

**DEPARTMENT OF TECHNICAL EDUCATION AND  
INDUSTRIAL TRAINING**

**Notification**

The 9<sup>th</sup> August, 2007

**No. G.S.R. 26/P.A.2/1993/S.25 and 38/2007** .- In exercise of the powers conferred by section 25 read with section 38 of the Punjab State Board of Technical Education and Industrial Training, Act 1992, (Punjab Act No. 2 of 1993), and all other powers enabling him 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 State Board of Technical Education and Industrial Training Service, namely:-

**RULES**

**1. Short title, commencement and application.**- (1) These rules may be called the Punjab State Board of Technical Education and Industrial Training Service Rules, 2007.

- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (3) They shall apply to the posts specified in Appendix 'A'.

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

- (a) "**Act**" means the Punjab State Board of Technical Education and Industrial Training Act, 1992 (Punjab Act No. 2 of 1993);
- (b) "**Appendix**" means an appendix appended to these rules;
- (c) "**allowance**" includes dearness allowance, house rent allowance, traveling allowance, conveyance allowance, city compensatory allowance, sumptuary and overtime allowance or any other allowance, which may be sanctioned by the Board from time to time;
- (d) "**appointing authority**" means the authority competent to make appointment against the post, indicated under column 7 of Appendix 'B' ;
- (e) "**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;

(f) "recognized university or Institution" means,—

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

(ii) any other university or institution which is declared by the Government to be a recognized university or institution for the purpose of these rules;

(g) "Service" means the Punjab State Board of Technical Education and Industrial Training Service;

(2) The words and expressions used in these rules, but not defined, shall have the same meaning as assigned to them in the Punjab Civil Service Rules, Volume-I, Part-I.

**3. Number and character of posts.**—The Service shall comprise such number of posts with such designations and scales of pay, as are specified in Appendix "A".

Provided that nothing in these rules shall affect the inherent right of the Board to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Nationality, domicile and character of persons appointed to the Service.**— (1) No person shall be appointed to the Service unless he is, -

(a) a citizen of India; or

(b) a subject of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India, or

(e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka and Eastern African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Ethiopia, Zaire and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to 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 appointing authority, but he shall not be given appointment until the eligibility certificate has been given to him by the Government of Punjab, in the Department of Home Affairs and Justice.

(3) No person shall be appointed 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 his university, college, school or institution; and

(b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India or of any Public Sector Undertaking.

**5. Method of appointment, qualifications and experience.**— (1) Appointment to a post in the Service shall be made in the manner as specified against that post in Appendix 'B'.

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

(3) If in the opinion of the Chairman, it is not feasible to fill up a post of by direct recruitment and by promotion, then such a post may be filled up by taking a person on deputation from the Government of India or Government of Punjab or

Public Sector Undertakings by recording reasons therefor and after taking prior approval of the Board.

(4) For filling up a post on deputation, a panel of three eligible persons will be invited by the Board who will appear before the appropriate Committee, constituted by the Board for making appointment. The Committee after interviewing the panel so invited, shall recommend to the Board the names of suitable candidates in order of merit for appointments on deputation.

(5) A person to be appointed on deputation must have at least five years' service to his credit before he retires.

(6) A person shall not be retained on deputation for a period of more than five years which will consist of a spell of three years at the initial stage and which would be further extendable to another two years.

(7) No relaxation shall be granted in respect of qualification and age in any circumstances.

**6. Pay of members of the Service.**—The members of the Service shall be entitled to such scales of pay, as may be authorised by the Board 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':

Provided that the pay of the existing members of the Service shall be protected on and with effect from the date of the commencement of these rules.

**7. Disqualifications.**— No person,—

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

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

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

**8. Age.**— (1) In the case of ministerial posts, no person shall be recruited to the Service by direct recruitment, if he is less than eighteen years or is more than thirty five years of age:

Provided that in the case of persons belonging to the Scheduled Castes and Backward Classes, the upper age limit shall be forty years.

(2) In the case of posts other than ministerial posts, no person shall be recruited to the Service by direct recruitment, if he is less than eighteen years or is more than the age, as is specified against that post under column 8 of Appendix 'B':

Provided that in the case of persons belonging to the Scheduled Castes and Backward Classes, the upper age limit shall be five years more than the age, specified against that post under column 8 of Appendix 'B'.

(3) 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.

(4) In the case of appointment on compassionate ground on priority basis, the upper age limit shall be such, as may be specifically fixed by the Punjab Government from time to time.

**9. Re-employment .-** A person, who has retired on superannuation from the Service of a State Government, Government of India, Board or Public Sector Undertaking, may be re-employed by the Board, if it considers it appropriate in public interest upto the age of sixty-two years:

Provided that a person, who has been dismissed or punished with major penalty by the competent authority including compulsory retirement or who has sought voluntary retirement from his earlier employment, shall not be re-employed.

**10. Production of Medical Certificate .-** A person, recruited by direct appointment, shall be required to produce a certificate of medical fitness before he joins his duties, from such a Medical Officer, who may be authorized by the Board in this regard.

**11. Probation .-** (1) Person appointed to any post in the Service shall remain on probation for a period of two years, if recruited by directed 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) any period of officiating appointment to the Service shall be reckoned as period on probation, but no person, who has so officiated, shall on the completion of period of probation, be entitled to be confirmed unless he is appointed against a permanent post; and
  - (c) any period of officiating appointment to the Service shall be reckoned as period, spent on probation.
- (2) If in opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,-
- (a) if such person is recruited by direct appointment, dispense with his services; and
  - (b) if such person is recruited otherwise -

- (i) revert him to his former post; or
  - (ii) deal with him in such other manner, as the terms and conditions of his 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 him 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—
    - (i) dispense with his service, if appointed by direct recruitment 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 permit; or
    - (ii) extend his period of probation and thereafter pass such orders, 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.

**12. Reservation.**—Reservation in appointments to the Service for the members of Scheduled Castes, Backward Classes and Ex-servicemen shall be made as per policy of the Punjab Government, made in this regard from time to time.

**13. Retirement.**—The date of retirement of every employee of the Board shall be the date, on which he attains the age of sixty years.

**14. Seniority.**—The seniority inter-se of the persons appointed to the 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 Board or any other authority, as the case may be, shall not be disturbed :

Provided further that in case any person of the next selection has joined a post in the cadre of the 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.

*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.

**15. Promotion.**— All promotions to the posts in the Service shall be made on the basis of seniority – cum- merit, but no person shall have any right to claim promotion on the basis of seniority alone.

**16. Pay and allowances.**—(1) The employees of the Board shall be entitled to receive such allowances, as may be sanctioned by the Board from time to time.

(2) In respect of the matters, which are not covered under these rules, the same shall be governed by the Punjab Civil Service Rules.

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

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service shall respectively, be the appointing authority and the Government.

**18. Bonus.**—The members of the Service shall be entitled to such amount of bonus, as may be determined by the Board from time to time.

**19. Leave, medical charges, gratuity and ex-gratia grant.**—In respect of leave, medical charges, gratuity and ex-gratia grant, the members of the Service shall be governed by the Punjab Civil Services Rules and Punjab Government Instructions issued from time to time.

**20. Application of the Government employees (Conduct) Rules.**—The Punjab Government Employees (Conduct) Rules, 1966 shall be applicable to the members of the Service in respect of the matters contained in those rules.

**21. Protection.**— On and with effect from the date of coming into force of these rules, all existing employees of the Board shall be governed by these rules.

**22. Power to relax.**— Where the Government is of the opinion that it is necessary or 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, shall not be relaxed.

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

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**Appendix 'A'**  
(See rule 3)

Sr. No.	Designation of the post	Number of posts			Scale of pay (in rupees)
		Temporary	Permanent	Total	
1	2	3	4	5	6
1	Director (Academics)	-	1	1	14,300-400-15,900-450 18,600-500-20,100
2	Registrar -cum - Controller of Examinations	-	1	1	14,300-400-15,900-450-18,600
3	Controller (Finance and Accounts)	-	1	1	14,300-400-15,900-450-18,600
4	Controller of Examination (ITI)	-	1	1	14,300-400-15,900-450-18,600
5.	System Analyst	-	1	1	10,025-275-10,300-340-12,000-375-13,500-400-15,100
6	Assistant Controller- Examination	-	2	2	7,220-220-8,100-275-10,300-340-11,660 <i>Note.</i> — After completion of seven years' continuous service as Assistant Controller Examination, this post will be designated as Deputy Controller Examination in the Pay- scale of Rs. 10,625-275-11,300-340-12,000-375-13,500-400-15,100
7	Deputy Director (Academic)	-	1	1	10,025-275-10,300-340-12,000-375-13,500-400-15,100
8	Administrative Officer	-	1	1	10,025-275-10,300-340-12,000-375-13,500-400-15,100
9	Programmers	-	2	2	7,220-220-8,100-275-10,300-340-11,660

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1	2	3	4	5	6
10	Section Officer	-	6	6	7,220-220-8,100-275-10,300-340-11,660
11	Accountant	-	1	1	5,800-200-7,000-220-8,100-275-9,200
12	Private Secretary to the Chairman	-	1	1	7,220-220-8,100-275-10,300-340-11,660
13	Personal Assistant	-	2	2	6,400-200-7,000-220-8,100-275-10,300-340-10,640
14	Stenographer	-	3	3	4,400-150-5,000-160-5,800-200-7,000
15	Library Assistant	-	1	1	5,800-200-7,000-220-8,100-275-9,200
16	Information Assistant	-	46	46	3,120-100-3,220-110-3,660-120-4,260-140-4,400-150-5,000-160-5,160 with start basic of Rs 3,220/-
17	Electrician -cum- Generator Operator	-	1	1	3,120-100-3,220-110-3,660-120-4,260-140-4,400-150-5,000-160-5,160
18	Binder	-	1	1	3,120-100-3,220-110-3,660-120-4,260-140-4,400-150-5,000-160-5,160
19	Driver	-	4	4	3,330-110-3,660-120-4,260-140-4,400-150-5,000-160-5,800-200-6,200
20	Peon	-	20	20	2,520-100-3,220-110-3,660-120-4,140—(with start of Rs 2,620/-)
21	Mali	-	2	2	2,520-100-3,220-110-3,660-120-4,140—(with start of Rs 2,620/-)
22	Safai Sewadar	-	3	3	2,520-100-3,220-110-3,660-120-4,140—(with start of Rs 2,620/-)

**Appendix 'B'**

Sr. No.	Designation of the post	Percentage for appointment by-		Method of, qualification and experience for appointment by-		Appointing Authority	Maximum Age
		Promotion	Direct Appointment	Promotion	Direct Appointment		
1	2	3	4	5	6	7	8
1	Director (Academics)	-	Hundred percent	-	(a) Should possess Master's Degree in Engineering or Technology from a recognised university or institution ; (b) Should have Ph.D. from a recognised university or institution ; and (c) Should have ten years' experience in teaching or research in any educational institution or industry out of which five years' experience should be of working on the post of reader or its equivalent in a university or institution.	Board	Fifty Years
2	Registrar -cum - Controller of Examinations	-	Hundred percent	-	(a) Should possess Master's Degree in Second Class in any discipline from a recognised university or institution ; and	Chairman	Fifty Years

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Sr. No.	Designation of the post	Percentage for appointment by-		Method of, qualification and experience for appointment by-		Appointing Authority	Maximum Age
		Promotion	Direct Appointment	Promotion	Direct Appointment		
1	2	3	4	5	6	7	8
3	<p>Controller (Finance and Accounts)</p> <p>Note.- The incumbent presently holding the post of Deputy Controller (Finance and Accounts) has been designated as Controller (Finance and Accounts).</p>	-	Hundred percent	-	<p>(a) Should possess Fellowship of Chartered Accountant or Fellowship of Institute of Cost and Works Accountant of India; and</p> <p>(b) Should have an experience of working for a minimum period of ten years after acquiring the qualification of Fellowship of Chartered Accountant or Fellowship of Institute of Cost and Works Accountant of India.</p>	Chairman	Fifty Years

4	Controller of Examinations (ITI)	-	Hundred Percent	-	(a) Should possess Master's degree in engineering or technology from a recognized university or institution; and (b) Should have an experience in teaching or administration in any educational institution or an experience of working involving planning and conducting examination for a minimum period of ten years in a university or institution.	Chairman	Fifty Years
5	System Analyst	-	Hundred Percent	-	(a) Should possess Bachelor's First Class degree in Computer Science or Electronics or Information Technology or Computer Application; and (b) Should have an experience of working in System Analysis or Programming or Developing Softwares.	Chairman	Forty Five Years
6	Assistant Controller-Examination	Fifty percent	Fifty Percent	From amongst the Section Officers, who have an experience of working as such for a minimum period of two years.	(a) Should possess bachelor's Second Class degree in engineering in any discipline of technology from a recognized university or institution; (b) Should have an experience in teaching or administration in	Chairman	Thirty five years for direct appointment

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Sr. No.	Designation of the post	Percentage for appointment by-		Method of, qualification and experience for appointment by-		Appointing Authority	Maximum Age
		Promotion	Direct Appointment	Promotion	Direct Appointment		
1	2	3	4	5	6	7	8
					any educational institution or an experience of working involving planning, conducting examination and compilation of results for a minimum period of three years; and (c) Should possess knowledge of Punjabi language of matriculation standard or its equivalent.		
7	Deputy Director (Academic)	-	Hundred percent	-	(a) Should possess first class bachelor's degree in any discipline of engineering or technology or master's degree in any discipline of engineering or technology from a recognized university or institution; (b) Should have an experience in teaching or research in any educational institution or	Chairman	Forty Five Years

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8	Administrative Officer	Hundred - percent	From amongst the Section Officers, who have an experience of working as such for a minimum period of five years.	-	Chairman	-
9	Programmers	- Hundred percent		(a) Should possess first class bachelor's degree in engineering or technology in Computer Science or Information Technology; or (b) Should possess first class master in Computer Application or first class master in Computer Science or Information Technology; and (c) Should possess knowledge of Punjabi language of Matriculation standard or its equivalent.	Chairman	Forty Years

Sr. No.	Designation of the post	Percentage for appointment by-		Method of, qualification and experience for appointment by-		Appointing Authority	Maximum Age
		Promotion	Direct Appointment	Promotion	Direct Appointment		
1	2	3	4	5	6	7	8
10	Section Officer	Hundred percent	-	From amongst the Accountants, who have an experience of working as such for a minimum period of five years;  Provided that if, no suitable Accountant is available, then from amongst the Information Assistants, who have an experience of working as such for a minimum period of ten years.	-	Chairman	-
11	Accountant	Hundred percent	-	From amongst the Information Assistants, who have an experience of working as such for a minimum period of five years.	-	Secretary	-

12	Private Secretary	Hundred percent	-	From amongst the Personal Assistants, who have an experience of working as such for a minimum period of five years.	Secretary	Forty five years
13	Personal Assistant	Hundred percent	-	From amongst the Stenographers, who have an experience of working as such for a minimum period of seven years.	Secretary	Forty five years
14	Stenographer	Hundred percent	-	(a) Should be a graduate of a recognized university or institution; (b) Should qualify a test in stenography in English language to be conducted by the Board at the speed of 80 words per minutes and in Punjabi language at the speed of 40 words per minute; and (c) Should possess knowledge of Punjabi language of Matriculation standard or its equivalent.	Secretary	Thirty Five Years

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Sr. No.	Designation of the post	Percentage for appointment by-		Method of, qualification and experience for appointment by-		Appointing Authority	Maximum Age
		Promotion	Direct Appointment	Promotion	Direct Appointment		
1	2	3	4	5	6	7	8
15	Library Assistant Note.— The incumbent presently hold the post of Librarian shall be designated as Library Assistant.	-	Hundred Percent	-	(a) Should possess degree in Library Science from a recognized university or institution ; and  (b) Should possess knowledge of Punjabi language of Matriculation standard or its equivalent.	Secretary	Thirty Five years
16	Information Assistant	Twenty percent	Eighty percent	From amongst the Peons, who have an experience of working as such for a minimum period of seven years.	(a) Should be a Graduate of a recognized university or institution; and  (b) Should possess knowledge of Punjabi language of Matriculation standard or its equivalent.	Secretary	Thiry Five years
17	Electrician -cum- Generator Operator	-	Hundred Percent	-	(a) Should be a Matriculate;  (b) Should possess a certificate of Industrial Training in Electrical Trade from a recognized university or institution;	Secretary	Thirty Five years

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18	Binder	Hundred Percent	<ul style="list-style-type: none"> <li>(c) Should have an experience of working as such for a minimum period of two years as Electrician in any reputed firm or organisation; and</li> <li>(d) Should possess knowledge of Punjabi language of Matriculation standard or its equivalent.</li> </ul>	Secretary	Thirty Five years
19	Driver	Hundred Percent	<ul style="list-style-type: none"> <li>(a) Should be Matriculate;</li> <li>(b) Should possess certificate from a recognized Industrial Training Institution or its equivalent; and</li> <li>(c) Should possess knowledge of Punjabi language of Matriculation standard or its equivalent.</li> </ul>	Secretary	Thirty Five years
			<ul style="list-style-type: none"> <li>(a) Should have passed Matriculation Examination with Punjabi as one of the subjects;</li> <li>(b) Should possess a driving license from the competent authority for driving a car or jeep; and</li> <li>(c) Should have an experience of driving a car or jeep for a minimum period of two years.</li> </ul>		

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Sr. No.	Designation of the post	Percentage for appointment by-		Method of, qualification and experience for appointment by-		Appointing Authority	Maximum Age
		Promotion	Direct Appointment	Promotion	Direct Appointment		
1	2	3	4	5	6	7	8
20	Peon	-	Hundred percent	-	Should have passed Matriculation Examination with Punjabi as one of the subjects from a recognised Board or institution.	Secretary	Thirty Five years
21	Mali	-	Hundred percent	-	-	Secretary	Thirty Five years
22	Safai Sewadar	-	Hundred percent	-	-	Secretary	Thirty Five years

P. RAM,  
Principal Secretary to Government of Punjab,  
Department of Technical Education and  
Industrial Training.

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Sr. No.	Designation of the post	Percentage for appointment by-		Method of, qualification and experience for appointment by-		Appointing Authority	Maximum Age
		Promotion	Direct Appointment	Promotion	Direct Appointment		
1	2	3	4	5	6	7	8
20	Peon	-	Hundred percent	-	Should have passed Matriculation Examination with Punjabi as one of the subjects from a recognised Board or institution.	Secretary	Thirty Five years
21	Mali	-	Hundred percent	-		Secretary	Thirty Five years
22	Safai Sewadar	-	Hundred percent	-		Secretary	Thirty Five years

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