

ANNEXURE-A
PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY
(EMPLOYEES SERVICE) REGULATIONS, 1999

The 10 August, 1999

No.PUDA -Admn - EA4-99/19260. In exercise of the powers conferred by clause (d) of sub-section (2) of section 182 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No. 11 of 1995), the Punjab Urban Planning & Development Authority hereby makes the following service regulations namely :-

1. Short title, commencement and application (1) These regulations may be called the Punjab Urban Planning and Development Authority (Employees Service) Regulations, 1999.
(2) They shall come into force at once.
(3) They shall apply to all the employees of the Authority and the personnel employed by the Authority on deputation in respect of all matters not regulated by the terms and conditions of deputation.
2. Definitions :- In these regulations unless the context otherwise requires-
 - (a) 'Act' means the Punjab Regional and Town Planning and Development Act, 1995.
 - (b) 'Appointing Authority' means the authority empowered to make appointments under these regulations.
 - (c) 'Authority' means the Punjab Urban Planning and Development Authority established under section 17 of the Act.
 - (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 the State Government or a local authority or a statutory body or a Government or semi Government Undertaking or Organization;
 - (e) 'cadre' means the strength of a Service or part of a Service sanctioned as a separate unit;
 - (f) 'Chairman' means the Chairman of the Authority;
 - (g) 'Chief Administrator' means the Chief Administrator of the Authority appointed under section 17 of the Act;
 - (h) 'employee' means a person in the whole time employment of the Authority but does not include a person employed on daily wages or on work charged basis;
 - (i) 'family' unless otherwise specified in these regulations, means the employee's wife or husband as the case may be parents and legitimate children wholly dependent upon the employee;
 - (j) 'foreign service' means a service in which an employee of the Authority receives his pay with the sanction of the Authority from any source other than the funds of the Authority;
 - (k) 'permanent employee' means an employee who has completed his probation period satisfactorily against a regular post;
 - (l) 'post' means any post specified in Schedule I :
 - (m) 'Punishing Authority' means an authority competent to impose penalties as specified in the Punjab Urban Planning and Development Authority Employees (Punishment and Appeal) Regulations, 1997.
 - (n) 'recognised university or institution' means -

- i) any university or institution incorporated by law in any of the States of India; or
- ii) any other university or institution which is declared by the State Government to be recognised university or institution for the purposes of these regulations;

- (o) 'Schedule' means a schedule appended to these regulations;
- (p) 'Selection Committee' means the Selection Committee constituted under regulation 9;
- (q) 'Service' means a Service specified in Schedule II;
- (r) 'State Government' means the Government of Punjab in the Department of Housing and Urban Development;
- (s) 'temporary employee' means an employee other than a permanent employee and;
- (t) 'Vice Chairman' means the Vice Chairman of the Authority;

3. Number and Character of Posts - The Service specified in Schedule II shall comprise of the posts specified in Schedule I.

Provided that nothing in these regulations shall affect the inherent right of the Authority to add or reduce the number of such posts or create new posts with different designations and different scales of pay whether permanent or temporary.

4. Nationality, domicile or character of persons appointed to a Service.- (1) No person shall be appointed to a Service unless he is, -

- (a) a Citizen of India; or
- (b) a Citizen of Nepal; or
- (c) a Citizen of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda, United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Authority on his furnishing proof that he has applied for the certificate but he shall not be appointed to a 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 a 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 unconnected with his college, university, school or institution;
 - (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 Government of India or any local authority or any statutory body or a Government or Semi-Government Undertaking or Organisation; and
 - (c) a certificate of character issued by the District Magistrate on the basis of police verification.

5. **Disqualification,** - No person,-

- (a) who has entered into or contracted a marriage with the 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 a Service;

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

6. **Age-** (1) No person shall be recruited to a Service or post by direct appointment if he is less than eighteen years or more than thirty years of age in the case of non-technical service or post and thirty three years in case of technical service or post on the 1st day of January of the year immediately proceeding the last date fixed for submission of applications by the Appointing Authority or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Authority from time to time;

Provided that the upper age limit may be relaxed upto forty-five years in the case of person already in the employment of Government of Punjab, any other State Government or the Government of India or a local authority or a statutory body or a Government or Semi-Government Undertaking or Organisation;

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

- (2) In the case of Ex-servicemen the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-serviceman Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds or priority basis and appointment of the physically handicapped persons the upper age limit shall be such as may be specifically fixed by the Government of Punjab from time to time.
- (4) (i) An employee shall make a declaration of his age to the Appointing authority at the time of his entry into service based on Matriculation certificate, and in the case of non-Matriculate such other documentary proof as may be acceptable to the Appointing Authority upon which the age will be admitted..
- (ii) After the declaration made under clause (4) is accepted by the Appointing Authority it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

7. **Appointing Authority** - The Appointing Authority for Group A, Group B and Group C posts shall be the Chief Administrator and for Group D posts shall be the Additional Chief Administrator (HQ).

8. **Qualification and experience** - (1) All appointments to the posts in a service shall be made in the manner specified in Schedule III.

Provided that, if no suitable candidate is available for appointment by direct recruitment or by promotion, as the case may be, such a post shall be filled by transfer of person holding identical post or similar post in any department of the Government of Punjab, any other State Government or Government of India or a local authority, a statutory body or a corporate body or a Government or Semi-Government Undertaking or Organisation.

- (2) No person shall be appointed to a post in a Service unless he possesses the educational qualifications and experience as specified against that post in Schedule III.
- (3) All appointments by promotion to Group C posts in a Service shall be made from amongst eligible persons on seniority-cum-merit basis and no person shall be entitled to claim promotion on the basis of seniority alone.
- (4) All appointment by promotion to Group A and Group B posts in a Service shall be made by selection on merit-cum-seniority basis and no person shall be entitled to claim promotion on the basis of seniority alone.
- (5) Whenever any vacancy occurs in a Service the same be filled up as per provisions of these Regulations.

9. Selection Committee and its function:- All appointments by direct recruitment to Group A , Group B and Group C posts shall be made on the recommendations of the Selection Committee to be constituted by the Chief Administrator in consultation with the State Government.

10. Medical certificate of fitness on first entry in the service of the Authority_ - (1) (a) Every employee of the Authority, except those covered under sub-regulation (4) of this regulation, unless specifically exempted by the Appointment Authority, on his first appointment to a post under the Authority, shall produce a certificate of medical fitness in the prescribed form from the Civil Surgeon of a District or such other medical officer or medical expert who is authorised by the Chief Administrator to issue medical fitness certificates.

(b) In case of doubt, the Chief Administrator either on the receipt of the report of the Civil Surgeon, Medical Officer or Medical Expert or on an application of the concerned employee may refer him to the Medical Board for examining the medical fitness of the employee.

(2) The standard of medical fitness shall be such as may be specified by the Authority from time to time.

(3) An employee of the Authority not found medically fit by the Civil Surgeon or Medical Board or Medical Officer or Medical Expert authorised by the Chief Administrator for this purpose shall cease to be the employee of the Authority but the employee shall have a right of appeal to an Appellate Medical Board and all costs in connection with the re-examination of the employee concerned shall be borne by the employee himself unless he is declared medically fit by the Appellate Medical Board.

(4) The following classes of employees shall be exempted from producing medical certificate of fitness, namely :-

- i) the employees on deputation with the Authority; and

- ii) the employees on deputation and subsequently absorbed in the service of the Authority.

(5) The Appointing Authority may in its discretion extend the period prescribed for furnishing certificate of medical fitness.

11. Reservation - In making appointments to various posts under the Authority posts shall be reserved for the members of the Scheduled Castes, other Backward Classes, Ex-servicemen and physically handicapped persons in accordance with the general instructions issued by the Government of Punjab from time to time.

12. Probation .- (1) A person appointed to any post or any Service shall remain on probation for a period of two years, if recruited by direct appointment and for a period of 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 any appointment by transfer, any period of work on a post of equivalent or higher rank, prior to appointment to the post in a Service may at the discretion of the Appointing Authority, be allowed to count towards the period spent on probation;
- (c) any period of officiating appointment to the post in a 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 the period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the Appointing Authority, the work and 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 under these regulations, within a period not exceeding two and a half years from the date of appointment, it may,-

- (a) if such a person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to a Service by direct appointment; and
- (b) if such person is appointed otherwise the Appointing Authority may 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 these regulations,-

- i) dispense with his service, 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; or
- ii) extend his period of probation and thereafter 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; or
- iii) 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 such regulation (1);

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

- 13 Seniority,-** The seniority interse of the members of a Service 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 members appointed 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, the seniority based on the order of merit determined and recommended by the Selection Committee, shall not be disturbed :

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed otherwise;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay preference being given to a member 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 those appointments and if the length of such service is also the same an older member shall be senior to a younger member.

EXPLANATION:- The seniority of members of a Service appointed on purely provisional basis shall be determined as and when they are appointed on regular basis keeping in view the date of such regular appointment.

- 14. Discipline, Punishment and Appeals,-** (1) in the matter of discipline, punishment and appeals, employees shall be governed by the Punjab Urban Planning and Development Authority (Punishment and Appeal) Regulations, 1997 as amended from time to time.

- (2) The authorities empowered to impose penalties specified in regulation 5 of the Punjab Urban Planning and Development Authority (Punishment and Appeal) Regulations, 1997 and the appellate authorities thereunder in respect of the employees shall be such as specified in Clause (e) of regulation 12 of the said regulations.

15. Liability for vaccination and revaccination, – Every member of a Service shall get himself vaccinated or re-vaccinated when the Appointing Authority so directs by a special or general order.

16. Oath of allegiance-(1) Every employee of the Authority unless he has already done so, shall be required to make and subscribe before the Appointing Authority or some other person nominated by the Appointing Authority, an oath of allegiance to India and to the Constitution of India as by law established in the form set out for the purpose in Schedule IV.

17. Departmental Examination – (1) Employees appointed to a Service, unless they have already done so, may pass within a period of two and half years from the date of their appointment such departmental examination as may be prescribed by the Authority from time to time.

Provided that Authority may for any sufficient cause, extend the period within which any member is required to pass the departmental examination.

(2) If an employee fails to pass the departmental examination within the specified period or within the extended period, if any, he shall not earn his future grade increments till such time he passes the departmental examination when the increments shall be released retrospectively.

Provided that he shall not be entitled to get any arrears of the released grade increments for the period during which he could not pass the departmental examination.

18. Knowledge of Punjabi language – No person shall be appointed to any post in any Service of the Authority by direct appointment unless he possesses knowledge of Punjabi language of Matriculation standard or its equivalent qualification.

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Authority the person so appointed if not possessing knowledge of Punjabi language of Matriculation standard or equivalent qualification at the time of his appointment shall have to acquire knowledge of Punjabi language of Matriculation standard or shall have to qualify a test conducted by the Language Wing of the Department of Education of Government of Punjab within six months from the date of his appointment.

Provided further that where educational qualifications for a post in any Service is lower than Matriculation the knowledge of Punjabi language shall be lowered accordingly.

19. Debarring for consideration for promotion of 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 in writing, from the operation of this regulation.

20. Resignation – (1) An employee who is on probation shall not leave service under the Authority without giving at least one month's notice in writing of his intentions to do so or pay in lieu thereof an amount equivalent to his one month's pay.

- (2) An employee who has completed his probation period satisfactorily shall not leave service under the Authority without giving at least three months notice in writing of his intention to do so or pay in lieu thereof an amount equivalent to his three months pay.
- (3) The Appointing Authority may at its discretion dispense with the requirement of sub-regulation (1) or sub-regulation (2) as the case may be, in appropriate cases.
- (4) The resignation submitted by an employee to leave service may be accepted by the Appointing Authority with immediate effect or at any time before the expiry of the period of the notice and in such a case the employee shall be paid for the period actually spent by him on duty in the service.
- (5) The Appointing Authority may refuse to accept the resignation if any case of defecation or disciplinary proceedings is pending against the employee, unless the Appointing Authority is satisfied that acceptance of resignation in such a case will not effect adversely the interest of the Authority in any manner.
- (6) An employee leaving the service without complying with the provisions of sub-regulation (1) or sub-regulations (2) without giving proper notice and without prior sanction of the Appointing Authority shall be liable to such legal, disciplinary or any other action as may be considered necessary by the Appointing Authority including forfeiture of service.

21. Superannuation and voluntary retirement – (1) Every Class IV employee shall retire when he attains the age of sixty years.

- (2) Every employee other than Class IV employee shall retire when he attains the age of fifty eight years.
- (3) The power to re-employ an employee who has attained the age of superannuation shall be exercised only by the Authority.
- (4) Notwithstanding anything contained in this regulation, the Appointing Authority or the Authority shall, if it is of the opinion that it is in public interest to do so, have the absolute right to retire any employee by giving prior notice of not less than three months in writing or three months pay and allowances in lieu of such notice after he has attained the age of fifty years or has completed twenty five years service.

Provided that such retirement order in respect of Class I and Class II employee shall be passed by the Appointing Authority with the prior approval of the Chairman.

- (5) (i) At any time after an employee has completed twenty years of service, he may, by giving notice of not less than three months in writing to the Appointing Authority, retire from service.
- ii) The notice of voluntary retirement given under clause (i) shall require acceptance by the appointing Authority
- iii) Where the Appointing Authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

- (iv) The employee, who has opted to retire under this sub-regulation, and has given the necessary notice to that effect to the Appointing Authority, shall be barred from withdrawing his notice unless the withdrawal is made before the intended date of his retirement and has the specific approval of the Appointing Authority.

Provided that no withdrawal shall be again allowed if the employee has been allowed once withdrawal of voluntary retirement.

Note :- (1) A notice of less than three months may also be accepted by the Appointing Authority in deserving cases :
Provided that in the case of Class I & II employees concurrence of the Chairman shall be required.

Note :- (2) If an employee retires under sub-regulation (4) or sub-regulation (5) while he is on leave not due without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave shall be recovered as provided in rule 8.119 of the Punjab Civil Service Rules, Volume I, Part I.

Note – (3) In computing the notice period of three months referred to in sub-regulations (4) and (5), the date of service of the notice and the date of its expiry shall be excluded.

22. Training – (1) Any person appointed to any post in a Service shall have to undergo pre-service and in service training and attend refresher courses as per directions of the Chief Administrator.

(2) A member of a Service may be deputed for training abroad at the expenses of the Authority on the following conditions, namely :-

- (a) the period of training shall be treated as duty for all intents and purposes.
- (b) The nominee must have completed two years service under the authority and shall have atleast two years to serve the Authority after the conclusion of the training and is not expected to retire within that period.
- (c) The employee shall have to execute a bond to serve the Authority for a minimum period of two years on return from training and in the event of the person resigning or retiring from service without returning to duty after the expiry or termination of period of training or at any time within a period of two years after his returning to duty and in the event of his removal or dismissal from service of the Authority for any kind of misconduct during the period of two years, he shall have to refund forthwith to the Authority on demand the amount as spent and payments made on account of his having been placed on deputation on training abroad together with interest thereon and the amount should be calculated in advance keeping in view the expenses likely to be incurred on training abroad and salary to be paid during such training should find a mention in the aforesaid bond:

Provided that the Chief Administrator in respect of training abroad, may at its discretion, remit any unexpired portion of bond for reasons to be recorded in writing.

23. Pay and Allowances – (1) Every employee shall be entitled to such scales of pay including special pay as may be sanctioned by the Authority from time to time but not less than PWD for technical categories and in Punjab Civil Secretariat in case of Ministerial and other categories.

The scales of pay and special pay at present in force in respect of the posts and Services are given in Schedule I.

- (2) No employee while in service of the Authority shall accept without the permission of the Appointing Authority any other employment or pay or honorarium or fee from any other source.

24. Fixation of Pay – (1) Unless otherwise specifically provided in these regulation, fixation of pay of an employee shall be regulated under the provisions of the Punjab Civil Services Rules as applicable to the employees of the Government of Punjab.

- (2) The Appointing Authority, in special cases and circumstances such as higher qualifications and professional competence on the recommendations of the Selection Committee, may allow higher initial pay not exceeding five grade increments for initial appointment by direct appointment to Class I.

25. Increments.

- (i) An increment in the time scale of pay of a post to which a person is appointed shall be drawn as a matter of course unless it is withheld by the Appointing Authority.
- (ii) The grant of proficiency step up increments, Senior scale and selection grade shall be regulated in accordance with the instructions issued by the Government of Punjab from time to time.

EXPLANATION –

- (a) All duty on a post in service on a time scale in force shall count for increments.
- (b) All service rendered on a higher post shall count towards increments on the lower post held earlier.
- (c) All leave except extra-ordinary leave without pay taken otherwise than on medical certificate sanctioned by the competent authority and to the satisfaction of the sanctioning authority and period spent on deputation within and out of India, shall count for increments in a time scale applicable to the post on which an employee was working at the time he proceeded on leave or deputation.

26. Dearness Allowance and other allowances – Unless otherwise expressly decided by the Authority an employee shall be entitled to the dearness allowance and compensatory allowance at the same rates and subject to the same terms and conditions as are applicable to the corresponding employees of the Government of Punjab.

27. House Rent Allowance – The employees shall be entitled to the house rent allowance as per rates fixed from time to time under the Punjab Urban Planning & Development Authority (House Rent Allowance) Regulations, 1997.

28. Travelling Allowance and Daily Allowance on Tour and Transfer etc.- In the matter of travelling allowance and daily allowance the employees of the Authority shall be governed by the provisions of the Punjab Urban Planning and Development Authority (Travelling Allowance) Regulations, 1997 as amended from time to time.

29. **Medical Facilities** – The employees and their families shall be entitled to the medical facilities in accordance with the instructions issued by the Punjab Government from time to time or as per any decision taken by the Authority.
30. **Contributory Provident Fund** – A member of the service shall be entitled to the benefits of contributory provident fund as provided under the Employees Provident Fund Act, 1925 (Central Act XIV of 1925) and shall be regulated by the Punjab Urban Planning and Development Authority Employees (Provident Fund) Rules, 1995 as amended from time to time.
31. **Gratuity:-** Every employee of the Authority shall be entitled to the payment of Gratuity in accordance with the Punjab Government Instructions issued from time to time.
32. **Bonus:-** Every employee of the Authority shall be entitled to payment of bonus in accordance with the provisions of the payment of Bonus Act, 1965 as amended from time to time:
33. **Ex-gratia:-** The Authority may grant ex-gratia to such categories of employees who are not entitled to get bonus under the provisions of the Payment of Bonus Act, 1965 at the rate not exceeding the maximum permissible under that Act:

Provided that ex-gratia shall not be payable under this regulation, unless as reflected from the audited annual accounts, there is excess of income over the expenditure in the balance sheet and also in the income and expenditure statement of the financial year to which ex-gratia relates.

34. **Family Welfare Incentives:-** Incentives for promotion of small family norms shall be admissible to the employees of the Authority, on the same scale and in the same manner and on the same terms and conditions, as are admissible to the employees of the Government of Punjab.
35. **Benefit to the families of the employees:-** The Authority may allow various benefits and facilities on compassionate grounds to the families of the employees including deceased employees of the Authority in such manner and subject to the such terms and conditions as applicable to Punjab Government employees.
36. **Leave, Leave encashment and leave travel concession:-** The employees of the Authority will be entitled to leave, leave encashment and leave travel concession on the same terms and conditions as are applicable to the employees of the Government of Punjab holding corresponding posts.
37. **Foreign Service:-** The Authority may place the service of an employee at the disposal of Central Government or a State Government or Public Sector undertaking or any other statutory Authority, co-operative institution on such terms and conditions, as it may specify as per provisions of Chapter 10 of the Punjab Civil Services Volume 1, part 1 as amended from time to time.
38. **Record of Service:-** The Appointing Authority shall maintain service record of each employee of the Authority in such form and in such manner as the Authority may determine from time to time.
39. **Conduct:-** The employee of the Authority in respect of conduct shall be regulated by the Punjab Urban Planning and Development Authority Employees (Conduct) Regulations, 1997 as amended from time to time.

40. Furnishing of Security:- An employee holding or appointed to the post of Store-keeper or cashier or such other post as the Chief Administrator may specify from time to time shall furnish such security in cash or otherwise as the Chief Administrator may determine.

41. Power to Relax:- Where the Authority is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience shall not be relaxed.

42. Interpretation:- if any question arises as to the interpretation of these regulations, the Authority shall decide the same and the decision of the Authority shall be final.

43. Matters not provided in these regulations:- in matters for which no specific provision has been made in these regulations or any other regulations made by the Authority. The provisions of the Punjab Civil Services Rules as amended from time to time and such other rules and instructions as are framed by the Government of Punjab on the subject shall apply mutatis mutandis.

44. Repeal and Saving:- The Punjab Housing Development Board Employees Service Regulations, 1995 as are applicable to the employees of the Authority are hereby repealed:

Provided that anything done or any action taken under the regulations so repealed shall be deemed to have been done or taken under these regulations.

CLASSIFICATION OF SERVICE CLASS – I (GENERAL)

Serial No.	Name of Post
1.	Additional Chief Administrator
2.	Additional Chief Administrator (Finance & Accounts)
3.	General Manager
4.	Deputy General Manager
5.	Estate Officer
6.	Establishment Officer
7.	Chief Accounts Officer
8.	Legal Advisor
9.	Land Acquisition Officer
10.	Secretary

CLASSIFICATION OF SERVICE CLASS – I (TECHNICAL)

Serial No.	Name of Post
ENGINEERS WING	
1.	Chief Engineer
2.	Additional Chief Engineer
3.	Superintending Engineer (Civil)
4.	Superintending Engineer (Public Health)
5.	Divisional Engineer (Civil)
6.	Divisional Engineer (Public Heath)
7.	Divisional Engineer (Electrical)
8.	Divisional Landscape Officer
ARCHITECTURE WING	
9.	Senior Architect
10.	Architect

TOWN AND COUNTRY PLANNING WING	
11.	Senior Town Planner
12.	District Town Planner

CLASSIFICATION OF SERVICE CLASS – II (GENERAL)

Serial No.	Name of Post
1.	Senior Accounts Officer
2.	Deputy Controller (Finance & Accounts)
3.	Accounts Officer
4.	Administrative Officer / Assistant Estate Officer
5.	Private Secretary
6.	Senior Law Officer
7.	Public Relation Officer
8.	Revenue Officer
9	Assistant Manager

CLASSIFICATION OF SERVICE CLASS – II (TECHNICAL)

Serial No.	Name of Post
ENGINEERS WING	
1.	Sub-Divisional Engineer (Civil)
2.	Sub-Divisional Engineer (Public Health)
3.	Sub-Divisional Engineer (Mechanical)
4.	Sub-Divisional Engineer (Electrical)
5.	Sub-Divisional Engineer (Buildings)
6.	Sub-Divisional Landscape Officer
ARCHITECTURE WING	
7.	Assistant Architect
8.	Architectural Assistant
TOWN AND COUNTRY PLANNING WING	
9	Assistant Town Planner
10.	Planning Officer
QUALITY AND CONTROL WING	
11.	Assistant Research Officer

CLASSIFICATION OF SERVICE CLASS – III (GENERAL)

Serial No.	Name of Post
1.	Superintendent Grade – II
2.	Senior Assistant
3.	Clerk
4.	Personal Assistant
5.	Senior Scale Stenographer
6.	Junior Scale Stenographer
7.	Steno-typist
8.	Section Officer (Works)
9.	Senior Assistant (Accounts)
10.	Accounts Clerk
11.	Law Officer
12.	Patwari
13.	Supervisor
14.	Driver
15.	Photostat Machine Operator
16.	Duplicating Machine Operator
17.	Electrician
18.	Plumber

CLASSIFICATION OF SERVICE CLASS – III (TECHNICAL)

Serial No.	Name of Post
ENGINEERS WING	
1.	Junior Engineer (Civil)
2.	Junior Engineer (Mechanical)
3.	Junior Engineer (Public Health)
4.	Junior Engineer (Electrical)
5.	Junior Engineer (Buildings)
6.	Junior Engineer (Horticulture)
7.	Circle Head Draftsman
8.	Divisional Head Draftsman
9.	Draftsman
10.	Junior Draftsman
ARCHITECTURE WING	
11.	Head Draftsman
12.	Senior Draftsman

13.	Draftsman
14.	Junior Draftsman
15.	Modeler
16	Ferro Printer
TOWN AND COUNTRY PLANNING WING	
17.	Senior Planning Draftsman
18.	Planning Draftsman
19.	Junior Draftsman
QUALITY AND CONTROL WING	
20.	Research Assistant

CLASSIFICATION OF SERVICE CLASS – IV

Serial No.	Name of Post
1.	Daftri
2.	Mukh Sewadar
3.	Process Server
4.	Peon
5.	Ferro-Khalasi
6.	Khalasi
7.	Chowkidar
8.	Chowkidar-cum-Mali
9.	Sweeper
10.	Sweeper-cum-Chowkidar
11.	Mali
12.	Truck Cleaner

CLASSIFICATION OF POSTS CLASS – I (GENERAL)

Serial No.	Name of Post	Number of Posts	Scale of Post in Rupees
1.	Additional Chief Administrator	7	(i) I.A.S./P.C.S. Scale (ii)18600-22100 for promotees.
2.	Additional Chief Administrator (Finance & Accounts)	1	(i) I.A.& A.S. Scale (ii)13500-16800 for Assistant Director (T&A / Controller Finance Pb. Govt, if taken on deputation.
3.	General Manager	3	14300-18600
4.	Deputy General Manager	1	13500-16800

5.	Estate Officer	6	(i) I.A.S / P.C.S. Scale (ii) 10025-15100 for Direct appointees and promotees .
6.	Establishment Officer	2	10025-15100
7.	Chief Accounts Officer	1	14300-18600
8.	Legal Advisor	1	10025-15100
9.	Land Acquisition Officer	1	(i) I.A.S./P.C.S. Scale (ii) Scale of the incumbent if taken on deputation.
10.	Secretary	2	10025-15100

CLASSIFICATION OF POSTS CLASS – I (TECHNICAL)

Serial No.	Name of Post	Number of Posts	Scale of Post in Rupees
ENGINEERS WING			
1.	Chief Engineer	1	18600-22100
2.	Addl. Chief Engineer	1	18600-22100
3.	Superintending Engineer (Civil)	5	14300-18600
4.	Superintending Engineer (Public Health)	2	14300-18600
5.	Divisional Engineer (Civil)	16	(i) 12000-15500 (ii) 14300-18150 (Scale after fourteen years of regular service including service as SDE.
6.	Divisional Engineer (Public Heath)	8	(i) 12000-15500 (ii) 14300-18150 (Scale after fourteen years of regular service including service as SDE
7.	Divisional Engineer (Electrical)	4	(i) 12000-15500 (ii) 14300-18150 (Scale after fourteen years of regular service including service as SDE
8.	Divisional Landscape Officer	1	(i) 12000-15500 (ii) 14300-18150 (Scale after fourteen years of regular service including service as Sub Divisional Landscape Officer.
ARCHITECTURE WING			
9.	Senior Architect	1	14300-18600
10.	Architect	4	(i) 12000-15500 (ii) 14300-18150 (scale after 14 years of

			regular service in the entry scale)
TOWN AND COUNTRY PLANNING WING			
11.	Senior Town Planner	1	14300-18600
12.	District Town Planner	1	(i) 12000-15500 (ii) 14300-18150 (Scale after fourteen years of regular service)

CLASSIFICATION OF POSTS CLASS – II (GENERAL)

Serial No.	Name of Post	Number of Posts	Scale of Post in Rupees
1.	Senior Accounts Officer	1	7880-11660
2.	Deputy Controller (Finance & Accounts)	1	7880-11660
3.	Accounts Officer	9	7220-11660
4.	Administrative Officer	20	7220-11660 Note:- The incumbent when posted in Estate Office will be designated as Assistant Estate Officer.
5.	Private Secretary	-	7220-11660
6.	Senior Law Officer	7	7220-11660
7.	Public Relations Officer	1	7220-11660
8.	Revenue Officer	1	7220-11660
9	Assistant Manager	1	7220-11660

CLASSIFICATION OF POSTS CLASS – II (TECHNICAL)

Serial No.	Name of Post	Number of Posts	Scale of Post in Rupees
ENGINEERS WING			
1.	Sub-Divisional Engineer (Civil)	38	(i) 7880-13500 (with initial start of Rs.8000) (entry scale). (ii) 10025-15100 (after 4 years of regular service in the entry scale) (iii)12000-15500) (after 9 years of regular service in the entry scale) (iv)14300-18150 (after 14 years of regular service in the entry scale)
2.	Sub-Divisional Engineer (Public Health)	23	(i) 7880-13500 (with initial start of Rs.8000) (entry scale). (ii) 10025-15100 (after 4 years of regular service in the entry scale) (iii)12000-15500) (after 9 years of regular service in the entry scale) (iv)14300-18150 (after 14 years of regular service in the entry scale)
3.	Sub-Divisional Engineer (Mechanical)	1	(i) 7880-13500 (with initial start of Rs.8000) (entry scale). (ii) 10025-15100 (after 4 years of regular service in the entry scale) (iii)12000-15500) (after 9 years of regular service in the entry scale) (iv)14300-18150 (after 14 years of regular service in the entry scale)
4.	Sub-Divisional Engineer (Electrical)	9	(i) 7880-13500 (with initial start of Rs.8000) (entry scale). (ii) 10025-15100 (after 4 years of regular service in the entry scale) (iii)12000-15500) (after 9 years of regular service in the entry scale) (iv)14300-18150 (after 14 years of regular service in the entry scale)
5.	Sub-Divisional Engineer (Buildings)	2	(i) 7880-13500 (with initial start of Rs.8000) (entry scale). (ii) 10025-15100 (after 4 years of regular service in the entry scale) (iii)12000-15500) (after 9 years of regular service in the entry scale) (iv)14300-18150 (after 14 years of regular service in the entry scale)

6.	Sub-Divisional Landscape Officer	4	(i) 7880-13500 (with initial start of Rs.8000) (entry scale). (ii) 10025-15100 (after 4 years of regular service in the entry scale) (iii)12000-15500) (after 9 years of regular service in the entry scale) (iv)14300-18150 (after 14 years of regular service in the entry scale)
ARCHITECTURE WING			
7.	Assistant Architect	4	7880-13500 (with initial start of Rs.8000) (entry scale)
8.	Architectural Assistant	6	7220-11660

TOWN AND COUNTRY PLANNING WING			
9	Assistant Town Planner	2	(i) 7880-13500 (with initial start of Rs.8000) (entry scale). (ii) 10025-15100 (after 4 years of regular service in the entry scale) (iii)12000-15500) (after 9 years of regular service in the entry scale) (iv)14300-18150 (after 14 years of regular service in the entry scale)
10.	Planning Officer	2	7220-11660
QUALITY AND CONTROL WING			
11.	Assistant Research Officer	1	(i) 7220-11660 (entry scale) (ii) 10025-15100 (After 8 years of regular service in the entry scale) (iii) 12000-16350After 16 years of regular service in the entry scale)

CLASSIFICATION OF POSTS CLASS – III (GENERAL)

Serial No.	Name of Post	Number of Posts	Scale of Post in Rupees
1.	Superintendent Grade – II	40	6400-10640
2.	Senior Assistant	140	5800-9200
3.	Clerk	250	(i) 3120-5160 (50% i.e. for clerks) (ii) 4400-7000 (50% i.e. for Jr. Assistants.)
4.	Personal Assistant	11	6400-10640
5.	Senior Scale Stenographer	8	5800-9200
6.	Junior Scale Stenographer	11	4400-7000
7.	Steno-typist	45	3330-6200
8.	Section Officer (Works)	29	6400-10640
9.	Senior Assistant (Accounts)	107	5800-9200
10.	Accounts Clerk	48	4020-6200
11.	Law Officer	22	6400-10640
12.	Patwari	9	3120-5160 (with initial start 3220)
13.	Supervisor	1	4020-6200
14.	Driver	49	3330-6200
15.	Photostat Machine Operator	1	3120-5160
16.	Duplicating Machine Operator	1	3120-5160
17.	Electrician	1	3120-5160
18.	Plumber	1	3120-5160

CLASSIFICATION OF POSTS CLASS – III (TECHNICAL)

Serial No.	Name of Post	Number of Posts	Scale of Post in Rupees
ENGINEERS WING			
1.	Junior Engineer (Civil)	177	5800-9200
2.	Junior Engineer (Mechanical)	1	5800-9200
3.	Junior Engineer (Public Health)	84	5800-9200
4.	Junior Engineer (Electrical)	33	5800-9200
5.	Junior Engineer (Buildings)	59	5800-9200
6.	Junior Engineer (Horticulture)	16	5800-9200
7.	Circle Head Draftsman	8	7000-10980
8.	Divisional Head Draftsman	24	6400-10640
9.	Draftsman	63	5800-9200
10.	Junior Draftsman	20	4020-6200
ARCHITECTURE WING			
11.	Head Draftsman	2	7000-10980
12.	Senior Draftsman	1	6400-10640
13.	Draftsman	1	5800-9200
14.	Junior Draftsman	1	4020-6200
15.	Modeler	1	6400-10640
16.	Ferro Printer	2	4020-6200
TOWN AND COUNTRY PLANNING WING			
17.	Senior Planning Draftsman	2	6400-10640
18.	Planning Draftsman	2	5800-9200
19.	Junior Draftsman	1	4020-6200
QUALITY AND CONTROL WING			
20.	Research Assistant	2	5480-8925

CLASSIFICATION OF POSTS CLASS – IV

Serial No.	Name of Post	Number of Posts	Scale of Post in Rupees
1.	Daftri	3	2820-4400
2.	Mukh Sewadar	3	2720-4260
3.	Process Server	4	2720-4260
4.	Peon	203	2520-4140 (with initial start of 2620)
5.	Ferro-Khalasi	20	2520-4140 (with initial start of 2620)
6.	Khalasi	55	2520-4140 (with initial start of 2620)
7.	Chowkidar	30	2520-4140 (with initial start of 2620)
8.	Chowkidar-cum-Mali	3	2520-4140 (with initial start of 2620)

9.	Sweeper	3	2520-4140 (with initial start of 2620)
10.	Sweeper-cum-Chowkidar	8	2520-4140 (with initial start of 2620)
11.	Mali	1	2520-4140 (with initial start of 2620)
12.	Truck Cleaner	1	2520-4140 (with initial start of 2620)

CLASS –I (General)

S.No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1.	Additional Chief Administrator	25 Percent	-	75 Percent	From amongst the General Managers of the Authority who are MBA & Law Graduate and have five years experience as such.	-	From amongst IAS/PCS and the officers working in departments and Public Sector undertakings of Govt. of Punjab and Central Govt. engaged in housing, urban development or infrastructure sectors with pay and status equivalent to or higher than that of Additional Secretary to Govt. of Punjab.
2.	Additional Chief Administrator (Finance & Accounts)	-	-	100 Percent	-	-	From amongst the IA & AS or IRS Officers not below the rank of Senior Deputy Accountant General/ Deputy Commissioner (Revenue) or Assistant Director / Controller of Finance, Department of Finance Punjab or from amongst the officers holding equivalent or similar post in any other organisation.

CLASS –I (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
3.	General Manager	100 Percent	-	-	From amongst Deputy General Managers of the Authority having five years service as such.	-	From amongst PCS officers in selection grade or officers holding equivalent or similar post in any other organisation. Preference will be given to Law Graduate with ten years legal experience or M.B.A.'s with ten years experience or Post Graduate in Computer Science.
4.	Deputy General Manager	-	-	-		MBA with Law Degree having 5 years experience as Manager and above in Govt./Semi Govt. Organisation.	From amongst the Officers holding equivalent or similar post in any other organisation having qualifications and experience as prescribed for Direct recruitment.
5.	Estate Officer	25 Percent	-	75 Percent	From amongst Administrative Officers and Assistant Estate Officers of the Authority having at least five years experience as such and should have Graduation as minimum qualification.		From amongst PCS Officers.

CLASS –I (General)

S.No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
6.	Establishment Officer	100 Percent	-	-	From amongst Administrative Officers / Assistant Estate Officers of the Authority having at least five years experience as such.	-	-
7.	Chief Accounts Officer	-	-	-	-	Chartered Accountants/ I.C.W.A. with five years experience in a Govt. Department or undertaking preferably engaged in construction activities.	From amongst the Assistant Directors/Joint Controllers of the Deptt. of Finance of the Govt. of Punjab or holding an equivalent or similar post in the Deptt. of the Govt. of Punjab, or from amongst IA&AS Officers of Central Govt. not below the rank of Deputy Accountant General.
8.	Legal Advisor	100 Percent	-	-	From amongst the Senior Law Officers of the Authority having at least eight years experience as such.	-	Working as District Attorney or in a higher capacity or in an equivalent or similar capacity for a period of not less than three years.
9.	Land Acquisition Officer	-	-	100 Percent			From amongst IAS or PCS Officers of the Govt. of Punjab.
10.	Secretary	100 Percent	-	-	From amongst Private Secretaries of Authority having at least five years experience as such.	-	Should be holding an identical post or should possess qualification and experience prescribed for appointment by promotion.

CLASS-I (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1.	Chief Engineer	-	-	100 Percent	-	-	Degree in Civil Engineering and should have worked as Superintending Engineer for not less than eight years or as Chief Engineer in the Department of PWD, Punjab.
2.	Additional Chief Engineer	100 Percent	-	-	From amongst the Superintending engineers of the Authority possessing degree in Civil Engineering and having at least eight years experience as such and thirty years experience in total from the post of Sub-Divisional Engineer and above.	-	-
3.	Superintending Engineer (Civil)	50 Percent	-	50 Percent	From amongst the Divisional Engineers (Civil) of the Authority having at least seven years experience as such and should possess degree in Civil Engineering. NOTE:-The incumbent will look after the composite work.	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.

CLASS-I (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
4.	Superintending Engineer (Public Health)	50 Percent	-	50 Percent	From amongst the Divisional Engineers (Public Health) of the Authority having at least seven years experience as such and should possess degree in Civil Engineering. NOTE:- The incumbent will look after the composite work.	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.
5.	Divisional Engineer (Civil)	100 Percent	-	-	From amongst the Sub-Divisional Engineer(Civil) of the Authority and having at least eight years experience as such and having passed or should pass the departmental examination as specified in regulation 17	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion if suitable persons by promotion are not available in the Authority.
6.	Divisional Engineer (Public Health)	100 Percent	-	-	From amongst the Sub-Divisional Engineers (Public Health) of the Authority and having at least eight years experience as such and having passed or should pass the departmental examination as specified in regulation-	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion if suitable persons by promotion are not available in the

					17.		Authority.
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CLASS-I (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
7.	Divisional Engineer (Electrical)	100 Percent	-	-	From amongst the Sub- Divisional Engineers (Electrical) of the Authority and having at least eight years experience as such and having passed or should pass the departmental examination as specified in regulation-17.	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion if suitable persons by promotion are not available in the Authority.
8.	Divisional Landscape Officer .	100 Percent	-	-	From amongst the Sub-Divisional Landscape Officers of the Authority having at least eight years experience as such.	-	Should be holding an identical post or should possess qualifications and experience prescribed for appointment by promotion.
	ARCHITECTURE						
9.	Senior Architect	100 Percent	-	-	From amongst the Architects of the Authority having at least seven years experience as such.	-	Should be holding an identical post or should possess qualifications and experience prescribed for appointment by promotion.

10.	Architect	50 Percent	-	50 Percent	From amongst the Assistant Architects of the Authority possessing a degree or diploma in Architecture recognised by the Council of Architecture incorporated under the Architects Acts, 1972 for the purposes of registration as its member and having at least eight years experience as Assistant Architect and should be registered with the Council of Architecture.	-	Should be holding a similar post in any Department of Punjab Govt.
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CLASS-I (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Dep utation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
TOWN AND COUNTRY PLANNING							
11.	Senior Town Planner	-	-	100 Percent	-	-	Should be holding an identical or similar post in the Town and Country Planning Wing of the Housing and Urban Development Department Punjab having qualifications and experience prescribed for appointment as Senior Town Planner in that department.
12.	District Town Planner	-	-	100 Percent	-	-	Should be holding an identical or similar post in the Town and Country Planning Wing of the Housing and Urban Development Department, Punjab having qualifications and experience prescribed for appointment as District Town Planner in that department.

CLASS-II (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1.	Senior Accounts Officer	100 Percent	-	-	From amongst the Accounts Officers of the Authority with at least five year experience as Accounts Officer.		Should be holding an identical or similar post.
2.	Deputy Controller (Finance & Accounts)	-	-	100 Percent	-	-	From amongst Deputy Controllers (Finance & Accounts) of the Department of Finance of Punjab Govt.
3.	Accounts Officer	100 Percent	-	-	From amongst the Section Officers (Works) of the Authority with atleast seven years experience as such.		Should be holding an identical or similar post.

CLASS-II (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
4.	Administrative Officer	100 Percent	-	-	From amongst the Superintendents Grade-II of the Authority having at least three years experience as such. NOTE:- The incumbent, when posted in Estate Office will be designated as Assistant Estate Officer.		Should be holding an identical or similar post .
5.	Private Secretary	100 Percent	-	-	From amongst the Personal Assistants of the Authority having at least three years experience as such.		Should be holding an identical or similar post .
6.	Senior Law Officer	100 Percent	-	-	From amongst the Law Officers of the Authority having at least eight years experience as such.		Should be holding an identical or similar post.

CLASS-II (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
7.	Public Relation Officer	100 Percent	-	-	From amongst Senior Assistants or Senior Assistants (Accounts) of the Authority who are Graduate with diploma in Journalism or Public Relation or Mass Communication with at least two years experience in Publicity and Public Relation work.	-	Should be holding an identical or similar post in a Government Department or Government Organisation.
8.	Revenue Officer	-	-	100 Percent	-	-	From amongst PCS Officers or Tehsildars or Should be holding an identical or similar post under the Govt. of Punjab.
9	Assistant Manager	-	100%	-	-	Post graduate in 2 nd division preference to be given those having MBA & LLB.	Should be holding an identical & similar post in any Govt department/ organization.

CLASS –II (Technical)							
S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1.	Sub-Divisional Engineer. (Civil)	55 Percent	45 Percent	-	<p>From amongst Junior Engineers (Civil) of the Authority with:-</p> <p>i) 34 percent posts from amongst Junior Engineer (Civil) with Diploma in Civil engineering with ten years experience as Junior Engineer (Civil) and having passed or should pass the departmental examination as specified in regulation 17.</p> <p>ii) 14 percent posts from amongst Junior Engineers (Civil) and drawing cadre having Degree in Civil Engineering with two years experience as Junior Engineers (Civil) or A.M.I.E. in Civil Engineering with five years experience as Junior Engineer (Civil) and in the case of drawing cadre the experience of five years as Draftsman or above and having passed or should pass the departmental examination as specified in regulation – 17.</p> <p>iii) 7 percent posts from Circle Head Draftsmen of the Authority with at least ten years experience as Draftsman and above and having passed or should pass the departmental examination as specified in regulation-17.</p>	Degree in Civil Engineering or equivalent qualification from a recognized university/ institution and to pass Departmental examination as specified in regulation 17 .	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment or by promotion.

NOTE:- In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i).

CLASS –II (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
2.	Sub-Divisional Engineer (Public Health)	55 Percent	45 Percent	-	From amongst Junior Engineers (Public Health) of the Authority with :- i) 34 Percent posts from amongst Junior Engineers (Public Health) with diploma in Civil Engineering with ten years experience as Junior Engineer (Public Health) and having passed or should pass the departmental examination as specified in regulation-17. ii) 14 Percent posts from amongst Junior Engineer (Public Health) and drawing cadre having degree in Civil Engineering and two years experience as Junior Engineer (Public Health) or A.M.I.E in Civil Engineering with five years experience as Junior Engineer (Public Health) and in case of drawing cadre the experience of five years as Draftsman or above and having passed or should pass the departmental examination as specified in regulation – 17.	Degree in Civil Engineering or equivalent qualification from a recognized university/ institution and to pass Departmental examination as specified in regulation 17.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment or by promotion. .
					iii) 7 Percent posts from Circle Head Draftsmen of the Authority with at least ten years experience as Draftsman and above and having passed or should pass the departmental examination as specified in regulation – 17.		

NOTE:- In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i).

CLASS –II (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Dep utation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
3.	Sub-Divisional Engineer (Mechanical)	100 Percent	-	-	<p>i) From amongst Junior Engineer (Mechanical) of the Authority having at least ten years experience as such and having passed or should pass the Departmental examination as specified in regulation 17.</p> <p>ii) Degree in Mechanical Engineering and two years experience as Junior Engineer (Mechanical). Or A.M.I.E in Mechanical Engineering with five years experience as Junior Engineer (Mechanical) and in the case of drawing cadre not below the rank of Draftsman and having passed or should pass the departmental examination as specified in regulation – 17.</p>	-	Should be holding an identical or similar post in any other organisation .

CLASS –II (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Dep utation	Promotion	Direct Recruitment	Deputatio n
1.	2.	3.	4.	5.	6.	7.	8.
4.	Sub-Divisional Engineer (Electrical)	55 Percent	45 Percent	-	<p>From amongst Junior Engineers (Electrical) of the Authority with:</p> <p>i) 34 percent posts from amongst Junior Engineer (Electrical) with Diploma in Electrical Engineering with ten years experience as Junior Engineer (Electrical) and having passed or should pass the departmental examination as specified in regulation- 17.</p> <p>ii) 14 percent posts from amongst Junior Engineers (Electrical) and drawing cadre having Degree in Electrical Engineering and two years experience as Junior Engineer (Electrical), or A.M.I.E in Electrical Engineering with five years experience as Junior Engineer (Electrical) and in case of drawing cadre with experience of five years as Draftsman or above and having passed or should pass the departmental examination as specified in regulation – 17.</p> <p>iii) 7 percent posts from Circle Head Draftsmen of the Authority with at least ten years experience as Draftsman and above and having passed or should pass the departmental examination as specified in regulation - 17.</p>	Degree in Electrical Engineering or equivalent qualification from a recognised University/ institution and to pass Departmental examination as specified in regulation 17.	Should be holding an identical post or should possess qualifications and experience prescribed for appointment by direct recruitment or by promotion.

NOTE:- In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i).

CLASS - II (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
5.	Sub Divisional Engineer (Building)	100 Percent	-	-	From amongst the Junior Engineer (Building) of the Authority with Diploma in Civil Engineering with at least ten years experience as Junior Engineer (Building) and having passed or should pass the departmental examination as specified in regulation - 17.		Should be holding an identical or similar post.
6.	Sub-Divisional Landscape Officer	100 Percent		-	From amongst the Junior Engineer (Horticulture) / Landscape Officers of the Authority who have passed B.Sc. Agriculture with Horticulture as an elective subject from a recognized University and having at least ten years experience as such.		Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by promotion.

CLASS - II (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
ARCHITECTURE							
7.	Assistant Architect	40%	60%	-	From amongst the Architectural Assistants of the Authority having three years experience as such.	Same qualifications as prescribed for direct recruitment of Assistant Architect in the rules of department of Architecture of the State Govt.	Should possess qualifications and experience prescribed for appointment by direct recruitment or promotion.
8.	Architectural Assistant.	50 Percent	50 Percent	-	From amongst the Head Draftsmen of the Authority having at least three years experience as such.	i) Degree in Architecture or ii) Three years diploma in Architectural Assistantship and having at least three years experience as Head Draftsman.	Should be holding identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment .
TOWN AND COUNTRY PLANNING							
9.	Assistant Town Planner	-	-	100 Percent	-	-	Should be holding an identical or similar post in the Town and Country Planning Wing of the Housing and Urban Development Department Punjab having qualifications and experience prescribed for appointment for the post of Assistant. Town Planner in that department.

CLASS - II (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
10.	Planning Officer	-	-	100 Percent	-	-	Should be holding an identical or similar post in the Town and Country Planning Wing of the Housing and Urban Development Department, Punjab having qualifications and experience prescribed for appointment in that department.
QUALITY AND CONTROL							
11.	Assistant Research Officer	100 Percent	-	-	From amongst the Research Assistant of the Authority with at least five years experience as such.		Should be holding identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.

CLASS - III (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1.	Superintendent Grade-II	100 Percent	-	-	From amongst the Senior Assistants of the Authority having at least eight years experience as such.	-	Should be holding an identical or similar post.
2.	Senior Assistant	100 Percent	-	-	From amongst the Junior Assistants of the Authority with at least five years experience as such or as per instructions issued by Punjab Govt. from time to time.	-	Should be holding an identical or similar post.
3.	Clerk	15 Percent	85 Percent	-	From amongst the Class IV employees of the Authority with five	(i)Matriculation in Second Division, or has passed Senior Secondary Part-II or Plus II	Should be holding an identical or similar post

					<p>years experience and having passed the Matriculation examination from a recognised university, Board or Institution ; and</p> <p>(i)Qualifies a test in Punjabi language typewriting to be conducted by the appointing authority at a speed of thirty words per minutes.</p> <p>(ii) Qualifies a test in English language typewriting to be evaluated by the appointing authority at a speed of thirty words per minute where appointing authority so directs.</p>	<p>from a recognised university, Board or Institution and three months course on computers from any recognised organisation /institution covering areas of fundamentals of Computers, MS-Office / Micro-Soft Word/MS Excel or Wordstar, Lotus-123 and</p> <p>(ii)Qualifies a test in Punjabi language type-writing to be conducted by the appointing authority at a speed of thirty words per minutes.</p> <p>(iii) Qualifies a test in English language typewriting to be evaluated by the appointing authority at a speed of thirty words per minute where appointing authority so directs.</p>	<p>or should possess qualification and experience prescribed for appointment by direct recruitment.</p>
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CLASS - III (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
4.	Personal Assistant	100 Percent	-	-	From amongst the Senior Scale Stenographer of the Authority having at least five years experience as such .	-	Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by promotion.
5.	Senior Scale Stenographer.	100 Percent	-	-	From amongst the Junior Scale Stenographers of the Authority with at least three years experience as such and who have attained the following proficiency in shorthand: (i) in Punjabi language at a speed of one hundred words per minute and; (ii) in English language at a speed of sixty words per minute with four percent mistakes allowed.		Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.

CLASS - III (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
6.	Junior Scale Stenographer	75 Percent	25 Percent	-	From amongst the Steno-typists of the Authority with at least three years experience as such and who have attained the following proficiency in shorthand : (i) in Punjabi language at a speed of one hundred words per minute ; and (ii) in English language at a speed of sixty words per minute with eight percent mistakes allowed.	Matriculation second division or has passed Senior Secondary Part II or Plus II from a recognised University , Board or Institution and the six months course on computer from any recognised organisation/ institution covering area of fundamental of computers, MS-Office / Micro-Soft Word/ MS-Excel or Wordstar, Lotus-123 and who qualifies a test in shorthand ; (i) in Punjabi language at a speed of one hundred words per minute ; and (ii) in English language at a speed of sixty words per minute with eight per cent mistakes allowed.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.
7.	Steno-typist	-	100 percent	-	-	Matriculation in Second Division or has passed Sr. Secondary or Plus-II Examination from a	Should be holding an identical or similar post.

						<p>recognized University or Board or Institution and three months course on computers from any recognised organisation/ institution covering area of fundamental of computers, MS-Office / Micro-Soft Word/ MS-Excel or Wordstar, Lotus-123 and qualifies a test in shorthand;</p> <p>(i) in Punjabi language stenography to be conducted by the appointing authority at a speed to be specified by the appointing authority from time to time.</p> <p>ii) in English language stenography to be conducted by the Appointing Authority at a speed to be specified from time to time where appointing authority so directs.</p>	
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CLASS - III (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
8.	Section Officer (Works)	100 Percent	-	-	From amongst the Senior Assistant (Accounts) of the Authority with at least five years experience as such and who : i) have qualified the SAS/ Departmental Examination as specified in regulation 17 ; or ii) have passed Intermediate examination of the Institute of Costs and Works Accountants of India; or iii) have passed Intermediate examination of the Institute of Chartered Accountants of India . _	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.

CLASS - III (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
9.	Senior Assistant (Accounts)	100 Percent	-	-	From amongst the Accounts Clerks of the Authority having at least three years experience as such.	-	Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by promotion.
10.	Accounts Clerk	-	100 Percent	-	-	B. Com. From a recognised University.	Should be holding an identical post or should possess qualification and experience prescribed for appointment by direct recruitment.
11.	Law Officer	25 Percent	75 Percent	-	From amongst the employees of the Authority who have professional Degree in Law and at least five years experience as Senior Assistant.	Law Graduate with at least three years experience as Advocate or should have held assignment involving legal work for a period of not less than three years.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for direct recruitment.
12.	Patwari	-	-	100 Percent	-	-	Should be holding an identical post under the State Government.

CLASS - III (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
13.	Supervisor	100 Percent	-	-	From amongst Drivers of the Authority who are Matriculate and have eight years experience as such .	-	-
14.	Driver	25 Percent	75 Percent	-	From amongst Cleaners of the Authority having Driving Licence of Light or Heavy Vehicles as per requirement of the job and Passed the Middle Examination with Punjabi as one of the subjects and should have passed driving test held by the Appointing Authority and four years experience as cleaner or 20 years service as Cleaner with required Driving Licence.	Should possess driving licence of Light or Heavy Vehicles as per requirement of the job and Matriculation or equivalent qualification and should have passed driving test held by the Appointing Authority	Should be holding an identical post under the State Government or should possess qualification prescribed for direct recruitment or by promotion.
15.	Photostat Machine Operator.	100 Percent	-	-	From amongst the Class-IV employees of the Authority who have one year experience as Photostat machine operator in addition to his duties as Class-IV employee and fifteen years experience as Class – IV employee.	-	Should be holding an identical or similar post or should possess qualifications prescribed for appointment by promotion.

CLASS - III (General)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
16.	Duplicating Machine Operator	100 Percent	-	-	From amongst the Class IV employees of the Authority who have one year experience as Duplicating Machine Operator in addition to his duties as Class-IV employees and fifteen years experience as Class-IV employee.	-	Should be holding an identical or similar post or should possess qualifications prescribed for appointment by promotion.
17.	Electrician	-	100 Percent	-	-	i) Should be Matriculate; and possess ii) Industrial Training Institute Diploma in Electrical trade; and ; iii) Two years experience in the Trade.	Should be holding an identical or similar post or should possess qualifications prescribed for direct recruitment.
18.	Plumber	-	100 Percent	-	-	Certificate in Plumber Trade of a recognised Industrial Training Institute.	Should be holding an identical or similar post or should possess qualifications prescribed for direct recruitment.

CLASS - III (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1.	Junior Engineer (Civil)	25 Percent	75 Percent	-	<p>i) 11 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority having Diploma in Civil Engineering and have at least five years experience as Work Supervisor or Surveyor .</p> <p>ii) 4 percent from amongst Draftsmen and Junior Draftsmen having Diploma in Civil Engineering and have at least 5 years experience as Junior Draftsman or above.</p> <p>iii) 10 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority who have at least ten years experience as Work Supervisor or Surveyor and have passed the departmental examination as specified in regulation 17.</p>	Diploma in Civil Engineering or its equivalent qualification recognised by Govt. of Punjab.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.

2.	Junior Engineer (Mechanical)	25 Percent	75 Percent	-	<p>i) 11 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority having Diploma in Mechanical Engineering and have at least five years experience as Work Supervisor or Surveyor .</p> <p>ii) 4 percent from amongst Draftsmen and Junior Draftsmen having Diploma in Mechanical Engineering and have at least 5 years experience as Junior Draftsman or above.</p> <p>iii) 10 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority who have at least ten years experience as Work Supervisor or Surveyor and have passed the departmental examination as specified in regulation 17.</p>	Diploma in Mechanical Engineering or its equivalent qualification recognised by Govt. of Punjab.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.

CLASS - III (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
3.	Junior Engineer (Public Health)	25 Percent	75 Percent	-	<p>i) 11 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority having Diploma in Civil Engineering and having at least five years experience as Work Supervisor or Surveyor .</p> <p>ii) 4 percent from amongst Draftsmen and Junior Draftsmen having Diploma in Civil Engineering and have at least five years experience as Junior Draftsman or above.</p> <p>iv)10 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority who have at least ten years experience as Work Supervisor or Surveyor and have passed the departmental examination as specified in regulation 17.</p>	Diploma in Civil Engineering or its equivalent qualifications recognised by Govt. of Punjab.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
4.	Junior Engineer (Electrical)	25 Percent	75 Percent	-	<p>i) 11 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority having Diploma in Electrical Engineering and at least five years experience as Work Supervisor or Surveyor .</p> <p>ii) 4 percent from amongst Draftsmen and Junior</p>	Diploma in Electrical Engineering or its equivalent qualifications recognised by Govt. of Punjab.	Should be holding an identical or similar post or should possess qualifications and experience prescribed

					<p>Draftsmen having Diploma in Electrical Engineering and have at least five years experience as Junior Draftsman or above.</p> <p>iii) 10 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority who have at least ten years experience as Work Supervisor or Surveyor and have passed the departmental examination as specified in regulation 17.</p>		<p>for appointment by direct recruitment.</p>
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CLASS - III (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputati on	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
5.	Junior Engineer (Building)	-	100 Percent	-	-	Diploma in Civil Engineering or its equivalent qualifications recognised by Government of Punjab. Note:- There shall be no direct recruitment in this cadre.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
6.	Junior Engineer (Horticulture)	25 Percent	75 Percent	-	From amongst the Supervisors (Horticulture) of the Authority who are Matriculate with one year course in Gardening/Training in Horticulture or Agriculture from a recognised University or Institution and have seven years experience as Supervisor (Horticulture)	B.Sc Agriculture with Horticulture as an elective subject from a recognised University or institution. Preference will be given to M.Sc in Agriculture with Horticulture as a subject. Note:- There shall be no direct recruitment in this cadre.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment. Note:- The incumbent holding the degree of B.Sc Agriculture /Horticulture shall be designated as Landscape Officer.
7.	Circle Head Draftsman	100 Percent	-	-	From amongst the Divisional Head Draftsmen of the Authority having	-	Should be holding an identical or similar post or should possess

					at least five years experience as Divisional Head Draftsman.		qualifications and experience prescribed for appointment by promotion.
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CLASS - III (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	DirectRecruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
8.	Divisional Head Draftsman	100 percent	-	-	From amongst the Draftsmen of the Authority having at least five years experience as draftsman.	-	Should be holding an identical or similar post or should possess qualification and experience prescribed for the appointment by promotion.
9.	Draftsman	100 percent	-	-	From amongst the Junior Draftsmen of the Authority who have Industrial Training Institute diploma in relevant Trade and have twelve years experience as Junior Draftsman.	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.
10.	Junior Draftsman	-	100 percent	-	-	Matriculation with two years Industrial Training Institute Diploma in relevant trade.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.

CLASS - III (Technical)							
S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
ARCHITECTURE							
11.	Head Draftsman	75 percent	25 percent	-	From amongst the Senior Draftsmen of the Authority having at least three years experience as such	i)Degree in Architecture or Diploma equivalent to degree of a recognised University or Institution or ii)Three years Diploma in Architectural Assistantship awarded by the Board of Technical Education with five years experience as Senior Draftsman under a qualified Architect after acquiring the requisite qualification.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
12.	Senior Draftsman	50 percent	50 percent	-	From amongst the Draftsmen of the Authority with three years experience as Draftsman.	Three years Diploma in Architectural Assistantship awarded by the Board of Technical Education with two years experience as Draftsman under a qualified Architect after acquiring the requisite qualification.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.

CLASS - III (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
13.	Draftsman	100 percent	-	-	From amongst the Junior draftsmen of the Authority with at least twelve years experience and should possess the three year Diploma in Architectural Assistantship awarded by the State Board of Technical Education.		Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.
14.	Junior Draftsman	-	100 percent	-	-	Three years Diploma in Architectural Assistantship awarded by the Board of Technical Education; or Industrial Training Institute Certificate ;or Diploma in Civil Draftsmanship awarded by the Board of Technical Education	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.

CLASS - III (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
15.	Modeler	-	100 percent	-	-	(i)Three years diploma in Wood Work from Government Wood Work Institute ,Jalandhar and having at least two years experience; or (ii)One year Carpenter's Trade Certificate from an Industrial Training Institute of the State Government ;and 2. Should be able to read Architectural building drawings and translate them into models in woods or Card Board or Plaster or other materials.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
16.	Ferro Printer	100 percent	-	-	From amongst the Ferro-Khalasis of the Authority having five year experience and should be able to operate the Ferro- Printing Machine.	-	Should be holding an identical post or should possess qualification and experience prescribed for appointment by promotion.

Class – III (Technical)

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.

TOWN AND COUNTRY PLANNING

17.	Senior Planning Draftsman	-	-	100 percent.	-	-	Should be holding an identical or similar post in the Town and Country Planning wing of Housing and Urban Development Department, Punjab having the qualifications and experience prescribed for appointment in that department.
18.	Planning Draftsman	-	-	100 percent	-	-	Should be holding an identical or similar post in the Town and Country Planning wing of Housing and Urban Development Department, Punjab having the qualifications and experience prescribed for appointment in that department.

CLASS - III (Technical)

Serial No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
TOWN AND COUNTRY PLANNING							
19.	Junior Draftsman	-	-	100 percent.	-	-	Should be holding an identical or similar post in the Town and Country Planning wing of Housing and Urban Development Department, Punjab having the qualifications and experience prescribed for appointment in that department.
QUALITY AND CONROL							
20.	Research Assistant	-	100 percent	-	-	B.Sc.(Non -Medical)with Physics ,Chemistry and Mathematics in Second Division and having five years experience as Silt Analyst	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.

CLASS - IV

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1.	Daftri	100 percent	-	-	From amongst the Peons of Authority having passed Middle examination and having at least three years experience as Peon.	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.
2.	Mukh Sewadar	100 percent	-	-	From amongst the Peons of Authority having at least three years experience as Peon.	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.
3.	Process Server	100 Percent	-	-	From amongst Peons of the Authority having passed Middle Examination and having at least three years experience as Peon.	-	Should be holding an identical or similar post or should possess qualifications prescribed for appointment by promotion.
4.	Peon	-	100 percent	-	- NOTE:- The Sweeper / Sweeper-cum- Chowkidar / Chowkidar who completes twenty five years of service as such shall be eligible for change of cadre to the post of Peon.	Middle	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment .

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
5.	Ferro-Khalasi	-	100 percent	-	-	Middle	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment .
6.	Khalasi	-	100 percent	-	-	Middle	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
7.	Chowkidar	-	100 percent	-	-	Middle	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
8.	Chowkidar-cum-Khalasi	-	100 percent	-	-	Middle	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
9.	Sweeper	-	100 percent	-	-	Knowledge of Punjabi	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment .

CLASS - IV

S.No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
10.	Sweeper-cum-Chowkidar	-	100 percent	-	-	Knowledge of Punjabi	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment .
11.	Mali	-	100 percent	-	-	Knowledge of Punjabi	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
12.	Truck Cleaner	-	100 percent	-	-	Middle	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.