Punjab Food & Supplies (Class –III), Service Rules, 1990, Common condition of Service Rules, 1994, Punjab Govt. Civil Services Rules and instructions issued by the Govt. of Punjab from time to time.

### **GOVERNMENT OF PUNJAB**

### **DEPARTMENT OF FOOD AND SUPPLIES**

### **Notification**

# The 21<sup>st</sup> June, 1990

**No. G.S.R. 31/ Const./Art. 309/90.**—In exercise of the power conferred by the proviso to article 309 of the Constitution of India, and all other power enabling him in this behalf, the President of India is pleased to make the following rules regulating the recruitment and the conditions of service of persons appointed to the Punjab Food and Supplies *( Group C )* Service, namely :-

### **RULES**

- (1) Short title and application.- (1) These rules may be called the Punjab Food and Supplies (

  Group C) Service Rules, 2008.
- (2) They shall apply to the posts specified in Appendix 'A' to these rules.
- 2. Designations.—In these rules, unless the context otherwise requires,-
- (a) 'Board' means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its function.
- (b) 'Cadre' means the strength of Service or a part thereof shown as a separate unit in Appendix 'A' to these rules;
- (c) 'direct appointment' means an appointment made otherwise than by promotion or by transfer of an official already in the service of the Government of India or of a State Government;

- (d) 'Director' means the Director of Food and Supplies, Punjab;
- (e) 'Government' means the Government of the State of Punjab in the Department of Food and Supplies;
- (f) '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 Government to be a recognised university or institution for the purpose of these rules; or
  - (iii) the Punjab, Sind or Dacca University in case of degrees or diplomas obtained as a result of examinations held before the 15<sup>th</sup> August, 1947; and (TO BE DELETED)
- (g) 'Service' means the Punjab Food and Supplies ( Group C ) Service.
- **3. Number and character of posts**—The service shall comprise the posts specified in Appendix 'A' to these rules:

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

- **4. Nationality domicile and character of candidates appointed to Service.—(1)** No persons 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> January, 1962 with the intention of permanently settling in India, or
  - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly

Tanganyika and Zanzibar) Zambia, Malwi, Zaria, Ethiopia and Vietnam with the intentions of permanently settling in India;

Provided that a candidate 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 candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board, but he shall not be appointed to the Service, unless a certificate of eligibility is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No persons 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 un-connected 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 Government of India or any public sector undertaking.

## **5. 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 may, 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.

**6. Age.-** 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 on the lst day of January of the year immediately preceding the last date fixed for submission of applications by the Board or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Punjab Government from time to time.

Provided that the condition of upper age limit may be relaxed upto forty-five years in the case of a person already in employment of the Punjab Government, other State Governments or the Government of India:

Provided further that the appointing authority may for reasons to be recorded in writing, relax the upper age limit for a category or class of persons :

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.

**Note-** For age limits in the case of recruitment of Ex-Servicemen, the provisions of rules 6 of the Punjab Recruitment of Ex-Servicemen Rules, 1982 as amended from time to time shall apply.

## 7. Appointing Authority.-

All appointments to the Service shall be made by the Director.

- **8. Method of appointment and qualifications.-** (1) Appointments to the Service shall be made in the manner as specified in Appendix 'B' to these rules.
  - (2) No person shall be appointed to the Service unless he possesses the educational qualification and experience specified in Appendix 'B' to these Rules.
  - (3) All appointments to the Service by promotion shall be made on the basis of senioritycum-merit and no person shall have any right of promotion on the basis of seniority alone.

- (4) When any vacancy occurs or is about to occur in the Service, the appointing authority shall determine the manner in which the vacancy is to be filled.
- (5) No person shall be recruited to the Service by direct appointment unless he possesses knowledge of Punjabi language of Matriculation standard or its equivalent or passes test in Punjabi Language of Matriculation standard to be held by such authority as may be specified by the Government in this behalf from time to time:

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

- **9. Departmental examination.-** Every member of the Service, unless he has already done so shall pass such departmental examination as may be prescribed by the Government from time to time.
- **10. Promotion.- (1)** Persons appointed to the Service shall remain on probation for a period of two years., if recruited by direct appointment, and for one year, if recruited 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 in 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, but no person who has so officiated, shall on completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent: and vacancy; and
- (d) any kind of leave not exceeding six months during or at the end 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 has not been satisfactory or he has failed to pass the prescribed departmental examination within period not exceeding two and a half years from the date of his appointment it may,-
  - (a) if such person is recruited by direct appointment, dispense with his services revert him to a post on which he held a 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;

- (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may.-
  - (a) if his work and conduct have in its opinion, been satisfactory,-
    - (i) confirm such person, from the date of his appointment, if appointed against a permanent vacancy;
  - (ii) confirm such person from the date from which a permanent

vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) if his work or conduct has not in its opinion been satisfactory or if

he failed to pass the prescribed departmental examination,-

- (i) dispense with his services, if recruited by direct appointment or if appointed otherwise revert him to his former post, or deal with him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the period of probation specified in sub-rule(1) .

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

**11. Seniority of members of Service,-** (1) The seniority inter se of members of the Service in each cadre at the level of Head Office and District Officers shall be determined by the length of continuous service on a post in that cadre of the service:

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

Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Board, his seniority shall be determined from the date he joins the service;

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate do referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso:

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

(a) a member recruited by direct appointment shall be senior to a member recruited otherwise:

# (b) a member appointed by promotion or transfer 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 the length of their service in these appointments and if the length of such service is also the same then an older member shall be senior to the younger member.

**Note:-** Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

- 12. Liability of members of Service of transfer.- A member of the service may be transferred by the Government to any post, under its control whether included in any other Service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume I, Part I.
- **13. Liability to serve:-** A member of the Service shall be liable to serve, at any place, whether within or out of the State of Punjab on being ordered so to do by the Government.

- **14. Pay of members of Service.** The member of the Service shall be entitled to such scales of pay, as may be authorized by the Government from time to time. The Scale of pay at present in force in respect of the members of the Service are given in Appendix 'A' to these rules.
- 15. Leave, pension and other matters:- In respect of pay, leave, pension and other matters not expressly provided for in these rules, the members of service shall be governed by such law, rules and regulations as may have been or may here after be adopted or made by the competent authority.
- **16. Discipline, penalties and appeal.-** (1) In matters relying to discipline, penalties and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
  - (2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of the Service shall be Director and the Government respectively.
- **17. Liability for vaccination and re-vaccination.** Every member of the Service shall get himself vaccinated or re-vaccinated when the Government so directs by a special or General order.
- **18. Oath of allegiance**.- Every number of the 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.
- 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 with respect to any class or category or persons:

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

- **20. Interpretation**.- If any question arises as to the interpretation of these rules, the Government shall decide the same.
- **21. Repeal**.- The Punjab Food and Supplies Department (State Service Class-III) Rules, 1968 *and* **1980**, are hereby repealed:

Provided that any order issued or action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

# 1990

## APPENDIX 'A'

# [See Rules 1(2), 3 and 14]

Sr.	Name of Post	Num	ber of post	S	Scale of pay in Rupees
No.		Temp-	Perma- nent	Total	
1	2	3	4	5	6
	I	l	(A) HEAD	OFFOCE	I
1	Superintendent Grade III/		3	3	1,640-40-2,000-50-2,400-60-2,700-75-2,925
	Senior Auditor		14	14	1,640-40-2,000-50-2,400-60-2,700-75-2,925
					(For Non. S.A.S.)
					2,000-50-2,400-60-2,700-75-3,000-100-3,500
					(For SAS)
2	Legal Assistant	1		1	1,640-40-2,000-50-2,400-60-2,700-75-2,925
3	Technical Assistant		2	2	1,640-40-2,000-50-2,400-60-2,700-75-2,925
4	Assistant/	14	51	65	1,800-40-2,000-50-2,400-60-2,700-75-3,000-
	Accounts/		2	2	100-3,200
	Junior Auditors	8	77	85	1,800-40-2,000-50-2,400-60-2,700-75-3,000- 100-3,200
					1,500-30-1,560-40-2,000-50-2,400-60-2,640
5	Junior Scale Stenographers		9	9	1,200-30-1,570-40-2,000-50-2,100
					1,500-30-1,560-40-2,000-50-2,400-60-2,640
					(Selection Grade)
					1,800-40-2,000-50-2,400-60-2,700-75-3,000-

					100-3,200		
					(Selection Grade for 3 posts which are continued till the incumbents holding these posts are promoted to higher scale of pay)		
					scale of pay)		
6	Clerks	6	59	65	950-25-1,200-30-1,560-40-1,800		
					(Selection Grade: 1,200-30-1,570-40-2,000-50-2,100		
					Selection Grade: 1,500-30-1,560-40-2,000-50-2,400-60-		
					2,640		
7	Computer		2	2	950-25-1,200-30-1,560-40-1,800		
8	Restorer/Gestetnor Operator		2	2	950-25-1,200-30-1,560-40-1,800		
9	Steno-typists	2	8	10	950-25-1,200-30-1,560-40-1,800		
					(Selection Grade: 1,200-30-1,570-40-2,000-50-2,100		
10	Drivers Head Office	2	3	5	950-25-1,200-30-1,560-40-1,800		
	District Offices:	6	9	15			
11	Draftsman		1	1	1,500-30-1,560-40-2,000-50-2,400-60-2,640		
12	Assistant Librarian	1		1	1,200-30-1,570-40-2,000-50-2,100		
					3,200 00 2,000 00 2,000		
	(B)	DISTRICT OFF	ICE (MINIS	TERIAL	AND EXECUTIVE)		
1	Superintendent Grade II		2	3	5 2,000-50-2,400-60-2,700-75-3,000-100- 3,500		
2	Superintendent Grade III/			11	11 1,640-40-2,000-50-2,400-60-2,700-75-		

	Senior Auditor	1	11	12	2,925
					1,640-40-2,000-50-2,400-60-2,700-75- 2,925
					(For Non. S.A.S.)
					2,000-50-2,400-60-2,700-75-3,000-100- 3,500
					(For SAS)
3	Assistant/	1	1	2	1,800-40-2,000-50-2,400-60-2,700-75- 3,000-
	Accountants/	17	16	33	100-3,200
	Junior Auditors/	204	81	285	1,800-40-2,000-50-2,400-60-2,700-75-
	Statistical Assistants	2	19	12	3,000-100
					-3,200
					1,500-30-1,560-40-2,000-50-2,400-60- 2,640
					1,500-30-1,560-40-2,000-50-2,400-60- 2,640
4	Junior Scale Stenographers	3	2	5	1,200-30-1,570-40-2,000-50-2,100
					Selection Grade: 1,500-30-1,560-40- 2,000-50-2,400
					-60-2,640
					-00-2,040
5	Clerks	127	12	251	950-25-1,200-30-1,560-40-1,800
			4		(Selection Grade: 1,200-30-1,570-40-
					2,000-50-2,
					100
					Selection Grade: 1,500-30-1,560-40- 2,000-50-2,400
					-60-2,640
6	Stenotypists	7	9	16	950-25-1,200-30-1,560-40-1,800
					(Selection Grade: 1,200-30-1,570-40-

					2,000-50-2,100
7	Assistant Food and Supplies Officers	101	41	142	1,640-40-2,000-50-2,400-60-2,700-75- 2,925
8.	Inspector Food and Supplies	450	30 5	755	1,500-30-1,560-40-2,000-50-2,400-60- 2,640
9	Sub-Inspector Food and Supplies	645	32 7	972	1,200-30-1,570-40-2,000-50-2,100
10	Head Analyst	21	14	35	1,500-30-1,560-40-2,000-50-2,400-60- 2,640
11	Analysts	38	43	81	1,350-30-1,560-40-2,000-50-2,400
12	Picker	12	9	21	950-25-1,200-30-1,560-40-1,800

## APPENDIX 'B'

# (See Rule 8)

Sr. No	Designation Of the post	Percentage	e for Appointm	ent by	Educational Qualifications and experie for appointment by					
		Promotio n	Direct Appointme	Transfer	Promotion	Direct Appointment	Transfer			
1	2	3	4	5	6	7	8			
	(A) HEAD OFFICE									
1	Superintende nt	Hundred		If no suitable person is	From amongst the Assistants,		From amongst the persons			

	Grade-III/	Per cent		available	Accountants,		holding
	Grade iii,	i ci cciic		for	Junior		identical or
	Senior			appointme	Auditors and		similar
				nt by	Senior Scale		posts under
	Auditor			promotion	Stenographe		the
				promotion	rs working at		Governmen
					the Head		t of India or
					Office and		under a
					who have an		State
					experience		Governmen
					of working		t
					on either of		
					these posts		
					for a		
					minimum		
					period of		
					·		
					three years		
2	Legal	Hundred	If no	If no	From	Should be Law	From
	Assistant		suitable	suitable	amongst the	Graduate of	amongst
		Per cent	person is	person is	Assistants,	recognized	the persons
			available	available	Accountants,	university and	holding
			for	for	Junior	should have an	identical or
			appointme	appointme	Auditors and	experience of	similar
			nt by	nt by	Senior Scale	legal work for	posts under
			promotion	promotion	Stenographe	a minimum	the
			or by direct	or by direct	rs working at	period of two	Governmen
			recruitment	recruitment	the Head	years	t of India or
					Office who		under a
					are Law		State
					Graduate of		Governmen
					a recognized		t
					university		
					and have an		
					experience		
					of working		
					for a		
					minimum		
					i		
					period of		
1 1					Ī -		
					two years		
					Ī -		

**Note**:- Legal Assistant appointed by selection from amongst Assistants, Accountants, Junior Auditors and Senior Scale Stenographers will claim further promotion on their respective lines on the basis of their seniority in their basic cadres.

2	Tochnical	الاسماء عا	If no	If no	From	Chauld ba	From
3	Technical	Hundred	If no	If no	From	Should be	From
	Assistant	per cent	suitable	suitable	amongst the	Graduate of a	amongst
		per cent	person is	person is	Assistants,	recognized	the persons
			available	available	Accountants,	university with	holding
			for	for	Junior	Economics,	identical or
			appointme	appointme	Auditors and	Mathematics,	similar
			nt by	nt by	Senior Scale	agriculture,	posts under
			promotion	promotion	Stenographe	Commerce or	the
				or by direct	rs working at	Statistics as	Governmen
				recruitment	the Head	one of elective	t of India or
					Office who	subjects and	under a
					are	should have an	State
					Graduates of	experience in	Governmen
					a recognized	computerizing	t
					university	of	
					with	maintenance	
					Economics,	of Statistics for	
					Mathematics	a minimum	
					, Agriculture,	period of two	
					, rigilicalitate,	years	
					Commerce	years	
					or Statistics		
					as one of the		
					elective		
					subjects and		
					have an		
					experience		
					of working as		
					such for a		
					minimum		
					period of five		
					years		
					years		
4	Assistants	Hundred	-	If no	From	-	From
				suitable	amongst the		amongst
		per cent		person is	Clerks,		the persons
				available	Assistant		holding
				for	Librarian,		identical or
				appointme	Computers		similar
				nt by	and		posts under
				promotion	Draftsmen		the
					who are		Governmen
					gradates		t of India or
					who have an		under a
					experience		State
					of working		Governmen
					at Head		t
					Office on		
L	<u> </u>	ı	L	L	,,		

					either of these posts jointly or independent ly for a minimum period of five years and who have passed the Assistant Grade Examination by the Board		
	Junior Auditors	-	Hundred percent	If no suitable person is available for direct appointme nt	-	Commerce graduates from recognized University	From amongst the persons holding identical or similar posts under the Governmen t of India or under a State Governmen t
5	Junior Scale Stenographer s	Hundred per cent		If no suitable person is available for appointme nt by promotion	From amongst the Steno-typists who qualify the test in Shorthand prescribed by the Director	Should be a Graduate of a recognized university and should have an experience in typing and shorthand for a minimum period of five years and should qualify the test prescribed by the Board	From amongst the persons holding identical or similar post under the Governmen t of India or under a State Governmen t
6	Computer	Ten per	Ninety per	If no suitable	From amongst the	Should be Matriculate in	From amongst

		1 .	<u> </u>	· ·	0 "1	4st p	
	Clerks	cent	cent	person is	Class IV	1 <sup>st</sup> Division or	persons
				available	employees,	Ten-Plus-Two	holding
				for	Daftries,	in IInd Class or	identical or
				appointme	Drivers and	Graduate of a	similar
				nt by	Restorers	recognized	posts under
				promotion	working at	university and	Governmen
				or by direct	Head Office	a Certificate in	t of India or
				appointme	who have	computerizati	under a
				nt	the	on from a	State
					knowledge	recognized	Governmen
					of	Institute	t
					computers	having	
					and	_	
					experience	knowledge of	
					of working	data entery	
					on either of	and computer	
					these posts	type writing	
					for a	<b>both</b> in English	
						<i>and</i> Punjabi	
					minimum	with a	
					period of five	minimum	
					years and	speed of	
					who possess	thirty-five	
					minimum	=	
					qualification	words per	
					of	minute	
					Matriculatio		
					n with		
					Punjabi as		
					one of the		
					elective		
					subjects		
7	Computer		Hundred			Should be a	
			per cent			Matriculate	
						with 1 <sup>st</sup>	
						Division or Ten	
						Plus-Two in	
						IInd Division or	
						Graduate or a	
						recognized	
						university with	
						a Certificate in	
						computerizatio	
						n of a	
						recognized	
						Institute	
	I	l	I	I		l	

8	Steno-typists	-	Hundred per cent	If no suitable person is available for appointme nt by promotion	-	Should be Matriculate in 1st Division or Ten Plus-Two in Ilnd Division or Graduate of a recognized university subject to passing of type and shorthand test as prescribed by the Board	
9	Restorer/ Gestetner operator	Hundred per cent	If no suitable person is available for appointme nt by promotion		From amongst the Daftries and Persons working under the Director at Head Office	Should be Matriculate or Ten Plus-Two having an experience or handling Gestentner machine	
10	Driver	Hundred per cent	If no suitable person is available for appointme nt by promotion	If no suitable person is available for appointme nt by promotion or by direct appointme nt	From amongst the Class-IV employees and Restorers working under the Director and who possess a licence in driving for the last five years subject to passing the test as prescribed by Director.	From amongst persons holding Driving licence of light vehicle and experience of driving for a minimum period of four years with Knowledge of Punjabi upto Primary Standard.	From amongst the persons holding identical or similar posts in other Departmen ts of the Governmen t or Governmen t Institutions

11	Draftaman		Hundred	If no		Should be	From
11	Draftsman	•••					From
			percent	suitable		Matriculate	amongst
				person is		with 1 <sup>st</sup>	the persons
				available		Division or Ten	holding
				for		plus Two in	identical or
				appointme		IInd Division or	similar
				nt by direct		Graduate of a	posts under
				recruitment		recognized	Governmen
						University with	t of India or
						diploma of	under a
						Draftsmanship	State
						of a recognized	Governmen
						Institute with	t
						an experience	
						of two years.	
						or two years.	
12	Assistant		Hundred	If no		Should be	From
	Librarian		percent	suitable		Matriculate in	amongst
				person is		Ist Division or	the persons
				available		Ten plus Two	holding
				for		in II Division or	identical or
				appointme		Graduate of a	similar
				nt by direct		recognized	posts under
				recruitment		University with	Governmen
				recrarement		a diploma in	t of India or
						Library Science	under a
							State
						of recognized	
						Institute with	Governmen
						an experience	t
						of two years.	
	l	1			l	I	
			<b>'B'</b>	DISTRICT OFFIC	CES		
1	Superintende	Hundred		If no	From		From
1	nt Grade-II		1	suitable			
	iit Graue-II	percent			amongst the		amongst
				person is	Assistants		the persons
				available	working in		holding
				for	the District		identical or
				appointme	Offices or		similar
				nt by	Head Office		posts under
				promotion			the
					who have an		Governmen
					experience		t of India or
					of working		under a
L					on either of		State
	•	•	•			•	

2	Assistants/	Eighty	Twenty	If no	these posts for a minimum period of three years.	Should be	Governmen t
	Accountants/ Junior Auditors/ Statistical Assistants	percent	percent	suitable person is available for appointme nt by promotion or by direct recruitment	amongst the Clerks, Stenotypists and Junior Scale Stenographe rs working in the District Offices who have an experience of working on either of these posts jointly or independentl y for a minimum period of five years and who have passed the Assistant Grade Examination conducted by the Board.	Graduate of a recognized university with five years experience of working on a post involving noting and drafting and who qualifies the departmental test prescribed by the Board	amongst the persons holding identical or similar posts under the Governmen t of India or under a State Governmen t
4	Junior Scale Stenographer s	Eighty percent	Twenty percent	If no suitable person is available for appointme nt by promotion	From amongst the Steno-typists who qualify the test in shorthand prescribed by the	Should be Graduate of a recognized university and should have an experience in typing and shorthand for	From amongst the persons holding identical or similar posts under the

				or by direct recruitment	Director	a minimum period of five years and should qualify the test prescribed by the Board	Governmen t of India or under a State Governmen t
5	Clerks	Ten percent	Ninety percent	If no suitable person is available for appointme nt by promotion or by direct recruitment	From amongst the Class-IV employees and Drivers working under the Director and who have an experience of working on either of these posts for a minimum period of five years and who possess minimum qualification of Matriculatio n with Punjabi as one of the elective subjects	Should be Matriculate in 1st Division or Graduate of a recognized University and should have knowledge of type-writing in English or Punjabi with a minimum speed of thirty five words per minutes	From amongst the persons holding identical or similar posts under the Governmen t of India or under a State Governmen t
6	Steno-typists	Hundred per cent	If no suitable person is available for appointme nt by promotion		From amongst the Clerks working in the District Offices subject to passing the test for the post as	Should be Matriculate in Ist Division or Ten plus. Two in IInd Division or Graduate of a recognized University subject to passing type	

	I	I		T	ı		1
					prescribed	and shorthand	
					by the	and short hand	
					Director	test as	
						prescribed by	
						the Board	
7	Assistant,	Hundred	-	-	(i) From	Should be	
	Food and	percent			amongst the	Graduate of	
	Supplies				Inspectors	recognized	
					Food and	University	
					Supplies and		
					Head		
					Analysts		
					working		
					under the		
					Director and		
					who have an		
					experience		
					of working as		
					such		
					independentl		
					y on each of		
					the said post		
					for a		
					minimum		
					period of		
					three		
					years.(ii)		
					From		
					amongst the		
					Assistants,		
					Accountant		
					Junior		
	Note: In the c	ase of pron	notion from ar	mongst	Auditors		
	the Ministeria	al staff the p	romotion sha	ıll be in	Senior Scale		
	the ratio of 1:	2 from the	incumbents w	orking at	Stenographe		
	Head Office a	nd the Distr	ict Offices res	spectively.	rs and		
		T			Statistical		
					Assistants		
					working		
					under the		
					Director on		
					the basis of		
					their inter se		
					seniority		
					who have an		
					experience		
					of a		
					minimum		

				I			1
					period of		
					three years		
					independentl		
					y or jointly		
					and subject		
					to tendering		
					options		
					•		
8	Inspector,	Hundred	-		From	Should be	
	Food and	per cent			amongst the	Graduate of a	
	Supplies				Sub-	recognised	
					Inspectors	University	
					working		
					under the		
					Director who		
					have an		
					experience		
					of working as		
					such for a		
					minimum		
					period of		
					three years		
9	Sub-	-	Hundred		-	Should be	
	Inspector,		per cent			Graduate in	
	Food and					Science or	
	Supplies					Agriculture	
						from a	
						recognized	
						University	
10	Head Analyst	Hundred	_	-	From	-	
	caa /iiiaiyst	per cent			amongst the		
		per cent			Analysts who		
					have an		
					experience		
					of working as		
					such for a		
					minimum		
					period of five		
					years		
					years		
11	Analysts		Hundred			Should be	
			percent			Graduate in	
						Science or	
						Agriculture	
						from a	
						recognized	
			•	i	1		

			University	
12				