

**PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION LIMITED,  
(A PUNJAB GOVERNMENT UNDERTAKING)**

**REGD. OFFICE: 18 HIMALYA MARG UDYOG BHAWAN, SECTOR –17-A,  
CHANDIGARH**

In exercise of the powers conferred by Article 73 of the Articles of Association of Punjab Small Industries and Export Corporation Limited, (PSIEC) the Directors of the Corporation hereby make the following bye-laws to regulate the recruitment and conditions of service of persons appointed to various posts of Group 'A', 'B', 'C' & 'D' employees under the Corporation:-

**PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION EMPLOYEES  
SERVICE BYE- LAWS 2016.**

**CHAPTER-I**

**PRELIMINARY:**

- 1.1 These bye-laws may be called the Punjab Small Industries & Export Corporation Employees Service Bye-Laws 2016.
- 1.2 These bye-laws shall take effect from 16<sup>th</sup> September, 2016.
- 1.3 These bye-laws shall apply to all group 'A', 'B', 'C' & 'D' employees of the Corporation.

In these bye-laws, unless there is anything repugnant in the subject or context:-

- a) "The Board" means the Board of Directors of the Punjab Small Industries & Export Corporation Limited, Chandigarh;
- b) "Chairman" means the Chairman of the Board;
- c) "Bye-Laws" means the Punjab Small Industries & Export Corporation Employees Service Bye-Laws for the time being in force;
- d) "Corporation" means Punjab Small Industries & Export Corporation Limited, represented by the Board of Directors or duly authorised officer(s) of the Corporation;
- e) "Direct appointment" means an appointment made on regular basis other-wise than by promotion or transfer of a person already in the service of the Corporation or made by taking a person on deputation from the Government or any other Corporation;
- f) "Duty" means the period of service which counts for pay, leave and other emoluments, but does not include any period of suspension or extraordinary leave without pay; or any other period as specified by the Govt. under the rules/instructions issued from time to time.
- g) "Employee" means a person (whether an officer or any other employee) employed on regular basis. (except daily wage, work charge & contract basis) on any post in PSIEC, but the persons employed on daily wage, work charge & contract basis shall be considered employee for taking disciplinary action against them.
- h) "The Government " means the Punjab Government in the Industries Department;
- i) "Honorarium" means the recurring or non-recurring payment granted to any person from the funds of the Corporation;
- j) "Managing Director" means the Officer appointed by the Government to be the Managing Director of the Corporation;
- k) "Probationer" means an employee provisionally employed to fill a regular vacancy on probation for the period specified in bye-law 3.1(f) (i) & (ii);

- l) "Posts" means the posts specified in Appendix - 'I' of the Bye-Laws; it will also include the posts of the employees regularized w.e.f. 01.07.2013 as per Appendix-"II";

However posts mentioned in Appendix-II have been sanctioned by the government as a onetime measure only for regularizing services of work charge and daily wage employees.

- m) "Appointing Authority" means the authority competent to make appointment.

## **CHAPTER-II**

### **NUMBER AND CHARACTER OF POSTS UNDER THE CORPORATION**

- 2.1 (i) The Board shall have power to make, from time to time such additions, deletions, alterations or amendments in these bye-laws as it may deem fit and relax any of the provisions contained therein.

(ii) Grouping of posts will be as per Punjab Government notifications issued from time to time. At present the grouping of the posts will be as under:-

Group 'A'	:	All posts of Grade Pay of Rs. 5000/- or more as on 27.05.2009 provided that all existing Group-A posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
Group 'B'	:	All posts between Grade Pay of Rs. 3800/- to Rs. 4999/- as on 27.05.2009.
Group 'C'	:	All posts between Grade Pay of Rs. 1900/- to Rs. 3799/- as on 27.05.2009.
Group 'D'	:	All posts between Grade Pay of Rs. 1899/- or below as on 27.05.2009.

(iii) The qualifications, pay scales and mode of recruitment of all group-A, B, C and D regular employee shall be as prescribed and applicable in the corporation are annexed at Appendix-'I'.

### **2.2 Nationality, domicile and character of person 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 1<sup>st</sup> 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 Corporation, 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 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.

2.3 The power to interpret these bye-laws shall vest in the Corporation who shall also be empowered to issue administrative instructions to enforce these bye-laws and to secure effective control by devising subsidiary rules, delegation of powers, procedure or forms subject to revision by the Board at any time suo-moto or on representation by an employee.

### **CHAPTER-III**

#### **RECRUITMENT AND RETIREMENT**

#### **3.1 RECRUITMENT:**

a) Recruitment to the various posts under the Corporation shall be made by the Managing Director by any one or more of the following methods;

- i) by direct appointment ; or
  - ii) by deputation from Government or any other Corporation ;
  - iii) by promotion of existing personnel or by transfer from one post to another.
- b) The Board/Appointing Authority may prescribe for various post under the Corporation the qualification ,whether academic, technical or otherwise, or tests or physical standards or any experience that it may consider necessary and expedient for the efficient discharge of duties or conditions for confirmation, promotion or continuance in service.
- c) The age of a person, at the time of direct appointment to a post under the Corporation, shall be as per govt. rules.
- d) No person, who has been dismissed from any public or private employment or has otherwise ceased to be in the service of the Corporation, shall be re-employed except with the express approval of the Board.
- e) The direct appointment of every person to any post under the Corporation shall be subject to production by such person of a medical certificate of fitness from a registered medical practitioner or the Medical Officer of Govt. hospital
- f) (i) Persons appointed in service through direct recruitment shall remain on probation for a period of two years which may be further extended by the appointing authority by another one year provided the total probation period including extension, if any, shall not exceed three years.  
  
(ii) Persons appointed in service through promotion shall remain on probation for a period of one year which may be further extended by the appointing authority by another one year provided the total probation period including extension, if any, shall not exceed two years.
- g) If, at the expiration of the period of probation the work of a probationer is found to be satisfactory the appointing authority shall confirm him.

#### **3.2 Termination of Service.**

The services of any employee of the Corporation may be terminated by the Appointing Authority:-

- i) In case of regular employee by giving three months notice on either side or, in lieu thereof, pay for the period the notice falls short of three months.
- ii) In the case of employee on probation by giving one month notice on either side or, in lieu thereof, pay for the period the notice falls short of one month, and
- iii) In the case of an officer or other employee, on deputation from the Government or any other Corporation by reverting him to his parent services

### 3.3 **RECORD OF SERVICE**

The following record of service of all regular employees shall be maintained in the Personnel Section:-

- i. Personal File.
- ii. Service Book and
- iii. Annual Confidential Report File.

### 3.4 **SENIORITY & PROMOTION:**

#### a) **Seniority:**

The Inter-se-seniority of persons appointed to posts carrying the same scale of pay shall be determined by the dates of their regular appointments to such posts:

Provided that if two or more persons are appointed on regular basis to such posts on the same date, their seniority shall be determined as under:-

- i) A person recruited by promotion from the service of the Corporation shall be senior to a person recruited otherwise;

Provided that in the case of promotion of two or more persons, their inter-se-seniority shall be determined according to their seniority in the posts from which they have been promoted.

- ii) In case of persons recruited by direct recruitment in the same cadre, their seniority shall be determined as per merit at the time of selection provided further that in the case of persons recruited by direct appointment in the same cadre raking same in merit their inter-se-seniority shall be determined on the basis of their age i.e., the older in age shall rank senior to the younger.

#### b) **Promotion**

- i) Promotion to all cadre posts up to the rank and level of DGM / Executive Engineer in the non-technical / technical wings of the Corporation be considered and decided on Seniority-cum-Merit basis as per procedure for such promotions being followed in the Punjab Govt. for similar level posts.
- ii) For considering promotions to the various cadre posts above the level of DGM / Executive Engineer, Corporation shall, however, consider and decide the promotions on merit –cum- Seniority /basis.
- iii) Corporation should follow the norms/criteria for determining eligibility as per the guidelines contained in the letter issued by the Govt. circular letter dated 6.9.2001 and letter dated 29.12.2000. However, there will be no relaxation in the qualifications / experience, clearance of type test/ departmental examination as already laid down in the promotion policy approved by the BODs in its 247<sup>th</sup> meeting held on 08.08.2009.

### 3.5 **Superannuation and Retirement:-**

- a) Every officer or other employee of the Corporation other than a Class IV employee shall retire on attaining the age of 58 years;

- b) An employee of the Corporation in Class IV shall retire on attaining the age of 60 years.
- c) Notwithstanding anything contained in these rules, an employee of the Corporation, whose date of birth falls on any day other than 1st of that month shall on attaining that age of superannuation determined in accordance with the provision of clauses (a) and (b) above, as the case may be, retire on the last day of that month, which shall be a working day. An employee, whose date of birth is 1st of month, shall retire on the afternoon of the last day of the preceding month.
- d) Every officer/official of the Corporation shall be entitled to cash payment in lieu of unutilised earned leave subject to a maximum of 300 days on the date of retirement in accordance with the Govt. instructions issued from time to time.
- e) The employees retiring on invalidation on the advice of Medical authority shall be paid leave salary in lump-sum on the pattern of Punjab Govt. employees as allowed to them vide instructions issued by Punjab Govt. Circular letter No. 1/22/78-4FR/6149, dated 8.7.1981 except, however, that half pay leave would not be included while reckoning the period of 180 days.
- f) The Punjab Civil Service(Premature Retirement) Rules, 1975, shall apply mutatis mutandis with amendments and instructions issued from time to time by the Punjab Government, to the officers and other employees of the Corporation.
- g) All the employees will be entitled for extension in service on attaining the age of superannuation as per provisions of rule 3.26 & 3.27 of Punjab Civil Services Rules & as per Govt. instructions issued in this regard from time to time.

### 3.6

#### **Gratuity:**

- a) The gratuity shall be payable to the all the employees of the Corporation as per the payment of Gratuity Act 1972 as amended from time to time.
- b) "Gratuity shall be payable at the rate of 15 days wages based on the rate of wages last drawn for every completed year of service or part thereof in excess of the 6 months to all employees of the Corporation on termination of his employment after he has rendered continuous service for not less than 5 years Subject to maximum of 20 months wages or Rs.10, 00,000/- whichever is less w.e.f. 24.5.2010.
  - i) On superannuation; or
  - ii) On his retirement or resignation;
  - iii) On his death or disablement due to accident or disease.

Provided that completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement.

Note: Wages means wages as defined in payment of Gratuity Act. 1972.

### 3.7 **Compulsory Contributory Provident Fund:-**

Every officer or other employee of the Corporation shall be entitled to membership of the scheme of contributory provident fund under Employees Provident Fund & Misc. provision Act 1952 as amended time to time.

### 3.8 **GENERAL**

- a) The whole time of employee shall be at the disposal of the Corporation. The working hours shall be fixed in such a manner as may be deemed fit by the Corporation in public interest.
- b) No employee shall directly or indirectly engage in any other business, occupation employment nor shall he enter into any partnership, accept any fees, endowment or commission whatsoever from any party other than the Corporation except with the previous permission of the appointing authority.

- c) Every employee shall be liable to be transferred by the appointing authority from one post to another or to any place which it may consider necessary in the interest of the Corporation.
- d) No employee of the Corporation shall take part in politics or in any political demonstration or stand for election as member of any House of State Legislature or of any local authority or indulge in such activities which may cause embarrassment to Corporation.
- e) The Corporation shall, in respect of acts done in good faith and in the interest of the Corporation, extend protection to an employee of the Corporation in a court of Law or elsewhere.
- f) Apropos of the Punjab Govt. Rules/instructions which are and be continued to be followed on any point for which there is no corresponding provisions in the Service Bye-Laws of the Corporation.

### 3.9 **EX-GRATIA GRANTS:-**

The ex-gratia grant to be given to the family of deceased employee shall be regulated in accordance with the provisions of Punjab Civil Service Rules and instructions issued there under from time to time.

## **CHAPTER - IV.**

### 4.1 **PAY & ALLOWANCES.**

For the purpose of this chapter, the terms:-

- a) "Pay" means the monthly pay drawn in a time scale and includes 'Personal', "Special" ' Dearness' or "Deputation " pay, but does not include any allowance.
- b) "Substantive pay", means the minimum or stage pay in time scale substantively held;
- c) "Personal Pay" means an additional pay granted to an officer or other employee:
  - i) to save him from loss due to revision of pay of reduction therein otherwise than as a disciplinary measure; or
  - ii) in exceptional circumstances, on other personal considerations.
- d) "Special Pay" means additional pay granted in consideration of:-
  - i) the specially arduous nature of duties; or
  - ii) A specific addition to the work responsibility;

4.2 The appointing authority may in recognition of exceptional good service of an employee/ officer working in commercial/ operational unit, grant to him:-

- i) An award not exceeding one month's Pay of the employee/ officer.
- ii) One or two increments in the time scale of his/her post.  
Provided that the benefit shall be given to an employee/officer subject to following conditions:-
  - a) The above benefit shall only be available to the employee(s)/officer(s) working in commercial/operational units of the Corporation
  - b) The benefit/profit earned by the employee(s)/officer(s) to the corporation should be quantifiable.

Provided that payment of incentive under the incentive scheme may be made to the sales and other staff, including class-IV, employees working

under regular pay scales in the various emporiums being run by the Corporation.

- c) M. D. may grant incentives upto Rs.1000/- per employee in a particular year to those employees working in non-commercial Sections.

4.4 (a) Government servants on deputation to the Corporation may either:-

- i) accept the pay scale of the post under the Corporation subject to the fixation of their pay in such pay scale by the appointing authority or
- ii) Continue to enjoy their pay scale in their parent service plus deputation pay as approved by the Government and other allowances as admissible to them in Government service.

**NOTE:**

A Government servant on deputation to the Corporation will be entitled to claim benefits of higher pay scale or of fixation of pay at a higher level with or without retrospective effect in the Corporation, if such benefits have accrued to him in his parent service consequent upon decision in his favour of his appeal or representation or otherwise, as a matter of course.

- b) Where an employee of any other Corporation is appointed to any post under the Corporation, his conditions of service shall be such as may be decided by the appointing authority.

4.5 The Corporation shall pay to the Government leave salary and pension contributions or any other liability in respect of all its officers or employees taken on deputation from the Government in accordance with the rules of Government in force for the time being in this behalf.

4.6 An increment in a time scale may be drawn as a matter of course by an employee of the Corporation unless it is withheld or deferred by the appointing authority on the ground of suspension, grant of extra-ordinary leave without pay or punishment.

4.7 Special pay at a rate not exceeding 10% of basic pay to be determined by the appointing authority be allowed to a person holding charge of an independent post in addition to his own duties for a period exceeding one month.

4.8 The officers and other employees of the Corporation shall receive such allowances as may be sanctioned by the Board from time to time.

4.9 The Board may grant an honorarium or retaining fee to any person for any service rendered by him to, or work done by him for the Corporation.

## **CHAPTER-V**

### **5.1 LEAVE**

- i) The admissibility of leave of all kinds to any employee of the Corporation shall be governed by the Punjab Civil Services Rules as amended from time to time.
- ii) Managing Director or any other officer so authorized can sanction all kinds of leave to the employees of the Corporation to any extent admissible under the Punjab Civil Service Rules.

## CHAPTER-VI

### 6.1 PENALTIES

The penalties will be applicable as prescribed in Punjab punishment and appeal Rules as amended from time to time.

#### Minor Penalties:

- i. Censure;
- ii. Withholding of his promotions;
- iii. Recovery from his pay of the whole or part of any pecuniary loss caused by him to PSIEC by negligence or breach of orders;
- iv. Withholding of increments of pay without cumulative effect;

#### Major Penalties:

- v. Withholding of increments of pay with cumulative effect;
- vi. Reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- vii. Reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or Service;
- viii. Compulsory retirement;
- ix. Removal from service which shall not be in disqualification for future employment under the Government;
- x. Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

6.2 The penalties referred to in bye-law 6.1 may be imposed by order in writing of the Appointing Authority.

6.3 i) Any person in the employment of the corporation may be placed under suspension by order in writing of the appointing authority for the purpose of holding an enquiry into charges against him.

ii) During the period of suspension, such person shall be entitled to receive subsistence allowance as per provision contained in Punjab Civil Services Rules.

6.4 The penalties enumerated in bye-laws 6.1 above may be imposed on any one or more on the following grounds, namely: -

- a) Strike or inducing others to strike;
- b) Willful insubordination or disobedience;
- c) Negligence, inefficiency or indolence;
- d) Irregular attendance;
- e) Unauthorized divulgence of any information or document detrimental to the interests or reputation of the Corporation.
- f) Theft, pilferage, fraud, dishonesty, misappropriation, defalcation or embezzlement;
- g) Absence from duty without leave or overstaying leave, except under circumstances beyond control provided that the appointing authority may order such period to be treated as period spent on leave of any kind;
- h) Arrest of conviction on a criminal charge or for an offence involving moral turpitude or depravity or degradation of character.
- i) Insanity;



- j) Anti-national activities; or
- k) Failing to use official language Punjabi in Gurmukhi script in the official work of the Corporation or violating the provisions of the Punjab Official Language Act, 1967 or any instructions applicable in connection with the use of Punjabi in official work of the Corporation.
- l) All Officers and other employees of the Corporation shall be required to scrupulously desist from practicing sexual harassment of women employees in any form, as by law defined, and any violation of this requirement shall attract penalty (ies) as aforesaid.
- m) Any other sufficient ground.

\*\*6.5 An appeal against the order of the Appointing Authority i.e. Managing Director, PSIEC awarding any penalty upon any official/officer of the Corporation shall be made to the Board of Directors within one month of the date of the service of the order and the Board's decision on such appeal shall be final.

Provided that a joint appeal shall not be entertained.

Provided further that where a penalty has been imposed by the Appointing Authority with the approval of the Board, the person on whom the penalty has been imposed may apply to the Board for revision of its decision within one month of the date of service of the order imposing the penalty.

## **CHAPTER -VII**

### **MEDICAL ALLOWANCE**

7.1 The employee will be entitled for medical reimbursement during service as per Punjab Government rules.

## **CHAPTER -VIII.**

### **TRAVELLING ALLOWANCE:**

8.1 The employees will be entitled for travelling allowance as per TA-Rules/instructions approved by the BODs from time to time.

## **CHAPTER-IX**

9.1 **Delegations.**-The Board may confer on the Managing Director or any other officer of the Corporation any of its powers in these bye-laws by resolution. The Managing Director may delegate his powers in writing to any officers/officials of the Corporation. Delegated powers shall be exercised subject to such conditions and limits as may be prescribed.

9.2 **Power to relax.**- Where the Corporation is of the opinion that it is necessary to 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.

9.3 **Repeal and Saving:-** The existing Punjab Small Industries & Export Corporation Employees Service Bye-Laws so far as they are applicable to the employees are hereby repealed.

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

9.4 **Interpretation.-**

If any, question arises as to the interpretation of these rules, the Corporation shall decide the same.

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\*\* amended to the extent in the 281st meeting of BOD held on 31.08.2017

## Appendix-‘I’

### Group ‘A’

SR No.	DESIGNATION OF POST	NUMBER OF POSTS	SCALE OF PAY/PAY BAND PLUS GRADE PAY (IN RUPEES) AS ON 27 <sup>TH</sup> MAY, 2009	SCALE OF PAY/ PAY BAND PLUS GRADE PAY (IN RUPEES) APPLICABLE AS ON THE DATE OF NOTIFICATION OF THESE RULES
1.	Managing Director	1	As per Govt. notification	As per Govt. notification
2.	Joint Managing Director	1	As per Govt. notification	As per Govt. notification
3.	Chief General Manager/ General Manager / } 7 Secretary } 1	8	37400-67000+8700	37400-67000+8700
4.	Senior Deputy General Manager	5	15600-39100+7800	15600-39100+7800
5.	Deputy General Manager	4	10300-34800+5400	10300-34800+5400
6.	Private Secretary	2	10300-34800+5000	10300-34800+5400
	<b>Technical Staff</b>			
7.	Chief Engineer	1	37400-67000+10000	37400- 67000+10000
8.	Superintending Engineer	1	37400-67000+8700	37400-67000+8700
9.	Executive Engineer (Civil)	3	15600-39100+6600	15600-39100+7600
10.	Senior Town Planner	1	37400-67000+8700	37400-67000+8700
11.	Sub Divisional Engineer (Civil)	09	10300-34800+5000	10300-34800+5400
12.	Sub Divisional Engineer (Electrical)	1	10300-34800+5000	10300-34800+5400
13.	Sub Divisional Engineer (Horticulture)	1	10300-34800+5000	10300-34800+5400
14.	Assistant Town Planner	2	10300-34800+5000	10300-34800+5000
	<b>Total</b>	<b>40</b>		

### GROUP ‘A’

Sr. No.	Name of Post	Percentage of Appointment by		Qualification and experience	
		By Direct Appointme nt	By Promoti on	By Direct Appointment	By Promotion
1.	Chief General Manage r/ General Manage r/ Secretar y	-	100%	--	From amongst Senior Deputy General Managers having at least one year Service as Senior Deputy General Manager.
		100%	--	Member of institute of company secretaries of India with seven years experience.	
2.	Senior Deputy General Manage r	-	100%	-	From amongst Deputy General Manager having two years Service as Deputy General Manager.

**Appendix-I  
(Contd...)**

3.	Deputy General Manager	-	100%		From amongst Managers with minimum graduate qualification with atleast three years experience as such, Manager (Finance, Accounts and Audit / Manager (Marketing) / Manager (HR) / Manager Legal having at least three years'
4.	Private Secretary	-	100%		From amongst the Personal Assistants having at least five years service as such.
<b>Technical Staff</b>					
1.	Chief Engineer (Civil)	-	100%		From amongst Superintending Engineers having atleast two years service as such.
2.	Superintending Engineer (Civil)	-	100%		From amongst Executive Engineers who possesses a Degree in Civil or a Degree of AMIE from recognized University or institution and having atleast six years service as such.
3.	Executive Engineer	-	100%		From amongst Sub Divisional Engineers having at least eight years service as such.
4.	Senior Town Planner	-	100%		From amongst the Assistant town Planner having at least sixyears service as such having degree in City Planning
5.	Sub Divisional Engineer (Civil) (9 posts)	50%	50%	As prescribed in Punjab Service of Engineers (Civil Wing) Department of Public Works (B and R) Group A Service Rules, 2005 modified from time to time.	From amongst the Junior Engineers / Circle Head Draftsmen and Divisional Head Drafts men as per prescribed quota, having qualifications and length of 'Service' as prescribed in Punjab Service of Engineers (Civil Wing) Department of Public Works (B and R) Group A Service Rules, 2005 as may be modified from time to time.  Should have qualified the Departmental Examination in such papers and syllabi, as may be specified by the Government in Public Works Department (B&R), Punjab .
6.	Sub Divisional Engineer (Electrical) (1 posts)		100%		From amongst the Junior Engineers / Circle Head Draftsmen and Divisional Head Drafts men as per prescribed quota, having qualifications and length of 'Service' as prescribed in Punjab Service of Engineers (Electrical Wing) Department of Public Works (B and R) Group A Service Rules, 2005 as may be modified from time to time.  Should have qualified the Departmental Examination in such papers and syllabi, as may be specified by the Government in Public Works Department (B&R), Punjab.
7.	Sub Divisional Engineer (Horticulture) (1 posts)		100%		From amongst the Junior Engineers / Circle Head Draftsmen and Divisional Head Drafts men as per prescribed quota, having qualifications and length of 'Service' as prescribed in Punjab Service of Engineers (Horticulture Wing) Department of Public Works (B and R) Group A Service Rules, 2005 as modified from time to time.  Should have qualified the Departmental Examination in such papers and syllabi, as may be specified by the Government in Public Works Department (B&R), Punjab.
8.	Assistant Town	50%	50%	Degree/Diploma in City Planning,	Three years minimum experience as Draftsman and Three years minimum

	Planner			Regional Planning or its equivalent making him eligible for membership for Town Planner India, candidate with background in Architecture or Civil Engineering or equivalent will be preferred.	experience as Divisional Head Draftsman Planning.
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Appendix – 'I'(Contd.)

Group B

SR. No.	DESIGNATION OF POST	NUMBER OF POSTS	PERMANENT	SCALE OF PAY/PAY BAND PLUS GRADE PAY (IN RUPEES) AS ON 27 <sup>TH</sup> MAY, 2009	SCALE OF PAY/PAY BAND PLUS GRADE PAY (IN RUPEES) APPLICABLE AS ON THE DATE OF NOTIFICATION OF THESE RULES
1.	Manager	26		10300-34800 plus 4400 Gr. Pay	10300-34800+4400 Gr. Pay
2.	Manager(Finance, Accounts & Audit)	03		10300-34800 plus 4400 Gr. Pay	10300-34800+4400 Gr. Pay
3.	Manager (Marketing)	03		10300-34800 plus 4400 Gr. Pay	10300-34800+4400 Gr. Pay
4.	Manager (HR)	01		10300-34800 plus 4400 Gr. Pay	10300-34800+4400 Gr. Pay
5.	Manager (Legal)	01		10300-34800 plus 4400 Gr. Pay	10300-34800+4400 Gr. Pay
6.	Dy. Manager / Depot Manager	31		10300-34800 plus 4200	10300-34800+4200 Gr. Pay
7.	Senior.Executive/ Godown Supervisor/ Sr.ScaleSales Girls/Men	162		10300-34800 plus 3800 Grade Pay	10300-34800 plus 4400 Grade Pay
8.	Personal Assistant	5		10300-34800 plus 4200 Grade Pay	10300-34800 plus 4800 Grade Pay
9.	Programmer	2		10300-34800 plus 4800 Grade Pay	10300-34800 plus 4800 Grade Pay
10.	Sr.Scale Steno	9		10300-34800 Plus 3800 Grade Pay	10300-34800 plus 4400 Grade Pay
	<b>Technical Staff</b>				
11.	Circle Head Draftsman	1		10300-34800 plus 4400 Grade Pay	10300-34800 plus 4400 Grade Pay
12.	Divisional Head Draftsman (Civil)	2		10300-34800 plus 4200 Grade Pay	10300-34800 plus 4200 Grade Pay
13.	Divisional Head Draftsman (Planning)	2		10300-34800 plus 4200 Grade Pay	10300-34800 plus 4200 Grade Pay
14.	JuniorEngineer (Civil)	24		10300-34800 Plus 3800 Grade Pay	10300-34800 plus 4800 Grade Pay
15.	Junior Engineer (Electrical)	8		10300-34800 Plus 3800 Grade Pay	10300-34800 plus 4800 Grade Pay
16.	JuniorEngineer (Horticulture)	4		10300-34800 Plus 3800 Grade Pay	10300-34800 plus 4800 Grade Pay
17.	Draftsman	5		10300-34800 Plus 3800 Grade Pay	10300-34800 plus 4200 Grade Pay

	<b>Total</b>	<b>289</b>		
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**Appendix- 'I'(Contd.)**

**GROUP 'B'**

Sr. No.	Name of Post	Percentage of Appointment by		Qualification and experience	Promotion
		Direct Appointment	Promotion	Direct Appointment	
1.	Manager		100%		(i) Four year experience as a Section Officer (Deputy Manager). (ii) Preference to employees having MBA degree from an institute/University of repute for promotion against 25% posts once in entire service but such preference is not admissible to employees recruited with minimum prescribed qualification of MBA.
2.	Manager( Finance, Accounts & Audit)	100%		Minimum professional qualification of Chartered Accountant with minimum 50% marks.	
3.	Manager (Marketing) (3 posts)	100%		Minimum professional qualification of MBA (Mktg.) with minimum 50% marks from Recognized University/Institute or its equivalent.	
4.	Manager (HR) (1 post)	100%		Minimum professional qualification of MBA (HR) with minimum 50% marks from Recognized University/Institute or its equivalent.	
5.	Manager (Legal)	100%		Minimum professional qualification of LLB with minimum 50% marks from Recognized University/Institute or its equivalent.	

6.	Deputy Manager	-	100%		<p>(i) From amongst Senior Assistants having five year service as such.</p> <p>(ii) 25% reservation to the post of Section Officer for the employees of the Corporation who have passed SAS (Part I &amp; II) of Punjab Government, even if the employee concerned comes from a cadre lower than that of the Sr. Assistant subject to the condition that minimum 5 years service in the Corporation is required from Sr. Assistant and 8 years service for Jr. Assistant/Sr. Clerk/Clerk.</p> <p>(iii) The employees of the Corporation possessing MBA degree from an Institution/University of repute be given preference while considering cases of promotion on the basis of seniority-cum-merit to the post of Section Officer provided that the officials concerned fulfill other conditions/qualifications prescribed for the purpose as per the promotion policy approved by the BOD in its meeting held on 08.01.2004 within the overall limit of 25% posts of Section Officer (including preference to SAS qualified employees) on the analogy of preference being given for promotion to the post of Manager, subject to the availability of the post.</p> <p>(iv) However, the benefit of preference in promotion on the basis of MBA qualification shall be given to an employee only once in his/her entire service.</p>
7.	Senior executive /Godown Supervisor/Sr. Sales Girl/man	25%	75%	As prescribed under the Punjab Civil Services (General & Common Conditions of Service) Rules, 1994.	<p>From amongst Jr. Assistant/Jr. Executive (Clerk) having five years experience as such.</p> <p>(i) Preference in promotion to the post of Sr. Assistant (upto 25% of the posts) be given to the employees of the Corporation possessing MBA degree from an Institution/University of repute provided that the officials concerned fulfill other conditions/qualifications prescribed for the purpose as per the promotion policy approved by the BOD in its meeting held on 08.01.2004.</p> <p>(ii) However, the benefit of preference in promotion on the basis of MBA qualification shall be given to an employee only once in his/her entire service.</p>
8.	Personal Assistant		100%		From amongst Senior Scale Stenographers with atleast five years' service as such.
9.	Programmer	100%		i) Master's Degree in Computer Applications/Information Technology / Computer Science of recognized University/Institute; or B.E./B.Tech in Computer Engineering/Computer Science/Computer Technology/Computer Science &	

				Engineering/Information Technology from a recognized university/Institute. ii) Two years experience in relevant areas* of Programming/ Information System in a Government Office/PSU/ Autonomous Body/Statutory Body or in a recognized institution.	
10.	Senior Scale Steno		100%		From amongst Junior Stenographer with atleast one year service as such.
11.	Circle Head Draftsman	-	100%		Diploma in Civil Draftsman awarded by the State Board of Technical Education or from any other recognised Institution and experience of 5 years as DHD.
12.	Divisional Head Draftsman (Civil)	-	100%		Diploma in Civil Draftsman awarded by the State Board of Technical Education or from any other recognised Institution and experience of 5 years as Draftsman.
13.	Divisional Head Draftsman (Planning)	-	100%		i) Diploma in Civil Draftsman awarded by the State Board of Technical Education or from any other recognised Institution. ii) From amongst the draftsmen who have an experience of working on either or both the posts of Draftsman and Jr. Draftsman for a minimum period of three years should be on the post of Draftsman (Planning).
14.	Junior Engineer (Civil)	75%	25%	Should possess a regular Diploma/Degree in Civil Engineering from an AICTE recognized Board / Institution or its equivalent.	i) 15% from amongst the following categories of the employees who possess qualification of Diploma in Civil Engineer of a recognised institution in the following ratio:- (a) 5 percent out of Road Inspector, (b) 6 percent out of Work Inspector, Work Munshi/Mistries and Surveyors (c) 4 percent out of Draftsman and Tracer ii) 10% from amongst the following categories of employees who have completed 10 years of service as such and who have passed the qualifying examination of PWD in the following ratio namely: (a) 6 percent out of Road Inspector and (b) 4 percent out of Work Inspector, Work Munshi/Mistries and Surveyors.
15.	Junior Engineer (Electrical)	75%	25%	Should possess regular Diploma/Degree in Electrical Engineering From an AICTE recognized Board/institution or its equivalent.	(i) 10 percent amongst the select <b>Appendix-I Diplc (Contd...)</b> recognised institution. Provided that if not suitable person is available for appointment by promotion from amongst the aforesaid category of persons, then an Electrician working under the control of the Chief Engineer and who possess a National Trade Certificate of Electrician

					<p>of a recognised institution and has obtained a Certificate of Competency issued under rule 45 of the Indian Electricity Rules, 1956, and who has an experience of working as such for a minimum period of five years, shall be considered for promotion;</p> <p>(ii) 5 percent from amongst the Draftsman and Tracers having qualification of Diploma in Electrical Engineering from recognised institute.</p> <p>(iii) 10 percent from the electrician who are matriculates and who have obtained a certificate of Competency issued under Indian Electricity Acts Rules 1956 and have an experience of working as such for minimum period of 10 years and have also passed the qualifying examination.</p>
16.	Junior Engineer (Horticulture)	75%	25%	Should possess regular Diploma/Degree in Civil Engineering From an AICTE recognized Board/institution or its equivalent.	<p>(i) 25 percent from amongst the Supervisors Horticulture, matriculation or higher secondary Examination and who possess a certificate in Gardening, Training in Horticulture or in Agriculture from a recognised institution and who have an experience of working as such for a minimum period of five years.</p> <p>(ii) Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid category of persons, then a Head Mali working who has passed the Matriculation Examination or Higher Secondary Examination and who possesses a Certification in Gardening Training in Horticulture or in Agriculture from a recognised institution and who has an experience of working as such for a minimum period of twelve years shall be considered for promotion.</p>
17.	Draftsman	-	100%		<p>Diploma in Civil Draftsman awarded by the State Board of Technical Education or from any other recognised Institution or possesses a diploma in 3 years course in Architectural Assistantship by State Board of Technical Education</p> <p>Qualifies the PWD departmental examination with 12 years' service as Junior Draftsman (Civil).</p>



## Group - C

SR. No.	DESIGNATION OF POST	NUMBER OF POSTS	SCALE OF PAY/PAY BAND PLUS GRADE PAY (IN RUPEES) AS ON 27 <sup>TH</sup> MAY, 2009	SCALE OF PAY/ PAY BAND PLUS GRADE PAY (IN RUPEES) APPLICABLE AS ON THE DATE OF NOTIFICATION OF THESE RULES
1.	i) Junior Executive (Clerk) / typists/Sales Girl/man	198	5910-20200 + 1900	10300-34800+3200
2.	Jr. Scale Steno	6	5910-20200 + 2400	10300+34800+3600
3.	Steno typist	21	5910-20200 + 2000	10300-34800+3200
4.	Drivers	15	5910-20200+ 2400	5910-20200+2400
5.	Lift Attendant	1	5900-10680+1900	5900-10680+2400
6.	Display-cum-sales Coordinator	1	10300-34800+3200	10300-34800+3200
7.	Sales Girls on fixed Salary + Commission	5	-	12000+Commmission
<b>Technical Staff</b>				
8.	Jr.Draftsman (Civil)	4	5910-20200 + 1900	5910-20200+3200
9.	Jr.Draftsman( Planning)	2	10300-34800 + 1900	10300-34800+3600
10.	Carpenter	1	5910-20200 + 1900	5910-20200+2400
11.	Plumber	1	5910-20200+ 1900	5910-20200+1900
12.	Azo Printer	2	5910-20200+1900	5910-20200+1900
13.	Assistant Foreman (Elect.)	1	10300-34800 + 1900	10300-34800+3200
14.	Supervisor	1	5910-20200 + 1900	5910-20200+2800
	<b>Total</b>	<b>258</b>		

## GROUP 'C'

Sr. No.	Name of Post	Percentage of Appointment by		Qualification and experience	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1.	Jr. Executive (Clerk)/Typist/ Sales Girl/Man	85%	15%	As prescribed under the Punjab Civil Services (General & Common Conditions of Service) Rules, 1994 (Appendix D)	From amongst Matriculate (with Punjabi) from Group D, employees having atleast five years of Service.  Before promotion to the post of Clerk, he or She must qualify type test as prescribed by the Punjab Government for the post of Clerk to be conducted by the competent authority at a speed of 30 words per minute both in Punjabi and English.  On promotion to the post of Clerk, probation shall be cleared only on completion of one hundred and twenty hours course with hand on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing application from recognised institution or a reputed institution, which is ISO 9001, certified within a period of one year from the date of promotion.
2.	JuniorScale Steno		100%		From amongst the Steno typists having atleast one years' Service as such.  Qualifies in a Departmental test to be conducted by the appointing authority as prescribed in Punjab Civil Secretariat as per rules / instructions issued from time to time.
3.	Steno typist	Direct		As prescribed under the Punjab Civil Services (General & Common Conditions of Service) Rules, 1994 (Appendix D).	-
4.	Drivers	100%		Eighth pass certificate with holding valid driving license for LTV/Car/Jeep/Station Wagon.	
5.	Lift Attendant		100%		From amongst Group D employees of PSIECwith 5 years experience.
6.	Display-cum-sales Coordinator	100%		Graduate having Matric from convent school and fluent in English.	
7.	Sales Girls on fixed Salary + Commission	100%		Matric 2 <sup>nd</sup> division with capacity to express fluently in English/Punjabi/Hindi with customers.	
<b>Technical Staff</b>					
8.	Junior Draftsman (Civil)	100%		Diploma in Civil Draftsman awarded by the State Board of Technical Education or from any other recognised Institution or possesses a diploma in 3 years course in	

				Architectural Assistantship by State Board of Technical Education.	
9.	Junior Draftsman (Planning)		100%		Matric 5 years experience as AZO Printer and clearance of prescribed departmental examination.
10.	Carpenter	100%		Trade Certificate in Carpentry from ITI with one year experience as Carpenter or literate with 5 years working experience in Carpentry.	<b>Appendix-I (Contd...)</b>
11.	Plumber	100%		Matric trade test in plumber from ITI.	
12.	Azo Printer		100%		Should have passed Matric with 2 years service as Class-IV subject to clearance of Departmental test to be prescribed and conducted by CTP Punjab.
13.	Assistant Foreman (Elect.)	-	100%		From amongst Electricians working in PSIEC with 5 years experience.
14.	Supervisor	100%	-	Diploma in Civil Engineering from recognised university or equivalent institution.	

#### GROUP-D

SR. No.	DESIGNATION OF POST	NUMBER OF POSTS	PERMANENT	SCALE OF PAY/PAY BAND PLUS GRADE PAY (IN RUPEES) AS ON 27 <sup>TH</sup> MAY, 2009	SCALE OF PAY/PAY BAND PLUS GRADE PAY (IN RUPEES) APPLICABLE AS ON THE DATE OF PUBLICATION OF THESE RULES
1.	Gestetnor Operator	1		4900-10680+1650	4900-10680+1650
2.	Daftri-cum-binder	1		4900-10680+1400	4900-10680+1650
3.	Peon/ Messenger/ Helper	108		4900-10680+1300	4900-10680+1650
4.	Packer	14		4900-10680+1300	4900-10680+1650
5.	Chowkidars	143		4900-10680+1300	4900-10680+1650
6.	Sweeper	4		4900-10680+1300	4900-10680+1650
<b>TOTAL</b>		<b>271</b>			

#### GROUP-D

Sr. No.	Name of Post	Percentage of Appointment by		Qualification and experience	
		by Direct Appointment	by Promotion	by Direct Appointment	By promotion
1.	Gestetnor Operator		100%		From amongst Daftri-cum-binder, Peon, Messenger, Helper, Chowkidar, Packer etc. with 5 years experience.
2.	Daftri-cum-binder		100%		From amongst Peon, Messenger, Helper, Chowkidar, Packer etc. with 5 years experience.
3.	Peon/ Messenger/ Helper	100%		Middle standard with Punjabi as one of the	

	Chowkidar Packer	/		<p>subjects;</p> <p>Provided that fifth standard with Punjabi Language in the case of appointment on compassionate grounds to a dependent of deceased Government employee;</p> <p>Provided further that the condition of educational qualification shall not apply to person appointed to the service in the case of :-</p> <p>i) blind person;</p> <p>ii) Widow appointed on compassionate grounds;</p> <p>iii) Riot / terrorist affected person (s)</p> <p>iv) Person appointed to the service as a sweeper;</p>	
4.	Sweeper	100%		Illiterate and should have proficiency in cleaning work	

**Note:-** For all Engineering Wing Cadre posts (mentioned in Appendix-I), the cases of direct recruitment/promotion will be considered in PSIEC as per PWD (B&R) Pb. Rules as amended from time to time.