

## ਨੋਟਿਸ

ਵਿਸ਼ਾ:- ਪੈਰਾ ਮੈਡੀਕਲ/ ਟੈਕਨੀਕਲ/ ਮੀਨਿਸਟਰੀਅਲ/ ਨਰਸਿੰਗ ਸਟਾਫ (ਗਰੁੱਪ ਏ, ਗਰੁੱਪ ਬੀ ਅਤੇ ਗਰੁੱਪ ਸੀ)  
ਦੇ ਸੇਵਾ ਨਿਯਮ ਨੋਟੀਫਾਈ ਕਰਨ ਸਬੰਧੀ।

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ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਤੇ ਖੋਜ ਵਿਭਾਗ, ਪੰਜਾਬ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਸਮੂਹ ਅਧਿਕਾਰੀ/ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. HFW-HTH-602A/11/2020-2H6/884 ਮਿਤੀ 12-03-2021 ਰਾਹੀਂ ਡੀ.ਐਚ.ਐਸ, ਪੰਜਾਬ ਤੇ ਡੀ.ਆਰ.ਐਮ.ਈ, ਪੰਜਾਬ ਦਾ ਕਾਡਰ ਵੱਖਰਾ ਕੀਤਾ ਗਿਆ ਸੀ ਅਤੇ ਕਾਡਰ ਵੱਖਰਾ ਹੋਣ ਉਪਰੰਤ ਸਰਕਾਰ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ. 7/2/2021-6ਸਸ3/2446 ਮਿਤੀ 18-03-2021 ਰਾਹੀਂ ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਅਤੇ ਖੋਜ ਵਿਭਾਗ ਦਾ ਪੁਨਰਗਠਨ (ਰਿਸਟਰਕਚਰਿੰਗ) ਹੋਣ ਉਪਰੰਤ ਵਿਭਾਗ ਦੇ ਡਰਾਫਟ ਰੂਲ ਤਿਆਰ ਕੀਤੇ ਗਏ ਹਨ। ਇਹ ਡਰਾਫਟ ਰੂਲ ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਦੇ ਹੋਏ ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਤੇ ਖੋਜ ਵਿਭਾਗ, ਪੰਜਾਬ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਸਮੂਹ ਅਧਿਕਾਰੀ/ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇਕਰ ਸਬੰਧਤ ਪ੍ਰਭਾਵਿਤ ਅਧਿਕਾਰੀ/ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਇਹਨਾਂ ਡਰਾਫਟ ਰੂਲਾਂ ਸਬੰਧੀ ਕੋਈ ਇਤਰਾਜ਼ ਹੋਵੇ ਤਾਂ ਮਿਤੀ 31-07-2024 ਤੱਕ ਆਪਣੇ ਸੰਸਥਾ ਦੇ ਮੁੱਖੀ ਰਾਹੀਂ ਇਸ ਦਫਤਰ ਨੂੰ ਭੇਜੇ ਜਾਣ। ਜੇਕਰ ਨਿਰਧਾਰਤ ਸਮੇਂ ਦੇ ਅੰਦਰ ਅੰਦਰ ਇਤਰਾਜ਼ ਪ੍ਰਾਪਤ ਨਹੀਂ ਹੁੰਦੇ ਤਾਂ ਇਸ ਤੋਂ ਬਾਅਦ ਪ੍ਰਾਪਤ ਹੋਣ ਵਾਲੇ ਇਤਰਾਜ਼ਾਂ ਤੇ ਵਿਚਾਰ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਡਰਾਫਟ ਰੂਲਾਂ ਨੂੰ ਨੋਟੀਫਾਈ ਕਰਨ ਸਬੰਧੀ ਅਮਲੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰ ਲਈ ਜਾਵੇਗੀ।

ਇਸ ਤੋਂ ਇਲਾਵਾ ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਅਸਾਮੀਆਂ ਦੇ ਤਨਖਾਹ ਸਕੇਲ ਵਿੱਤ ਵਿਭਾਗ ਤੋਂ ਪ੍ਰਵਾਨ ਕਰਵਾਏ ਜਾ ਰਹੇ ਹਨ। ਸੰਸਥਾ ਦੇ ਮੁੱਖੀਆਂ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਹਨਾਂ ਅਸਾਮੀਆਂ ਦੇ ਤਨਖਾਹ ਸਕੇਲ ਚੈੱਕ ਕਰ ਲਏ ਜਾਣ ਅਤੇ ਇਹਨਾਂ ਸਬੰਧੀ ਕੋਈ ਦਰੁਸਤੀ/ਸੁਝਾਅ ਹੋਵੇ ਤਾਂ ਇਸ ਦਫਤਰ ਨੂੰ ਮਿਤੀ 31-07-2024 ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ।

ਨੱਥੀ:- ਡਰਾਫਟ ਰੂਲਾਂ ਦਾ ਖਰੜਾ।

ਡਾਇਰੈਕਟਰ, ਖੋਜ ਅਤੇ ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ।  
ਗੁਰਿੰਦਰ

PUNJAB GOVT GAZ....., 2024


**GOVERNMENT OF PUNJAB  
DEPARTMENT OF MEDICAL EDUCATION AND RESEARCH  
(MER-1 BRANCH)  
NOTIFICATION**

The \_\_\_\_\_, 2024

**No. GSR ..... /Const./Art. 309/2024.-** 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 the conditions of Service of the persons appointed to the Punjab Medical Education Allied Services (Group A) Rules 2024 namely: -

**RULES**

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Medical Education Allied Service Recruitment (Group A) Rules 2024.  
(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.-** (i) In these rules, unless the context otherwise requires;  
(a) 'Appendix' means an appendix appended to these rules;  
(b) 'Government' means the Government of the State of Punjab in the Department of Medical Education and Research; and  
(c) 'Service' means the Punjab Medical Education Allied (Group A) Service  
(ii) The words and expressions 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.
- 3. Number and Character of posts.-** The Service Shall comprise the posts specified in Appendix 'A'  
  
Provided that nothing in these rules shall affect the inherent right of the Government to add or the reduce the number of such posts or to create new posts with different designations and scales or 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 authorized by the Department of Finance 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'.

  
**Director  
Research and Medical  
Education, Punjab**  
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6. **Method of Appointment, Qualifications and Experience.-** (1) All Appointments 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, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government of Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification 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 Service (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Rule 15 of 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 Services) Rules, 1994, as amended from time to time.

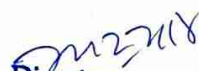
(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 at present in force, are contained in Appendix 'D'

9. **Repeal and Savings.-** The Rules, 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."

Secretary to Government of Punjab,  
Department of Medical Education.

  
Director  
Research and Medical  
Education, Punjab  
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APPENDIX 'A'							
[See Rule 1(3), 3 & 5]							
Serial No.	Designation of the Post	Number of Posts			Pay Scale as on 01-12-2011	Salary (Level in 7 <sup>th</sup> CPC)	Group of Service
		Permanent	Temporary	Total			
MINISTERIAL CADRE (HEAD OFFICE) POSTS							
1	Deputy Controller (Finance & Audit)	1	0	1		As fixed by GOI	A
2	Registrar	1	0	1	15600-39100 GP 5400		A
3	Superintendent Grade-1	1	0	1	15600-39100 GP 5400		A
4	Personal Assistant	1	0	1			A
PARA MEDICAL AND TECHNICAL CADRE POSTS							
5	Nursing Superintendent	5	0	5	15600-39100 GP 6600		A
6	Research Scientist (Medical) (VRDL)	2	0	2		Fixed pay as per GOI	A
7	Research Scientist (Non-Medical) (VRDL)	2	0	2		Fixed pay as per GOI	A
8	Research Scientist-I (MRU)	2	0	2		Fixed pay as per GOI	A
9	Research Scientist-II (MRU)	2	0	2		Fixed pay as per GOI	A
PHARMACY DEPARTMENT							
10	Professor (Pharmacy)	1	0	1	37400-67000 GP 10000	13	A
11	Associate Professor (Pharmacy)	1	0	1	37400-67000 GP 8900	12	A
12	Lecturer Pharmacy	3	0	3	10300-34800 GP 5000		A
13	Demonstrator Pharmacy	4	0	4			A
RADIATION PHYSICS							
14	Associate Professor (Medical Physicist)	2	0	2	37400-67000 GP 8900	12	A
15	Assistant Professor (Medical Physicist)	2	0	2		11	A

Note:

1) The pay scale of the posts mentioned at Sr. nos. 12, 13 and 15 of the said Appendix- A is not approved by the Finance Department.

2) The pay scale of the posts mentioned at Sr. nos. 1, 6, 7, 8 and 9 of the said Appendix- A is fixed as per Government of India.

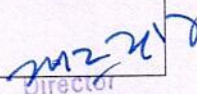
3) The scale shown in the table at Sr. No. 2, 3, 4 and 5 above for the direct quota posts where in promotion quota posts, pay scale will be applicable as per notification dated 5th July 2021 Punjab Civil Service (Revised Pay) Rules, 2021 and further instructions issued from time to time.

  
**Director**  
**Research and Medical**  
**Education, Punjab**



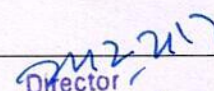
**APPENDIX 'B'**  
**(See Rule 6)**

S. N	Designations of the Post	Percentage for appointment by		Method of appointment, Qualifications and Experience for appointment by	
		Direct appointment/ Transfer	Promotion	Direct Appointment/ Transfer	Promotion
1	2	3	4	5	6
<b>MINISTERIAL CADRE (HEAD OFFICE) POSTS</b>					
1	Deputy Controller (Finance & Audit)	100 % by transfer		By Transfer amongst the DCFA (S.A.S Cadre) posted in Finance Department, Government of Punjab.	
2	Registrar		Hundred Percent		From Amongst the Superintendent Grade-1 on Seniority cum Merit Basis with an experience of two years as Superintendent Grade-1 at Head Office.
3	Superintendent Grade-1		Hundred Percent		From Amongst the Superintendent Grade-2 on Seniority cum Merit Basis with an experience of two years as Superintendent Grade-2 at Head Office, who have an experience of working as such for a minimum period of 2 years.
4	Personal Assistant	100 % by transfer			By transfer from other departments.
<b>PARA MEDICAL AND TECHNICAL CADRE POSTS</b>					
5	Nursing Superintendent		Hundred Percent		From amongst the Matrons having an experience of two years on Seniority cum Merit basis.
6	Research Scientist (Medical) (VRDL)	Hundred Percent		MD/DNB Microbiology from MCI recognized Medical College/institute. Or MBBS from MCI recognized Medical College/institute with three years research experience.	
7	Research Scientist (Non-Medical) (VRDL)	Hundred Percent		MSc (Virology/ Microbiology/ Medical Microbiology/ Biotechnology/ Life Sciences) from recognized university with 3 years of experience. (Knowledge of Computer application and data management desirable) PhD degree in relevant subjects shall be treated equivalent to three years' experience. Candidates with PhD degree will be preferred for direct requirement.	
8	Research Scientist-I (MRU)	Hundred Percent		Post Graduate degree (MD/MS/DNB) with 5 years R&D/ teaching experience or postgraduate diploma in medical subjects	

  
 Director  
 Research And Medical Education  
 Punjab

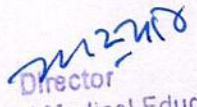


S. N	Designations of the Post	Percentage for appointment by		Method of appointment, Qualifications and Experience for appointment by	
		Direct appointment/ Transfer	Promotion	Direct Appointment/ Transfer	Promotion
1	2	3	4	5	6
				<p>with 6 years R&amp;D/ teaching experience in the required subject from recognized university; Or</p> <p>MBBS recognized by MCI from any institute recognized by MCI or equivalent degree from a recognized University with 8 Years R&amp;D/ Teaching experience in the relevant subject after MBBS degree; or</p> <p>BDS/ B. Vs &amp; A H degree recognized by DCI/VCI with 9 years R&amp;D/ Teaching experience in the relevant subject after BDS/B.Vs.; or</p> <p>First Class Master's Degree in relevant file science University with 8 years R&amp;D/ Teaching experience in the relevant subject after 1<sup>st</sup> Class Master's Degree; or</p> <p>Second Class M.Sc., +PhD. Degree in the relevant subject or equivalent from a recognized University with 8 Years R&amp;D/Teaching experience in the relevant subject after M.Sc. + Ph.D.</p> <p>(i) Desirable Qualification</p> <p>(a) Doctorate or M. Tech Degree in related Science or engineering subject or MD in the related subject from a recognized university for candidates with first class relevant degree.</p> <p>(b) Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s).</p> <p>(c) Knowledge of Computer Applications or Business Intelligent tools/Data Management.</p> <p>Notes;</p> <p>1. MD/MS/MDs/Ph.D. in relevant subject shall be treated equivalent to 3 years' experience.</p> <p>2. Postgraduate Diploma in medical subjects/M. Tech/M. Sc in the relevant subjects shall be treated equivalent to 2 years' experience.</p>	
9	Research Scientist-II (MRU)	Hundred Percent		<p>(i) MBBS from any recognized by MCI or BE/B. Tech. degree in Bio Technology; or First Class Master's Degree in Life Sciences or related Subject or equivalent degree from a recognized University; or</p> <p>(ii) Desirable Qualifications:</p> <p>(a) Doctorate or M. Tech Degree in related science or engineering subject or MD in the related subject from a recognized university for candidates with first class relevant degree.</p> <p>(b) Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s).</p> <p>(c) Knowledge of Computer Applications or Business Intelligent tools/ Data Management.</p>	

  
 Director  
 Research And Medical Education  
 Punjab




S. N	Designations of the Post	Percentage for appointment by		Method of appointment, Qualifications and Experience for appointment by	
		Direct appointment/ Transfer	Promotion	Direct Appointment/ Transfer	Promotion
1	2	3	4	5	6
<b>PHARMACY DEPARTMENT</b>					
10	Professor (Pharmacy)		100%		From amongst the Associate Professor (Pharmacy) with at least minimum qualifying service of 3 years on seniority cum merit basis.
11	Associate Professor (Pharmacy)		100%		From amongst the Assistant Professor (Pharmacy) with at least minimum qualifying service of 5 years seniority cum merit basis.
12	Lecturer Pharmacy	50%	50%	(i) M. Pharmacy (Pharmaceutics), Should be registered with Punjab State Pharmacy Council. (ii) Ph.D degree in any of Pharmacy subjects.	From amongst the Demonstrator Pharmacy with at least minimum qualifying service of 5 years seniority cum merit basis.
13	Demonstrator Pharmacy	100%		(i) M. Pharmacy (Pharmaceutics), Should be registered with Punjab State Pharmacy Council. (ii) Ph.D degree in any of Pharmacy subjects. (iii) Preferential: Research/ Teaching experience for two years in the subject.	
<b>RADIATION PHYSICS</b>					
14	Associate Professor (Medical Physicist)		100%	(i) M.Sc. (Physics) and Diploma in Radiological Physics/ M.Sc (Medical Physics) or any other post graduate degree/ diploma recognized by AERB as basic qualification. (ii) Ph.D.	As Assistant Professor in the subject for 4 years in a permitted/ approved/ recognized medical college/ institution with 2 Research Publications in Indexed Journals as 1st Author or as corresponding author.
15	Assistant Professor (Medical Physicist)	100%		M.Sc. (Physics) and Diploma in Radiological Physics/ M.Sc (Medical Physics) or any other post graduate degree/diploma recognized by AERB as basic qualification.	

  
 Director  
 Research And Medical Education  
 Punjab



**APPENDIX 'C'**  
**(See Rule 8)**

Serial No.	Designation of the Post	Nature of penalty or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
MINISTERIAL CADRE (HEAD OFFICE) POSTS				
1	Deputy Controller (Finance& Audit)	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
2	Registrar			
3	Superintendent Grade-1			
4	Personal Assistant			
PARA MEDICAL AND TECHNICAL CADRE POSTS				
5	Nursing Superintendent	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
6	Research Scientist (Medical) (VRDL)			
7	Research Scientist (Non-Medical) (VRDL)			
8	Research Scientist-I (MRU)			
9	Research Scientist-II (MRU)			
PHARMACY DEPARTMENT				
10	Professor (Pharmacy)	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
11	Associate Professor (Pharmacy)			
12	Lecturer Pharmacy			
13	Demonstrator Pharmacy			
RADIATION PHYSICS				
14	Associate Professor (Medical Physicist)	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
15	Assistant Professor (Medical Physicist)			

  
 Director  
 Research And Medical Education  
 Punjab



PUNJAB GOVT GAZ....., 2024

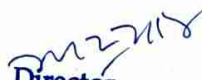
GOVERNMENT OF PUNJAB  
DEPARTMENT OF MEDICAL EDUCATION AND RESEARCH  
(MER-1 BRANCH)  
NOTIFICATION

The \_\_\_\_\_, 2024

**No. GSR ..... /Const./Art. 309/2024.-** 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 the conditions of Service of the persons appointed to the Punjab Medical Education Allied Services (Group B) Rules 2024 namely: -

**RULES**

1. **Short title, commencement and application.-** (1) These rules may be called the Punjab Medical Education Allied Service Recruitment (Group B) Rules 2024.  
(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.-** (i) In these rules, unless the context otherwise requires;  
(a) 'Appendix' means an appendix appended to these rules;  
(b) 'Government' means the Government of the State of Punjab in the Department of Medical Education and Research; and  
(c) 'Service' means the Punjab Medical Education Allied (Group B) Service  
(ii) The words and expressions 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.
3. **Number and Character of posts.-** The Service Shall comprise the posts specified in Appendix 'A'  
  
Provided that nothing in these rules shall affect the inherent right of the Government to add or the reduce the number of such posts or to create new posts with different designations and scales or 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 authorized by the Department of Finance 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'.

  
Director  
Research and Medical  
Education, Punjab

6. **Method of Appointment, Qualifications and Experience.**- (1) All Appointments 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, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government of Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification 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 Service (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Rule 15 of 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 Services) 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 Savings.**- The Rules, 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 repeated, 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."

Secretary to Government of Punjab,  
Department of Medical Education.

  
Director  
Research and Medical  
Education, Punjab  
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APPENDIX 'A'							
[See Rule 1(3), 3 & 5]							
Serial No.	Designation of the Post	Number of Posts			Pay Scale as on 01-12-2011	Salary (Level in 7 <sup>th</sup> CPC)	Group of Service
		Permanent	Temporary	Total			
MINISTERIAL CADRE (HEAD OFFICE) POSTS							
1	Section Officer	1	0	1		As fixed by GOI	B
2	Assistant System Manager	1	0	1		8	B
3	Law Officer	1	0	1		8	B
4	Superintendent Grade-2	4	0	4	10300-34800 GP 4800		B
5	Senior Assistant	17	0	17	10300-34800 GP 4400		B
MINISTERIAL CADRE (SUB OFFICE) POSTS							
6	Superintendent Grade-2	13	0	13	10300-34800 GP 4800		B
7	Senior Assistant	39	0	39	10300-34800 GP 4400	6	B
8	Statistical Assistant	1	0	1	10300-34800 GP 4400		B
NURSING POSTS							
9	Matron	6	0	6	15600-39100 GP 5400		B
10	Nursing Sister	116	0	116	10300-34800 GP 4800		B
PARAMEDICAL AND TECHNICAL POSTS							
11	Medical Social Worker	10	0	10		6	B
12	Psychiatry Social Worker	4	0	4		6	B
13	Social Worker	4	0	4		5	B
14	Chief Pharmacy Officer	6	0	6	10300-34800 GP 4800		B
15	Senior Pharmacy Officer	7	0	7	10300-34800 GP 4600		B
16	CSSD Supervisor	2	0	2		6	B
17	Radio Safety Officer	2	0	2		5	B
18	Senior Medical Laboratory Technician	22	0	22	10300-34800 GP 4800		B
19	Medical Physicist	10	0	10		8	B
20	Dietician	2	0	2			B

Note:

1) The pay scale of the posts mentioned in Sr. no. 2, 3, 5, 7, 16 and 17 of the said Appendix-A has been approved by the Finance Department.

2) The pay scale of the posts mentioned in Sr. no. 11, 12, 13 and 20 of the said Appendix-A is not approved by the Finance Department.


  
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3) The pay scale of the posts mentioned at Sr. no. 01 of the said Appendix-A is fixed as per Government of India.

4) The scale shown in the table in Sr. no. 1, 4, 6, 8, 9, 10, 14, 15 and 18 above for the direct quota posts where in promotion quota posts, pay scale will be applicable as per notification dated 5th July 2021 Punjab Civil Service (Revised Pay) Rules, 2021 and further instructions issued from time to time.

5) Senior Assistant/ Accountant/ Accountant Store/ Head Cashier will be treated as Senior Assistant.

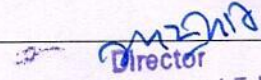
6) The names of the posts of Chief Pharmacy Officer and Senior Pharmacy Officer mentioned above at Serial Nos. 14 and 15 are changed by Government of Punjab, Health and Family Welfare vide Notification no. 4/06/2014-3 फ़ 5/1522613/1-2 dated 12-07-2019.

  
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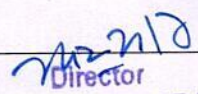
**APPENDIX 'B'**  
(See Rule 6)

Sr. No	Designations of the Post	Percentage for appointment by		Method of appointment, Qualifications and Experience for appointment by	
		Direct appointment/ Transfer	Promotion	Direct Appointment/ Transfer	Promotion
1	2	3	4	5	6
<b>MINISTERIAL CADRE (HEAD OFFICE) POSTS</b>					
1	Section Officer	100% By Transfer		From amongst the Section officer (S.A.S Cadre) posted in Finance Department, Government of Punjab.	
2	Assistant System Manager	100%		(a) should possess a degree in B.E/ B.Tech in Information Technology/ Electronics and Communication/ Computer Science and MBA from a recognized university or institution with minimum of 50% marks in aggregate in each case OR (b) Should possess a Master's degree in Computer Applications and MBA from a minimum of 50% marks in aggregate in each case and should have an experience of two years in the field of information and communication Technology.	
3	Law Officer	100%		(a) Master Degree in Law from a recognized university. (b) Eight years' experience as Advocate in Punjab & Haryana High Court. (c) Should be registered with Bar Council of Punjab & Haryana High court.	
4	Superintendent Grade-2		100%		From Amongst the Senior Assistants on Seniority cum Merit Basis with an experience of six years as Senior Assistants at Head Office.
5	Senior Assistant	25%	75%	As prescribed in Punjab Civil Services (General and common conditions of service) Rules, 1994.	From Amongst the Clerk/ Junior Assistants on Seniority cum Merit Basis with an experience of 5 Years as Clerk/ Junior Assistants at Head Office.

  
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Sr. No	Designations of the Post	Percentage for appointment by		Method of appointment, Qualifications and Experience for appointment by	
		Direct appointment/ Transfer	Promotion	Direct Appointment/ Transfer	Promotion
MINISTERIAL CADRE (SUB OFFICE) POSTS					
6	Superintendent Grade-2		100%		From amongst the inters seniority of (Sub-offices) Senior Assistants who have an experience of Six years as Senior Assistants.
7	Senior Assistant	25%	75%	As prescribed in Punjab Civil Services (General and common conditions of service) Rules, 1994.	From amongst the inters seniority of Clerk/ Junior Assistants who have an experience of Five years as Clerk/ Junior Assistants.
8	Statistical Assistant		100%		From amongst the Statistical Clerks who have and experience of minimum Five Years as Statistical Clerk.
NURSING POSTS					
9	Matron		100%		From Amongst the Nursing Sister on Seniority cum Merit basis who have an Experience of three Years as Nursing Sister.
10	Nursing Sister		100%		From Amongst the Staff Nurses on Seniority cum Merit basis who have an experience of ten years as Staff Nurse.
PARAMEDICAL AND TECHNICAL POSTS					
11	Medical Social Worker	100%		Should possess a degree MA or M.Phil in Psychology, Sociology or Social Work (preferably with training in Substance Use Disender treatment from recognized institution).	
12	Psychiatry Social Worker	100%		Should possess a degree MA or M.Phil in Psychology, Sociology or Social Work (preferably with training in Substance Use Disender treatment from recognized institution).	
13	Social Worker	100%		Should possess a degree MA or M.Phil in Psychology, Sociology or Social Work (preferably with training in Substance Use Disender treatment from recognized institution).	

  
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


Sr. No	Designations of the Post	Percentage for appointment by		Method of appointment, Qualifications and Experience for appointment by	
		Direct appointment/ Transfer	Promotion	Direct Appointment/ Transfer	Promotion
14	Chief Pharmacy Officer		100%		From Amongst the Senior Pharmacy Officers (Chief Pharmacist Grade-2) on Seniority cum merit with an experience of two years as Senior Pharmacy Officers (Chief Pharmacist Grade-2).
15	Senior Pharmacy Officer		100%		From Amongst the Pharmacy Officers (Pharmacists) who are members of Group-'C' on seniority cum merit with an experience of ten years as Pharmacy Officers (Pharmacists).
16	CSSD Supervisor	50%	50%	B.Sc (Microbiology or Medical Technology) with 8 years' experience in CSSD in a 200 Bedded Hospital Or Staff Nurse with 7 Years' experience in CSSD in a 200 Bedded Hospital or Theatre Assistant Course with 9 years' experience in CSSD in a 200 bedded Hospital.	From amongst the Inter se Seniority of CSSD Asstt and CSSD Technician on Seniority cum merit basis with an Experience of Five years as CSSD Asstt/ CSSD Technician.
17	Radio Safety Officer		100%	BSc in Medical Technology (Radiotherapy) from a recognized University/ Institute The person should have a certificate AERB as recognized RSO.	From amongst the Radio Therapy Technician on Seniority cum merit basis with experience of Five Years as Radiotherapy Technician.
18	Senior Medical Laboratory Technician		100%		From amongst the Medical Laboratory technician Grade -1, who have an experience of working as such for minimum period of five years.
19	Medical Physicist	100%		(i) A Post graduate degree in Physics from a recognized University. (ii) A Post M.Sc. diploma in radiological /medical physics from a recognized university, and (iii) An internship of minimum 12 months in a recognized well equipped radiation therapy department. Or	

  
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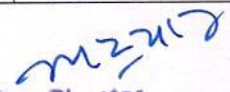


Sr. No	Designations of the Post	Percentage for appointment by		Method of appointment, Qualifications and Experience for appointment by	
		Direct appointment/ Transfer	Promotion	Direct Appointment/ Transfer	Promotion
				(i) A basic degree in science from a recognized university, with physics as one of the main subjects; (ii) A post graduate degree in radiological/ medical physics from a recognized university; and (iii) An internship of minimum 12 months in a recognized well equipped radiation therapy department.	
20	Dietician	100%		Essential: M.SC in Food & Nutrition or Dietics.	

  
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APPENDIX 'C'				
(See Rule 8)				
Serial No.	Designation of the Post	Nature of penalty or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
MINISTERIAL CADRE (HEAD OFFICE) POSTS				
1	Section Officer	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
2	Assistant System Manager			
3	Law Officer			
4	Superintendent Grade-2			
5	Senior Assistant			
MINISTERIAL CADRE (SUB OFFICE) POSTS				
6	Superintendent Grade-2	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
7	Senior Assistant			
8	Statistical Assistant			
NURSING POSTS				
9	Matron	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
10	Nursing Sister			
PARAMEDICAL AND TECHNICAL POSTS				
11	Medical Social Worker	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
12	Psychiatry Social Worker			
13	Social Worker			
14	Chief Pharmacy Officer			
15	Senior Pharmacy Officer			
16	CSSD Supervisor			
17	Radio Safety Officer			
18	Senior Medical Laboratory Technician			
19	Medical Physicist			
20	Dietician			

  
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PUNJAB GOVT GAZ....., 2024  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF MEDICAL EDUCATION AND RESEARCH  
(MER-1 BRANCH)  
NOTIFICATION

The \_\_\_\_\_, 2024

**No. GSR ..... /Const./Art. 309/2024.-** 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 the conditions of Service of the persons appointed to the Punjab Medical Education Allied Services (Group C) Rules 2024 namely: -

**RULES**

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Medical Education Allied Service Recruitment (Group C) Rules 2024.
  - (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.-** (i) In these rules, unless the context otherwise requires;
  - (a) 'Appendix' means an appendix appended to these rules;
  - (b) 'Government' means the Government of the State of Punjab in the Department of Medical Education and Research; and
  - (c) 'Service' means the Punjab Medical Education Allied (Group C) Service.(ii) The words and expressions 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.
- 3. Number and Character of posts.-** The Service Shall comprise the posts specified in Appendix 'A'

Provided that nothing in these rules shall affect the inherent right of the Government to add or the reduce the number of such posts or to create new posts with different designations and scales or 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 authorized by the Department of Finance 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'.

  
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6. **Method of Appointment, Qualifications and Experience.**- (1) All Appointments 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, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government of Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification 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 Service (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Rule 15 of 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 Services) 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 Savings.**- The Rules, 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 repeated, 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."

Secretary to Government of Punjab,  
Department of Medical Education.

  
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APPENDIX 'A'							
[See Rule 1(3), 3 & 5]							
Serial No.	Designation of the Post	Number of Posts			Pay Scale as on 01-12-2011	Salary (Level in 7 <sup>th</sup> CPC)	Group of Service
		Permanent	Temporary	Total			
MINISTERIAL CADRE (HEAD OFFICE) POSTS							
1	Clerk	15	0	15		2	C
2	Junior Scale Stenographer	1	0	1	10300-34800 GP 3600	3	C
3	Steno typist	1	0	1		3	C
4	Driver	1	0	1		3	C
MINISTERIAL CADRE (SUB OFFICE) POSTS							
5	Legal Clerk	8	0	8		2	C
6	IT Clerk	2	0	2		2	C
7	Clerk	173	0	173	10300-34800 GP 3200	2	C
8	Statistical Clerk	1	0	1		2	C
9	Steno typist	60	0	60		2	C
10	Computer Operator	1	0	1		2	C
PARA MEDICAL AND TECHNICAL POSTS							
11	Electrician Grade-III	5	0	5		2	C
12	Driver	9	0	9		3	C
13	Diet Supervisor	2	0	2		5	C
14	Hostel Superintendent Girl	1	0	1	5910-20200 GP 1900	3	C
15	Hostel Assistant Male	12	0	12		2	C
16	Hostel Assistant Female	12	0	12		2	C
17	Lab Attendant	134	0	134	5910-20200 GP 1900	2	C
18	Data Entry Operator (MRU)	1	0	1		Fixed pay as per GOI	C
19	Lab Technician (MRU)	2	0	2		Fixed pay as per GOI	C
20	Lab Technician (VRDL)	2	0	2		Fixed pay as per GOI	C
21	Medical Laboratory Technician Grade 1	107	0	107	10300-34800 GP 4200		C
22	Medical Laboratory Technician Grade 2	58	0	58	10300-34800 GP 3600	3	C
23	Assistant Librarian	13	0	13	5910-20200 GP 2400	4	C
24	Senior Librarian	4	0	4	10300-34800 GP 3600		C
25	Staff Nurse	2412	0	2412		5	C
26	Bio Statistician	2	0	2		5	C
27	Health Visitor	4	0	4		5	C
28	Senior Hematologist	1	0	1	10300-34800 GP 3200	5	C
29	Pharmacy Officer	58	0	58		5	C
30	Clinical Psychologist	4	0	4		5	C
31	Pediatric Psychologist	2	0	2		5	C
32	Audiometry Technician	4	0	4		4	C

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33	CSSD Assistant	10	0	10		5	C
34	Anesthesia Technician	12	0	12		4	C
35	Occupational Therapist	2	0	2		4	C
36	Physiotherapist	12	0	12		4	C
37	Cardiac Technician	10	0	10		5	C
38	CSSD Technician	10	0	10		5	C
39	Dialysis Technician	20	0	20		5	C
40	ECG Technician	26	0	26		3	C
41	EEG Technician	1	0	1		3	C
42	ICCU Technician	4	0	4		5	C
43	Manifold Supervisor	2	0	2	ਨਵੀਂ ਅਸਾਮੀ	6	C
44	MGPS Technician	20	0	20		4	C
45	OT Supervisor	6	0	6	10300-34800 GP 3200		C
46	Optometrist/ Refractionist	6	0	6		5	C
47	Perfusionist	2	0	2		6	C
48	OT Assistant	52	0	52		3	C
49	Prosthetic & Orthotic Technician	4	0	4		4	C
50	Radiographer	79	0	79		5	C
51	Radiotherapy Technician	22	0	22		4	C
52	Senior Radiographer	7	0	7	10300-34800 GP 4200		C
53	Speech Therapist	4	0	4		4	C
54	Supervisor Gas Plant	1	0	1		5	C
55	Vocational Counselor	1	0	1		5	C
56	Dental Hygienist	2	0	2		4	C
57	Dental Mechanic	8	0	8		4	C
58	Dental Chair side Attendant	20	0	20		2	C


Note:

1) The pay scale of the posts mentioned at Sr. no. 1, 2, 3, 5, 6, 7, 8, 9, 13, 15, 16, 17, 22, 23, 25, 27, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 43, 44, 46, 47, 48, 49, 50, 51, 53, 57 and 58 of the said Appendix-A has been approved by the Finance Department.

2) The pay scale of the posts mentioned at Sr. no. 4, 10, 11, 12, 14, 26, 28, 41, 54, 55 and 56 of the said Appendix-A is not approved by the Finance Department.

3) The pay scale of the posts mentioned at Sr. nos. 18, 19 and 20 of the said Appendix-A is fixed as per Government of India.

4) The scale shown in the table in Sr. no. 21, 24, 45 and 52 above for the direct quota posts where in promotion quota posts, pay scale will be applicable as per notification dated 5th July 2021 Punjab Civil Service (Revised Pay) Rules, 2021 and further instructions issued from time to time.

  
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5) Assistant Cashier/ Cashier/ Clerk-Junior Assistant/ Clerk cum Storekeeper/ Storekeeper/ Storekeeper-Typist will be treated as Clerks.

6) Number of Staff Nurses (mentioned above at serial no. 25) in Government Medical College, Amritsar (sanctioned 579 creations 621= 1200) and Government Medical College, Patiala (sanctioned 859 creations 341= 1200) is exactly 2400 which is typed mistakenly 2384 at Serial No. 37 of Annexure 'C' and number of Staff Nurses in Government Dental Colleges, Patiala and Amritsar is 12 shown at Serial No. 11 of Annexure 'E' in the Department Restructuring Notification Dated 18.03.2021. Hence total number of Staff Nurses is 2412 as mentioned above.

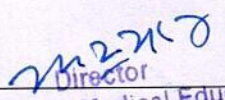
7) 01 post of Computer Operator mentioned at Serial No. 10 is sanctioned by Government of Punjab, Medical Education and Research vide Corrigendum no. MER-HTH301A/48/2021-6HB3/10057 dated 17-12-2021.

8) The name of the post of Pharmacy Officer mentioned above at Serial No. 29 is changed by Government of Punjab, Health and Family Welfare vide Notification no. 4/06/2014-315/1522613/1-2 dated 12-07-2019.

  
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APPENDIX 'B'					
(See Rule 6)					
Sr. No	Designations of the Post	Percentage for appointment by		Method of appointment, Qualifications and Experience for appointment by	
		Direct appointment/ Transfer	Promotion	Direct Appointment/ Transfer	Promotion
1	2	3	4	5	6
MINISTERIAL CADRE (HEAD OFFICE) POSTS					
1	Clerk	Hundred Percent		As prescribed in Punjab Civil Services (General and Common conditions of service) Rules, 1994.	1. From amongst the employees who have a service of five years in pay scale/pay level equivalent or lower than the scale of clerk along with the minimum qualification level as prescribed in Punjab civil service rules (General and common Conditions of service rules of 1994) As amended from time to time. 2. Must qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common conditions of service) Rules, 1994, as amended from time to time.
2	Junior Scale Stenographer		Hundred Percent		From Amongst the Steno Seniority cum Merit Basis with an experience of Five years as Steno at Head Office, who completed requisite exam/test as prescribed in Punjab Civil Services (General and Common conditions of service) Rules, 1994.
3	Steno	Hundred Percent		As prescribed in Punjab Civil Services (General and Common conditions of service) Rules, 1994.	
4	Driver	Hundred Percent		i) Should have passed the Matriculation Examination or its equivalent from a recognized university or institution; ii) Should possess a License for driving a Heavy Vehicle; and	


  
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				iii) Should have experience of driving Heavy Transport Vehicles for a minimum period of five years.	
<b>MINISTERIAL CADRE (SUB OFFICE) POSTS</b>					
5	Legal Clerk	Hundred Percent		<p>As per Punjab Civil Secretariat (State Service Class III) First Amendment Rules, 2020 dated 27/11/2020: -</p> <p>(i) Should be a Law Graduate from a recognized university or institution;</p> <p>(ii) Qualifies a competitive test to be held by the recruiting authority; and</p> <p>(iii) Qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common conditions of Service) rules, 1994, as amended from time to time.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of personnel computer or information technology in Office productivity applications or desktop publishing applications from a government recognized institutions or reputed institution, which is ISO 9001, certified</p> <p>or</p> <p>Possess a Computer Information technology course equivalent to "o" level certificate of department of Electronics Accreditation of Computer course (DOEACC) of Government of India.</p>	
6	IT Clerk	Hundred Percent		<p>(i) Should be a graduate in Computer Science/ Computer Applications/ Information Technology/ Computer Engineering/ Computer Technology from a recognized university or Institution;</p> <p>(ii) Qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common conditions of Service) rules, 1994, as amended from time to time.</p>	
7	Clerk	Eighty Five Percent	Fifteen Percent	As prescribed in Punjab Civil Services (General and Common conditions of	1. From amongst the employees who have a



				service) Rules, 1994 as amended from time to time.	service of five years in pay scale/ pay level equivalent or lower than the scale of clerk along with the minimum qualification level as prescribed in Punjab civil service rules (General and common Conditions of service rules of 1994) As amended from time to time. 2. Must qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common conditions of Service) rules, 1994, as amended from time to time.
8	Statistical Clerk	Hundred Percent		<p>(i) No person shall be given direct appointment to the post of clerk under Punjab government unless he possesses the bachelor degree from recognized university or Institution; and</p> <p>(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of personnel computer or information technology in Office productivity applications or desktop publishing applications from a government recognized institutions or reputed institution, which is ISO 9001, certified Or</p> <p>Possess a Computer Information technology course equivalent to "O" level certificate of department of Electronics Accreditation of Computer course (DOEACC) of Government of India.</p> <p>(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</p>	

  
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				technology as the case may be, at the speed of 30 words per minute.	
9	Steno typist	Hundred Percent		As prescribed in Punjab Civil Services (General and Common conditions of service) Rules, 1994.	
10	Computer Operator	Hundred Percent		(i) One should be a Graduate in Computer Science/ Computer Applications from a recognized university or Institution; (ii) Qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common conditions of Service) rules, 1994, as amended from time to time.	
<b>PARA MEDICAL AND TECHNICAL POSTS</b>					
11	Electrician Grade -III	Hundred percent		(i) Should have passed the Matriculation Examination with Science or its equivalent from a recognized university or institution; and (ii) Should possess an Industrial Training Institute certificate in Electrician Trade from a recognized university or institution.	
12	Driver	Hundred percent		(i) Should have passed the matriculation examination or its equivalent from recognized university or Institution; (ii) Should possess a license for driving a heavy vehicle; and (iii) Should have experience of driving heavy transport vehicles for a minimum period of five years.	
13	Diet Supervisor	Hundred percent		(i) Should have passed the senior secondary part-II examination with science or its equivalent from recognized university of institution. (ii) Certificate or diploma in deities from a recognized university or institutions.	
14	Hostel Superintendent Girl		Hundred percent		From amongst the Hostel Assistant (Female) having five years of service.
15	Hostel Assistant Male	Hundred Percent		(i) Graduation with Home Science or Hotel Management from a recognized University. (ii) Experience of one year in House Keeping.	
16	Hostel Assistant	Hundred Percent		(i) Graduation with Home Science or Hotel Management from a recognized	



	Female			University. (ii) Experience of one year in House Keeping.	
17	Lab Attendant	Twenty five percent	Seventy Five Percent	(i) 10+2 with Science (ii) Should possess a diploma in Laboratory Technology from a recognized University or institution.	From amongst the Employees who have the service of five years in pay scale/pay level equivalent or lower than the scale of lab attendant and matric certificate with diploma in medical lab technician from a recognized institution.
18	Data Entry Operator (MRU)	Hundred Percent		(i) One should be a graduate in Computer Science/ Computer Applications from a recognized university or Institution; (ii) Qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common conditions of Service) rules, 1994, as amended from time to time.	
19	Lab Technician (MRU)	Hundred Percent		10+2 with Science Subject and two years diploma (DMLT or PMW or radiology/ radiography or required subject) or 10+2 with Science Subjects with one year DMLT and required One year experience in a recognized organization as a Lab Technician Or Two years fields /Laboratory experience* or Animal housekeeping in government recognized organization.	
20	Lab Technician (VRDL)	Hundred Percent		B.Sc (MLT) from recognized university with two years of experience. Or Diploma in MLT from recognized university with five years of experience.	
21	Medical Laboratory Technician Grade-1		Hundred Percent		From amongst the Medical Laboratory Technicians Grade-2, who are members of Group-'C' Service and who have an experience of working as such for a minimum period of three years.
22	Medical Laboratory Technician Grade-2	Eighty Five Percent	Fifteen Percent	Should have passed the Senior Secondary Part –II examination with Science (Physics, Chemistry, Biology,) or its equivalent from a recognized university or institution and should	From amongst the Lab Attendants who have a service of four years as Lab Attendant and Matric Certificate with Diploma in



				<p>possess a Diploma in Medical Laboratory Technology of two years' duration from a recognized university or institution.</p> <p>Or Should have obtained Diploma in Medical Laboratory Technology of three years' duration from a recognized university or institution after passing matriculation examination with Science followed by one-year work experience after diploma.</p> <p>Or Should possess a degree of B Sc (Medical Laboratory Technology) from a recognized university or institution.</p> <p>NOTE: Preference may be given to those candidates having a degree of B Sc (Medical Laboratory Technology) from recognized University/ Institution.</p>	Medical Lab Technician from a Recognized Institution.
23	Assistant Librarian	Eighty Five Percent	Fifteen Percent	<p>(i) 10+2 from recognized Board/ University/ Institute; and</p> <p>(ii) Should possess a degree in Library Science from a recognized university or institution.</p>	From amongst the Group D employees who have matrices and five years of service with Diploma in Library Science. Preference to bachelor degree in library science.
24	Senior Librarian		Hundred Percent		From amongst the Assistant Librarian on Seniority cum Merit basis who have an experience of five years as Assistant Librarian with Diploma/Degree in Library Science.
25	Staff Nurse	Hundred Percent		<p>(i) Should have passed Senior Secondary Part-II Examination or its equivalent from a recognized university or institution;</p> <p>(ii) Should possess a diploma in General Nursing and Midwifery from a recognized university or institution; and</p> <p>(iii) Should be registered with the Punjab Nursing Registration Council, established under the Punjab Nurses Registration Act, 1932.</p>	
26	Bio Statistician	Hundred Percent		<p>(a) Should possess Master's Degree in Economics or Mathematics or Commerce or Statistics with at least fifty per cent marks from a recognized university or institutions and</p> <p>(b) Should have two years' experience of working of statistical data, relating to Medical Education and Research.</p>	



27	Health Visitor	Hundred Percent		<p>(i) Should have passed the Senior Secondary Part-II Examination or its equivalent from a recognized university or institution.</p> <p>(ii) Should possess a diploma in Multipurpose Health Worker (Male or Female) from a recognized university or institution; and</p> <p>(iii) Should have passed a training course as Tuberculosis Health Visitor from a recognized university or institution.</p>	
28	Senior Hematologist		Hundred Percent		From amongst the Medical Lab Technician Grade -2 who have experience of five years as Medical Lab Technician Grade- 2.
29	Pharmacy Officer	Hundred Percent		<p>(i) Should have passed Senior Secondary Part-II Examination with Science or its equivalent from a recognized university or institution;</p> <p>(ii) Should possess a degree of Bachelor of Pharmacy from a recognized university or institution;</p> <p>(iii) Should be registered as Pharmacy officer with the Punjab pharmacy council set up under the pharmacy Act, 1948.</p>	
30	Clinical Psychologist	Hundred Percent		<p>(i) Should possess a degree of master in Psychology from a recognized University or institution; or</p> <p>(ii) Should possess a diploma in a Medical and Social Psychology from a recognized University or institution and iii) Should have an experience of working as Clinical Psychologist for a minimum period of five years in a reputed firm or institution.</p>	
31	Pediatric Psychologist	Hundred Percent		M. Phil in Clinical Psychology from recognized University, registered from the Rehabilitation Council of India and two years of clinical experience in Pediatrics or developmental assessment infants and toddlers.	
32	Audiometry Technician	Hundred Percent		<p>(i) 10+2 from recognized Board/ University/ Institution with Science: and</p> <p>(ii) Bachelor's degree audiology and Speech Language Pathology.</p>	
33	CSSD Assistant	Hundred Percent		<p>(i) B Sc (Microbiology or Medical Technology) with 3 years' experience in CSSD in a 200 Bedded Hospital Or</p> <p>(ii) Staff Nurse with 2 years' experience in CSSD in a 200 Bedded Hospital Or</p>	



				(iii) Theatre Assistant Course with 4 years' experience in CSSD in a 200 bedded Hospital.	
34	Anesthesia Technician	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science; and (ii) B Sc Anesthesia Technology from a recognized University/ Institution OR Diploma in Operation Theatre Assistant with one-year experience. OR Diploma in ICU Technology with one-year relevant experience.	
35	Occupational Therapist	Hundred Percent		(i) 10+2 with Science (Medical) one year special training/ Diploma in occupational Therapy from a recognized institution.	
36	Physiotherapist	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science (Physics, Chemistry, Biology and English); and (ii) Bachelor's degree in Physiotherapy.	
37	Cardiac Technician	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science; and (ii) B.Sc Cardiac Technology or B Sc Medical with Diploma in Cardiac Care Technology.	
38	CSSD Technician	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science; and (ii) B Sc (Microbiology or Medical Technology) with two years' experience in CSSD in two hundred bedded Hospital. or B Sc. (Nursing) with two years' experience of CSSD in two hundred bedded Hospital. or Diploma in Operation Theatre Assistant with four experiences in CSSD in two hundred bedded Hospital.	
39	Dialysis Technician	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science; and (ii) Bachelor's degree in Dialysis Technology. or B Sc (Medical) with Diploma in Dialysis Technology.	
40	ECG Technician	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science; and (ii) Diploma in ECG with one-year relevant experience.	
41	EEG Technician	Hundred Percent		(i) Should have passed the Senior Secondary Part-II Examination with Science or its equivalent from a recognized university or institution; and (ii) Should possess a diploma in Electro Cardiographer from a recognized university or institution.	
42	ICCU	Hundred		B.Sc (Cardiac Laboratory Technology)/	




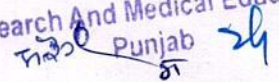
	Technician	Percent		B Sc (Cardiac Care Technology)/ B Sc (Cardiology)/ B Sc (Cardiac or Cardiovascular Technology)/ or Diploma in Cardiac Technology with 1-year experience.	
43	Manifold Supervisor	Fifty Percent	Fifty Percent	(i) Degree in Mechanical Engineering with 5 years working experience with Manifold or its repairs in supervisory capacity in a Medical Set up. or Diploma in Mechanical Engineering with 05 years working experience with Manifold or its repairs in supervisory capacity in Medical Setup. Must be capable of carrying out work associated with the Medical Gas Management distribution line, taps, cocks and outlets.	From amongst the MGPS Technician on Seniority cum merit basis with experience of Five years as MGPS Technician.
44	MGPS Technician	Hundred Percent		(i) 10+2 from recognized Board/University/Institute with Science; and (ii) Diploma in Hospital gas with two years' experience in Medical Gas Pipeline System in a two hundred bedded Hospital. or Diploma in Mechanical Eng. with two years' experience in Medical Gas Pipeline System in a two hundred bedded Hospital.	
45	OT Supervisor		Hundred Percent		From amongst the Operation Theatre Assistant on Seniority cum merit basis with experience of Eight years as Operation Theatre Assistant.
46	Optometrist/ Refractionist	Hundred Percent		(i) Should have passed the Senior Secondary Part-II Examination with Science (Medical) from a recognized University or Institution. (ii) Should possess a Diploma in Ophthalmic Assistant from a recognized University or Institution. (iii) Should have experience of two years from a recognized institution.	
47	Perfusionist	Hundred Percent		Cardiac Technology with One- Year experience B.Sc (perfusion Technology)/ B.Sc (Cardiac perfusion Technology) from a recognized University.	
48	OT Assistant	Hundred Percent		(i) Should have passed the Senior Secondary Part-II Examination with Science or its equivalent from a recognized university or institution; and (ii) Should possess a diploma in Operation Theatre Technique from a	



				recognized university or institution.	
49	Prosthetic & Orthotic Technician	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science; and (ii) Bachelor in Prosthetics and Orthotics. or Diploma in Orthotic and Prosthetic Technician with one year experience.	
50	Radiographer	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science; and (ii) B.Sc in Radiography and imaging technology. or Diploma in Radiography with one-year experience.	
51	Radiotherapy Technician	Hundred Percent		(i) 10+2 from recognized Board/ University/ Institute with Science; and (ii) Bachelor's degree in Radiography Technology. or B.Sc (Physics) with Diploma in Radiotherapy Technology.	
52	Senior Radiographer		Hundred Percent		From amongst the Radiographers who have and experience of working as such for a minimum period of ten years.
53	Speech Therapist	Hundred Percent		(i) 10+2 from recognized Board/University/Institute with Science; and (ii) Bachelor's degree in audiology and Speech Language Pathology.	
54	Supervisor Gas Plant	Hundred Percent		Matric from a recognized University/ Board with one-year experience in handling gas plant/ preparation of Gasses and its distribution from a recognized institution. Punjabi up to matric level.	
55	Vocational Counselor	Hundred Percent		(i) Post - Graduation psychology from a recognized institution/university. (ii) Post Graduate Diploma in Rehabilitation Psychology/ Vocational Counseling/ Vocational Guidance and Training/ Vocational Guidance and Training/ Vocational Rehabilitation from a recognized institution/ university. (iii) 3 years' experience in the Rehabilitation of the Orthopedically handicapped in a recognized institution/ hospital.	
56	Dental Hygienist	Hundred Percent		(i) Matric with Science or 10+2 with Science. (ii) Should possess a diploma in Dental Hygienist course from a recognized institution. Preference will be given to candidates having one-year experience from the recognized institution in the line; and	

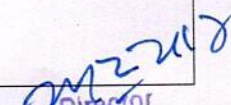


				(iii) Should be registered as Dental Hygienist with the Punjab Dental Council.	
57	Dental Mechanic	Hundred Percent		(i) Should have passed Senior Secondary Part-II Examination with Science or its equivalent from a recognized university or institution; (ii) Should have passed Dental Mechanic Course from an institution recognized by the Dental Council of India; and (iii) Should be registered as a Dental Mechanic with the Punjab Dental Council.	
58	Dental Chair side Attendant	Hundred Percent		(i) Matric with Science or 10+2 with Science (ii) Certificate of Dental Hygienist course from a recognized institution. Note: Preference will be given to candidates having one-year experience from the recognized institution in the line.	

  
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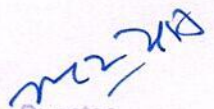
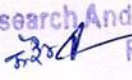


	APPENDIX 'C'			
	(See Rule 8)			
Sr. No	Designation of the Post	Nature of penalty or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
	MINISTERIAL CADRE (HEAD OFFICE) POSTS			
1	Clerk	(a) Minor penalties and (b) Major penalties	Director	Secretary in charge
2	Junior Scale Stenographer			
3	Steno			
4	Driver			
	MINISTERIAL CADRE (SUB OFFICE) POSTS			
5	Legal Clerk	(a) Minor penalties and (b) Major penalties	Director	Secretary in charge
6	IT Clerk			
7	Clerk			
8	Statistical Clerk			
9	Steno typist			
10	Computer Operator			
	PARA MEDICAL AND TECHNICAL POSTS			
11	Electrician Grade -III	(a) Minor penalties and (b) Major penalties	Director	Secretary in charge
12	Driver			
13	Diet Supervisor			
14	Hostel Superintendent Girl			
15	Hostel Assistant Male			
16	Hostel Assistant Female			
17	Lab Attendant			
18	Data Entry Operator (MRU)			
19	Lab Technician (MRU)			
20	Lab Technician (VRDL)			
21	Medical Laboratory Technician Grade-1			
22	Medical Laboratory Technician Grade-2			
23	Assistant Librarian			
24	Senior Librarian			
25	Staff Nurse			
26	Bio Statistician			
27	Health Visitor			
28	Senior Hematologist			
29	Pharmacy Officer			
30	Clinical Psychologist			
31	Pediatric Psychologist			
32	Audiometry Technician			
33	CSSD Assistant			

  
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34	Anesthesia Technician			
35	Occupational Therapist			
36	Physiotherapist			
37	Cardiac Technician			
38	CSSD Technician			
39	Dialysis Technician			
40	ECG Technician			
41	EEG Technician			
42	ICCU Technician			
43	Manifold Supervisor			
44	MGPS Technician			
45	OT Supervisor			
46	Optometrist/ Refractionist			
47	Perfusionist			
48	OT Assistant			
49	Prosthetic & Orthotic Technician			
50	Radiographer			
51	Radiotherapy Technician			
52	Senior Radiographer			
53	Speech Therapist			
54	Supervisor Gas Plant			
55	Vocational Counselor			
56	Dental Hygienist			
57	Dental Mechanic			
58	Dental Chair side Attendant			

  
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APPENDIX 'D'  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 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 to '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 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) "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

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discharged from service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & 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 Param Vir 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 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or
  - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika 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

  
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- 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 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 upto 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 paramilitary 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. Qualification 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 specified in the Service Rules made for that Service;

  
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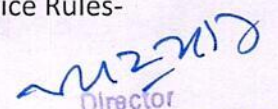
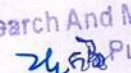


Provided that where appointment of Group 'A' or Group 'B' non- technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf 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 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 three 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 period 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-

  
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- (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 inters 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:

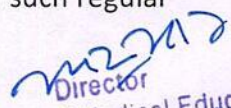
Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in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


  
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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-I, Part I.
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 and 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.

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

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he --</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(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.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(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:</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of five years.</p>

  
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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 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 Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, 2(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 a speed of thirty words per minute."

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
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he --</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; 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</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>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 five years; and</p>

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<p>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 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 applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</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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**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 Steno-typist or 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:

  
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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 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 the 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.

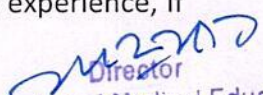
#### **18. Promotion to Group 'A' and Group 'B' Services-**

- (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 the 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.

  
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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.

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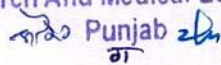



**"APPENDIX"**

(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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**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
**(PERSONNEL POLICIES-1 BRANCH)**  
**NOTIFICATION**



The 20th December, 2016

**No.G.S.R. 85/Const./Art.309/Amd.(19)/2016.-** 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, further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely :-

**RULES**

1.
  - (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Third Amendment) Rules, 2016.
  - (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 5, in the second proviso, for the words and sign "Punjab Government", the words "Punjab Government or any Board, Corporation, Commission or Authority under it", shall be substituted.

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**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
**(Personnel Policies-1 Branch)**

**NOTIFICATION**  
The 4th October, 2017

**No. G.S.R.44/Const./Art.309/Arnd.(20)/2017.-** 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 further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely :-

**RULES**

1.

(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Amendment) Rules, 2017.


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

2.

In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 7, in sub-rule (3), for the existing proviso, the following proviso shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

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**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
**(Personnel Policies-1 Branch)**  
**NOTIFICATION**  
The 13th September, 2019

**No. G.S.R.31/Const./Art.309/Amd.(21)/2019.-** In exercise of the powers conferred by 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 further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely :-

**RULES**

1.
  - (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.
  - (2) They shall come into force on and with effect from the date of their publication in the Official, Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.
3. In the said rules, in rule 15A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted.

**Secretary to Govt. of Punjab**  
**Department of Medical Education**

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**Director**  
**Research And Medical Education**  
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