 1% from Other Category of teachers. (i) Should have passed Graduation atleast with 55% marks from a recognized university or institution and should have studied Sanskrit as a subject for three years of Graduation; and (ii) Should have passed B.Ed. from a recognized university or institution with Sanskrit as one of the teaching subjects as per guidelines of the University Grants Commission. (i) Should have passed Graduation atleast with 55% marks from a recognized University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. (i) Should have passed Graduation from a recognized university or institution and should have studied Sanskrit as a subject for three years of Graduation; and (ii) Should have passed B.Ed. from a university or institution with Sanskrit as one of the teaching subject as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. (i) Should have passed Graduation from a recognized university or institution and should have studied PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) Primary Teachers (Irrespective of whatever nomination - enclosure they are conferred); and (ii) 10% from Other Category of teachers. (a) university or institution and should have studied Urdu as a subject for three years of Graduation; and (ii) Should have passed B.Ed. from a recognized university or institution with Urdu as one of the teaching subjects as per guidelines of the University Grants Commission. (i) Should have Science Master/ Mistress (Non Medical) Category of teachers. by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination - enclosure they are conferred); and (ii) 1% from Other Category of teachers. passed B.Sc. atleast with 55% marks from a recognized university or institution with any of the two subjects i.e. Physics, Chemistry and Mathematics or Should have passed B.Sc. in Physics and Mathematics or any other equivalent 1255 Urdu as a subject for three years of Graduation (ii) Should have passed B.Ed. from a recognized university or institution with Urdu as one of the teaching subject as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. (i) Should have passed B.Sc. from a recognized university or institution with any of the two subjects i.e. Physics, Chemistry and Mathematics or should have passed B.Sc. in Physics and Mathematics or any other equivalent qualification, but certificate of equivalency should be given by the concerned 6 (b) 1256 Science Master/ Mistress (Medical) PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) qualification, but certificate of equivalency should be given by the concerned University as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Science as one of the teaching subject as per guidelines of the 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination - enclosure they are conferred); and (ii) 1% Other Category of teachers. University Grants Commission. (i) Should have passed B.Sc. atleast with 55% marks from a recognized university or institution with any of the two subjects i.e. Biology, Physics and Chemistry or B.Sc. in either of these subjects or B.Sc Life Science or B.Sc Physical Science as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Science as one of the teaching subject as per guidelines of the University Grants Commission and who have an experience of working as a teacher on

regular basis for a minimum period of five years. (i) Should have passed B.Sc. from a recognized university or institution with any of the two subjects i.e. Biology, Physics and Chemistry or B.Sc. (Honours) in either of these subjects or B.Sc. Life Science or B.Sc. Physical Science or B.Sc. Bio-technology or B.Sc. (Honours) or B.Sc. Industrial Micro-biology or GOVT. GAZ., 1, 2018 (JYST 11, 1940 SAKA) Science or B.Sc. Bio-technology or B.Sc. (Honours) or B.Sc. Industrial Micro-biology or B.Sc. biology or B.Sc. Biophysics or B.Sc. Chemistry or B.Sc. Microbial, Food Technology, Chemistry or B.Sc. Industrial Chemistry or B.Sc. Food Science and Quality Control or B.Sc. Microbial Food Technology or any other equivalent qualification, but certificate of equivalency should be given by the concerned University as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Science as one of the teaching subjects or B.Sc. Microbiology or B.Sc. Chemistry or B.Sc. Microbial, Food Technology, Chemistry or B.Sc. Industrial Chemistry or B.Sc. Food Science and Quality Control or B.Sc. Microbial Food Technology or any other equivalent qualification, but certificate of equivalency should be given by the concerned University as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Science as one of the teaching subjects as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 7 1258 Social Science 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination-enclosure they are conferred); and (ii) 1% from Other Category of teachers. subject as per guidelines of the University Grants Commission. (i) Should have passed Graduation at least with 55% marks from a recognized university or institution and should have studied any of the two subjects i.e. History, Political Science, Public Administration, Psychology, Sociology, Economics, Geography, Philosophy and Environmental Studies for three years of Graduation as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Social Science as one of the (i) Should have passed Graduation from a recognized university or institution and should have studied any of the two subjects i.e. History, Political Science, Psychology, Sociology, Geography, Philosophy and Environmental studies at least for three years of Graduation as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Social Science as one of the teaching subjects as per guidelines of the University Grants Commission and who have an PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 8 9 Mathematics Master/Mistress Physical Education Master/Mistress 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever nomination-enclosure they are conferred); and (ii) 10% from Other Category of teachers. 25% by way of promotion out of which (i) 24% from teaching subject as per guidelines of the University Grants Commission. (i) Should have passed Graduation at least with 55% marks from a recognized university or institution and should have studied Mathematics as a subject at least for three years of graduation as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Mathematics as one of the teaching subjects as per guidelines of the University Grants Commission. Should have passed Four years integrated course of 1259 experience of working as a teacher on regular basis for a minimum period of five years. (1) should have passed Graduation from a recognized University or institution and should have studied Mathematics as a subject at least for three years of graduation; and (ii) have passed B.Ed. from a recognized university or institution with Mathematics as one of the teaching subjects as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. Should have passed Four years integrated course of Bachelor of 1260 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) amongst eligible Primary Teachers (Irrespective of whatever nomination-enclosure they are conferred); and (ii) 1% from Other Category of teachers. Bachelor of Physical Education from a recognized university or institution after 10+2 at least with 55% marks Bachelor's degree at least 55% marks with Physical Education as a subject in three years Graduation Course from a recognized University or and should have acquired one year course of B.P.Ed/D.P.Ed from a recognized university or institution as per guidelines of the University Grants Commission Bachelor's Degree from a recognized University or institution at least with 55% marks and having Physical Education from a recognized university or institution after 10+2 OR Bachelor's Degree with Physical Education as a subject in three years Graduation Course from a recognized University or institution and should have acquired

one year course of B.P.Ed/ D.P.Ed. recognized institution as per guidelines of the University Grants Commission Bachelor's Degree from a recognized university or institution and having participated in National or State Games or Athletics which are being organized by the Association/State Sports Association PUNJAB GOVT. G.M., JUNE 1, 2018 (JYST 11, 1940 SAKA) IO Music Master/ Mistress 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever non-enclature they are conferred); and (ii) 1% from Other Category of teachers. participated in National or State Games or Athletics or Cricket which are being organized by the Indian/ Punjab Olympic Association/State Sports Association and in addition should have acquired one year course of B.P.Ed/ D.P.Ed from a recognized University or institution after Graduation as per guidelines of the University Grants Commission. (i) Should have passed Graduation in Music (Instrumental or Vocal) at least with 55% marks from a recognized university or institution as per guidelines of the University of Grants Commission, and (ii) Should have 1261 and Education Department and should have acquired one year course of B.P.Ed/ D.P.Ed from a recognized university or institution after Graduation as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. (1) Should have passed Graduation in Music (Instrumental or Vocal) from a recognized university or institution; and (ii) Should have passed B.Ed. from a recognized university or institution with Music as one of the teaching subject as per guidelines of the University Grants PUNJAB GOVT. G.M., JUNE 1, 2018 (JYST 11, 1940 SAKA) 11 12 1262 Home Science Master/Mistress Art and Craft Teacher 25% by way of promotion out of which (i) 24% from amongst eligible Primary Teachers (Irrespective of whatever non-enclature they are conferred); and (ii) 1% from Other Category of teachers. IOWO passed B.Ed. from a recognized university or institution with Music as one of the teaching subjects as per guidelines of the University of Grants Commission. (i) Should have passed B.Sc. (Home Science) at least with 55% marks from a recognized university or institution as per guidelines of the University of Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Home Science as one of the teaching subjects as per guidelines of the University Grants Commission. (i) Should have passed Graduation at least with 55% Commission; and who have an experience of working as a teacher on regular basis for a minimum period of five years. (i) Should have passed B.Sc. (Home Science) from a recognized university or institution; and Should have passed B.Ed. from a recognized university or institution with Home Science as one of the teaching subject as per guidelines of the University Grants Commission and who have an experience of working as a teacher on regular basis for a minimum period of five years. PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) marks from a recognized university or institution with Fine Arts as a subject having studied at least for three years in Graduation as per guidelines of the University Grants Commission; and (ii) Should have passed B.Ed. from a recognized university or institution with Fine Arts as one of the teaching subjects as per guidelines of the University Grants Commission. 1263 1264 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) APPENDIX 'C' (See rule 10) GOVERNMENT OF PUNJAB DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL POLICIES BRANCH-I) NOTIFICATION The 4th May, 1994. — In exercise of the powers No. G.S.R. 33/Const./Art. 309/94 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

2. 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. Definitions.— In these rules, unless the context otherwise requires,- (a) (b) (c) (d) (e) "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; "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions; "Commission" means the Punjab Public Service Commission; "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; "Government" means the Government of the State of Punjab in the Department of Personnel

and Administrative Reforms; PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) "recognised university or institution" means,- 1265 (f) (g) (h) (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; "Services" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix; "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) (ii) "War Hero" means a defence services personnel or a para-military forces personnel, who is a bonafide 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 a defence services personnel or a para-military forces personnel who was a bonafide 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: 1266 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) (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 person appointed to the Service.— (1) No person shall be appointed to the Service unless he is, - a Citizen of India ; or (a) a Citizen of Nepal ; or (b) a Subject of Bhutan ; or (c) a Tibetan refugee who came over to India before the 1st day (d) of January, 1962 with the intention of permanently settling in India ; or a person of India origin who has migrated from Pakistan, (e) Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Metnarn 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,- PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 1267 (a) (b) 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 relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and 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. Disqualifications, - 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. 1268 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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. Qualifications etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service: Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero who has been discharged from defence services or paramilitary 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' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) post at the time of his initial appointment. 1269 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) (b) (c) (d) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; 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; any period of officiating appointment to the Service shall be reckoned as period spent on probation; and 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) (3) 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) (b) 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 if such person is appointed otherwise - 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. 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 — 1270 (b) PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) (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 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 PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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) (b) (c) (d) a person appointed by direct appointment shall be senior to a person appointed otherwise; a person appointed by promotion shall be senior to a person appointed by transfer; in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person. *"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. 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-I, Part- I . IO. Liability to serve.- A member of the Service shall be liable to serve at 1272 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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 hereafter 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 or 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 From amongst the clerks, who have appointment to the post of Senior an experience of working as such for Assistant under the Punjab a minimum period of five years. Government, unless he — (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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 of Computer Course (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 1273 1274 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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 by 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 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 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 PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 1275 the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting, as specified in sub-rule(2) *ISA. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by — Direct Appointment No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government, unless he — 1) Possesses the Bachelor's Degree from a recognised University or Institution; and 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 (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 a speed of 12 words per minute. iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Promotion 1) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. 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:- (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 a speed of 12 words per minute. 1276 PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) 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. 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. 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"

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 the post of Steno-typist or 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 Officer Productivity applications or Desktop Publishing applications from Government recoylized institution or a reputed institution, which is ISO 9001, certified PUNJAB GOVT. GM., JUNE 1, 2018 (JYST 11, 1940 SAKA) OR 1277 Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (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 younds on priority basis under the insfructions 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 lowerthan 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 her widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language: Provided further that where a ward of Defence Service Personnel, who is a bonafide 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' Servnce.• - (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 by 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'. 1278 PUNJAB GOVT. GAZ., JUNE 1, 2018 (JYST 11, 1940 SAKA) (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 decide the same. AS. 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

