

PUNJAB EDUCATION DEPARTMENT MINISTERIAL AND NON TEACHING STAFF (HEAD QUARTER) GROUP C SERVICE RULES 2018

(JYST4, 1940 SAKA) PART In DEPARTMENT OF SCHOOL EDUCATION (Education-5.Branch) NOTIFICATION The 10th Wv. 2018 No. G.S.R. 26/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 the conditions of Service of the persons appointed to the Punjab Education Department Ministerial and Non-Teaching Staff (Headquarter) Group C Service, namely:- 1. (2) (3) 2

3. RULES Short title, commencement and application.- (1) These rules may Teaching Staff (Headquarter) Group C Service Rules, 2018. They shall come into force on and with effect from the date of their publication in the Official Gazette. They shall apply to posts specified in Appendix 'A'. Definition.- (1) In these rules, unless the context otherwise requires. (a) (b) (c) (d) (2) 'Appendix' means an Appendix appended to these rules; '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; and 'Service' means the Punjab Education Department Ministerial and Non Teaching Staff (Headquarter) 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. 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 or reduce the number of such posts or to PUNJAB GOVT. GAZ.. MAY 2018 (JYST4. 1940 SAKA) 10654 S. 6. 7

8. PUNJAB GOVT. GAZ.. MAY 25.2018 (JYST 4. 1940 SAKA) 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. The members of the Service shall be entitled to such scales of pay as may be authorized by the Department or Finance from time to time. scales or pay. at present in force, are given in Appendix V. Method of appointment, qualifications and experience.- (1) All Appointments to the Service shall be made in the manner as specified again: that post in Appendix B' Provided that where the Government is of the opinion that it is expedient to do so, the Government may, in exceptional case, fill in the vacancy by making appointment of the persons by transfer from any other State Government or Government of India against the direct quota if the person holds identical or analogous post. (2) person shall be appointed to any post in the Service, unless he possesses the qualifications and experience specified in Appendix 'B' (3) appointment to the Service by promotion shall be made on seniority-cum-merit basis, no person shall have any right to claim promotion on the basis of seniority alone. 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 guidelines framed by the Government from time to time to be conducted by the Director or any other authority authorized by the Government in this behalf in addition to fulfillment of the requisite qualifications and specified in Appendix I. 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 all matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970. (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 thereunder in respect of the members of the Service. shall be the Director and the Government respectively. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time. (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C. Assigning of additional duties/responsibilities.- Notwithstanding anything contained in these rules, the Government or any other authority empowered in this behalf in addition to normal duties may

assign the members of Service any kind of special duties /responsibilities to be specified from time to-time in furtherance to enhance the efficiency of official functioning and quality of education. Repeal and Saving.- The Punjab Education Department (Head Offices) Clerical Service Rules, 1941 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 corresponding provisions of these rules. Interpretation.- If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same. Amended from time to time. 4 1066 PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST4, 1940 SAKA) APPENDIX 'A' (See rule 13 and 5) PUNJAB GOVT. GM., MAY 25, 2018 (JYST4, 1940 SAKA) APPENDIX 'B' (See rule 6) 1067 Serial Designation of the Post 2 Junior Scale Stenographer Clerk-cum-Data Entry Operator Librarian Stenotypist Driver Number of Posts Perma-Tempo- Total Serial No. 2 3 4 .5 i Scales of Pay + Grade pay (in Rupees) 6 10300-34890+3600 10300-34800+3200 5910-20200+3000 10300-34800+3200 of the Post 2 Junior Scale Stenographer Librarian Entage for appointment by qualifications and experience by merit 3 12 174 02 29 4 0 0 0 5 174 02 29 Direct Twenty five percent It Handed Prudion 4 Direct appointment 5 Seventy -five As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 for the post of Junior Scale Stenographer as amended from time to time. Should have passed 10+2 examination from a recognised university institution who have passed years Diploma course in Library Science from a recognized university' or institution. Provisions 6 From amongst the Stenotypists who have an experience of working as such for a minimum period of three years and qualifies a Stenography test in Punjabi and English to be held by authority at a speed specified by the Government from time to time. 5 1 068 Clerk-cum- Data Entry Operator PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST4, 1940 SAKA) PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST4, 1940 SAKA) Eighty-five percent Fifteen percent As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 for the post of Clerk as amended from time to time. (i) From amongst the Group-C employees working under the control of the Director (whose pay scale is less than the pay scale of Clerk) having an experience of working as such for a minimum period of two years or Group-D employees, working under the control of the Director having an experience of working as such for a minimum period of five years and minimum qualification of Matriculation (with Punjabi); (ii) Qualifies a typing test in English and Punjabi, on computer is conducted by the appointing authority or Department of Information Technology at a speed of thirty words per minute; and (iii) The probationary period shall be cleared only after possessing a course of at least one hundred and twenty with twelve experience in the use of Personal Computer or Information Technology in (i) Office Productivity applications or Desktop Publishing applications. 4 typist (Yi vet Hundred percent Seventy -five percent Twenty percent As per provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 for the post of Steno-typist as amended from time to time. i) Should have passed Matriculation examination or its equivalent from a recognized Board or Institution; and ii) Should have valid Driving Licence for Light Motor Vehicles (Commercial) with 1069 from a Government recognised institution a reputed institution, which is 9001 certified. From amongst the Group 'D' employees who are working under the control of the Director, who have passed Matriculation examination or its equivalent from a recognized Board or Institution along with valid Driving Licence for Light Motor Vehicles Commercial with four year experience as Driver. 1070 PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST4, 1940 SAKA) four years experience Driver. PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST4, 1940 SAKA) APPENDIX 'C' (See rule 9) GOVERNMENT OF PUNJAB DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL POLICIES BRANCH-I) NOTIFICATION The 4th May, 1994. — In exercise of the powers No. GS.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:- Short title, commencement and application.— (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time. (2) They shall come into force at once. 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 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; 35 1072 (f) PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST 4, 1940 SAKA) "recognised university or institution" means, - (i) any university or institution incorporated by law in any of the State of India; or (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules; PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST 4, 1940 SAKA) will be restricted only to first generation dependent members/next of kin. Note:-The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes. as may be notified

3. Nationality, domicile and character of persons appointed to the Service.— (1) No person shall be appointed to the Service unless he is, - "Service" means any Group 'A' Service, Group 'B' Service or Group 'C' Service constituted in connection with the affairs of the State or 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 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 or 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, - In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though, bonafide residents of Punjab State are yet closely connected to the State of Punjab: (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 (3) (b) In the case of War Heroes; failing in the category (ii) above, the benefits to be given by the State Government 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 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. No person shall be recruited to the service by direct appointment, Unless he produces, - (a) a certificate of character from the principal academic officer 1074 4. (b) PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST 4, 1940 SAKA) of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and 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. PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST 4, 1940 SAKA) 1075 Disqualification.- (1) No person, - (a) (b) 5. Age. who has entered into or contracted a marriage with a person having spouse living; or 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 there are other

grounds for so doing, exempt any person from the operation of this rule. — (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 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 range of minimum and maximum age limits as may be specifically fixed by the Government from time to time: Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts: Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India: Provided further that in the case of 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. 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 (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 it shall be deemed to have been increased by two. Qualification and Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for 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 to a non-technical post is offered to a War-Hero who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group A and Group B or Group C non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of appointment. 3 1076 PUNJAB GOVT. GAZ. MAY 25, 2018 (JYST4, 1940 SAKA) 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— (2) (3) (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 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. 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, — if such person is recruited by direct appointment, discontinue his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment: and (b) if such person is appointed otherwise, revert him to his former post; or (ii) deal 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 — (i) if his work and conduct has in its opinion been satisfactory (a) confirm such person, from the date of his appointment PUNJAB GOVT. GAZ. MAY 25, 2018 (JYST4, 1940 SAKA) or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or (iii) declare that he has completed his probation satisfactorily, if he is already confirmed, or (ii) 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) discontinue 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 ; (iii) 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 (I): 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 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 within a specified number of months from the date of appointment the order of merit determined by the Commission or the Board, as case may be, shall not be disturbed. Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post: Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred to shall be placed below him. 1078 PUNJAB GOVT. GAZ., MAY 25, 2018 (JYS '4, 1940 SAKA) PUNJAB GOVT. GAZ., MAY 25, 2018 (JYST 4, 1940 SAKA) by the appointing authority. 1079 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:- (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 appointment 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 appointments; and if the rates of pay drawn are also equal, the length of service in these appointments, the senior, then by length of service is also the senior, an older person the length of shall be senior to a younger person: That in the case of persons recruited by direct appointment further appointment in the same cadre obtaining equal same selection process, the inter-se-seniority shall be determined on the basis, an older person shall be senior to the other on the basis of their age, your senior person. " Seniority of persons appointed on purely provisional basis or 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. The authority empowered to impose penalties specified in 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, the appellate authority thereunder in respect of the Government employee shall such as may be specified in the Service Rules. 1.3. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated and re-vaccinated when Punjab Government so directs by a special or general order. 14. (a) 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 the Constitution of India as by law established. A. 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 in the Punjab on an ad-hoc basis. He shall be debarred 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 shall be transferred to any post on the same terms and conditions of Service Rules, Volume of Liability to, serve.- And whether within or out of the State whether included in any other service or not, as are specified in rule 3.17 of the Punjab Public Service Commission Rules. A member of Service shall be liable to serve at any part of the State of Punjab, on being ordered so to do, Government, unless he (i) possesses Bachelor's Degree from a recognized University or Institution, and (ii) qualifies in the competitive test specified by the appointing authority from time to time; and Promotion Form amongst the who have an experience of working as such for a minimum period of five years 4 1081 1080 PUNJAB GOVT. GAZ. MAY 25, 2018 (JYST 4.1940 SAKA) (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

