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RECRUITMENT AND PROMOTION RULES OF THE CORPORATION AS APPROVED BY THE BOD^y IN
ITS MEETING DATED 08.01.2004 (PAGE 01-08.)

ANNEXURE "A"

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DETAILS OF CADREWISE POSTS AS ON 01.01.2004

S. NO.	NAME OF THE POST	PAY SCALE	SANCTIONED STRENGTH	POST FILLED UP	VACANT	MODE OF RECRUITMENT		QUALIFICATION/ EXPERIENCE FOR PROMOTION	REMARKS
						DIRECT	PROMOTION		
NON-TECHNICAL									
		3	4	5	1	7	1	9	10
	COM General Manager/Secretary	14,500-18650	5 ✓	7	1 by premium		1	(i) Graduate, one-year experience in Sr DGM (ii) Preference to MBA, once in entire service, but no such preference shall be admissible to employees recruited with minimum prescribed qualification of MBA.	(i) Resolution No. 7 dated 11.12.2002 of BCC's (ii) Resolution No. Suppl. 6 dated 16.09.2003 read with resolution No. 22 dated 9.6.2000 of BCC's
	RM (Mktg)	3700-4375 (re-revised)	2 ✓		2 Direct premium		2	Good academic qualification with 10 years experience in Marketing Executive in responsible capacity with proven record of result oriented approach (i) Graduate, 2 years experience in DGM (ii) Preference to MBA, once in entire service, but no such preference to be admissible to employees recruited with minimum prescribed qualification of MBA.	Approval dated 28.12.1976 of Chairman Posts lying vacant for over last 10 years (i) Resolution No. 7 dated 11.12.2002 of BCC's (ii) Resolution No. Suppl. 6 dated 16.09.2003 read with resolution No. 22 dated 9.6.2000 of BCC's
	Sr Dy Gen Manager	12000-16250	5 ✓	2	3 by premium		3	(i) Graduate, three years experience as Manager (ii) Preference to MBA, once in entire service, but no such preference to be admissible to employees recruited with minimum prescribed qualification of MBA.	(i) Resolution No. 7 dated 11.12.2002 of BCC's (ii) Resolution No. Suppl. 6 dated 16.09.2003 read with resolution No. 22 dated 9.6.2000 of BCC's
	Dy Gen Manager	7880-15650	4 ✓	3	1 by premium		1	(i) Graduate, three years experience as Manager (ii) Preference to MBA, once in entire service, but no such preference to be admissible to employees recruited with minimum prescribed qualification of MBA.	(i) Resolution No. 7 dated 11.12.2002 of BCC's (ii) Resolution No. Suppl. 6 dated 16.09.2003 read with resolution No. 22 dated 9.6.2000 of BCC's
	PS/O	7220-11660 + Sp. Allowance	1 ✓	1				Matric- from amongst the PAs	Post of PA upgraded vide BOD resolution No. 30 dated 30.5.97

5.	PSMD 7235-1580 * Special Allowance	1	1				<p>preference is to be admissible to employees recruited with minimum prescribed qualification of MBA.</p> <p>Matric- from amongst the P.A.s.</p>	<p>dated 16.09.2003 (Flag 'L') read with resolution No. 22 dated 9.8.2000 (Flag 'M') of BOD's.</p> <p>Post of PA upgraded vide BOD resolution No. 30 dated 30.5.1987 (Flag 'O')</p>
6.	Manager 7000-10680	34	26	8 (level promotion)	2 (25%)	6 (75%)	<p>(i) Matric, five years experience as Section Officer.</p> <p>(ii) Preference to MBA once in entire service, but no such preference is to be admissible to employees recruited with minimum prescribed qualification of MBA.</p>	<p>(i) Office order No. PS/EC/Admn./ 82947 dated 25.06.1976 (SR. No. 4 page-3-Flag 'P').</p> <p>(ii) Resolution No. Suppl. 6 dated 18.09.2003 (Flag 'L') read with resolution No. 22 dated 9.8.2000 (Flag 'M') of BOD's.</p> <p>25% of the available post reserved for direct recruitment with professional qualification such as MBA according to actual requirement as per resolution No. 22 dated 9.8.2000 (Flag 'M') of BOD's.</p>
7.	Section Officer 6400-10643	31	29 (by promotion)	2		7 (Ch. Assst. Sr. Asst. Special Officer) (10% of the posts reserved for promotion)	<p>Matric with five years experience as Sr. Asstt.</p> <p>25% of the posts reserved for officials possessing SAS qualification, if available with 5 years experience as Sr. Asstt. and 8 years as Jr. Asstt./Sr. Clerk/Clerk.</p>	<p>Office order No. PS/EC/Admn/ 156215-50 dated 30.5.1985 (Sr. No. 7 & 5 page-2 Flag 'Q') read with resolution No. 6 dated 24.8.2002 of BOD's (Flag 'R').</p> <p>Resolution No. 22 of 2008 meeting of BOD's held on 9.8.2000 (Flag 'M').</p>

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Sr. Scale Steno	5000-9200 + Special Allowance	9	8	7	6	5	4	3	2	1	Office orders No. PSIEC /Admin /58218-50 dated 30.5.85 read with No. PSIEC/Admin/A-3/5723-52 dated 22.5.1997 also containing the laid down procedure.	No. PSIEC
Jr. Scale Steno	4000-6200 5000-8100 + Special Allowance	8	3	3	3	3	3	3	3	3	Office orders No. PSIEC /Admin /58218-50 dated 30.5.1985 read with No. PSIEC/Admin/A-3/5723-52 dated 22.5.1997 also containing the laid down procedure.	No. PSIEC
Steno Typist	3330-6200 4000-6200 + Special Allowance	72	7	15	15	15	15	15	15	15	Office order No. PSIEC /Admin /58218-50 dated 30.5.1985 read with No. PSIEC/Admin/A-3/5723-52 dated 22.5.1997 also containing the laid down procedure.	No. PSIEC
Clerks/Salesmen (combined cadre with Jr. Assistant & Sr. Clerk)	3170-5160 (4020-6200 5000-8100)	198	172	26	25	25	25	25	25	25	Vide office order issued under No. PSIEC/Admin /58218-50 dated 30.5.1985 read with No. PSIEC/Admin/A-3/103-135 dated 17.1987. 50% of the total cadre strength of clerks/Sr. Clerks/Jr. Assists. are to be placed as Jr. Assst. vide Endst. No. PSIEC/Admin/A-3/20459-20430 dated 13.10.88.	No. PSIEC
Sales Girls on fixed salary + commission	3500 + Comm	5	5	5	5	5	5	5	5	5	Office order No. PSIEC /Admin/58218-50 dated 30.5.1985.	No. PSIEC
Drivers	3330-6200 + Special Allowance	15	15	15	15	15	15	15	15	15	Notification of 1995 of Department of Town and Country Planning, Punjab	No. PSIEC

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17	a). Genetrol Operator	2820-4400	1	1				By promotion from Class-IV	Circular No. PSIEC/Pent/A-5(8418)-32 dated 26.7.2001.
	b). Dieth cum barode	2720-4250	1	1				By promotion from Class-IV.	Circular No. PSIEC/Pent/A-5(8418)-32 dated 26.7.2001.
	c). Peon/Messengers/ helpars Chowkidar/ sweeper/ Packer	3520-4140 2720-4250	266	220	46 (Direct)	46 (Direct)			Middle pass for direct recruitment relaxed to 5 th class with Punjab in case of appointments on compassionate grounds vide circular No. 14/2/2001(4PP)/5495 dated 21.6.2001.
18	Lift Attender/Operator	3120-5150	1		1 (by promotion)	1		By promotion from Class-IV	Original appointment as Lift Operator cum Peon in the scale of Peon converted into Lift Operator in the scale of 400-600 BCO resolution No.5 dated 22.3.1985
19	Head Craftman	600-1120 (as revised)	1		1 (Direct)	1			Matric with 10 years experience in Carpet weaving from Govt/PSU or Private reputed concerns U.O No. PSIEC/Export/ CWTC/51500 dated 25.3.88
20	Display cum sales coordinators	5000-5110	1		1	1 (Direct)		Direct recruitment	Matric with convent school background fluent in English. Approval of MD dated 12.10.1987.
TECHNICAL:									
21	Chief Engineer	16500-22100	1	1				University Degree in Civil/Electrical or other qualification prescribed in Rules with 3 years service as SE and clearance of applicable Departmental exam.	Notification No. GSR 5 (1401) Const./ART/308/85 dated 21.6.85 of PWD (B&R) and PH Part-IV read with resolution dated 19.3.84 of P&A Matters Committee. The existence of this post is subject to final outcome in CWP No. 11308 of 2002 filed C.M. Sharma vs PSIEC pending decision in the Punjab and Haryana High Court.

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14300-16000	1	1				University Degree in Civil Mech./ Electrical or other qualification prescribed in Rules with 7 years service as XEN and clearance of applicable Departmental exam.	Notification No. GSR 5 (140)/Const./ART/309/85 dated 21.6.85 of PWD (B&R) and PH Part-IV read with resolution dated 19.3.84 of P&A Matters Committee.
10025-15100	3	3 (on deputation)	2 (in place of no. sanctioned by promotion)	2		University Degree in Civil/Mech./ Electrical or other qualification prescribed in Rules with 3 years service as SDE and clearance of applicable Departmental exam.	Notification No. GSR 5 (140)/Const./ART/309/85 dated 21.6.85 of PWD (B&R) and PH Part-IV read with resolution dated 19.3.84 of P&A Matters Committee.
14300-16000	1	1				Diploma in Town Planning or Regional Planning from the Institute of Town Planning of India or degree in Civil Engineering with 3 years experience in the planning under qualified town planner and clearance of prescribed departmental exam.	Decision of P&A Matters Committee dated 18.9.1981 By upgradation of the post of DTP to Senior Town Planner vide BOD resolution No. Suppl. 2 dated 24.8.1988.
7580-13500 with initial start of Rs. 8000/-	11	9	2 (by promotion)	2		University Degree in Civil/Mech./ Electrical or other qualification prescribed in Rules with 10 years service as Junior Engineer (2 years in case of a degree holder) or with passing of departmental test.	Notification No. GSR 21/Const./ART/309/85 dated 11.02.1985 of PWD (B&R) Part-III read with resolution dated 19.3.1984 of P&A Matters Committee.
7200-11600	2		2 (Dred)	2		Postgraduate degree or Diploma in City Planning or regional planning or equivalent qualification eligible for Membership of Institute of Town Planner (India). Candidates with background in Architectural or Civil Engineering preferable.	Approval dated 5.2.86 of MD.
7000-10900	1		1 (by promotion)	1		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.	Notification No. CSR 52/Const./ART/309/85 dated 19.3.85 of PWD (B&R) read with resolution dated 19.3.84 of P&A Matters Committee.
6400-10540	4	2	2 (by promotion)	2		Diploma in Civil Draftsman awarded by the State Board of Technical	Notification No. CSR 52/Const./ART/309/85 dated 19.3.85 of

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Jr Engineer	5850-5200	33	20	3 (Good common)	7 (75%)	2 (25%)	Education or from any other recognised institution and experience of 5 years as Draftsman. Diploma in Civil Engg of a recognised institute working experience 8 years as Work Mast, work Inspector, Work Murchi, Supervisor, Draftsman, Trace or pass the PWD Departmental Exam subject to requirement of workload	PWD (B&R) read with resolution dated 19.3.1984 of P&A Matters Committee.
Draftsman	5100-5221	5	0	5 by announced		5	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 and should have qualified the PWD departmental examination with 12 years service as Junior Draftsman.	Notification No. CSR 52/Const. (ART/3095) dated 19.3.85 of PWD (B&R) read with resolution dated 19.3.1984 of P&A Matters Committee.
U. Jr. Draftsman (Tracer)	4020-5200	4	2	2 by announced		2	Mitaculate or other equivalent qualification with ability to trace from original plans and efficiency in Fello type work.	Notification No. CSR 52/Const. (ART/3095) dated 19.3.85 of PWD (B&R) read with resolution dated 19.3.84 of P&A Matters Committee.
U. Jr. Draftsman (Painting)	5480-5200	2		2 by announced		2	Mitaculate or other equivalent qualification with ability to trace from original plans and efficiency in Fello type work.	Notification No. CSR 52/Const. (ART/3095) dated 19.3.85 of PWD (B&R) read with resolution dated 19.3.84 of P&A Matters Committee.
20 Printer	3120-5130	2	1	1 by announced		1	Mitaculate or other equivalent qualification with ability to trace from original plans and efficiency in Fello type work.	Notification No. CSR 52/Const. (ART/3095) dated 19.3.85 of PWD (B&R) read with resolution dated 19.3.84 of P&A Matters Committee.
operator	6020-5200	1	1				Trade Certificate in Carpentry from ITI with one year experience as Carpenter or literate with 5 years working experience in Carpentry.	Notification of 1995 of Department of Town and Country Planning Punjab. Notification of 1995 of Department of Town and Country Planning Punjab. BOO's resolution No. 112.14 (4) dated 18.9.1991.

