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GOVERNMENT OF PUNJAB

DEPARTMENT OF LOCAL GOVERNMENT

(Local Government-III Branch)

NOTIFICATION

The 11th June, 2021

No.03/26/2020-2lg3/1182.-In exercise of the powers conferred by sub-section (2) of section 38, read with section 240, of the Punjab Municipal Act, 1911 (Punjab Act No.3 of 1911) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Municipal Act Services (Recruitment and Conditions of Service) Rules, 1975, namely:-

RULES

- These rules may be called the Punjab Municipal Service (Recruitment and Conditions of Service)(Amendment) Rules, 2021.
 - They shall come into force on and with effect from the date of their publication in the Official Gazette.
- In the said rules, for appendix 'B', the following Appendix shall be substituted, namely:-

APPENDIX 'B'

[See rule 4 and sub-rule (2) of Rule 5]

Sr. No.	Name of Service	Qualification of Direct Recruitment	Qualification for Promotion
1	Punjab Municipal Service of Executive Officer Class I	Degree in Law from a recognized university or institution, and at least seven years' experience on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendent, or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking; OR (ii) an Advocate having at least seven years' practice at the Bar.	From amongst the members of the Punjab Municipal Service of Executive Officers Class-II, who are Graduates of a recognized university or institution and have an experience of working in this Service for a minimum period of four years.

		OR (iii) MBA OR B.Tech degree from a recognized university or institutions with 2nd division, with an experience for a minimum period of five year on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Services of Corporation Superintendents or Punjab service of Trust superintendents or its equivalent in any department of the Punjab Government or in any Government undertaking.	
Executive Officer Class II	(i) Degree in Law from a recognized university or institution, and at least five years' experience on a post not below the rank of a post in the Punjab Municipal Service of Superintendents, Punjab Service of Corporation Superintendent or Punjab Service of Trust Superintendents, or its equivalent in any department of the Punjab Government, or in any Government undertaking OR (ii) an Advocate having at least five years' practice at the Bar. OR (iii) MBA OR B.Tech degree from a recognized university or institutions with 2nd division, with an experience for a minimum period of three year on a post not below the rank of a post in the Punjab Municipal Service of Superintendents Punjab Services of Corporation Superintendents, or Punjab service of Trust superintendents or its equivalent in any department of the Punjab Government, or in any Government undertaking.	From amongst the members of the Punjab Municipal Service of Executive Officers Class-III, who are Graduates of a recognized university or institution and have an experience of working in this Service for a minimum period of two years	
Executive Officer Class III	(i) Degree in Law, from a recognized university or institution; and at least three years' experience on post not below the rank of a post in the Punjab Municipal Service of Superintendent Punjab Service of Corporation Superintendents or Punjab Service of Trust Superintendent or its equivalent in any department of the Punjab Government, or in any Government undertaking. OR (ii) an Advocate having at least three years' practice at the Bar. OR	(i) 60% of Promotional Posts- From amongst the members of the Punjab Municipal Service of Superintendents, who are Graduates of a recognized university or institution and having an experience of working in this Services for a minimum period of Four years: Provided that not exceeding fifty per cent of the quota of promotion as aforesaid shall be filled from amongst the members of the aforesaid Services, who possess Degree in Law from a recognized university or institutions and having the aforesaid experience of working in that	

		(ii) MBA OR B.Tech degree from a recognized university or institutions with 2nd division, with an experience for a minimum period of one year on a post not below the rank of a post in the Punjab Municipal Service of Superintendents Punjab Services of Corporation Superintendents or its equivalent in any department of the Punjab Government or in any Government undertaking.	Services: Provided further that if persons with the aforesaid experience are not available for promotion, then from amongst the members of the Punjab Municipal Service of Superintendents, who are graduates or law graduates, as the case may be, and having an experience of working for a minimum period of Seven years in the Punjab Municipal Service of Superintendents and the Punjab Municipal Service of Senior Assistants/Inspectors taken together; (ii)40% of Promotional posts- From amongst the members of the Punjab Municipal Service of Accountants Grade I, who are Graduates of a recognized university or institutions and having an experience of working in that Service for a minimum period of Four years. Provided that not exceeding fifty per cent of the quota of promotion as aforesaid shall be filled from amongst the members of the aforesaid Service, who possess Degree in Law or Degree in CA Inter/CS Inter/ICWA Inter from a recognized university or institutions and having the aforesaid experience of working in that Service: Provided Further that if persons with the aforesaid experience are not available for promotion, then from amongst the members of Punjab Municipal Service of Accountants Grade I, who are graduates or who possess Degree in Law or Degree in CA Inter/CS Inter/ ICWA Inter from a recognized university or institutions as the case may be, and having an experience of working for a minimum period of Seven years in the Punjab Municipal Service of Accountants Grade I and II taken together.
1A	Punjab Municipal Service of Joint Deputy Director	-	From amongst the members of the Punjab Municipal Service of Executive Officers Class I, who are having an experience of working in this Service for a minimum period of two years.
2	Punjab Municipal Service of Chief Engineer	-	From amongst the members of the Punjab Municipal Service of Superintending Engineers, who have an experience of

			working in this Service for a minimum period of two years.
3	Punjab Municipal Service of Municipal Engineer	-	From amongst the members of the Punjab Municipal Service of Assistant Municipal Engineers, who have an experience of working in this Service for a minimum period of Six years.
4	Punjab Municipal Service of Assistant Municipal Engineer		
	(i) Civil	Should possess a degree in Civil Engineering from a recognized university or institutions.	From amongst the members of the Punjab Municipal Service of Junior Engineers [working as Junior Engineer (Civil)], and the Punjab Municipal Service of Head Draftsmen, who possess a diploma in Civil Engineering/Draftsman-ship, and have an experience of working on any one or more of the posts in these Services, including in the Punjab Municipal Service of Draftsmen, for a minimum period of Seven years: Provided that the existing members of the aforementioned Service shall be entitled for promotion notwithstanding the aforesaid educational qualifications. OR From amongst the members of the Punjab Municipal Service of Junior Engineers [working as Junior Engineer (Civil)], the Punjab Municipal Service of Head Draftsmen and the Punjab Municipal Service of Draftsmen, who possess a degree in Civil Engineering or AMIE Civil of a recognized University or institutions and have an experience of working on any one or more of these Services for a minimum period of two years: Provided that the quota of vacancies for promotion for the members of the Punjab Municipal Service of Head Draftsmen and the Punjab Municipal Service of Draftsmen shall not exceed ten percent of the posts to be filled by promotion: Provided further that in case any of the posts in the quota of promotion as specified in the aforesaid proviso for the members of the Punjab Municipal Service of Head Draftsmen and Punjab Municipal Service of Draftsmen is not fulfilled, then in such an eventuality the said post shall

			be filled in from amongst the members of the Punjab Municipal Service of Head Draftsmen having an experience of working as such for a minimum period of four years: Provided further that the vacancies of Assistant Municipal Engineers (Civil) out of a lot of 20 vacancies shall be filled up in accordance with the following roster namely:- <table><tr><th>Source of Promotion</th><th>Proportion</th><th colspan="6">Allocation to each source in a lot of twenty vacancies</th></tr><tr><td>1 Promotion From Junior Engineers</td><td>12</td><td>3</td><td>2</td><td>2</td><td>2</td><td>3</td></tr><tr><td>Promotion From Head Draftsman Or draftsman</td><td>2</td><td>-</td><td>1</td><td>-</td><td>1</td><td>-</td></tr><tr><td>Promotion From Junior Engineers, Head Draftsman or Draftsman with B.E or AMIE Degree of Recognized University Or institution</td><td>6</td><td>1</td><td>1</td><td>2</td><td>1</td><td>1</td></tr></table> Note: If no suitable candidate is available from source no. 3, the vacancy shall be filled by direct recruitment.	Source of Promotion	Proportion	Allocation to each source in a lot of twenty vacancies						1 Promotion From Junior Engineers	12	3	2	2	2	3	Promotion From Head Draftsman Or draftsman	2	-	1	-	1	-	Promotion From Junior Engineers, Head Draftsman or Draftsman with B.E or AMIE Degree of Recognized University Or institution	6	1	1	2	1	1
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Promotion From Junior Engineers, Head Draftsman or Draftsman with B.E or AMIE Degree of Recognized University Or institution	6	1	1	2	1	1																										
	(ii) (Mechanical)	Should possess a degree in Mechanical Engineering from a recognized university or institutions.	(i) 60 % of Promotional posts From amongst the members of the Punjab Municipal Service of Junior Engineers [working as Junior Engineer (mechanical), who posses a diploma in mechanical engineering, and have an experience of working in this service a																													

			minimum period of seven years: Provided the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications. (ii) 40% of promotional posts- From amongst the members of the Punjab Municipal Service of Junior Engineers [working as Junior Engineer (mechanical), who possess a degree in mechanical engineering, and AMIE mechanical of a recognized university or institutions and have an experience of working in this service for a minimum period of two years:
	(iii) (Electrical)	Should possess a degree in Electrical Engineering from a recognized university or institutions.	(i) 60 % of Promotional posts From amongst the members of the Punjab Municipal Service of Junior Engineers [working as Junior Engineer electrical), who possess a diploma in electrical engineering, and have an experience of working in this service a minimum period of seven years: Provided that the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications. (ii) 40% of promotional posts- From amongst the members of the Punjab Municipal Service of Junior Engineers [working as Junior Engineer (Electrical), who possess a degree in Electrical engineering, and AMIE Electrical of a recognized university or institutions and have an experience of working in this service for a minimum period of two years:
5	Punjab Municipal Service of Junior Engineer	---	
	(i) Civil	Should possess minimum Three Years Diploma in Civil Engineering from State Technical Education Board or from recognized University or institution. Or Higher Qualification in the relevant discipline.	(i) 30% of promotional posts -From amongst the Class-III employees of Municipal Councils/ Nagar Panchayats under the control of the Director, who possess qualifications prescribed for direct recruitment for the post or more technical qualifications and have an experience of working as such for a minimum period of two years.

			<u>(ii) 70% of promotional posts –</u> From amongst the (a) Work Supervisors, (b) Work Munshies, (c) Work Mistries, (d) Surveyors, (e) Junior Draftsmen or (f) Motor Mates working in Municipal Councils/Nagar Panchayats under the control of the Director, who – (a) are Matriculates or its equivalent; (b) have an experience of working on either or more of the said posts for a minimum period of Seven years; and (c) have passed departmental examination conducted by the Director on the pattern of Department of Public Works (Buildings and Roads Branch), Government of Punjab.
	(ii) (Mechanical)	Should possess minimum Three Years Diploma in Mechanical Engineering from State Technical Education Board or from recognized University or institution. Or Higher Qualification in the relevant discipline.	<u>(i) 30% of promotional posts –</u>From amongst the Class-III employees of Municipal Councils/ Nagar Panchayats under the control of the Director, who possess qualifications prescribed for direct recruitment for the post or more technical qualifications and have an experience in said Municipal Councils/Nagar Panchayats for a minimum period of two years. <u>(ii) 70% of promotional posts –</u> From amongst the (a) Motor Mechanics (b) Tractor Mechanics (c) Diesel Mechanics (d) Meter Mechanics (e) Fitter or (f) Plumbers working in Municipal Councils/Nagar Panchayats under the control of the Director, who – (a) are Matriculates or its equivalent; (b) have an experience of working on either or more of the said posts for a minimum period of Six years; and (c) have I.T.I certificate in the concerned trade
	(iii) Electrical	Should possess minimum Three Years Diploma in Electrical Engineering from State Technical Education Board or from recognized University or institution. Or Higher Qualification in the relevant	<u>(i) 30% of promotional posts –</u>From amongst the Class-III employees of Municipal Councils/ Nagar Panchayats under the control of the Director, who possess qualifications prescribed for direct recruitment for the post or more technical

		discipline.	qualifications and have an experience of working in Municipal Councils/ Nagar Panchayats under the control of the Direct for a minimum period of two years. <u>(ii)70% of promotional posts –</u> From amongst the Class III employees working in Municipal Council/Nagar panchayats under the control of the direct who- (a) are Matriculates or its equivalent; (b) have an experience of working on either or more of the said posts for a minimum period of Six years; and (c) have I.T.I certificate in the electrician trade.
5A	Punjab Municipal Service of Senior Town Planner	-	From amongst the members of the Punjab Municipal Service of Town Planners, who have an experience of working in this Service for a minimum period of Five years.
6	Punjab Municipal Service of Town Planner	Post Graduate Degree or Diploma in Town Planning or Regional Planning making the holder eligible for associate membership of Institute of Town Planners (India) with an experience for a minimum period of three years in a Gazetted post of equivalent capacity in Town Planning Officer under a qualified Town Planner after obtaining degree or diploma; OR Degree in Architecture or Civil Engineering from a recognized University with an experience for a minimum period of five years in a Gazetted post or equivalent capacity in a Town Planning Office under a qualified Town Planner after obtaining degree.	Should be a member of the Municipal Service of Assistant Town Planners with an experience of working on the post of Assistant Town Planner for a minimum period of Six years.
7	Punjab Municipal Service of Assistant Town Planner	(a) Post Graduate Degree or Diploma in City and Regional Planning or its equivalent from a recognised university or institution; or (b) Degree in B.Tech (in Planning) from a recognised University or Institution.	<u>50% of promotional posts:</u> From amongst the members of the Punjab Municipal Service of Head Draftsmen who have an experience of working in this Service for a minimum period of four years; Provided that if persons with the aforesaid experience are not available for promotion, then from amongst the members of the Punjab Municipal Service of head draftsmen/Punjab Municipal

			Service of Draftsmen, having an experience of working for a minimum period of Seven years in the said Services taken together; and 50% of promotional posts: From amongst the members of the Punjab Municipal Service of Building Inspectors (Technical) who have an experience of working in such Service for a minimum period of five years.
8	xxxx		
9	Xxxx		
10	Xxxx		
11	Xxxx		
12	xxxx		
13	Punjab Municipal Service of Assistant Divisional Fire Officer	(i) Should have Advance diploma in Fire Engineering from the National Fire Service College, Nagpur, and (ii) should have following physical fitness standards:- (a) Minimum Height 5'-5". (b) Chest 33.5" unexpanded with 1.5" expansion. (c) Eye sight 6/6 both eyes without glasses. (d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute. (e) Lifting the hook ladder to a vertical position from 3rd and 6th round. (f) Climbing a rope or a vertical pipe to a height of 10 feet from the ground.	From amongst the members of the Punjab Municipal Service of Fire Station Officers who have an experience in this Service for a minimum period of two years.
14	Punjab Municipal Service of Legal Assistant	Law Graduate from a recognized university or institution.	From amongst the members of the Punjab Municipal Service of Senior Assistants/ Inspectors, who are Law Graduates, who have an experience of serving in this Service for a minimum period of Four years: Provided that if no such member is available, then from amongst the Class III employees of Municipal Councils/ Nagar Panchayats under the control of the Director, who are Law Graduates and who have an experience of working as such for a minimum period of four years.

15	Punjab Municipal Service of Fire Station Officer	(i) Should have diploma in Fire Engineering from the National Fire Service College, Nagpur, and (ii) Should have following physical fitness standards:- (a) Minimum Height 5'-5". (b) Chest 33.5" unexpanded with 1.5" expansion (c) Eye sight 6/6 both eyes without glasses. (d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute. (e) Lifting the hook ladder to a vertical position from 3rd and 6th round. (f) Climbing a rope or a vertical pipe to a height of 10 feet from the ground.	From amongst the members of the Punjab Municipal Service of Sub Fire Officers, who have passed the Station Officer's Course from the National Fire Service College, Nagpur or who possess a diploma in Fire Engineering from the said college or its equivalent, and who have an experience of working in this Service for a minimum period of two years: Provided that if no suitable Sub-Fire Officer is available, then from amongst the Leading Firemen, working in Municipal Councils/ Nagar Panchayats under the control of the Director, who have passed the Station Officer's Course from the National Fire Service College Nagpur, or possess a diploma in Fire Engineering from the said College or its equivalent and who have an experience of working as such for a minimum period of four years;
15A	Punjab Municipal Service of Sub Fire Officer	Graduate, preferably in Science subjects, from a recognized university or institution and should have passed Sub-Officer course from the National Fire Service College, Nagpur, and (ii) should have following physical standards:- (a) Minimum Height 5'-5" (b) Chest 33.5" unexpanded with 1.5" expansion. (c) Eye sight 6/6 both eyes without glasses. (d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute. (e) Lifting the hook ladder to a vertical position from 3rd and 6th round. (f) Climbing a rope or a vertical pipe to a height of 10 feet from the ground.	From amongst the persons working as Leading Firemen or Firemen in Municipal Council/Nagar Panchayats in the State of Punjab, who have, (i) an experience of working on the post of Leading Fireman and Fireman taken together for a minimum period of Nine years; and (ii) passed the Sub Officer Course from the National Fire Service College, Nagpur. (b) <u>75% of the promotional posts:</u> From amongst the persons working as Firemen in the Municipal Councils/ Nagar Panchayats in the State of Punjab, who have, (i) an experience of working as such for a minimum period of Nine years Provided that atleast 25% of the promotional posts shall be filled up from amongst the persons working as Leading Fireman.

16	Punjab Municipal Service of Superintendent Grade II	-	From amongst the members of the Punjab Municipal Service of Senior Assistants/Inspectors and the Punjab Municipal Service of Senior Scale Stenographers, who have an experience of working in any of these Services for a minimum period of four years.
17	Punjab Municipal Service of Head Draftsman	Diploma in Civil Engineering or Certificate in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board of Technical Education Punjab or from any other recognised institution with three years experience in a Municipal Committee, or Department of the Government as Draftsman.	Should be a member of Municipal Service of Draftsman with an experience of working as such for minimum period of four years.
18	Punjab Municipal Service of Draftsman	Diploma in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board for Technical Education or by any other recognized Institution.	Should be an Assistant Draftsman or Tracer in the Municipal Committee possessing qualifications specified for direct appointment to the post of Draftsman or who has an experience of working on either of the aforesaid posts for a minimum period of four years.
19	Punjab Municipal Service of Accountant Grade I	20% Direct Recruitment Should have passed degree in Commerce with C.A. Inter Or M.Com of a recognized University or institutions; OR should have passed degree of a recognised university or institution and should possess Diploma in Grade 'A' specified in the Accountants of the Committees (Examination) Rules, 1979.	From amongst the members of the Punjab Municipal Service of Accountants (working as Accountant Grade II) having an experience of working as such for a minimum period of four years.
	Accountant Grade II	Should have passed Degree in B.Com from a recognized university or institutions.	(i) 50% of promotional posts: From amongst the class III ministerial employees of Municipal Councils/Nagar Panchayats under the control of the Director, who have obtained Diploma for Grade B specified in the Accountants of the Committees (Examination) Rules, 1979 and who have an experience of working on any ministerial post in Municipal Councils/ Nagar Panchayats under the control of the Director, for a minimum period of four years.

			(ii) 50% of promotional posts: From amongst the employees of Municipal Councils/ Nagar Panchayats under the control of the Director, who fulfill the qualification for direct recruitment and have an experience of working for a minimum period of two years
20	xxxx		
21	Punjab Municipal Service of Senior Assistant/Inspector	Should have passed a Graduation degree, with 50% marks, from a recognized university or institutions.	From amongst the persons working as Clerks in the Municipal Councils/Nagar Panchayats, who have an experience of working as such for a minimum period of four years .
22	Punjab Municipal Service of Senior Scale Stenographer	(a) Should be Graduate of a recognized University or institutions; and (b) Should qualify shorthand tests, both in Punjabi and English languages, of four paragraphs (two in Punjabi and two in English) containing 250 words each, at the following speeds:- (i) Punjabi dictation at a speed of 100 words per minute and transcription (at a typewriter or a computer) at a speed of 20 words per minute. (ii) English dictation at a speed of 60 words per minute and transcription (at a typewriter or a computer) at a speed of 12 words per minute; (iii) Candidates committing not more than 4 per cent mistakes in each test will be considered to have qualified the test; and (c) At least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop publishing applications from Government recognized institution or reputed institution, which is ISO 9001 certified; OR Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Government of India.	From amongst the persons working in the Municipal Councils/Nagar Panchayats as Junior Scale Stenographers, having an experience of working as such for a minimum period of two years, and who qualify shorthand tests, both in Punjabi and English Languages, of four paragraphs (two in Punjabi and two in English) containing 250 words each, at the following speeds :- (i) Punjabi dictation at a speed of 100 words per minute and transcription (at a typewriter or a computer) at a speed of 20 words per minute. (ii) English dictation at a speed of 60 words per minute and transcription (at a typewriter or a computer) at a speed of 12 words per minute. (iii) Candidates committing not more than 4 per cent mistakes in each test will be considered to have qualified the test, Note- A Person qualifying the shorthand test in a Punjabi language only can be promoted provisionally to the post of Senior Scale Stenographer, with the condition that he will have to qualify the test in English language within one year, in not more than three chances, from the date of provisional promotion. If such a person fails to qualify in these three year chances, he will be deemed to be reverted back to the post of Junior Scale Stenographer and

			shall not be considered for provisional promotion in future. Further, the period of such provisional promotion to the post of Senior Scale Stenographer of Such a person shall not be counted towards increment on the post of Senior Scale Stenographer if he is promoted to this post in future", and
23	Sanitary Inspectors	Sanitary Inspectors Certificate.	Should be a municipal employee possessing Sanitary Inspectors's Certificate.
24	Punjab Municipal Service of Superintendent (Sanitation)	Sanitary Inspectors Certificate with an experience for minimum period of two years in a Municipal Committee or a Department of the Government.	Should be a Sanitary Inspector in a Municipal Committee with an experience of working as such for a minimum period of two years.
25	Punjab Municipal Service of Building Inspector (Technical)	Should have passed Diploma in Architecture from a recognized university or institution.	From amongst the Class-III employees of Municipal Councils/ Nagar Panchayats under the control of the Director, who have passed Diploma in Architecture or Diploma in Civil Engineering from a recognised university or institution and have an experience of working for a period of two years."
26	Punjab Municipal Service of Personal assistant	-	From amongst the members of the Punjab Municipal Service of Senior Scale Stenographers, having an experience of working in this Service for a minimum period of four years.

Chandigarh
The 8th June, 2021

AJOY KUMAR SINHA, IAS,
Principal Secretary Government of Punjab,
Department of Local Government.