

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES I BRANCH)

Notification

The 10th February, 2009

No. G.S.R. 12/Const./Art. 309/Amd. (9)/2009.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely :—

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (1st Amendment) Rules, 2009.
- (2) They shall come into force with immediate effect.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), for rule 15, the following shall be substituted, namely:—

“15 Minimum Educational and other qualifications.—

1. (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution ; and
- (ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (D OEACC) of Government of India ;

applications from Government recognised institution
or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course
equivalent to 'O' level certificate of Department of
Electronics Accreditation of Computer Courses
(DOBACC) of Government of India."

R. I. SINGH,

Chief Secretary to Government of Punjab.

- (2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.
- (3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period for which he could not qualify the said test :

Provided that where appointment to Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2)''.

3. In the said Rules, for rule 16, the following shall be substituted, namely:—

- 16. Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.—No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he :—
 - (a) Possesses Bachelor's Degree from a recognised University or Institution ; and
 - (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
 - (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing

*To words
conclude
Typing*

*ulmate
Inf*

*for Defence
Type Test is
not required*

*for
Steno Typist
or
Junior Scale
Stenographer*