

**[Extract from Punjab Government Gazette dated 2<sup>nd</sup> April, 1999]**

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF EDUCATION  
(EDUCATION BRANCH)**

**Notification  
The 12<sup>th</sup> March, 1999**

No. 10/22/98 5Edu.1/5812 – In continuation to Punjab Government Notification No. 10/22/98 5Edu.1/4257-69, dated 20<sup>th</sup> February, 1999 and substituted on 10<sup>th</sup> March, 1999 with same No. and date, the Governor of Punjab is pleased to amend and substitute the set of terms and conditions prescribed for grant of revised pay scales of teaching/academic personnel of State Universities and Government Colleges in accordance with the pay pattern recommended by the University Grants Commission and accepted by the Government of India as consolidated by the University Grants Commission and accepted by the Government of India as consolidated by the University Grants Commission, - vide their Notification NO. F-3-1/94 (PS), dated 24<sup>th</sup> December 1998, as per Annexure I of this notification.

2. This issues with the concurrence of the Department of Finance conveyed – vide their I.D. No. 1/109/98-FP/1, dated 12<sup>th</sup> March, 1999.

G.P.S. SAHI,  
Principal Secretary to Government of Punjab,  
Department of Higher Education.

## **Annexure-I**

### **(Set of Conditions)**

(i) The Controllers of Examinations and the Finance Officers in the Universities will be given the same pay scale as applicable to the Registrars.

(ii) The revised scales of Demonstrators/Tutors is for the existing incumbents only. No fresh recruitment shall be made to the cadre of Demonstrators/Tutors.

(iii) Incentives for Ph.D/M.Phill.

(a) Four and two advance increments will be admissible to those who hold Ph.D and M.Phill degree, respectively, at the time of recruitment as Lecturers.

(b) One increment will be admissible to those teachers with M.Phill who acquire Ph.D within two years of recruitment.

(c) A Lecturer with Ph.D will be eligible for two advance increments when he moves into Selection grade as Reader.

(d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.

(iv) Career Advancement

(a) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D, five years for those with M.Phill, and six years for others as a Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

(b) For movement into grades of Reader and above the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D can go up to the level of Lecturers (Selection Grade).

(c) A Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.

(d) For every upward movement, a selection process would be evolved for which appropriate guidelines would be laid down by the UGC in consultation with the Government.

(v) Rewarding Merit

(a) A supertime scale of Rs. 22000-500-24500 will be given to such professors of Eminence who are directly recruited and have completed 28 years of service. The eligibility criteria and the selection process will be determined by the UGC.

(b) University Grants Commission would prepare a specific scheme in consultation with Government to reward and recognize meritorious teachers who may not have M.Phil or Ph.D but who have made outstanding contributions in teaching and research.

(vi) Allowance effective date and fitment formula

(a) The revised scale of pay as contained in the Notification will be effective 1<sup>st</sup> January.

(b) The fixation of pay of Lecturers (Selection Grade)/Readers in the pre-revised scale or Rs. 3700-125-4950-150-5700 who were selected strictly in accordance with the Rules and regulations framed by the UGC and who were in position as Lecturers (Selection Grade)/Readers as on 1<sup>st</sup> January, 1996, will be made in a manner that they get their pay fixed at the minimum of Rs. 14940/- in the revised scales of Rs. 12000-420-18300 as and when they complete five years in the grade.

(c) The pay of Readers and professors who were in the pre-revised scales of Rs. 3000-5000/- and Rs. 4500-5700 will be fixed at the appropriate stage of the revised scales of Rs. 10,000-325-15200 and Rs. 16400-450-20900-500-22400/- respectively as on 1<sup>st</sup> January, 1996.

(d) Pay with effect from 1<sup>st</sup> January, 1996 in the revised scale of pay will be fixed after giving the benefit of one increment for every three increments earned in the pre-revised scales as stipulated in Rule 7 of Central Civil Services (Revised Pay) Rules, 1997 and governed by other relevant provisions of Central Civil Services (Revised Pay) Rules 1997, as applicable.

(e) Pay in the Revised scales of pay as per Notification dated 20<sup>th</sup> February, 1999 shall be fixed at the same stage admissible, vide para (C) above. In cases where the same stage is not available, the pay may be fixed at the stage next above the pay admissible – vide para (C) above.

(f) The mode of payment of arrears up to 31<sup>st</sup> December, 1998 will be decided by the State Government during the financial year 1999-2000.

(g) Teachers in the Universities and Government College will be entitled to Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other Allowances at the same rates and dates as applicable to the Punjab Government employees.

(vii) Age of Superannuation

The age of superannuation of University Teachers, Registrars, Librarians Physical Education Personnel Controller of Examination, Finance Officers and such other University employees who are being treated at par with teachers will continue to be 60 years while for the college teachers it will remain 58 years.

(viii) Scheme for professional development incentives to Lecturers

The UGC will formulate a Scheme, in consultation with the Government, for giving professional development incentives in the form of cash allowances of assistance in kind or both to those Lecturers who register for M.Phil/Ph.D and whose pursuit of research is considered satisfactory by their guides.

(ix) Minimum Qualifications and measures for the maintenance of Standards.

The minimum qualification for the appointments for the teachers in Universities and Colleges and measures for the maintenance of standards will be as notified by the University Grants Commission - vide their No. F-3-/94(PS) dated 24<sup>th</sup> Dec., 1998 (To e printed separately).

(x) Other terms and conditions of service of teachers

Other terms and conditions of service of teachers shall be as notified by the UGC by way of Regulations incorporating the approved pay scales and other related conditions on the line of existing scheme(S) with the approval of Government.

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**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL POLICIES BRANCH)**

**Notification**

**The 4<sup>th</sup> May, 1994**

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

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

(2) They shall come into force at once.

(3) They shall apply to all the posts in Class-I, Class-II and Class-III services in connection with the affairs of the State of Punjab.

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

(a) “appointing authority” means an appointing authority specified as such in the Service Rules made under articles 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab:

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

(c) “Commission” means the Punjab Public Service Commission;

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

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

(f) “recognized university or institution” means.-

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

- (ii) Any other university or institution which is declared by the Government to be recognized university or institution for the purposes of these rules;
- (g) "Service" means any Class I service, Class II service or Class III service constituted in connection with the affairs of the State of Punjab;
- (h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab.

3. Nationality, domicile and character of persons appointed to the Service – (I) No person shall be appointed to the Service unless he is -

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

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission of the Board, as the case may be on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces –

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

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

4. Disqualifications :- No person; (a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

Shall be eligible for appointment to the Service :

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

5. Age- (1) No person shall be recruited to the Service by direct appointment if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1<sup>st</sup> day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time :

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

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

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

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

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

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

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

Provided that –

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
- (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, if any,-

(a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and

(b) if such person is appointed otherwise-

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may -

(a) if his work and conduct has, in its opinion been satisfactory-

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily if he is not already confirmed ; or

(ii) declare that he has completed his probation satisfactorily if he is already confirmed ; or



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(b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the Departmental examination, if any, specified in the Service Rules :-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub – rule (1);

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

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

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

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

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

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

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise ;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and

- (d) in the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person.

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

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

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

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

12. Discipline, penalties and appeals – (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

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

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

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

15. Minimum educational and other Qualifications for appointment to the post of Clerk- No person shall be appointed by direct appointment to a post of Clerk under the Punjab Government unless he -

- (a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognized university or institution ; and

(b) qualifies in test in Panjabi type-writing to be conducted by the Board or by the appointing authority at the speed of thirty words per minute.

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

(a) is Matriculate in Second Division or has passed Senior Secondary Part II examination from a recognized university or institution : and

(b) qualifies a test in Panjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.

17. Knowledge of Punjab Language – No person shall be appointed to any post in any Service by direct appointment unless he possesses knowledge of Panjabi Language of Matriculation standard or its equivalent :

Provided that where a person is appointed on compassionate grounds on priority basis under instructions issued in this behalf by the Government, the person so appointed will have to acquire knowledge of Panjabi language of Matriculation standard or will have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within six months from the date of his appointment :

Provided further that where educational qualifications for a post in any service are lower than Matriculation then knowledge of Panjabi language shall be lowered accordingly.

18. Debarring for consideration for promotion of a Government employee who refuses to accept promotion – In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion;

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

19. Power to relax – Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons :

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

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20. Over riding effect – The provisions of these rules shall have effect not withstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the state.

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

A.S. CHATHA  
Chief Secretary to Government, Punjab