



Punjab Government Gazette

ORDINARY

Published by Authority

CHANDIGARH, FRIDAY, JANUARY 2, 2026
(PAUSA 12, 1947 SAKA)

LEGISLATIVE SUPPLEMENT

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PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF RURAL DEVELOPMENT AND PANCHAYATS
NOTIFICATION

The 29th December, 2025

No. G.S.R. 1/Const./Art.309/2026.- In exercise of the powers conferred by the proviso to Article 309 of the 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 Rural Development and Panchayats (Technical Wing) Group 'A' Ministerial Service, namely:-

RULES

1. Short title, commencement and application. – (1) These rules may be called the Punjab Rural Development and Panchayats (Technical Wing) Group 'A' Ministerial Service Rules, 2025.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

(a) "Administrative Secretary" wherever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department;

(b) "Appendix" means an appendix appended to these rules;

(c) "Chief Engineer (Panchayati Raj)" means Chief Engineer (Panchayati Raj) in the Department of Rural Development and Panchayats;

(d) "Government" means the Government of the State of Punjab in the Department of Rural Development and Panchayats; and

(e) "Service" means the Punjab Rural Development and Panchayats (Technical Wing) Group 'B' Ministerial Service.

(2) The words and expression used but not defined, in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

3. Number and character of posts. - The Service shall comprise of the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the

Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority. - Appointments to the Service shall be made by the Government.

5. Pay of members of the Service. - The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.— (1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion, then appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or the Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualifications and experience, as specified against the post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service, against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Interpretation.—If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

[See rules 1 (3), 3 and 5]

Serial Number	Designation of the post	Number of Posts	Pay levels/Scales for the members of the Service recruited in the Government Service prior to 17.07.2020 (in rupees)	Pay levels/Scales for the members of the Service recruited in the Government Service on or after 17.07.2020 (in rupees)
1	2	3	4	5
1.	Deputy Controller (Finance & Account) SAS Cadre Officer	1	As Applicable.	--
2.	Superintendent Grade-I	2	48700 -154300 (Level 16)	--

Note :- The pay level/ scale on the pattern of the 7th Central Pay Commission shall be applicable to the member of the Service recruited on or after 17.7.2020. Further, such member shall be entitled only for pay level/scale on the pattern of the 7th Central Pay Commission at the time of promotion also. Pay level/scale of 6th Punjab Pay Commission shall not be applicable to such member at the time of promotion.

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APPENDIX 'B'

[See rule 6]

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Deputy Controller (Finance & Account) (SAS Cadre Officer)	-	Hundered per cent	-	By taking a person on deputation from the Department of Finance.
2.	Superintendent Grade-I	-	Hundered per cent		From amongst the Superintendent Grade II, working under the control of Chief Engineer, Panchayati Raj, and who have an experience of working as such for a minimum period of two years subject to the condition that he/she should have total experience of seven years, inclusive of experience of working as Senior Assistant working under the control of Chief Engineer, Panchayati Raj. Provided that if, no suitable Superintendent Grade-II is available for promotion, then from amongst the Senior Assistants, working under the control of the Chief Engineer, Panchayati Raj Punjab who have an experience of working as such for a minimum period of Seven years.

APPENDIX 'C'

[See rule 7]

Serial Number	Designation of Post	Nature of penalty/or Order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Deputy Controller (Finance & Account) (SAS Cadre Officer)	Major and Minor Penalty	As per Department of Finance, Government of Punjab Rules	As per Department of Finance, Government of Punjab Rules
2.	Superintendent Grade-I	Major and Minor Penalty	Administrative Secretary	Minister in Charge

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APPENDIX 'D'

(See rule 9)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES I BRANCH)

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:--

1 Short title, commencement and application.—(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

- (2) They shall come into force at once.
- (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2 Definitions.—In these rules, unless the context otherwise requires,—

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- (b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "recognised university or institution" means,—
 - (i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3 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

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- (b) a Citizen of Nepal ; or
- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st 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 Commission or the Board, 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.

4 Disqualification.—No person;-

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5 Age.—**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

- 5A. Increase in upper age limit.—**Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

- 6 Qualifications etc.**—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

- 7 Probation.** — (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

- (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
 - (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8 Seniority.—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the

Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:--

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9 Liability of members of Service to transfer.—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.

10 Liability to serve.—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11 Leave, pension and other matters.—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12 Discipline, penalties and appeals.— (1) In the matter of discipline, punishment and appeals, a member of a 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 specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13 Liability for vaccination re-vaccination.—Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14 Oath of allegiance.—Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14-A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses 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 a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution.

However, such person shall not be required to qualify the test in Punjabitype-writing as provided in sub-rule (2)".

15 Minimum educational and other qualifications:—

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO9001, certified.

OR

Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who

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| <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> | <p>have an experience of working as such for a minimum period of four years; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".</p> |
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OR

Possesses a Computer Information Technology course equivalent to 'O' level

certificate of Department of Electronics
Accreditation of Computer Course
(DOEACC) of Government of India.

16 Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.—No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses 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 recognised institution or a reputed institution, which is ISO9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17 Knowledge of Punjabi Language.—No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18 Promotion to Group 'A' and Group 'B' Services. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19 Power to relax.—Where the government 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.

(PAUSA 12, 1947 SAKA)

20 Overriding effect.—The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21 Interpretation.—If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"**(See rule 2)**

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

AJIT BALAJI JOSHI

Administrative Secretary

Department of Rural Development and Panchayats

PART-III**GOVERNMENT OF PUNJAB****DEPARTMENT OF RURAL DEVELOPMENT AND PANCHAYATS****NOTIFICATION**

The 29th December, 2025

No.G.S.R. 2/Const./Art.309/2026.- In exercise of the powers conferred by the proviso to Article 309 of the 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 Rural Development and Panchayats (Technical Wing) Group 'A' Draftsmen Service, namely:-

RULES

1. Short title, commencement and application. – (1) These rules may be called the Punjab Rural Development and Panchayats (Technical Wing) Group 'A' Draftsmen Service Rules, 2025.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions:- (1) In these rules, unless the context otherwise requires,-

(a) "Administrative Secretary" wherever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosever is the administrative head of the Department;

(b) "Appendix" means an appendix appended to these rules;

(c) "Chief Engineer (Panchayati Raj)" means the Chief Engineer (Panchayati Raj) in the Department of Rural Development and Panchayats;

(d) "Government" means the Government of the State of Punjab in the Department of Rural Development and Panchayats; and

(e) "Service" means the Punjab Rural Development and Panchayats (Technical Wing) Group 'A' Draftsmen Service.

(2) The words and expression used but not defined, in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

3. Number and character of posts: - The Service shall comprise of the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the

Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.—Appointments to the Service shall be made by the Government.

5. Pay of members of the Service.—The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.— (1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the service by promotion, then appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or the Government of India.

(2) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience as specified against the post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis but no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service, against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994. —(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Interpretation:—If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

[See rules 1 (3), 3 and 5]

Serial Number	Designation of the post	Number of posts	Pay levels/Scales for the members of the Service recruited in the Government Service prior to 17.07.2020 (In rupees)	Pay levels/Scale for the members of the Service recruited in the Government Service on or after 17/07/2020 (in rupees)
1	2	5	4	5
1.	Chief Draftsman	1	48700 -154300 (Level 16)	-

Note : The pay level/ scale on the pattern of the 7th Central Pay Commission shall be applicable to the member of the Service recruited on or after 17.7.2020. Further, such member shall be entitled only for pay level/scale on the pattern of the 7th Central Pay Commission at the time of promotion also. Pay level/scale of 6th Punjab Pay Commission shall not be applicable to such member at the time of promotion.

APPENDIX 'B'

[See rule 6]

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Chief Draftsman	-	Hundred per cent	-	From amongst the Circle Head Draftsmen, working under the control of Chief Engineer, Panchayati Raj, who have an experience of working as such for a minimum period of two years. Subject to the condition that he/she should have total experience of seven years, inclusive of experience of working as Divisional Head Draftsman working under the control of Chief Engineer, Panchayati Raj. Provided that if, no suitable Circle Head Draftsman is available for promotion, then from amongst the Divisional Head Draftsman, working under the control of the Chief Engineer, Panchayati Raj, Punjab who have an experience of working as such for a minimum Period of Seven years.

APPENDIX 'C'

[See rule 7]

Serial Number	Designation of post	Nature of penalty/or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Chief Draftsman	Major and Minor Penalty	Administrative Secretary	Minister in Charge

APPENDIX 'D'

(See rule 9)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES I BRANCH)

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:--

1 **Short title, commencement and application.**—(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2 **Definitions.**—In these rules, unless the context otherwise requires,—

(a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

(b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

(c) "Commission" means the Punjab Public Service Commission;

(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

(f) "recognised university or institution" means,—

(i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i)
 - i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
 - ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3 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 1st 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 Commission or the Board, 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.

4 Disqualification.—No person;—

- a) who has entered into or contracted a marriage with a person having a spouse living; or

- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5 Age.—**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

- 5A. Increase in upper age limit.—**Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for

appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

- 6 Qualifications etc.**—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

- 7 Probation.** — (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,

- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
- (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
 - (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8 Seniority.—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:--

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9 Liability of members of Service to transfer.—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.

10 Liability to serve.—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11 Leave, pension and other matters.—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12 Discipline, penalties and appeals.— (1) In the matter of discipline, punishment and appeals, a member of a 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 specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13 Liability for vaccination re-vaccination.—Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14 Oath of allegiance.—Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14-A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses 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 a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution.

However, such person shall not be required to qualify the test in

Punjabi type-writing as provided in sub-rule (2)".

15 Minimum educational and other qualifications:—

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO9001, certified.

OR

Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by —

Direct appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a

Government unless he—

(i) Possesses the Bachelor's Degree from a recognised University or Institution; and

(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.

(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001,

minimum period of one year:

Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of **four** years; and

(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.

(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16 Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.—No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses 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 recognised institution or a reputed institution, which is ISO9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17 Knowledge of Punjabi Language.—No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the

Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18 Promotion to Group 'A' and Group 'B' Services. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19 Power to relax.—Where the government 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.

20 Overriding effect.—The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21 Interpretation.—If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

AJIT BALAJI JOSHI

Administrative Secretary

Department of Rural Development and Panchayats

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF RURAL DEVELOPMENT AND PANCHAYATS
NOTIFICATION

The 29th December, 2025

No. G.S.R. 3/Const./Art.309/2026.- In exercise of the powers conferred by the proviso to Article 309 of the 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 Rural Development and Panchayats (Technical Wing) Group 'B' Draftsmen Service, namely:-

RULES

1. Short title, commencement and application. – (1) These rules may be called the Punjab Rural Development and Panchayats (Technical Wing) Group 'B' Draftsmen Service Rules, 2025.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

- (a) "Administrative Secretary" wherever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department;
- (b) "Appendix" means an appendix appended to these rules;
- (c) "Chief Engineer (Panchayati Raj)" means the Chief Engineer (Panchayati Raj) in the Department of Rural Development and Panchayats;
- (d) "Government" means the Government of the State of Punjab in the Department of Rural Development and Panchayats; and
- (e) "Service" means the Punjab Rural Development and Panchayats (Technical Wing) Group 'B' Draftsmen Service.

(2) The words and expression used but not defined, in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

3. Number and character of posts. - The Service shall comprise of the posts specified in Appendix "A" to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new

posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority. - Appointments to the Service shall be made by the Government.

5. Pay of members of the Service.—The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.—(1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the service by promotion, then appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or the Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualifications and experience as specified against the post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and saving. — The Punjab, Department of Rural Development and Panchayats (Class III) Service Rules, 1988, in so far as they are applicable to the members of the Service, are hereby repealed:

(PAUSA 12, 1947 SAKA)

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

10. Interpretation.—If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

[See rules 1 (3), 3 and 5]

Serial Number	Designation of the post	Number of Posts	Pay levels/Scales for the members of the Service recruited in the Government Service prior to 17.07.2020 (in rupees)	Pay levels/Scales for the members of the Service recruited in the Government Service on or after 17/07/2020 (in rupees)
1	2	5	6	7
1.	Circle Head Draftsman	3	46000-146500 (Level 13)	--
2.	Divisional Head Draftsman	20	43000-136000 (Level 12)	--
3.	Draftsman	37	38500-122700 (Level 11)	--

Note : The pay level/ scale on the pattern of the 7th Central Pay Commission shall be applicable to the member of the Service recruited on or after 17.7.2020. Further, such member shall be entitled only for pay level/scale on the pattern of the 7th Central Pay Commission at the time of promotion also. Pay level/scale of 6th Punjab Pay Commission shall not be applicable to such member at the time of promotion.

APPENDIX 'B'

[See rule 6]

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Circle Head Draftsman	-	100 per cent	-	From amongst the Divisional Head Draftsmen, working under the control of Chief Engineer, Panchayati Raj, who have an experience of working as such for a minimum period of Five years
2.	Divisional Head Draftsman	-	100 per cent	-	From amongst the Draftsmen, working under the control of Chief Engineer, Panchayati Raj, who have an experience of working as such for a minimum period of Five years
3.	Draftsman	-	100 per cent	-	From amongst the Junior Draftsman, working under the control of Chief Engineer, Panchayati Raj, who have an experience of working as such for a minimum period of five years.

APPENDIX 'C'

[See rule 7]

Serial Number	Designation of Post	Nature of penalty/or Order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Circle Head Draftsman	Major and Minor Penalty	Administrative Secretary	Minister in Charge
2.	Divisional Head Draftsman	Major and Minor Penalty	Administrative Secretary	Minister in Charge
3.	Draftsman	Major and Minor Penalty	Administrative Secretary	Minister in Charge

APPENDIX 'D'

(See rule 9)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES I BRANCH)

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:—

1 Short title, commencement and application.—(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

- (2) They shall come into force at once.
- (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2 Definitions.—In these rules, unless the context otherwise requires,—

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- (b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "recognised university or institution" means,—
 - (i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i)
 - i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
 - ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3 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 1st 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 Commission or the Board, 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.

4 Disqualification.—No person;—

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5 Age.—**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

- 5A. Increase in upper age limit.—**Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

- 6 Qualifications etc.**—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

- 7 Probation.** – (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

- (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
 - (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8 Seniority.—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the

Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:--

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9 Liability of members of Service to transfer.—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.

10 Liability to serve.—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11 Leave, pension and other matters.—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12 Discipline, penalties and appeals.— (1) In the matter of discipline, punishment and appeals, a member of a 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 specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13 Liability for vaccination re-vaccination.—Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14 Oath of allegiance.—Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14-A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses 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 a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution.

However, such person shall not be required to qualify the test in Punjabitype-writing as provided in sub-rule (2)".

15 Minimum educational and other qualifications:—

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO9001, certified.

OR

Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who

(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.

(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level

have an experience of working as such for a minimum period of **four** years; and

(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.

(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

certificate of Department of Electronics
Accreditation of Computer Course
(DOEACC) of Government of India.

16 Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.—No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses 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 recognised institution or a reputed institution, which is ISO9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17 Knowledge of Punjabi Language.—No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18 Promotion to Group 'A' and Group 'B' Services. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19 Power to relax.—Where the government 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.

20 Overriding effect.—The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21 Interpretation.—If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

AJIT BALAJI JOSHI

Administrative Secretary

Department of Rural Development and Panchayats

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF RURAL DEVELOPMENT AND PANCHAYATS
NOTIFICATION

The 29th December, 2025

No. G.S.R. 4/Const./Art.309/2026.- In exercise of the powers conferred by the proviso to Article 309 of the 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 Rural Development and Panchayats (Technical Wing) Group 'B' Ministerial Service, namely:-

RULES

1. Short title, commencement and application. – (1) These rules may be called the Punjab Rural Development and Panchayats (Technical Wing) Group 'B' Ministerial Service Rules, 2025.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

(a) "Administrative Secretary" wherever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department;

(b) "Appendix" means an appendix appended to these rules;

(c) "Chief Engineer (Panchayati Raj)" means Chief Engineer (Panchayati Raj) in the Department of Rural Development and Panchayats;

(d) "Government" means the Government of the State of Punjab in the Department of Rural Development and Panchayats; and

(e) "Service" means the Punjab Rural Development and Panchayats (Technical Wing) Group 'B' Ministerial Service.

(2) The words and expression used, but not defined in these rules shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

3. Number and character of posts. - The Service shall comprise of the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new

posts with different designations and scales of pay whether permanently or temporarily.

4. Appointing authority. - Appointments to the Service shall be made by the Government.

5. Pay of members of the Service.—The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.— (1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the service by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or the Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualifications and experience as specified against the post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service against an order as specified the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and saving. — The Punjab, Department of Rural Development and Panchayats (Class III) Service Rules, 1988, in so far as they are applicable to the members of the Service, are hereby repealed:

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

10. Interpretation.—If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'

[See rules 1 (3), 3 and 5]

Serial Number	Designation of the post	Total Number of posts	Pay levels/Scales for the members of the Service recruited in the Government Service prior to 17.07.2020 (in rupees)	Pay levels/Scales for the members of the Service recruited in the Government Service on or after 17/07/2020 (in rupees)
1	2	3	4	5
1.	Superintendent Grade-II	19	43000-136000 (Level 12)	-
2.	Personal Assistant	01	43000-136000 (Level 12)	-
3.	Senior Assistant	42	38500-122700 (Level 11)	35400-112400 (Level 6)
4.	Law Officer	01	-	35400-112400 (Level 6)
5.	Legal Assistant	01	-	35400-112400 (Level 6)
6.	Senior Scale Stenographer	03	38500-122700 (Level 11)	-
7.	Divisional Accountant	15	As applicable	As applicable

Note:- Superintendent Grade 2 at serial no. 1 includes 01 post of Senior Auditor (Non SAS), whose qualification and experience is similar as to the post of Superintendent Grade 2.

Note:- The pay level/ scale on the pattern of the 7th Central Pay Commission shall be applicable to the member of the Service recruited on or after 17.7.2020. Further, such member shall be entitled only for pay level/scale on the pattern of the 7th Central Pay Commission at the time of promotion also. Pay level/scale of 6th Punjab Pay Commission shall not be applicable to such member at the time of promotion.

APPENDIX 'B'

[See rule 6]

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Superintendent Grade-II	-	100 per cent	-	From amongst the Senior Assistants, working under the control of Chief Engineer, Panchayati Raj, and who have an experience of working as such for a minimum period of five years.
2.	Personal Assistant		100 per cent	-	From amongst the Senior Scale Stenographer, working under the control of Chief Engineer, Panchayati Raj, and who have an experience of working as such for a minimum period of five years.
3.	Senior Assistant	25 per cent	75 per cent	As Specified in the 'Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	As Specified in the 'Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
4.	Law Officer	100 per cent		a) Should be a Law Graduate with at least second division from a recognised University or institution; and b) Should have practiced at the Bar for minimum period of five years.	
5.	Legal Assistant	100 per cent		a) Should be a Law Graduate with at least second division from a recognised University or institution; and b) Should have practiced at the Bar for minimum period of two years or should have held an assignment involving legal work under the Government of India or a State Government or a public undertaking for a minimum period of two years.	
6.	Senior Scale Stenographer	-	100 per cent	-	From amongst Steno-typists working under the control of Chief Engineer who have an experience of working as such for a minimum period of 5 years and who fulfil the

					qualification and other eligibility criteria as laid down in Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
7.	Divisional Accountant	-	-	To be deputed from Accountant General (A&E), Punjab	

APPENDIX 'C'

[See rule 7]

Serial Number	Designation of post	Nature of penalty/or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Superintendent Grade-II	Major and Minor Penalty	Administrative Secretary	Minister in Charge
2.	Personal Assistant	Major and Minor Penalty	Administrative Secretary	Minister in Charge
3.	Senior Assistant	Major and Minor Penalty	Administrative Secretary	Minister in Charge
4.	Law Officer	Major and Minor Penalty	Administrative Secretary	Minister in Charge
5.	Legal Assistant	Major and Minor Penalty	Administrative Secretary	Minister in Charge
6.	Senior Scale Stenographer	Major and Minor Penalty	Administrative Secretary	Minister in Charge
7.	Divisional Accountant	Major and Minor Penalty	As applicable	As applicable

APPENDIX 'D'

(See rule 9)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES I BRANCH)

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:--

1 Short title, commencement and application.— (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2 Definitions.— In these rules, unless the context otherwise requires, —

(a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

(b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

(c) "Commission" means the Punjab Public Service Commission;

(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

(f) "recognised university or institution" means,—

(i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3 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 1st 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 Commission or the Board, 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.

4 Disqualification.— No person;-

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5 Age.—**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

- 5A. Increase in upper age limit.—**Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

- 6 Qualifications etc.**—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

- 7 Probation.** — (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

- (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
 - (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8 Seniority.—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the

Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:--

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9 Liability of members of Service to transfer.—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.

10 Liability to serve.—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11 Leave, pension and other matters.—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12 Discipline, penalties and appeals.— (1) In the matter of discipline, punishment and appeals, a member of a 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 specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.

13 Liability for vaccination re-vaccination.— Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14 Oath of allegiance.— Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14-A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses 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 a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution.

However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15 Minimum educational and other qualifications:—

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who

-
- (ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
- (b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.
- (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".
- (iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.
- have an experience of working as such for a minimum period of **four** years; and
- (ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and
- (b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.
- (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level

certificate of Department of Electronics
Accreditation of Computer Course
(DOEACC) of Government of India.

16 Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.— No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses 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 recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17 Knowledge of Punjabi Language.— No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18 Promotion to Group 'A' and Group 'B' Services. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded there for in writing from the operation of this rule.

19 Power to relax.— Where the government 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.

20 Over riding effect.— The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21 Interpretation.— If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA
Chief Secretary to Government of Punjab.

AJIT BALAJI JOSHI
Administrative Secretary
Department of Rural Development and Panchayats

PART-III**GOVERNMENT OF PUNJAB**
DEPARTMENT OF RURAL DEVELOPMENT AND PANCHAYATS
NOTIFICATION

The 29th December, 2025

No. G.S.R. 5/Const./Art.309/2026.- In exercise of the powers conferred by the proviso to Article 309 of the 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 Rural Development and Panchayats (Technical Wing) Group 'C' Ministerial Service, namely:-

RULES

1. Short title, commencement and application. – (1) These rules may be called the Punjab Rural Development and Panchayats (Technical Wing) Group 'C' Ministerial Service Rules, 2025.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.-(1) In these rules, unless the context otherwise requires,-

(a) "Administrative Secretary" where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department;

(b) "Appendix" means an appendix appended to these rules;

(c) "Chief Engineer (Panchayati Raj)" means Chief Engineer (Panchayati Raj) in the Department of Rural Development and Panchayats;

(d) "Government" means the Government of the State of Punjab in the Department of Rural Development and Panchayats; and

(e) "Service" means the Punjab Rural Development and Panchayats (Technical Wing) Group 'C' Ministerial Service.

(2) The words and expression used but not defined, in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

3. Number and character of posts. - The Service shall comprise of the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the

Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority. - Appointments to the Service shall be made by the Chief Engineer (Panchayati Raj).

5. Pay of members of the Service.—The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.— (1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the service by promotion, then appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or the Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualifications and experience as specified against the post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service against an order as specified the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix "C".

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and saving. — The Punjab, Department of Rural Development and Panchayats (Class III) Service Rules, 1988, in so far as they are applicable to the members of the Service, are hereby repealed:

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

10. Interpretation.—If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'

[See rules 1 (3), 3 and 5]

Serial Number	Designation of the post	Total Number of posts	Pay levels/Scales for the members of the Service recruited in the Government Service prior to 17.07.2020 (in rupees)	Pay levels/Scales for the member of the Service recruited in the Government Service on or after 17/07/2020 (in rupees)
1	2	3	4	5
1.	Clerk	103	20200 – 64000 (Level 3)	19900-63200 (Level 2)
2.	Steno Typist	16	21300-67800 (Level 5)	21700-69100 (Level 3)
3.	Driver	5		21700-69100 (Level 3)

Note : The pay level/ scale on the pattern of the 7th Central Pay Commission shall be applicable to the member of the Service recruited on or after 17.7.2020. Further, such member shall be entitled only for pay level/scale on the pattern of the 7th Central Pay Commission at the time of promotion also. Pay level/scale of 6th Punjab Pay Commission shall not be applicable to such member at the time of promotion.

PUNJAB GOVT. GAZ., JANUARY 2, 2026
(PAUSA 12, 1947 SAKA)

APPENDIX 'B'

[See rules 6]

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Clerk	85 per cent	15 per cent	As Specified in the 'Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	a) From amongst the Group C employees (whose pay scale is less than the pay scale of clerk); or b) From amongst the Group D employees, working under the control of Chief Engineer, Panchayati Raj, having an experience of working as such for a minimum period of five years and minimum educational qualification of matriculation (with Punjabi) c) As per PP2 instructions no. PERS-PP-20PLCY/20-3PP2/70 dated 25.03.2021 Should Qualifies a typing test within One year after promotion in English and Punjabi, on computer to be conducted by the competent authority or by the Department of Information Technology at a speed of thirty words per minute, In case fail then reverted back to parent post. d) The probation shall be cleared only after passing the typing test and after possessing a course of at least one hundred and twenty hours with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop publishing applications from Government recognised institution or a reputed institution, which is ISO 9001 certified.
2.	Steno Typist	100 per cent	-	As Specified in the 'Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	
3.	Driver	100 percent	-	a) Should have passed the Matric standard Examination; b) Should possess a valid driving licence for light and heavy vehicles; and c) Should have an experience of driving for a minimum period of three year.	-

APPENDIX 'C'

[See rules 7]

Serial Number	Designation of Post	Nature of penalty/or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Clerk	Major and Minor Penalty	Chief Engineer (Panchayati Raj)	Administrative Secretary
2.	Steno Typist	Major and Minor Penalty	Chief Engineer (Panchayati Raj)	Administrative Secretary
3.	Driver	Major and Minor Penalty	Chief Engineer (Panchayati Raj)	Administrative Secretary

APPENDIX 'D'

(See rule 9)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES I BRANCH)

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:--

1 Short title, commencement and application.—(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2 Definitions.—In these rules, unless the context otherwise requires,—

(a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;

(b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

(c) "Commission" means the Punjab Public Service Commission;

(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

(f) "recognised university or institution" means,—

(i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3 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 1st 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 Commission or the Board, 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.

4 Disqualification.—No person;-

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5 Age.—**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

- 5A. Increase in upper age limit.—**Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

- 6 Qualifications etc.**—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

- 7 Probation.** — (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

- (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
 - (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8 Seniority.—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the

Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:--

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9 Liability of members of Service to transfer.—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.

10 Liability to serve.—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11 Leave, pension and other matters.—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12 Discipline, penalties and appeals.— (1) In the matter of discipline, punishment and appeals, a member of a 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 specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13 Liability for vaccination re-vaccination.—Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14 Oath of allegiance.—Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14-A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses 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 a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution.

However, such person shall not be required to qualify the test in Punjabitype-writing as provided in sub-rule (2)".

15 Minimum educational and other qualifications:—

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO9001, certified.

OR

Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who

-
- (ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
- (b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.
- (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".
- (iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.
- have an experience of working as such for a minimum period of **four** years; and
- (ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
- (a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
- (b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.
- (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".

OR

Possesses a Computer Information Technology course equivalent to 'O' level

certificate of Department of Electronics
Accreditation of Computer Course
(DOEACC) of Government of India.

16 Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.—No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses 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 recognised institution or a reputed institution, which is ISO9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17 Knowledge of Punjabi Language.—No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18 Promotion to Group 'A' and Group 'B' Services. — (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19 Power to relax.—Where the government 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.

20 Overriding effect.—The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21 Interpretation.—If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

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