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GOVERNMENT OF PUNJAB
DEPARTMENT OF TRANSPORT
(TRANSPORT II BRANCH)

Notification

The 28th September, 2000

No.G.S.R. 88/Const./Art.309/2000.--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 Transport Department (Non-Commercial Wing) Class III Service, namely :--

RULES

1. Short title, commencement and application.--

(1) These rules may be called the Punjab Transport Department (Non-Commercial Wing) Class III Service Rules, 2000.

(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' to these rules.

2. Definitions.--(1) In these rules, unless the context otherwise requires,--

(a) "Appendix" means an Appendix appended to these rules

(b) "Commissioner" means the State Transport Commissioner, Punjab;

(c) "Government" means the Government of the State of Punjab in the Department of Transport, and

(d) "Service" means the Punjab Transport Department (Non-Commercial Wing) Class III Service;

(2) The expressions used in these rules, but not defined, shall have the respective meanings assigned to these expressions in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and character of posts.**--The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall effect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing Authority.**--All Appointments to the Service shall be made by the Commissioner.

5. **Qualifications and method of appointment.**--
(1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment by promotion or by direct appointment as the case may be, then appointment to the Service shall be made by transfer of a person, unless otherwise provided in these rules, holding similar or identical post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience as specified for such a post in Appendix 'B'.

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

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

APPENDIX A

(See rules 1(3) and 4)

| Serial Number | Designation of Post | Perma- nent | Tempo- rary | Total | Scale of pay (in rupees) |
|---------------|---|----------------|----------------|-------|---|
| 1 | Law Officer | 1 | 2 | 3 | 7000-220-8100-275-10300-340-10980. |
| 2 | Assistant District Transport Officer | 1 | 1 | 2 | 6400-200-7000-220-8100-275-10300-340-10640. |
| 3 | Personal Assistant | 1 | 1 | 2 | 6400-200-7000-220-8100-275-10300-340-10640. |
| 4 | Superintendent Grade II | 4 | 2 | 6 | 6400-200-7000-220-8100-275-10300-340-10640. |
| 5 | Section Officer | 16 | 0 | 16 | 6400-200-7000-220-8100-275-10300-340-10640. |
| 6 | Senior Assistant/Senior Assistant Accounts) | 8 | 14 | 22 | 5800-200-7000-220-8100-275-9200. |
| 7 | Senior Scale Stenographer | 1 | 0 | 1 | 5800-200-7000-220-8100-275-9200. |
| 8 | Draftsman | 1 | 0 | 1 | 5800-200-7000-220-8100-275-9200. |
| 9 | Junior Auditor | 2 | 0 | 2 | 5800-200-7000-220-8100-275-9200. |
| 10 | Motor Vehicle Inspector. | 8 | 10 | 18 | 5480-160-5800-200-7000-220-8100-275-8925. |
| 11 | Statistical Assistant | 1 | 0 | 1 | 5000-160-5800-200-7000-220-8100. |

| 1 | 2 | 3 | 4 | | |
|----|--|----|----|---|--|
| 12 | Head Mechanic (Technician Grade I) | 1 | 1 | 4550-150-5000-160- 5800-200-7000-220- 7220. | |
| 13 | Mechanic (Technician Grade II) | 1 | 3 | 4 | 4550-150-5000-160- 5800-200-7000-220- 7220. |
| 14 | Electrician (Technician Grade II) | 1 | 1 | 2 | 4550-150-5000-160- 5800-200-7000-220- 7220. |
| 15 | Painter (Technician Grade II) | 1 | 1 | 2 | 4550-150-5000-160- 5800-200-7000-220- 7220. |
| 16 | Blacksmith (Deant Beater) (Technician Grade II) | 1 | 1 | 1 | 4550-150-5000-160- 5800-200-7000-220- 7220. |
| 17 | Tyremen (Technician Grade II) | 1 | 1 | 1 | 4550-150-5000-160- 5800-200-7000-220- 7220. |
| 18 | Welder (Technician Grade II) | 1 | 1 | 1 | 4550-150-5000-160- 5800-200-7000-220- 7220. |
| 19 | Junior Scale Stenographer | 1 | 1 | 1 | 4400-150-5000-160- 5800-200-7000. |
| 20 | Junior Assistant | 32 | 68 | 100 | 4400-150-5000-160- 5800-200-7000. |
| 21 | Junior Field Investigator | 1 | 1 | 2 | 4020-120-4260-140- 4400-150-5000-160- 5800-200-6200. |
| 22 | Supervisor | 1 | 1 | 1 | 4020-120-4260-140- 4400-150-5000-160- 5800-200-6200. |
| 23 | Mechanic (Technician Grade III) | 1 | 1 | 1 | 4020-120-4260-140- 4400-150-5000-160- 5800-200-6200. |

| 1 | 2 | 3 | 4 |
|----|--|-------|---|
| 24 | Blacksmith (Dent Beater) (Technician Grade III) | 1 | 1 4020-120-4260-140- 4400-150-5000-160- 5800-200-6200. |
| 25 | Upholster (Technician Grade III) | 1 | 1 4020-120-4260-140- 4400-150-5000-160- 5800-200-6200. |
| 26 | Fitter (Technician Grade III) | 1 | 1 4020-120-4260-140- 4400-150-5000-160- 5800-200-6200. |
| 27 | Stenotypist | 14 10 | 24 3330-110-3660-120- 4260-140-4400-150- 5000-160-5800-200- 6200. |
| 28 | Staff Car Driver (Minister Car section) | 21 13 | 34 3330-110-3660-120- 4260-140-4400-150- 5000-160-5800-200- 6200. |
| 29 | Staff Car Driver | 1 3 | 4 3330-110-3660-120- 4260-140-4400-150- 5000-160-5800-200- 6200. |
| 30 | Clerk | 33 68 | 101 3120-100-3220-110- 3660-120-4260-140- 4400-150-5000-160- 5160. |
| 31 | Constable Driver | 10 8 | 18 3120-100-3220-110- 3660-120-4260-140- 4400-150-5000-160- 5160. |
| 32 | Junior Technician | 2 11 | 13 3120-100-3220-110- 3660-120-4260-140- 4400-150-5000-160- 5160. |
| 33 | Store Keeper | 1 | 1 3120-100-3220-110- 3660-120-4260-140- 4400-150-5000-160- 5160. |

| 1 | 2 | 3 | 4 |
|----|---|---|--|
| 34 | Restorer | 1 | 3120-100-3220-110- 3660-120-4260-140- 4400-150-5000-160- 5160 |
| 35 | Store Attendant (Assistant Store Keeper) | 1 | 2720-100-3220-110- 3660-120-4260. |

APPENDIX 'B'

(See rule 5)

| Sr. No. | Designation of the post | Percentage for appointment by | | | Method, qualification and experience for appointment by | |
|---------|--------------------------------------|-------------------------------|-----------------|--|--|--|
| | | Promotion | Direct | Transfer | Promotion | Direct appointment |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Law Officer | -- | -- | From amongst the Assistant District Attornies working in the Directorate of Prosecution and Litigation, Punjab | -- | |
| 2 | Assistant District Transport Officer | Twenty per cent | Eighty per cent | -- | From amongst the Senior Assistants/ Senior Assistants (Accounts), Junior Auditors and Draftsmen who have an experience of working on any one of these posts for a minimum period of five years | Should be a Graduate of a recognised university or institution and should have qualified a test as per syllabus specified in Appendix 'D' to be held by the Board. |
| 3 | Personal Assistant | Hundred per cent | -- | -- | From amongst the Senior Scale Stenographers, who have | |

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4 Superintendent Grade II Eighty per cent Twenty per cent

an experience of working as such for a minimum period of five years

From amongst the Senior Assistants/Senior Assistants (Accounts), who have an experience of working as such on either of these posts for a minimum period of five years

- (i) Should be a Graduate from a recognised university or institution; and
- (ii) Should have an experience of working as Senior Assistant in any department of the Punjab Government for a minimum period of five years.

5 Section Officer -- --

From amongst the Section Officers working in the Department of Finance (Treasury and Accounts), Punjab.

6 Senior Assistant/Senior Assistant (Accounts) Seventy-five per cent Twenty-five per cent

From amongst the Junior Assistants who have an experience of working as such for a minimum period of five years

- (i) Should be a Graduate from a recognised university or institution; and
- (ii) Should have an experience of working as Senior Assistant for a minimum period of five years under a State

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---------------------------|-----------------|------------------|----|---|---|
| 7 | Senior Scale Stenographer | Eighty per cent | Twenty per cent | -- | From amongst the Junior Scale Stenographers who have an experience of working as such for a minimum period of one year and who qualify test in Stenography to be held by the appointing authority at such speed as may be specified by the Punjab Government in this behalf from time to time | Government or under a Semi State Government Organisation. (1) Should be a Graduate or Second Class Intermediate or first class Matriculate of a recognised university or institution or its equivalent; and (ii) Should qualify a test in stenography to be held by the Board at such speed as may be specified by the Punjab Government in this behalf from time to time |
| 8 | Draftsman | -- | Hundred per cent | -- | | (1) Should be a Matriculate of a recognised university or institution; (ii) Should possess diploma in Civil Engineering (Draftsman) or diploma in Draftsman (Mechanical) from a recognised university or institution; and |

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| | | | | |
|---|----------------|----------------------|-----------------------|----|
| 9 | Junior Auditor | Twenty-five per cent | Seventy-five per cent | -- |
|---|----------------|----------------------|-----------------------|----|

From amongst the Junior Assistants who possess degree of Bachelor of Commerce from a recognised university or Institution and who have an experience of working as such for a minimum period of five years

(iii) Should have an experience of working as Draftsman for a minimum period of two years under a State Government or under a Semi State Government Organisation.

Should possess a degree of Bachelor of Commerce with First Division or a degree of Master of Commerce with Second Division from a recognised university or institution.

| | | | | |
|----|-------------------------|----|------------------|----|
| 10 | Motor Vehicle Inspector | -- | Hundred per cent | -- |
|----|-------------------------|----|------------------|----|

(i) Should have passed Senior Secondary Part-II Examination from a recognised university or institution;

(ii) Should have,-

(a) a diploma in Automobile Engineering (Three Year's Course), from a recognised university or institution; or

1 2 3 4 5 6 7

- (b) a diploma in Mechanical Engineering (Three Year's Course) awarded by the State Board of Technical Education ;
or
- (c) any qualification in either of the disciplines mentioned in (a) and (b) above, declared equivalent by the Central Government or the Punjab Government.
- (iii) Should have an experience of working for a minimum period of one year in a reputed automobile workshop, which undertakes repairs of Light Motor Vehicles, Heavy Goods Vehicles, and Heavy Passengers Motor Vehicles fitted with petrol and diesel engine; and
- (iv) Should hold a driving licence authorising him to drive Motor cycle, Heavy Goods Vehicles, and Heavy Passenger Motor Vehicles.

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| | | | | |
|----|------------------------------------|-----------------------|----------------------|----|
| 11 | Statistical Assistant | Hundred per cent | -- | -- |
| 12 | Head Mechanic (Technician Grade I) | Hundred per cent | -- | -- |
| 13 | Mechanic (Technician Grade II) | Seventy-five per cent | Twenty-five per cent | -- |

From amongst the Junior Field Investigators who have an experience of working as such for a minimum period of five years.

From amongst the Mechanics (Technician Grade II) who have an experience of working as such for a minimum period of five years.

From amongst the Mechanic (Technician Grade III) who have an experience of working as such for a minimum period of five years.

- (i) Should be a Matriculate of a recognised university or institution;
- (ii) Should possess three years National Trade Certificate or National Apprenticeship Certificate from a recognised university or institution; and
- (iii) Should possess at least seven years experience as Technician Grade IV and Technician Grade

1 2 3 4 5 6

14 Electrician Seventy- Twenty-
 (Technician five five
 Grade II) per cent per cent

From amongst the Junior Technicians (attached with Electrician Technician Grade II) who have an experience of working as such for a minimum period of five years.

III in the Trade concerned out of which at least three year's experience should be as Technician Grade III under a State Government or under a Semi State Government Organisation.

- (i) Should be a Matriculate of a recognised university or institution;
- (ii) Should possess three years National Trade Certificate or National Apprenticeship Certificate from a recognised university or institution; and
- (iii) Should possess at least seven years experience as Technician Grade IV and Technician Grade III in the Trade concerned out of which at least three years experience should be as Technician Grade III under a State Government or a Semi

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15 Painter
(Technician
Grade II) -- Hundred
per cent --

16 Blacksmith
(Deant
Beater)
(Technician
Grade II) Seventy-
five
per cent Twenty-
five
per cent --

From amongst the
Blacksmith (Deant
Beater) Technician

State Government Organisa-
tion.

- (i) Should be a Matriculate of a recognised university or institution;
- (ii) Should possess three years National Trade Certificate, or National Apprenticeship Certificate from a recognised university or institution; and
- (iii) Should possess at least seven years experience as Technician Grade IV and Technician Grade III in the Trade concerned out of which at least three years experience should be as Technician Grade II under a State Government or under a Semi State Government Organisation.

- (i) Should be a Matriculate of a recognised university or institution;

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----|-------------------------------|-----------------------|----------------------|----|--|---|
| | | | | | Grade III who have an experience of working as such for a minimum period of five years. | <p>(ii) Should possess three years National Trade Certificate or National Apprenticeship Certificate from a recognised university or institution; and</p> <p>(iii) Should possess at least seven years experience as Technician Grade IV and Technician Grade III in the Trade concerned out of which at least three years experience should be as Technician Grade III under a State Government or Semi State Government Organisation.</p> |
| 17 | Tyreman (Technician Grade II) | Seventy-five per cent | Twenty-five per cent | -- | From amongst the Junior Technician attached with Tyreman (Technician Grade II) who have an experience of working as such for a minimum period of five years. | <p>(i) Should be a Matriculate of a recognised university or institution;</p> <p>(ii) Should possess at least three years National Trade Certificate or National Apprenticeship Certificate from a recognised university or institution; and</p> |

18. Welder (Technician Grade II) Seventy-five per cent Twenty-five per cent

From amongst the Junior Technician attached with Welder (Technician Grade II) and who have an experience of working as such for a minimum period of five years.

(iii) Should possess at least seven years experience as Technician Grade IV and Technician Grade III in the Trade concerned out of which at least three years experience should be as Technician Grade III under a State Government or Semi State Government Organisation.

- (i) Should be a Matriculate of a recognised university or institution;
- (ii) Should possess three years National Trade Certificates or National Apprenticeship Certificate from a recognised university or institution; and
- (iii) Should possess at least seven years experience as Technician Grade IV and Technician Grade III in the trade concerned out of which at least three years experience should be as Technician Grade III under a State Government or a semi State Government Organisation.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----|---------------------------|------------------|-----------------|----|---|---|
| 19 | Junior Scale Stenographer | Hundred per cent | -- | -- | From amongst the Stenotypists who have an experience of working as such for a minimum period of one year and who qualify test in Stenography to be held by the appointing authority at such speed as may be specified by the Punjab Government from time to time. | .. |
| 20 | Junior Assistant | Hundred per cent | -- | -- | From amongst the Clerks who have an experience of working as such for a minimum period of five years. | .. |
| 21 | Junior Field Investigator | Eighty per cent | Twenty per cent | -- | From amongst the Clerks who have an experience of working as such for a minimum period of five years. | Should be a Graduate of a recognised university or institution with Mathematics or Statistics or Commerce or Economics as one of the subject. |
| 22 | Supervisor | Hundred per cent | -- | -- | From amongst the staff car drivers (Minister Car | .. |

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| | | | | | | | |
|----|--|------------------------------|-----------------------------|----|--|--|--|
| 23 | Mechanic (Technician Grade III) | Seventy- five per cent | Twenty- five per cent | -- | Section) who have an experience of working as such for a minimum period of five years. | From amongst the Junior Technicians attached with Machanic (Techni- cian Grade III) who have an ex- perience of working as such for minimum period of five years. | <ul style="list-style-type: none"> (i) Should be a Matriculate of a recognised university or institution; (ii) Should possess three years National Trade Certificate or National Apprenticeship Certificate from a recognised university or institution; and (iii) Should possess at least five years experience as Junior Technician and Technician Grade IV under a State Government or a semi State Government Organisation. |
| 24 | Blacksmith (Deant Beater) (Technician Grade III) | Seventy- five per cent | Twenty- five per cent | -- | From amongst the Junior Technicians attached with Blacksmiths (Deant Beater) (Technician Grade III) who have an experience of working as such for a minimum period of five years. | <ul style="list-style-type: none"> (i) Should be a Matriculate of a recognised university or institution; (ii) Should possess three years National Trade Certificate or National Apprenticeship Certificate from a recognised university or institution; and | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----|---|------------------------------|-----------------------------|----|--|--|
| 25 | Upholstrer (Technician Grade III) | Seventy- five per cent | Twenty- five per cent | -- | From amongst Junior Technicians attached with Upholstrers (Technician Grade-III) who have an experience of working as such for a minimum period of five years. | <p>(iii) Should possess at least five year's experience as Junior Technician or Technician Grade IV under a State Government or a semi State Government Organisation.</p> <p>(i) Should be a Matriculate of a recognised university or institution;</p> <p>(ii) Should possess three year's National Trade Certificate or National Apprenticeship Certificate from a recognised university or institution; and</p> <p>(iii) Should possess at least five year's experience as Junior Technician or Technician Grade IV under a State Government or under a semi State Government Organisation.</p> |
| 26 | Fitter (Technician Grade III) | Seventy- five per cent | Twenty- five per cent | -- | From amongst the Junior Technicians attached with Fitters (Technician Grade-III), who have an | <p>(i) Should be Matriculate of a recognised university or institution;</p> <p>(ii) Should possess three year's National Trade Certificate</p> |

experience of working as such for a minimum period of five years.

or National Apprenticeship Certificate from a recognised university or institution, and

27 Stenotypist Twenty Eighty
 per cent per cent

(iii) Should possess at least five year's experience as Junior Technician or Technician Grade IV under a State Government or a semi State Government Organisation.

By selection from amongst the Clerks who have an experience of working as such for a minimum period of one year and who qualify to test in Stenography to be held by the appointing authority at such speed as may be specified by the Punjab Government from time to time.

(1) Should be a Senior Secondary Part II or Second Class Matriculate of a recognised university or institution; and

28 Staff Car Driver (Minister Car Section) Twenty Eighty
 per cent per cent

(ii) Should qualify in a competitive test in Stenography to be held by the Board at such speed as may be specified by the Punjab Government from time to time.

From amongst, Helpers and Cleaners working in Minister Car Section and Government Central Workshop and Class IV employees working under the control of the Commissioner who, --

(1) Should be a Matriculate of a recognised university or institution;

(ii) Should possess driving licence for motor car;

(iii) Should qualify driving test held by the Board;

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----|------------------|-----------------|-----------------|---|---|--|
| 29. | Staff Car Driver | Twenty per cent | Eighty per cent | | <p>(i) have five year's old driving licence for Motor Car;</p> <p>(ii) qualify driving test held by the appointing authority; and</p> <p>(iii) possess knowledge of Punjabi language upto middle standard.</p> <p>From amongst the Helpers and Cleaners working in Minister Car Section and Government Central Workshop and Class IV employees working under the control of the Commissioner and who,--</p> <p>(i) have five years old driving licence for motor car;</p> <p>(ii) qualify driving test held by the appointing authority; and</p> <p>(iii) possess knowledge of Punjabi language upto middle standard.</p> | <p>(iv) Should possess knowledge of Punjabi language upto middle standard; and</p> <p>(v) Should have an experience of driving a motor car for a minimum period of five years.</p> <p>(i) Should be Matriculate of a recognised university or institution;</p> <p>(ii) Should possess driving licence for motor car;</p> <p>(iii) Should have experience for driving a motor car for a minimum period of five years; and</p> <p>(iv) Should qualify driving test held by the Board as the case may be.</p> |

| | | | | |
|----|-------|---------------------|-----------------------------|----|
| 30 | Clerk | Fifteen per cent | Eighty- five per cent | -- |
|----|-------|---------------------|-----------------------------|----|

From amongst Class IV employees working under the control of the Commissioner who are matriculates and who have an experience of working as such for a minimum period of five years and qualify such test in typewriting at such speed as may be specified by the Punjab Government from time to time.

(a) Should be a Matriculate in second division or has passed Senior Secondary Part II examination from a recognised university or institution; and

(b) Should qualify a test in Punjabi typewriting to be held by the Board at such speed as may be specified by the Punjab Government from time to time.

| | | | | |
|----|----------------------|-----------------------------|------------------------------|----|
| 31 | Constable Driver | -- | -- | -- |
| 32 | Junior Technician | Twenty- five per cent | Seventy- five per cent | -- |

From amongst the Constable Drivers working under the control of Director General of Police, Punjab.

From amongst the Helpers and Cleaners who are Matriculates from a recognised university or institution with a knowledge of trade concerned and who have an experience of working as

(i) Should be Matriculate of a recognised university or institution; and

(ii) should possess three year's National Trade Certificate or National Apprenticeship Certificate in the Trade concerned from a recognised university or institution.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----|--|------------------|------------------|----|---|---|
| 33 | Store Keeper | Hundred per cent | -- | -- | such for a minimum period of five years. From amongst the Store Attendants (Assistant Store Keepers) who have an experience of working as such for a minimum period of five years. | -- |
| 34 | Restorer | Hundred Per Cent | -- | -- | From amongst Class-IV employees working under the control of the Commissioner who have an experience of working as such for a minimum period of five years. | -- |
| 35 | Store Attendant (Assistant Store Keeper) | -- | Hundred per cent | -- | -- | (1) Should be a Matriculate in Second Division or have passed Senior Secondary Part II examination from the recognised university or institution; and |

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(11) Should have an experience of working in handling stores and Store Ledger for a minimum period of five years in a Government office, semi Government office or in a reputed Organisation.

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APPENDIX 'C'

(See rule 7)

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS (PERSONNEL POLICIES I BRANCH)

Notification

The 4th May, 1994

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

1. Short title, commencement and application.-- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the post in Class I, Class II and Class III services in connection with the affairs of the State of Punjab.

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

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

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

- (c) "Commission" means the Punjab Public Service Commission ;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government ;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms ;
- (f) "recognised university or institution" means.--
- (i) any university or institution incorporated by law in any of the State of India ; or
 - (ii) any other university or institution which is declared by the Government to be a recognised university or institution for the purposes of these rules ;
- (g) "Service" means any Class I service, Class II service or Class III service constituted in connection with the affairs of the State of Punjab ;
- (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.
3. Nationality, domicile and character of persons appointed to the Service.--(1) No person shall be appointed to the Service unless he is.--
- (a) a Citizen of India ; or
 - (b) a Citizen of Nepal ; or
 - (c) a Subject of Bhutan ; or

- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India ; or
- (e) a person of Indian 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 a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment unless he produces,--

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his 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 Undertaking.

4. 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 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 this Service by direct appointment if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age-limits as may be specifically fixed by the Government from time to time:

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

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

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, 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.

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.

7. Probation.--(1) A person appointed to any post in the Service shall remain on probation for a period of two years, if recruited by directed 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) 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 if he has failed to pass the departmental examination, if any prescribed in Service Rules within a period not exceeding two 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 :--

(i) revert him to his former post ; or

(ii) deal with him in such other manner as
the terms and conditions of the previous
appointment permit.

(3) On the completion of the period of
probation of a person, the appointing authority may:--

(a) if his work and conduct has in its
opinion been satisfactory ;

(i) confirm such person, from the date of
his appointment or from the date he
completes his period of probation satis-
factorily if he is not already confirmed ;
or

(ii) declare that he has completed his
probation satisfactorily, if he is
already confirmed ; or

(b) if his work or conduct has not been in its
opinion, satisfactory or if he has failed to
pass the Departmental examination, if any
specified in the Service Rules,--

(i) dispense with his services, if appointed
by direct appointment or if appointed
otherwise revert him to his former post,
or deal with him in such other manner
as the terms and conditions of his
previous appointment may permit ; or

(ii) extend his period of probation and there-
after 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 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 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 person 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 or 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 elder person shall be senior to a younger person.

Note.--Seniority of persons 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.

10. Liability to serve.--A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.--In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a 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 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.

15. Minimum Educational and other qualification for appointment to the post of Clerk.--No person shall be appointed by direct appointment to a post of Clerk under the Punjab Government unless he,--

(a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised university or institution; and

(b) qualifies a test in Punjabi type-writing to be conducted by the board or by the appointing authority at the speed of thirty words per minute.

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

(a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination 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 to be specified by the Government from time to time.

17. Knowledge of Punjabi Language.--No person shall be appointed to any post in any 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 grounds 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 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 Panjabi language shall be lowered accordingly.

18. 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 from 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 a 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 therefor 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. Overriding 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.

APPENDIX 'D'

(Serial number 2 of Appendix 'B')

Rules relating to the subjects and standard of the competitive examination of candidates for the post of Assistant District Transport Officer--

1. A candidate shall answer the papers in Punjabi or English.
2. No candidate shall be eligible to appear in the viva-voce test unless he obtains 50 per cent marks in the aggregate of all subjects :

Provided that if any examination a sufficient number of candidates do not obtain 50 per cent marks in the aggregate. the Commission/Board may at their discretion lower this percentage to not below 45 per cent.

3. No candidate shall be considered to have qualified in the examination unless he obtains at least 50 per cent marks in the aggregate in all subjects including viva-voce except in the case of any examination for which this percentage has been lowered to not less than 45 per cent by the Commission/Board under the proviso to rule 2 in which case the qualifying percentage shall be determined by the Commission/Board.
4. The subjects and maximum marks fixed for each subject shall be as shown in the statement below :--

| Sr. No. | Subject | Maximum Marks |
|---------|---|---------------|
| 1. | Punjabi | 75 |
| 2. | English | 75 |
| 3. | Motor Vehicles Act, 1988, Central Motor Vehicles | 100 |

| Sr. No. | Subject | Maximum Marks |
|---------|--|---------------|
| | Rules, 1989, Punjab Motor Vehicles Rules, 1989 | |
| 4. | General Knowledge | 50 |
| 5. | Viva-Voce | 50 |
| Total : | | 350 |

DETAILED SYLLABUS

1. Punjabi
Question to test the candidates capacity to understand and write good Punjabi. The paper will comprise precise writing, expansion tests in vocabulary and any other form of composition that may be suitable.
2. English
Question to test the candidate's capacity to understand and write good English. The paper will comprise precise writing, expansion tests in vocabulary and any other form of composition that may be suitable.

An essay to be written on one of the several specified subjects.
3. Motor Vehicles Act/Rules
This paper is intended to test the candidate's knowledge of Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and Punjab Motor Vehicles, Rules, 1989.
4. General Knowledge
This paper is intended to test the candidate's knowledge of current events and of such matters of every day observation and experience in their scientific aspect as may be expected of an educated person who has not made a special study of any scientific

subject. The paper will also include questions of historical, geographical and economic importance, with special reference to the Punjab.

5. Viva Voce

The viva voce will be to test the personal qualities of the candidate. This test will be in matters of general interest and is intended to test the candidate's alertness, intelligence and general outlook. Consideration will also be paid to the bearing and physique of the candidate.

TEJINDER KAUR,

Principal,
Secretary to Government of Punjab,
Department of Transport.

GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(CABINET AFFAIRS BRANCH)

Notification

The 3rd October, 2000

No.G.S.R.89/P.A.IV/47/S. 2/2000.--In exercise of powers conferred by sub-section (2) of Section 2 of the East Punjab Ministers' Salaries Act, 1947 (Act VI of 1947), the Governor of Punjab is pleased to make the following rules, namely :--

1. Short title and commencement.--(1) These rules may be called the East Punjab Salaries Provision for furnished house to Ministers) Rules,

(2) They shall be deemed to have come into effect from 31st December, 1999.

2. Definitions.--In these rules unless there is anything repugnant in the subject or contexts,--

(a) 'Act' means the East Punjab Ministers' Salaries Act, 1947 (Punjab Act VI of 1947);

(b) 'Family members' means the spouse of the Minister, the legitimate children, step-children parents residing with him and wholly dependant upon the Minister;

(c) 'State Government' means the Government of the State of Punjab in the Department of General Administration (Cabinet Affairs Branch); and

(d) 'Sanctioning Authority' means the Chief Secretary to Government of Punjab.

Provision for free furnished house.--Each Minister alongwith his family members shall be provided with a free furnished house, the charges of which shall be borne by the Government or in lieu of such a house shall be a monthly allowance not exceeding Rupees thirty

thousand as may be sanctioned by the Sanctioning Authority :

Provided that in the case of a Minister who has his own house within a radius from the headquarter as may be specified by the State Government from time to time, he shall be paid such monthly allowance not exceeding rupees thirty thousand as may be assessed by the Department of Public Works.

R.S. MANN,

Chief Secretary to Government, Punjab.