

GOVERNMENT OF PUNJAB  
DEPARTMENT OF LOCAL GOVERNMENT  
(LOCAL GOVERNMENT 1 BRANCH)

Notification

The 6<sup>th</sup> January, 2015.

No. 14/1/2015-5LG1/383270/1.- In exercise of the powers conferred by sub-section (2) of section 71 of the Punjab Municipal Corporation Act, 1976 (Punjab Act No. 42 of 1976) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Municipal Corporation Services (Recruitment and Conditions of Service ) Rules, 1978, namely:-

**RULES**

1. (1) These rules may be called the Punjab Municipal Corporation Services (Recruitment and Conditions of Service) (Amendment) Rules, 2015.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Municipal Corporation Services (Recruitment and Conditions of Service) Rules, 1978 (hereinafter referred to as the said rules), in rule 2, -
  - (i) after clause (e), the following clause shall be inserted, namely:-  
"(ee) 'Director' means the Director of Local Government Department Punjab;" and
  - (ii) after clause (h), the following clause shall be inserted, namely:-  
"(hh) 'Government' means the Government of the State of Punjab in the Department of Local Government;".
3. In the said rules, in rule 5, for sub-rule (2), the following sub-rule shall be substituted, namely:-  
"(2) After filling in the vacancies under sub-rule (1), the remaining vacancies and the vacancies which may occur thereafter shall be filled up in the following manner:-
  - (i) In respect of the Punjab Service of Corporation Joint Commissioners, Punjab Service of Corporation Assistant Commissioners, Punjab Service of Corporation Secretaries, Punjab Service of Corporation Superintendents Grade II, Punjab Service of Corporation Chief Engineers, Punjab Service of Corporation Superintending Engineers, Punjab Service of Corporation Engineers, Punjab Service of Corporation Engineers (Horticulture), Punjab Service of Corporation Chief Town Planner, Punjab Service of Corporation Senior Town Planners, Punjab Service of Corporation Municipal Town Planners, Punjab Service of Corporation Personal Assistants, and Punjab Service of Corporation Sanitation Officers, mentioned at serial Nos. 1, 2, 3, 4, 6, 7, 8, 11, 13, 14, 15, 30 and 32 in Appendix 'A' – hundred per cent by promotion in accordance with the provisions made in Appendix 'B';
  - (ii) In respect of the Punjab Service of Corporation Building Inspectors (Technical) mentioned at serial No. 19 in Appendix 'A' – seventy five per cent by direct recruitment and twenty five per cent by promotion as mentioned in Appendix 'B' and in accordance with the provisions made in Appendix 'B';
  - (iii) In respect of the Punjab Service of Corporation Architectural Assistants mentioned at serial No. 22 in Appendix 'A' – hundred per cent by direct recruitment in accordance with the provisions made in Appendix 'B';
  - (iv) In respect of the Punjab Service of Corporation Medical Health Officers and Punjab Service of Corporation Assistant Medical Health Officers mentioned at serial. Nos. 25 and 26 in Appendix 'A' - hundred per cent by deputation from the Department of Health and Family Welfare or from the Punjab Health Systems Corporation;

- (v) In respect of the Punjab Service of Corporation Sanitary Inspectors mentioned at serial No. 34 in Appendix 'A' - thirty per cent by direct recruitment, and seventy per cent by promotion in accordance with the provisions made in Appendix 'B'; and
- (vi) In respect of the Services other than as specified in clauses (i) to (v) – fifty percent by direct recruitment and fifty percent by promotion in accordance with the provisions made in Appendix 'B':

Provided that if no suitable candidate is available for appointment by direct recruitment or by promotion against any vacancy, as the case may be, such a vacancy may be filled up by transfer or on deputation from amongst the persons holding the similar or identical posts in the Punjab Government, Punjab State owned Corporations/Boards or in the Municipalities/Town Improvement Trusts in the State of Punjab."

4. In the said rules, in rule 7, for sub-rule (2), the following sub-rule shall be substituted, namely:-
- "(2) The scales of pay of posts in various Services shall be such as may be allowed by the Government from time to time,".
5. In the said rules, in rule 14, for the words, signs and letters "The authority competent to sanction causal leave, earned leave, increment, efficiency bar will be as indicated against each category of service in Appendix 'E' ", the words "The authority competent to sanction or to decide upon these matters shall be such as may be specified by the Government from time to time." shall be substituted.
6. In the said rules, for Appendix 'A', the following Appendix shall be substituted, namely:-

#### **"APPENDIX 'A'**

[see rule 1(3) and 5(2)]

Sr. No.	Name of Service
1	Punjab Service of Corporation Joint Commissioners
2	Punjab Service of Corporation Assistant Commissioners
3	Punjab Service of Corporation Secretaries
4	Punjab Service of Corporation Superintendents Grade II
5	Punjab Service of Corporation Senior Assistants/Inspectors
6	Punjab Service of Corporation Chief Engineers
7	Punjab Service of Corporation Superintending Engineers
8	Punjab Service of Corporation Engineers
9	Punjab Service of Corporation Assistant Engineers
10	Punjab Service of Corporation Junior Engineers
11	Punjab Service of Corporation Engineers (Horticulture)
12	Punjab Service of Corporation Land Landscape Officers
13	Punjab Service of Corporation Chief Town Planners
14	Punjab Service of Corporation Senior Town Planners
15	Punjab Service of Corporation Municipal Town Planners
16	Punjab Service of Corporation Assistant Town Planners
17	Punjab Service of Corporation Head Draftsmen
18	Punjab Service of Corporation Draftsmen
19	Punjab Service of Corporation Building Inspectors (Technical)
20	Punjab Service of Corporation Architects
21	Punjab Service of Corporation Assistant Architects
22	Punjab Service of Corporation Architectural Assistants
<b>23</b>	<b>Punjab Service of Corporation Law Officers</b>
24	Punjab Service of Corporation Legal Assistants
25	Punjab Service of Corporation Medical Health Officers
26	Punjab Service of Corporation Assistant Medical Health Officers

27	Punjab Service of Corporation Assistant Divisional Fire Officers
28	Punjab Service of Corporation Fire Station Officers
29	Punjab Service of Corporation Sub Fire Officers
30	Punjab Service of Corporation Personal Assistants
31	Punjab Service of Corporation Senior Scale Stenographers
32	Punjab Service of Corporation Sanitary Officers
33	Punjab Service of Corporation Chief Sanitary Inspectors
34	Punjab Service of Corporation Sanitary Inspectors
35	Punjab Service of Corporation Accounts Officers
36	Punjab Service of Corporation Accountants."

7. In the said rules, for Appendix 'B', the following Appendix shall be substituted, namely:-

"APPENDIX 'B'  
[See rule 5 (2) ]

Sr. No	Name of Service	Qualifications for direct recruitment	Qualifications for promotion
1	Punjab Service of Corporation Joint Commissioners	-	From amongst the members of the Punjab Service of Corporation Assistant Commissioners, who have an experience of working as such for a minimum period of four years.
2	Punjab Service of Corporation Assistant Commissioners	-	(a) <u>Eighty percent of posts:</u> From amongst the members of the Punjab Service of Corporation Secretaries, who have an experience of working as such for a minimum period of four years; and (b) <u>Twenty percent of posts:</u> By selection from amongst the members of the Punjab Municipal Service of Executive Officers Class-I under the administrative control of the Government, having a total experience of working of ten years taken together in the Punjab Municipal Service of Executive Officers Class I, the Punjab Municipal Service of Executive Officers Class II and the Punjab Municipal Service of Executive Officers Class III.
3	Punjab Service of Corporation Secretaries	-	From amongst the members of the Punjab Service of Corporation Superintendents Grade II, who are graduates from a recognised university or institution, and have an experience of working as such for a minimum period of seven years: Provided that not exceeding forty per cent posts in the cadre of the Punjab Service of Corporation Secretaries shall be filled up from amongst the members of the Punjab Service of Corporation Superintendents, who have obtained degree in Law

			or Masters in Business Management in proper duration course with 60% marks, from a recognised university or institution and have an experience of working as such for a minimum period of five years.
4	Punjab Service of Corporation Superintendents Grade II	-	From amongst the members of the Punjab Service of Corporation Senior Assistants/ Inspectors and the Punjab Service of Corporation Senior Scale Stenographers, who have an experience of working in any of these Services for a minimum period of five years.
5	Punjab Service of Corporation Senior Assistants/ Inspectors	Graduate with atleast 50% marks, from a recognised university or institution.	From amongst the Clerks/ Stenotypists/Junior Scale Stenographers in a Corporation having an experience of working on any one or more of these posts for a minimum period of five years.
6	Punjab Service of Corporation Chief Engineers	-	From amongst the members of the Punjab Service of Corporation Superintending Engineers, who have an experience of working in such Service for a minimum period of two years.
7	Punjab Service of Corporation Superintending Engineers		
	(i) (Civil)	-	From amongst the members of the Punjab Service of Corporation Engineers, working as Corporation Engineers (Civil) , who have an experience of working in this Service for a minimum period of seven years.
	(ii) Operation and Maintenance	-	From amongst the members of the Punjab Service of Corporation Engineers, working as Corporation Engineers Operations and Maintenance (Civil) or Corporation Engineers Operations and Maintenance (Mechanical) or Corporation Engineers Operations and Maintenance (Electrical), who have an experience of working in such Services for a minimum period of seven years.
8	Punjab Service of Corporation Engineers		
	(i) (Civil)	-	From amongst the members of the Punjab Service of Corporation

			Assistant Engineers, working as Corporation Assistant Engineers (Civil) who possess B.E. Civil or AMIE Civil degree from a recognized university or institutions and have an experience of working in this Service for a minimum period of eight years.
	(ii) Operation and Maintenance (Civil)	-	From amongst the members of the Punjab Service of Corporation Assistant Engineers, working as Corporation Assistant Engineers Operations and Maintenance, who possess B.E. Civil or AMIE Civil degree from a recognised university or institution and have an experience of working in such Service for a minimum period of eight years.
	(iii) Operation and Maintenance (Mechanical )	-	From amongst the members of the Punjab Service of Corporation Assistant Engineers, working as Corporation Assistant Engineers (Mechanical), who possess B.E. Mechanical or AMIE Mechanical degree from a recognised university or institution and have an experience of working in such Service for a minimum period of eight years.
	(iv) Operation and Maintenance (Electrical)	-	From amongst the members of the Punjab Service of Corporation Assistant Engineers, working as Corporation Assistant Engineers (Electrical), who possess B.E. Electrical or AMIE Electrical degree from a recognised university or institution and have an experience of working in such Service for a minimum period of eight years.
9	Punjab Service of Corporation Assistant Engineers		

	(i) (Civil)	Should possess a degree in Civil Engineering from a recognised university or institution.	<p>From amongst the members of the Punjab Service of Corporation Junior Engineers [working as Junior Engineer (Civil)], and the Punjab Service of Corporation Head Draftsmen, who possess a diploma in Civil Engineering/ Draftsman-ship, and have an experience of working on any one or more of the posts in these Services, including in the Punjab Service of Corporation Draftsmen, for a minimum period of ten years:</p> <p><b>Provided</b> that the existing members of the aforementioned Services shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p> <p>OR</p> <p>From amongst the members of the Punjab Service of Corporation Junior Engineers [working as Junior Engineer (Civil)], the Punjab Service of Corporation Head Draftsmen and the Punjab Service of Corporation Draftsmen, who possess a degree in Civil Engineering or AMIE Civil of a recognised University or institutions and have an experience of working on any one or more of these Services for a minimum period of two years:</p> <p><b>Provided</b> that the quota of vacancies for promotion for the members of the Punjab Service of Corporation Head Draftsmen and the Punjab Service of Corporation Draftsmen shall not exceed ten percent of the posts to be filled by promotion:</p> <p><b>Provided further</b> that in case any of the posts in the quota of promotion as specified in the aforesaid proviso for the members of the Punjab Service of Corporation Head Draftsmen and Punjab Service of Corporation Draftsmen is not fulfilled, then in such an eventuality the said post shall be filled in from amongst the members of the Punjab Service of Corporation Head Draftsmen having an experience of working as such for a minimum period of five years:</p> <p><b>Provided further</b> that the</p>
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vacancies of Assistant Corporation Engineers (Civil) out of a lot of 20 vacancies shall be filled up in accordance with the following roster, namely:-

	Source of promotion	Proportion	Allocation to each source in a lot of 20 vacancies				
1	Promotion from Junior Engineers	12	3	2	2	2	3
2	Promotion from Head Draftsman or Draftsman	2	-	1	-	1	-
3	Promotion from Junior Engineers, Head Draftsman or Draftsman with B.E. or AMIE Degree of recognised University or institution	6	1	1	2	1	1
Note – If no suitable candidate is available from source No. 3, the vacancy shall be filled by direct recruitment.							

(ii) Operation and Maintenance (Civil)	Should possess a degree in Civil Engineering from a recognised university or institution.	<p>(i) <u>60% of promotional posts</u> - From amongst the members of the Punjab Service of Corporation Junior Engineers, working as Junior Engineer Operation and Maintenance (Civil), who possess a diploma in Civil Engineering, and have an experience of working in this Service for a minimum period of ten years: Provided that the existing members of the aforementioned Service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p> <p>(ii) <u>40% of promotional posts</u> - From amongst the members of the Punjab Service of Corporation Junior Engineers, working as Junior Engineer Operation and Maintenance (Civil) who possess a degree in Civil Engineering or AMIE Civil of a recognised University or institutions and have an experience of working in such Service for a minimum period of two years.</p>
(iii) (Mechanical)	Should possess a degree in Mechanical Engineering from a recognised university or institution.	<p>(i) <u>60% of promotional posts</u> - From amongst the members of the Punjab Service of Corporation Junior Engineers, working as Junior Engineer (Mechanical), who possess a diploma in Mechanical Engineering, and have an experience of working in such Service for a minimum period of ten years: Provided that the existing members of the aforementioned Service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p> <p>(ii) <u>40% of promotional posts</u> - From amongst the members of the Punjab Service of Corporation Junior Engineers, working as Junior Engineer (Mechanical) who possess a degree in Mechanical Engineering or AMIE Mechanical of a recognised University or institutions and have an experience of working in such Service for a minimum period of two years.</p>
(iv) (Electrical)	Should possess a degree in Electrical Engineering from a recognised university or institution.	<p>(i) <u>60% of promotional posts</u> - From amongst the members of the Punjab Service of Corporation Junior Engineers, working as</p>



			<p>Junior Engineer (Electrical), who possess a diploma in Electrical Engineering, and have an experience of working in such Service for a minimum period of ten years:</p> <p>Provided that the existing members of the aforementioned Service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p> <p>(ii) <u>40% of promotional posts</u> - From amongst the members of the Punjab Service of Corporation Junior Engineers, working as Junior Engineer (Electrical) who possess a degree in Electrical Engineering or AMIE Electrical of a recognised University or institutions and have an experience of working in such Service for a minimum period of two years:</p>
10	Punjab Service of Corporation Junior Engineers		
	(i) (Civil)	Should possess a Diploma in Civil Engineering from a recognised university or institution.	<p>(i) <u>30% of promotional posts</u> - From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and have an experience of working as such for a minimum period of five years;</p> <p>(ii) <u>70% of promotional posts</u> - From amongst the (a) Work Supervisors, (b) Work Munshies, (c) Work Mistries, (d) Surveyors, (e) Junior Draftsmen or (f) Motor Mates working in the Municipal Corporations under the control of the Director, who –</p> <p>(a) are Matriculates or its equivalent;</p> <p>(b) have an experience of working on either or more of the said posts for a minimum period of ten years; and</p> <p>(c) have passed departmental examination conducted by the Director on the pattern of Department of Public Works (Buildings and</p>

			Roads Branch), Government of Punjab.
(ii) Operations and Maintenance (Civil)	Should possess a Diploma in Civil Engineering from a recognised university or institution.		(i) <u>30% of promotional posts</u> - From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, working in the Operations and Maintenance wing, who possess qualifications prescribed for direct recruitment for the post, and have an experience of working as such for a minimum period of five years; (ii) <u>70% of promotional posts</u> - From amongst the (a) Work Supervisors, (b) Work Munshies, (c) Work Mistries, (d) Surveyors, (e) Junior Draftsmen or (f) Motor Mates, working in the Municipal Corporations, in the Operations and Maintenance wing, under the control of the Director, who – (a) are Matriculates or its equivalent; (b) have an experience of working on either or more of the said posts for a minimum period of ten years; and (c) have passed departmental examination conducted by the Director on pattern of Department of Public Works (Building & Roads Branch), Government of Punjab.
(iii) (Mechanical )	Should possess a Diploma in Mechanical Engineering from a recognised university or institution.		(i) <u>30% of promotional posts</u> - From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and have an experience of working in the Operations and Maintenance Wing for a minimum period of five years. (ii) <u>70% of promotional posts</u> - From amongst the (a) Motor Mechanics, (b) Tractor Mechanics, (c) Diesel Mechanics, (d) Meter Mechanics, (e) Fitters or (f) Plumbers, working in the Municipal Corporations under the control of the Director, who – (a) are Matriculates or its equivalent; (b) have an experience of working on either or more of the said posts for a minimum period of eight

			years; and (c) have I.T.I. certificate in the concerned trade.
	(iv) (Electrical)	Should possess a Diploma in Electrical Engineering from a recognised university or institution.	(i) <u>30% of promotional posts</u> - From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and who have an experience of working in the Operations and Maintenance wing for a minimum period of five years. (ii) <u>70% of promotional posts</u> - From amongst the Class-III employees working in the Municipal Corporations, under the control of the Director, who – (a) are Matriculates or its equivalent; (b) have an experience of working on a post in a Municipal Corporation for a minimum period of eight years; and (c) have I.T.I. certificate in the Electrical trade.
	(v) (Horticulture)	Should possess a degree of B.Sc. Agriculture (three years course after 10+2 examination) from a recognised University or institution, with Horticulture as a special subject.	(i) <u>30% of promotional posts</u> - From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and have an experience of working as such for a minimum period of five years. (ii) <u>70% of promotional posts</u> - From amongst the Class-III employees working in the Horticulture wing of Municipal Corporations, under the control of the Director, who – (a) are Matriculates or its equivalent; (b) have an experience of working on a post for a minimum period of eight years; and (c) have a certificate in Gardening in Horticulture or Agriculture from a recognised institution.
11	Punjab Service of Corporation Engineers (Horticulture)	-	From amongst the members of the Punjab Service of Corporation Land Landscape officers, who have an experience of working as such for a minimum period of five years.

12	Punjab Service of Corporation Land Scape Officers	Should have passed M.Sc. in Land Scape from a recognised university or institution.	From amongst the members of the Punjab Service of Corporation Junior Engineers (Horticulture) having an experience of working as such for a minimum period of ten years; or from amongst the members of the Punjab Service of Corporation Junior Engineers (Horticulture), who possess degree of a recognized university or institution and who have an experience of working as such for a minimum period of two years in such service.
13	Punjab Service of Corporation Chief Town Planner	-	From amongst the members of the Punjab Service of Corporation Senior Town Planners, who have an experience of working in such Service for a minimum period of seven years.
14	Punjab Service of Corporation Senior Town Planners	-	From amongst the members of the Punjab Service of Corporation Municipal Town Planners, who have an experience of working in such Service for a minimum period of seven years.
15	Punjab Service of Corporation Municipal Town Planners	-	From amongst the members of the Punjab Service of Corporation Assistant Town Planners, who have an experience of working in such Service for a minimum period of eight years.
16	Punjab Service of Corporation Assistant Town Planners	(a) Post Graduate Degree or Diploma in City and Regional Planning or its equivalent from a recognised university or institution; or (b) Degree in B.Tech (in Planning) from a recognised University or Institution.	<u>50% of promotional posts:</u> From amongst the members of the Punjab Service of Corporation Head Draftsmen who have an experience of working in such Service for a minimum period of five years; and  <u>50% of promotional posts:</u> From amongst the members of the Punjab Service of Corporation Building Inspectors (Technical) who have an experience of working in such Service for a minimum period of seven years.
17	Punjab Service of Corporation Head Draftsmen	Diploma in Civil Engineering or Certificate in Civil Draftsman or its equivalent from a recognised university or institution, with an experience for a minimum period of five years working as a Draftsman in a Municipal Corporation/ Municipal Council/ Nagar Panchayat/ Improvement Trust or a Department of Government.	From amongst the members of the Punjab Service of Corporation Draftsmen, who have an experience of working in such Service for a minimum period of seven years.

18	Punjab Service of Corporation Draftsmen	Diploma in Civil Engineering or Certificate in Civil Draftsman or its equivalent from a recognised university or institution.	<p>(i) <u>50% of the promotional posts:</u> From amongst the Tracers/ Junior Draftsmen working in a Municipal Corporation under the control of the Director, with an experience of eight years.</p> <p>(ii) <u>50% of the promotional posts:</u> From amongst the Group C (Class-III) employees of a Municipal Corporation, under the control of the Director, having Diploma in Civil Engineering or Certificate in Civil Draftsman or its equivalent from a recognised university or institution, and having an experience of five years service in a Municipal Corporation.</p>
19	Punjab Service of Corporation Building Inspectors (Technical)	Should have passed Diploma in Architecture from a recognised university or institution.	From amongst the Class-III employees of the Municipal Corporations, who have passed Diploma in Architecture or Diploma in Civil Engineering from a recognised university or institution and have an experience of working for a period of three years.
20	Punjab Service of Corporation Architects	Degree or equivalent Diploma in Architecture or its equivalent from a recognised university or institution, with an experience for a minimum period of five years in the field of Architecture after degree or diploma.	From amongst the members of the Punjab Service of Corporation Assistant Architects, who have an experience of working in such Service for a minimum period of five years.
21	Punjab Service of Corporation Assistant Architects	A degree or Diploma in Architecture or its equivalent from a recognised university or institution.	From amongst the members of the Punjab Service of Corporation Architectural Assistants, who have an experience of working in such Service for a minimum period of three years.
22	Punjab Service of Corporation Architectural Assistants	Certificate of Inter in Architecture or three years diploma in Architectural Assistantship or its equivalent from a recognised university or institution.	-
23	Punjab Service of Corporation Law Officers	Law Graduate from a from a recognised university or institution, and should have for atleast eight years been an Advocate.	From amongst the members of the Punjab Service of Corporation Legal Assistants, who have an experience of working in such Service for a minimum period of seven years.
24	Punjab Service of Corporation Legal Assistants	Law Graduate from a recognised university or institution	From amongst the members of the Punjab Service of Corporation Senior Assistants, who are Law Graduates: Provided that if no such member is available, then from

			amongst the Class III employees of Municipal Corporations in the State of Punjab, who are Law Graduates and who have an experience of working as such for a minimum period of five years.
25	Punjab Service of Corporation Medical Health Officers	-	-
26	Punjab Service of Corporation Assistant Medical Health Officers	-	-
27	Punjab Service of Corporation Assistant Divisional Fire Officers	(i) Should have Advance diploma in Fire Engineering from the National Fire Service College, Nagpur. (ii) Should have following physical fitness standards:- (a) Minimum Height 5'-5". (b) Chest 33.5" unexpanded with 1.5" expansion. (c) Eyesight 6/6 both eyes without glasses. (d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute. (e) Raising the hook ladder to a vertical position from 3 <sup>rd</sup> and 6 <sup>th</sup> round. (f) Climbing a rope or a vertical pole to a height of 10 feet from the ground.	From amongst the members of the Punjab Service of Corporation Fire Station Officers, who have an experience in such Service for a minimum period of three years.
28	Punjab Service of Corporation Fire Station Officers	(i) Should have diploma in Fire Engineering from the National Fire Service College, Nagpur. (ii) Should have following physical fitness standards:- (a) Minimum Height 5'-5". (b) Chest 33.5" unexpanded with 1.5" expansion. (c) Eyesight 6/6 both eyes without glasses. (d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute. (e) Raising the hook ladder to a vertical position from 3 <sup>rd</sup> and 6 <sup>th</sup> round. (f) Climbing a rope or a vertical pole to a height of 10 feet from the ground.	From amongst the members of the Punjab Service of Corporation Sub Fire Officers, who have passed the Station Officer's Course from the National Fire Service College, Nagpur or who possess a diploma in Fire Engineering from the said college or its equivalent, and who have an experience of working in such Service for a minimum period of three years: Provided that if no suitable Sub-Fire Officer is available, then from amongst the Leading Firemen, working in Municipal Corporations in the State of Punjab, who have passed the Station Officer's Course from the National Fire Service College Nagpur, or possess a diploma in Fire Engineering from the said College or its equivalent and who have an experience of working as such for a minimum period of five years.
29	Punjab Service of	Graduate, preferably in Science subjects, from a recognized university or institution and	(i) From amongst the persons working as Leading Firemen or

	Corporation's Sub Fire Officers	should have passed Sub-Officer course from the National Fire Service College, Nagpur.	Firemen in Municipal Corporations in the State of Punjab, who have an experience of working on either one or both of these posts for a minimum period of twelve years; and (ii) have passed the Sub Officer Course from the National Fire Service College, Nagpur.
30	Punjab Service of Corporation Personal Assistants	-	From amongst the members of the Punjab Service of Corporation Senior Scale Stenographers, having experience of working in such Service for a minimum period of five years.
31	Punjab Service of Corporation Senior Scale Stenographers	<p>(a) Graduate of a recognised University or institutions; and</p> <p>(b) Should qualify shorthand tests, both in Punjabi and English languages, of four paragraphs (two in Punjabi and two in English) containing 250 words each, at the following speeds:-</p> <p>(i) Punjabi dictation at a speed of 100 words per minute and transcription (at a typewriter or a computer) at a speed of 20 words per minute.</p> <p>(ii) English dictation at a speed of 60 words per minute and transcription (at a typewriter or a computer) at a speed of 12 words per minute;</p> <p>(iii) Candidates committing not more than 4 per cent mistakes in each test will be considered to have qualified the test; and</p> <p>(c) At least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop publishing applications from Government recognized institution or reputed institution, which is ISO 9001 certified;</p> <p style="text-align: center;">OR</p> <p>Computer information Technology Course equivalent to 'O' level certificate of Department</p>	<p>From amongst the Junior Scale Stenographers working in the Municipal Corporations in the State of Punjab, having an experience of minimum two years as such and who qualify shorthand tests, both in Punjabi and English Languages, of four paragraphs (two in Punjabi and two in English) containing 250 words each, at the following speeds :-</p> <p>(i) Punjabi dictation at a speed of 100 words per minute and transcription (at a typewriter or a computer) at a speed of 20 words per minute.</p> <p>(ii) English dictation at a speed of 60 words per minute and transcription (at a typewriter or a computer) at a speed of 12 words per minute.</p> <p>(iii) Candidates committing not more than 4 per cent mistakes in each test will be considered to have qualified the test,</p>

		of Electronics, Accreditation of Computer Courses (DOEACC) of Government of India.	<b>Note-</b> Candidates qualifying the shorthand test in Punjabi language only can be promoted provisionally, with the condition that he will have to qualify the test in English language within one year, in not more than three tests, from the date of provisional promotion. If the candidate fails in these three chances, he will be deemed to be reverted back to the earlier post, and shall not be considered for provisional promotion in future. Further, the period of such provisional promotion of the candidate as Senior Scale Stenographer shall not be counted towards increment on that post (in case of his promotion to the post of Senior Scale Stenographer in future).
32	Punjab Service of Corporation Sanitation Officers	-	Should be a member of the Punjab Service of Corporation Chief Sanitary Inspectors with an experience of working in such Service for a minimum period of three years.
33	Punjab Service of Corporation Chief Sanitary Inspectors	Graduate from a recognized University / Institution and have also passed the Diploma in Sanitary Inspector Course from Govt. approved University/ institution.	Should be as Sanitary Inspector for a period of 5 years working in Municipal Corporation.
34	Punjab Service of Corporation Sanitary Inspectors	Graduate from a recognized University / Institution and have also passed the Diploma in Sanitary Inspector Course from Govt. approved University/ institution.	<u>50% of the total posts</u> From amongst class-III employees of Municipal Corporations in the State of Punjab (such as Clerks, Health worker etc.) who have passed the diploma in Sanitary Inspector Course from Govt. approved



			<p>University/ Institution.  <u>20% of the total posts</u>  From amongst class-IV employees of Municipal Corporations in the State of Punjab, who have passed diploma in Sanitary Inspector Course from Govt. approved University/ Institution prior to 11.04.2005:</p> <p><b>Provided</b> that the quota reserved for class IV employees would cease to exist after all the eligible class IV employees have been considered for promotion, and then this quota of 20% of total posts shall revert back to 'Direct recruitment'.</p>
35	Punjab Service of Corporation Accounts Officer	Should be a Chartered Accountant or MBA (Finance) or should possess Master's Degree in Financial Administration from a recognized University /Institution or should have passed final examination of Institute of Costs and Works Accountants of India.	From amongst the members of the Punjab Service of Corporation Accountants, working as Accountant Grade I, having experience of working in such Service for a minimum period of eight years.
36	Punjab Service of Corporation Accountants		
	(i) Graduate	Graduate in Commerce with C.A. Inter Or M.Com of a recognized University or institution;  OR Graduate of a recognised university or institution and who possess Diploma in Grade 'A' specified in the Accountants of the Committees (Examination) Rules, 1979.	Should be a member of the Punjab Service of Corporation Accountants Grade II with an experience of working as such for a minimum period of seven years; OR Should be a member of the Punjab Service of Corporation Senior Assistants/Inspectors, who possess Diploma in Grade B, specified in the Accountants of the Committees (Examination)

			Rules, 1979; and an experience of working as such for a minimum period of ten years in the Accounts Branch of a Municipal Corporation.
	(ii) Grade-II	B. Com from a recognized University or institution.	<p><u>50% of the promotional posts:</u> From amongst the Group C (class III) employees of Municipal Corporations in the State of Punjab, under the control of the Director, who have passed the Accountancy examination in all the papers and who have an experience of working in a Municipal Corporation for a minimum period of five years.</p> <p><u>50% of the promotional posts:</u> From amongst the Group C (class III) employees of Municipal Corporations in the State of Punjab, who have passed B.Com from a recognized University or institution and who have an experience of working in a Municipal Corporation for a minimum period of ten years."</p>

8. In the said rules, for Appendix C and entries relating thereto, the following Appendix and entries relating thereto shall be substituted, namely:-

**"Appendix 'C'**  
[See Rule 2(c) and rule 11]

serial No.	Name of the post	Appointing Authority	Punishing authority for minor penalties as defined in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970	Appellate authority for minor penalties as defined in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970	Punishing authority for major penalties as defined in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970	Appellate authority for major penalties as defined in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970
1	2	3	4	5	6	7
1	Punjab Service of Corporation Joint Commissioners	Government	Government	-	Government	-
2	Punjab Service of Corporation Assistant Commissioners	Government	Government	-	Government	-
3	Punjab Service of Corporation Secretaries	Government	Government	-	Government	-

4	Punjab Service of Corporation Superintendents Grade II	Government	Government	-	Government	-
5	Punjab Service of Corporation Senior Assistants/Inspectors	Director	Director	Government	Director	Government
6	Punjab Service of Corporation Chief Engineers	Government	Government	-	Government	-
7	Punjab Service of Corporation Superintending Engineers	Government	Government	-	Government	-
8	Punjab Service of Corporation Engineers	Government	Government	-	Government	-
9	Punjab Service of Corporation Assistant Engineers	Director	Director	Government	Director	Government
10	Punjab Service of Corporation Junior Engineers	Director	Director	Government	Director	Government
11	Punjab Service of Corporation Engineers (Horticulture)	Government	Government	-	Government	-
12	Punjab Service of Corporation Land Scape Officers	Director	Director	Government	Director	Government
13	Punjab Service of Corporation Chief Town Planners	Government	Government	-	Government	-
14	Punjab Service of Corporation Senior Town Planners	Government	Government	-	Government	-
15	Punjab Service of Corporation Municipal Town Planners	Government	Government	-	Government	-
16	Punjab Service of Corporation Assistant Town Planners	Director	Director	Government	Director	Government
17	Punjab Service of Corporation Head Draftsmen	Director	Director	Government	Director	Government
18	Punjab Service of Corporation Draftsmen	Director	Director	Government	Director	Government
19	Punjab Service of Corporation Building Inspectors (Technical)	Director	Director	Government	Director	Government
20	Punjab Service of Corporation Architects	Government	Government	-	Government	-
21	Punjab Service of Corporation Assistant Architects	Director	Director	Government	Director	Government
22	Punjab Service of Corporation Architectural Assistants	Director	Director	Government	Director	Government
23	Punjab Service of Corporation Law Officers	Director	Director	Government	Director	Government
24	Punjab Service of Corporation Legal Assistants	Director	Director	Government	Director	Government
25	Punjab Service of Corporation Medical Health Officers	Director	Director	Government	Director	Government
26	Punjab Service of Corporation Assistant Medical Health Officers	Director	Director	Government	Director	Government
27	Punjab Service of Corporation Assistant Divisional Fire Officers	Government	Government	-	Government	-
28	Punjab Service of Corporation Fire Station Officers	Director	Director	Government	Director	Government
29	Punjab Service of Corporation Sub Fire Officers	Director	Director	Government	Director	Government
30	Punjab Service of Corporation Personal Assistants	Director	Director	Government	Director	Government
31	Punjab Service of Corporation Senior Scale Stenographers	Director	Director	Government	Director	Government
32	Punjab Service of Corporation Sanitary Officers	Government	Government	-	Government	-
33	Punjab Service of Corporation Chief Sanitary Inspectors	Director	Director	Government	Director	Government
34	Punjab Service of Corporation Sanitary Inspectors	Director	Director	Government	Director	Government
35	Punjab Service of Corporation Accounts Officers	Government	Government	-	Government	-
36	Punjab Service of Corporation Accountants."	Director	Director	Government	Director	Government

9. Appendix D shall be omitted.

Dated Chandigarh, the  
3<sup>rd</sup> January, 2015.

Ashok Kumar Gupta, IAS  
Secretary to Government, Punjab,

Department of Local Government.

**Endst. No. 14/1/2015-5LG1/383270/2, dated Chandigarh, the 6<sup>th</sup> January, 2015.**

A copy is forwarded to the Controller, Printing & Stationery, Punjab, Mohali, with the request to publish this notification in the Extraordinary gazette of the State Government, and supply 100 spare copies immediately.

Special Secretary Local Government.

**Endst. No. 14/1/2015-5LG1/383270/3, dated Chandigarh, the 6<sup>th</sup> January, 2015.**

A copy each is forwarded to the following for information and necessary action:-

- (1) Director, Local Government, Punjab, Chandigarh.
- (2) Mayors of all Municipal Corporations in the State.
- (3) Commissioners of all Municipal Corporations in the State.
- (4) All Regional Deputy Directors Local Government in the State.
- (5) Presidents/Administrators of Municipal Councils/Nagar Panchayats in the State.
- (6) Executive Officers of all Municipal Councils/Nagar Panchayats in the State.
- (7) All officers of the Department of Local Government Secretariat/Directorate.
- (8) All Superintendents and officials of Branches of Department of Local Government Secretariat and Directorate.
- (9) Director Information and Public Relations Punjab, Chandigarh.

Special Secretary Local Government.