

THE PUNJAB EDUCATIONAL GROUP-C, MINISTERIAL H.Q.
SERVICES RULES 2006

GOVERNMENT OF PUNJAB
DEPARTMENT OF EDUCATION
DIRECTOR OF PUBLIC INSTRUCTION
PUNJAB CHANDIGARH

NOTIFICATION

NO.G.S.R. Const./Art 309/2006- In exercise of the powers conferred by the Proviso to Article 309 of constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of service of the persons appointed to the Punjab Educational (Group-C) Ministerial H.Q services namely:-

Rules

1. Short title, commencement and application:-

- (1) These rules may be called the Punjab Educational Group-C, Ministerial H.Q. Services rules 2006.
- (2) They shall come into force on and with effect from the date of their Publication in the official Gazette.
- (3) They shall apply to posts specified in the Appendix –“A” to these rules.

2. Definitions:

- (1) In these rules, unless the context otherwise requires.
 - i. “Appendix” means an appendix appended to these rules.
 - ii. “ Director means the Director of public Instruction (Secondary Education) Director of Public instruction Element Government and the Director, State Council of Education, Research and Training
 - iii. “Government means the Government of State of Punjab in the Department of Education; and
 - iv. “Service” means the Punjab Educational Service (School and inspection) Group –A Service.

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 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** –Appointments to the service shall be made by the Director Administration office of Director of Public Instruction (SE), Punjab Chandigarh.
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-B.

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

(4) 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. **Pay of members of the service** –The member of the service shall be entitled to such scales of pay as may be authorized by the Punjab Government from time to time. The scales of pay at present in force are given in Appendix –“A”.
7. **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 the rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 in respect of the members of the Service shall be the Government
8. **Application of the Punjab Civil Service (General and common condition of service) 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 provision of the 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 condition of service) Rules, 1994 at present in force, are contained in appendix-C.
9. **Interpretation:-** If any question arises as to the interpretation of these rules, the Government shall decide the same.
10. **Repeal and saving:** - The Punjab Education Department (School and inspection Cadre) (Class –I) Rules 1976and the Punjab Educational Service (School and inspection) (Class-II) Rules 1976 in so far as they are applicable to the members of the service 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 provision of these rules.

APPENDIX-A
(See rule 1,3and 6)

Designation of the post	Number of posts			Scale of pay
	Permanent	Temporary	Total	
Senior Assistant	142	68	210	5800-9200
Statistical Assistant	3	-	3	5800-9200
Senior scale stenographer	1	-	1	5800-9200
Auditor (Pension)	-	1	1	5800-9200
Editor (Hindi and Punjabi)	2	-	2	5480-8925
Draftsman	1	-	1	5800-9200
Junior scale stenographer	12	-	12	4400-7000
Junior assistant	79	9	88	4400-7000
Librarian	1	1	2	4020-7000
Steno-typist	16	4	20	3330-6200
Driver	7	2	9	3330-6200
Clerk	158	18	176	3120-5160
Statistical Clerk	4	-	4	3120-5160
Restorer	10	-	10	3120-5160
Book Binder	1	-	1	3120-5160

**Appendix-B
(See Rule 5)**

Designation of posts	Percentage of appointment by		Qualifications and experience for appointment	
	Direct appointment	Promotions	Direct Appointment	Promotions
Senior Assistant	-	100%	-	From the amongst the Junior Assistant and Junior Scale stenographer working under the control of the Director, who have an experience of working as such for a minimum period of five year.
Junior Assistant	-	-	-	By fifty Percent Placement from amongst the clerks working under the control of the Director, who have any experience of working as such a minimum Period of five year.
Junior Scale Stenographer	25%	75%		From amongst the steno typists working under the control of Director Administration who have an experience of working such as for a Minimum Period of 3year and who pass of the Punjab English shorthand test.
Senior Scale Stenographer	-	100%	-	From amongst Junior Scale Stenographers working under the control of Director Administration who have experience of working as such for minimum five year experience and pass the Punjabi and English shorthand test.

Driver	90%	10%	<p>(1) Should have passed middle standard examination from a recognized Institution</p> <p>(2) Should hold a valid driving License to drive light motor vehicle and:</p> <p>(3) Should have an experience of driving in light motor vehicle from a minimum Period of five year and have not been convicted or any offence indicating that he is not capable for Performing the duties efficiently of the post of driver</p> <p>Preference shall be given to those who possess Knowledge of motor mechanism and capable of executive minor repair.</p>	<p>10% by Promotion from the class –IB employees having minimum of ten year of service in Directorate. In case a capable candidate is not available as per the given against (a) above, then this quota will also be filling up through Direct Appointment as mentioned at A above.</p>
Clerk	15%	85%	<p>(i) Should have passed Matriculation Examination in the second Division or senior secondary part -II examination from a recognized university or institution ; and</p> <p>(ii) Should qualify a competitive test in Punjabi typewriting to be hold by the board or the appointing authority as such speed as may be specified by the</p>	<p>Amongst group-D employees working under the control of the Director, who are matriculate and who have an experience of working as such a Minimum period of five year and qualify such test in Punjabi type writing at such speed ,as may be specified by the Punjab Govt. from time to time.</p>

			Punjab Government time to time	
Drafts man	100%	(i) Should have Passed Matriculation examination in 2 nd Division or its equivalent; (ii) Should possess certificate in Draftsmanship (Civil) from a recognized university or institution and (iii)Should have an experience of working as a Junior draftsman in any Govt. office of Public sector Undertaking for a Minimum Period of 12 year		
Librarian	100%	(i) Should have passed Matriculation in 2 nd division or senior secondary part –II examination from a recognized university or institution, (ii) should possess two year		

		Certificate in Library science from a recognized University or institution.		
Editor (Hindi/Punjabi)	-	-	-	-
Auditor (pension)	By promotion	-	-	From amongst the clerk/junior assistants who possess the Qualification of B.com.
Restorer	By promotion	-	-	He satisfied the Registrar of his ability to read and write English.
Book Binder	By promotion	-	-	He satisfied the Registrar of his ability to read and write English.