

**THE PUNJAB EDUCATION DEPARTMENT (H.Q)**  
**GROUP –B, SERVICES RULES.2005**

**GOVT OF PUNJAB**  
**DEPARTMENT OF EDUCATION**  
**(EDUCATION-1V BRANCH)**

**NOTIFICATION**  
**THE ----- 2005**

N.G.S.R 59 Const/Art 309 ----- .The exercise of the powers conferred by the proviso to Article 309 of Constitution 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 services of person appointed to the Punjab Education Services(School Cadre)Group-A Services namely:-

**Rules**

**1 Short title commencement and application:-**

- (1)These rules may be called the Punjab Education Department (H.Q) Group –B, Services Rule, 2005.
- (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 the 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) “Government means the Govt. of the State of Punjab in the department of education
- (c) “Services” means the Punjab Education Department (H.Q) (Group-A) services.
- (d) In these rules the expression used but not declined shall have their respective meaning assigned to these expressions of the Punjab Civil Services (General and Common Condition of Service) Rules 1994.

**3 Number and character of posts:** The service shall comprise the posts specified in Appendix “B”.

Provide that nothing in these rules shall effect the inherent right of the Government to add to all reduce the number of such posts or to create new posts with different designation and scale of pay whether permanently or temporarily.

**4 Appointing Authority** – All appointments to the services shall be made by the Government.

**5 (1) Methods of appointment, qualification and experience:-**

Appointment to a post in service shall be made in the manner specified against the post on Appendix-D

Provided that no suitable candidate is available for appointment to the service by promotion then appointment to the services shall be made by the transfer of person holding similar or identical post under the Punjab Government other State Government or Government of India.

**(2) No person shall be appointed to a post on the service unless he possesses the experience as specified against that posts in appendix-B.**

**(3) Appointment to the services by promotion shall be made on seniority cum merit basis as specified against that post in appendix –B, but no person shall have any right to claim promotion on the basis of seniority alone.**

**6. Discipline punishment and appeal:-**

**(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.**

**(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules 1970 in respect of the members of the services shall be the Government.**

**7 Application of the Punjab Civil Service(General and Common conditions of services)Rules 1994 :-**

**(1) In respect of the matter which are not specifically provided in these rules ,the members of the service shall be governed by the provisions of the Punjab Civil Services (General And Common Conditions of services )Rules 1994 as amended from time to time.**

**(2) The Punjab Civil Services (General and Common Condition of Services) Rules, 1994 for the time being in force are contained in Appendix “D”**

**8 Repeal and saving:** - The Punjab Education Department (Office of the Director Public Instruction, Punjab) Clerical Service Rules, 1941 amended up to 01-11-1968. Rules are so far as they relate to the posts including in the services are hereby repealed.

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

- 9 Interpretation:** - If any question arises as to the interpretation of these rules the Government shall decide the same.

**Appendix 'A'**  
**(See rules 1,3 and 10)**

<b>S.NO</b>	<b>Designation of post</b>	<b>Scale of pay</b>	<b>Number of Permanent</b>	<b>Sanctioned post Temporary</b>
<b>1</b>	Superintendent Grade-2	6400-200-7000- 220-8100-275- 10320-340-10640	10	3
<b>2</b>	Personal Assistant	-do-	4	-
<b>3</b>	Legal Assistant	-do-	2	1

## ANNEXURE “B”

### **1 Superintendent Grade-2**

a) In the case of Superintendent

- (i) By promotion from amongst the Senior Assistant with at least eight years services in the Punjab Education Department (Office of the Director of Public Instruction, Punjab) Class III Services
- (ii) By transfer of an official already in the services of the Government of India or of a State Government.

### **2 Personal Assistants**

- (i) By promotion amongst senior scale stenographer with minimum five years experience
- (ii) By transfer of an official already in the services of the government of India or of a State Government

### **3 Legal Assistant**

1. By promotion amongst Assistant/ Junior Assistant/ Clerk having minimum five years experience and have B.A. LL.B Qualification.
2. By transfer of an official already in the services of the Government of India or of a State government.

**Note:** 1) All promotion whether from one grade to another or from one class of service to another shall be made by selection based on merit and taking into consideration seniority and seniority alone shall not be given any right to such promotions.

2) Whenever any vacancy occurs or it about to occur in the service the appointing authority shall determine the manner in which the same shall be filled.

**APPENDIX –C**  
(See rule 1,3 and 10)

<b>S.NO</b>	<b>Designation of official</b>	<b>Nature of Penalty</b>	<b>Authority empowered to impose penalty</b>	<b>Appellate Authority</b>
<b>1</b>	Superintendent Grade-2	<b>(A)</b> Censure	Government	Government
<b>2</b>	Personal Assistant	<b>(B)</b> Withholding of increment or promotions including stoppage at an efficiency bar.	Government	Government
<b>3</b>	Legal Assistant	<b>(C)</b> Reduction of a lower post or time scale or to a lower stage in a time scale.	Government	Nil
		<b>(D)</b> Recover from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Government	Nil
		<b>(E)</b> Suspension	Government	Nil
		<b>(F)</b> Removal from the Civil Service of the Government which does not disqualify from future employment	Government	Nil
		<b>(G)</b> Dismissal from the Civil Services of the Government which ordinarily from future employment.	Government	Nil