

PSBTEIT SERVICE RULES, 9TH AUGUST 2007

Punjab State Board of Technical Education and Industrial Training Service Rules (AMENDED UPTO 2025) PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) DEPARTMENT OF TECHNICAL EDUCATION AND 309 INDUSTRIAL TRAINING Notification The 9th August, 2007 No. G.S.R 26/P.A .2/1993/s.25 and 38/2007. - In exercise of the powers conferred by section 25 read with section 38 of the Punjab state Board of Technical Education and Industrial Training, Act 1992, (Punjab Act No. 2 of 1993), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and is conditions of Service of the persons appointed to the Punjab State Board of Technical Education and Industrial Training Service, namely:- RULES 1. Short title, commencement and application.- PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 310 (1) I These rules may be called the Punjab State Board of Technical Education and Industrial Training Service (First Amendment) Rules, 2011 (2) They shall come into force on and with effect from the date of their publication in the Official Gazette. (3) They shall apply to the posts specified in Appendix 'A'

2. Definitions.- (1) In these rules, unless the context otherwise requires.- (a) "Act" means the Punjab State Board of Technical Education and industrial Training Act, 1992 (Punjab Act No. 2 of 1993); (b) "Appendix" means an appendix appended to these rules; (c) "allowance" includes dearness allowance, house rent allowance, traveling allowance, conveyance allowance, city compensatory allowance, sumptuary and overtime allowance or any other allowance, which may be sanctioned by the Board from time to time; V (he Notification No. G.SR. 75/P,A.2/1993/Ss.25 and Dated 19th October, 2011 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 311 (d) "appointing authority" means the authority competent to make appointment against the post, indicated under column 7 of Appendix 'B, (e)"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; (f) "recognized university or institution" means,- (i) Any university or institution incorporated by law in any of the state of India; or (ii) any other university or institution which is declared by the Government to be a recognized university or institution for the purpose of these rules; (g) "Service" means the Punjab State Board of Technical Education and Industrial Training Service; PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 312 (2) The words and expressions used in these rules, but not defined, shall have the same meaning as assigned to them in the Punjab Civil Service Rules, Volume-I , Part-I

3. Number and character of posts.— The Service shall comprise such number of posts with such designations and scales of pay, as are specified in Appendix "A" Provided that nothing in these rules shall affect the inherent right of the Board to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily

4. National domicile and character of persons appointed to the Service.- (1) No person shall be appointed to the Service unless he is,- (a) (b) (c) a citizen of India; or a subject of Nepal; or a subject of Bhutan; or PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 313 (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India, or a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka and Eastern African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Ethiopia, Zaire and Vietnam with the intention of permanently settling in India; Provided that a person belonging to categories (b), (c), (d) and (e) shall be a person in whose favor 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 appointing authority, but he shall not be given appointment until the eligibility certificate has been given to him by the Government of Punjab, in the Department of Home Affairs and Justice. PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 314 (3) No person shall be appointed to Service by direct appointment, unless he produces,- (a) a certificate of character from the principal/ academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not

being his 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 for service of any State Government or of Government of India or of any Public Sector Undertaking. 5. method of appointment, qualifications and experience;- (1) Appointment to a post in the Service shall be made in the manner as specified against that post in Appendix 'B' PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 315 (2) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience as specified against that post in Appendix 'B' 2(2-A) No person shall be appointed to any post in the Service by direct appointment unless he possesses knowledge of Punjabi language of Matriculation standard or its equivalent: Provided that where a person is appointed on compassionate ground on priority basis under the instructions issued in this behalf by the Government, the person so appointed will have to acquire knowledge of Punjabi language of Matriculation standard or will have to qualify a test, conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment: Provided further that where educational qualifications for a post in any Service are lower than Matriculation, then knowledge of Punjabi language shall be lowered accordingly. Notification No. G.S.R. 75/P.A.2/1993/Ss.25 and Dated 19th October, 2011 PUNJAB GOVT GAZ (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 316 (3) If In the opinion of the Chairman, it is not feasible to fill up a post of by direct recruitment and by promotion, then such a post may be filled up by taking a person on deputation from the Government of India or Government of Punjab or Public Sector Undertakings by recording reasons therefor and after taking prior approval of the Board (4) For filling up a post on deputation, a panel of three eligible persons will be invited by the Board who will appear before the appropriate Committee, constituted by the Board for making appointment. The Committee after interviewing the panel so invited, shall recommend to the Board the names of suitable candidates in order of merit for appointments deputation. (5) A person to be appointed on deputation must have at least five years' service to his credit before he retires (6) A person shall not be retained on deputation for a period of more than five which will consist of a spell of three years at the initial stage and which would be further extendable to another two years. PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 317 (7) No relaxation shall be granted in respect of qualification and age in any circumstances

6. Pay of members of the Service:- The members of the Service shall be entitled to such of pay, as may be authorized by the Board 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': Provided that the pay of the existing members of the Service shall be protected on and with effect from the date of the commencement of these rules

7. Disqualifications: - No person,- (a) Who has entered into or contracted a marriage with a person having a spouse living; or (b) who having a spouse living has entered into or contracted a marriage with any person; shall be eligible for appointment to the service Provided that the Board may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party PUNJAB GOVT GAZ.(EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 318 to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule

8. Age.- (1) In the case of ministerial posts, no person shall be recruited to the service by direct recruitment, if he is less than eighteen years or is more than thirty five years of age: Provided that in the case of persons belonging to the Scheduled Castes and Backward Classes, the upper age limit shall be forty years. (2) in the case posts other than ministerial posts, no person shall be recruited to the Service by direct recruitment, if he is less than eighteen years or is more than the age, as is specified against that post under column 8 of Appendix 'B' Provided that in the case of persons belonging to the Scheduled Castes and Backward Classes, the upper age limit shall be five years more than the age, specified against that post under column 8 of Appendix PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 319 (3) In the case of Ex —serviceman, the upper age limit shall be such, as has been prescribed in the Punjab Recruitment of Ex-serviceman Rules 1982 as amended from time to time. (4) In the case of appointment on compassionate ground on priority basis, the upper age limit shall be such, as may be specifically fixed by the Punjab Government from time to time. **9. Re-employment .-** A person, who has retired on superannuation from the Service of a State Government, Government of India, Board or Public Sector Undertaking, may be re-employed by the Board, if it consider it appropriate in public interest up to

the age of sixty-two years: Provided that a person, who has been dismissed or punished with major penalty by the competent authority including compulsory retirement or who has sought voluntary retirement from his earlier employment, shall not be re- employed

10. Production of Medical Certificate .- A person, recruited by direct appointment, shall be required to produce a certificate of medical fitness PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 320 before he join his duties, from such a Medical Officer, who may be authorized by the Board in this regard

11. Probation .- (1) Person appointed to any post in the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year, if appointed 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) any period of officiating appointment to the Service shall be reckoned as period on probation, but no person, who has so officiated, shall on the completion of period of probation, be entitled to be confirmed unless he is appointed against a permanent post; and (c) any period of officiating appointment to the Service shall be reckoned as period, spent on probation. PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 321 (2) if in opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,— (a) if such person is recruited by direct appointment, dispense with his services; and (b) if such person is recruited otherwise — (i) Revert him to his former post; or (ii) Deal with him in such other manner, as the terms and conditions of his previous appointment permit. (3) On the completion of the period of probation of a person, the appointing authority may,— (a) If his work and conduct has, in its opinion, been satisfactory- (i) Confirm him from the date of his appointment or from the date, he completes his period of probation satisfactorily, if he is not already confirmed; or (ii) Declare that he completed his probation satisfactorily if he is already confirmed; or PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) (b) If his work or conduct has not been in its opinion satisfactory- 322 (i) Dispense with his service, if appointed by direct recruitment 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 permit; or (ii) Extend his period of probation and thereafter pass such orders, 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

12. Reservation.- Reservation in appointments to the Service for the members of Scheduled Castes, Backward Classes and Ex- servicemen shall be made as per policy of the Punjab Government, made in this regard from time to time. PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 323

13. Retirement.- (1) The retirement of every employee of the Board shall, be the date, on which he attains the age of sixty years. (2) In respect of matters of premature retirement, the members of the Service shall be governed by the provisions of the Punjab Civil Services (Premature Retirement Rules), Rules, 1975, as amended from time to time."

14. Seniority.- The seniority inter-se of the persons appointed to the 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 Board or any other authority, as the case may be, shall not be disturbed: Vide Notification No. G.S.R. 29/P.A.2/1993/Ss.25 and Dated 5th May, 2025 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 324 Provided further that in case any person of the next selection has joined a post in the cadre of the Service before the person referred to in the preceding proviso joins, the person so referred, shall be placed below all the persons of the next selection, who join within the time specified in the first proviso: Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:- (a) A person appointed by direct appointment shall be senior to a person appointed otherwise; (b) A person appointed by promotion shall be senior to a person appointed by transfer; (c) In the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the 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 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 325 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 service is also the same, an older person shall be senior to a younger person. Note. — Seniority of persons appointed on 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

15. Promotion .- All promotions to the posts in the Service shall be made on the basis of seniority — cum-merit, but no person shall have any right to claim promotion on the basis of seniority alone

16. Pay and allowances.- (1) The employees of the Board shall be entitled to receive such allowances, as be sanctioned by the Board from time to time. (2) In respect of the matters, which are not covered under these rules, the same shall be governed by the Punjab Civil Service Rules. PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 326 (1) In the matters of 17. Discipline, punishment and appeal.- 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 Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of the Service shall respectively, be the appointing authority and the Government

18. Bonus.- The members of the Service shall be entitled to such amount of bonus, as may be determined by the Board from time to time

19. Leave, medical charges, gratuity and ex-gratia grant .- In respect of Leave, medical charges, gratuity and ex-gratia grant , the members of the Service shall be governed by the Punjab Civil Services Rules and Punjab Government Instructions issued from time to Time

20. Application of the Government employees (Conduct) Rules.- The Punjab Government employees (Conduct) Rules, 1966 shall be PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 327 applicable to the members of the Service in respect of the matters contained in those rules

21. Protection.- On and with effect from the date of coming into force of these rules, all existing employees of the Board shall be governed by these rules

22. 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 provisions relating to educational qualifications and experience, shall not be relaxed, 23. Interpretation. - If any question arises as to the interpretation of these rules, the Government shall decide the same. PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 328 Appendix 'A' (See rule 3) Number of Posts Sr. No 1 2 Designation of the post 2 Director (Academics) Registrar- cum- Controller of Examinations Temp- orary 3 perm- anent 4 1 1 otal 5 1 1 Scale of pay (in Rupees) 6 14,300-400-15, 900-450- 18,600-500-20, 100 18,600 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 329 3 4 45 56 Controller (Finance and Accounts) Controller of Examination (ITI) System Administrator Assistant Controller- Examination 1 1 1 2 1 1 1 2 18,600 18,600 14300-400-15900-450- 18600-500-20100 7880-220-8100-275-10300- 340-12000-375-13500 Note.- After completion of seven years' satisfactory regular service as Assistant Controller Examination in the Board, the incumbent of Vide Notification No. G.S.R. and Dated 19th October, 2011 v:de Notification No. Gus, R. 7S/P.A.2/1993/Ss.25 and Dated 19th October, 2011 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 330 this post will be designated as Deputy Controller 7 8 69 Deputy Director (Academic) Administrative Officer Programmers 1 1 2 1 1 2 Examination and he will be given the Pay scale of Rs. 10025-275-11300-340- 12000-375-13500-400-15100. 12, 000-375-13,500-400- 15,100 10025-275-10300-340- 12000-375-13500-400- 15100 7880-220-8100-275-10300- 340-12000-375-13500 Vide Notification No. G s. R. 7S/P.A.2/1993/Ss.25 and Dated 19th October, 2011 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 331 10 11 Section Officer Accountant 6 1 Note.- After completion of seven years' satisfactory regular service as Programmer in the Board the incumbent of this post will be designated as Senior Programmer and he will be given the Pay scale of Rs. 10025-275-11300- 340-12000-375-13500-400- 15100 7,220-220-8, 100-275- 6 10,300-340-11 ,660 5,800-200-7 , 000-220- 1 8,100-275-9,200 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 332 12 13 14 15 7 16 Private Secretary to the chairman Personal Assistant Stenographer Library Assistant Information Assistant 1 2 3 1 44 1 2 3 1 44 7 ,200-220-

8, 100-275- 10,300-340- 11 ,660 6,400-200-7 ,000-220- 8, 100-275-10, 300-340- 10,640 4,400- 150-5,000-160- 5, 800-200-7 , 000-220- 8, 100-275-9,200 3, 120-100-3,220-110- 4,400-150-5000-160-5160 with a start of Rs. 3220. v,de Notification No. G SR. 75/P.A.2/1993/Ss.25 and Dated 19th October, 2011 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 333 7 818 19 20 Electrician- cum- Generator Operator Binder Driver peon 1 2 4 20 1 2 4 20 5,160 4020-120-4260-140-4400- 150-5000-160-5800-200- 6200" 4,260- 6,200 3,660- and 140-4,400-150- 120-4, 140-(with start of Rs 2,620/-) Vide Notification No. G.S.R. 75/P A.2/1993/Ss.25 and Dated 19th October, 2011 PUNJAB GOVT GAZ. (EXTRA.), AUGUST 14, 2007 (SRVN 23, 1929 SAKA) 334 21 22 g 23 Mail Safai Sewadar Desk Top Publishing Operator 2 3 2 2 3 2 3,660-120-4, 140-(with stan of Rs 2,620/-) 3,660-120-4, 140-(with start of Rs 2,620/-) 3120-100-3220-110-3660- 120-4260-140-4400-150- 5000-160-5160 with a start of Rs

3220. Notification No.G.S.R. 75/P.A.2/1993/Ss.25 and Dated 19th October, 2011 (0 c, Q_ mm O O o z 0 Q_ Q_ O o z c z c; cry

