

PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY

PUDA BHAWAN, SECTOR 62, S.A.S NAGAR
(ADMINISTRATION BRANCH)

OFFICE ORDER

In pursuance of the decision of the Authority taken in its 59th meeting held on 23-10-2020 vide item No. 59.08, the experience prescribed for promotion, for certain ministerial posts, in the Schedule-III (General) of Punjab Urban Planning and Development Authority (Employees Service) Regulations, 1999 is hereby amended.

Accordingly, the amended Schedule-III (General) is hereby incorporated in the Punjab Urban Planning and Development Authority (Employees Service) Regulations, 1999 as per annexure enclosed.

Dated, SAS Nagar
14-12-2020

Malwinder Singh Jaggi, IAS
Chief Administrator.

Endst No: PUDA-Admn-EA-1/2020/ 23101-146 Dated: 16-12-2020

A copy of the above is forwarded to Chief Administrators of all Development Authorities and Heads of Branches, PUDA/GMADA for information and necessary action.


16/12/20.
Superintendent (Admin),
For Chief Administrator

SCHEDULE-III (GENERAL)

GROUP - A

Sr. 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	General Manager	100 %	-	-	From amongst Deputy General Managers of the Authority having FOUR years service as such.	-	From amongst PCS officers in selection grade or officers holding equivalent or similar post in any other organization. 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.
2	Legal Advisor	100 %	-	-	From amongst the Senior Law Officers of the Authority having at least SIX 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.
3	Establishment Officer	100 %	-	-	From amongst Administrative Officers / Assistant Estate Officers of the Authority having at least FOUR years experience as such.	-	-

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SCHEDULE-III (GENERAL)

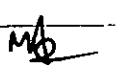
GROUP - A

Sr. 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	Estate Officer	50%	-	50%	A) 25% by promotion from amongst Administrative Officers and Assistant Estate Officers of the Authority having at least FOUR years experience as such and should have Graduation as minimum qualification. B) The remaining 25% shall be filled by selection on merit-cum-seniority in ratio of 1:1:1 as under:- - from amongst Sr. Law Officers of PUDA having at least five years working experience as such. - from amongst Sr. Accounts Officer of PUDA who is qualified in Indian Institute of Cost and Works Accountants of India (ICWA) or Chartered Accountant (CA) or Master of Commerce and having at least five years working experience as such. - from amongst other employees of PUDA who have qualified MBA degree from a recognized University and having at least three years working experience on the post having a minimum Grade Pay of Rs. 5000/-. Preference in selection will be given to the persons who have additional academic qualification in his sphere of work.	-	From amongst PCS Officers.

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Sr. 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	Administrative Officer	100 %	-	-	From amongst the Superintendents Grade-II of the Authority having at least TWO 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 .
6	Senior Law Officer	100 %	-	-	From amongst the Law Officers of the Authority having at least Six years experience as such.	-	Should be holding an identical or similar post.
7	Secretary	100 %	-	-	From amongst the Private Secretaries of the Authority having at least Four years experience as such.	-	Should be holding an identical post or should possess qualification and experience prescribed for appointment by promotion.
8	Private Secretary	100 %	-	-	From amongst the Personal Assistants of the Authority having at least Two years experience as such.	-	Should be holding an identical or similar post .

9	Chief Accounts Officer	100%	-	-	From amongst the Senior Accounts Officers of the Authority having at least TWO years experience as such.	-	In case of non-availability of candidates for promotion, then From amongst the Asstt. Directors/Joint controllers of the Deptt. of Fianance 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.
10	Senior Accounts Officer	100%	-	-	From amongst the Accounts Officers of the Authority with at least FOUR years experience as Accounts Officer		Should be holding an identical or similar post.
11	Accounts Officer	100%			From amongst the Section Officers (Works) of the Authority with at least FIVE years experience as such.		Should be holding an identical or similar post.

SCHEDULE-III (GENERAL)

GROUP - B

Sr. 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.
12	Superintendent Grade-II	100 %	-	-	From amongst the Senior Assistants of the Authority having at least FIVE years experience as such.	-	Should be holding an identical or similar post.
13	Law Officer	25 %	75 %	-	From amongst the employees of the Authority who have Professional Degree in Law and at least FOUR years experience as Senior Assistant/ Steno Typist/ Clerk/ Accounts clerk and other group C Ministerial staff including experience of higher post in PUDA.	Law Graduate with at least three years of 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.
14	Personal Assistant	100 %	-	-	From amongst the Senior Scale Stenographer of the Authority having at least FOUR years experience as such.	-	Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by promotion.



Sr. 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	Section Officer (Works)	100%	-	-	From amongst the Senior Assistant (Accounts) of the Authority with at least four 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.

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Sr. 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	Senior Assistant (Accounts)	25%	75%	-	From amongst the Clerks/Data Entry Operators/Junior Assistant of the Authority who possesses minimum qualification BA with Economics or B.Com from a recognized University and having at least FOUR years experience as such.	B.Com. from a recognized University with a minimum score of 50% marks AND possesses i) At least one hundred and twenty hours Course with hands on experience in the use of Personal Computer or Information Technology Office Productivity Applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution, which is ISO 9001 certified. OR ii) Certification in usage of Computers equivalent to "O" Level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India. Preference will be given to candidates who have done Post Graduation in Commerce and/or have done a certification Course in the use of accounting software.	Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by promotion.

SCHEDULE-III (GENERAL)

GROUP - B

Sr. 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.
17	Senior scale Stenographer	100 %	-	-	From amongst the Junior Scale Stenographers of the Authority with at least TWO 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 candidate will be required to transcribe these (at the typewriter) at the speed of 20 words per minute. Those committing not more than 4 percent mistakes in the aggregate will be deemed to have qualified in the test for Punjabi Stenography. (ii) in English language at a speed of sixty words per minute and the candidates will be required to transcribe the dictated paras at a speed of 12 words per minute. The candidate committing not more than 4 percent mistakes in a aggregate will be considered to have qualified the test for English Stenography. A person will be considered to have cleared/passed the test only if he/she qualifies the test in both the languages. He/She will be assigned provisional seniority from the date of provisional promotion as Senior Scale Stenographer. He/She shall only be promoted after qualifying the test in Punjabi and subject to condition that he/she have to qualify the test in English at the prescribed speed within a period of one year, from the date of his/her promotion and for this purpose three chances, with an interval of four months each will be given. If he/she fails to qualify the test in English within period of one year, he/she will not be entitled to earn increments as Senior Scale Stenographer. During the next two years, he/she will, however, be given six chances more than an interval of approximately four months each to qualify the test in English. If he/she not be entitled to the benefit of increments in the scale of Sr. Scale Stenographers. On his/her passing the test in English in any of these additional	-	Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by promotion.

					six chances, he/she would get the increments as Sr. Scale Stenographers shall be determined after his/her clearing both the tests in Punjabi and English. 2. A Sr. Scale Stenographer who has availed of all the above said nine chances or more but not exceeding the period of probation of 3 years from the date of joining the post in the cadre, as per provision made under rules 7 and 8 of Punjab Civil Secretariat (State Services Class- III) Rules, 1976, for English test but fails to clear the same, and, is for that reasons, reverted, shall lose his/her seniority in the cadre of Sr. Scale Stenographer. 3. Govt. after due consideration on merits of each case may, if it deems fit, allow the Sr. Scale Stenographer reverted as Jr. Scale Stenographer to take the next test (both in Punjabi and English) for the post of a Sr. Scale Stenographer. If he/she qualified in the next test in Punjabi he/she will be promoted again as a Sr. Scale Stenographer and shall be assigned a provisional seniority as such from the date of his/her re-promotion after passing the Punjabi test but shall be eligible for final seniority only after qualifying the test in English within a period of one year from the date of his/her re-promotion for which purpose three chances with an interval of approximately four months each will be given. 4. Any such official who qualifies the test in Punjabi but again fails to qualify the test in English within the extended period of one year, in another three chances, will finally be reverted to the post of Jr. Scale Stenographer and shall in no case be given any further chance to take test for the post of Sr. Scale Stenographer. 2. Official who are once promoted on the basis of the qualifying test for shorthand in Punjabi only but are later on reverted due to non-availability of posts in respective cadre, will be eligible for re-promotion in the due course but their promotion will be subject to the condition that they will have to qualify the test in English at the prescribed speed from the date of their re-promotion within the period/chances as indicated in the preceding paragraphs. In case they fail to do so within the stipulated period they will be reverted and shall be governed in accordance with procedure detailed above.		
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SCHEDULE-III (GENERAL)

GROUP - C

Sr. 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.
18	Junior Scale Steno	25%	75%	-	From amongst the Steno-typists of the Authority with at least TWO 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 the candidates will be required to transcribe the dictated passages (at typewriter) at the speed of 20 words per minute. Those who commit not more than 8 percent mistakes in the aggregate will be considered to have qualified the test in Punjabi. (ii) in English language at a speed of fifty words per minute. The candidate will be required to transcribe the dictated para at a speed of 10 words per minute. Those who commit not more than 8 percent mistakes will be considered to have qualified the test in English. A candidate will be considered to have qualified the test only, if he/she qualifies the test in both the languages. He/she will get provisional promotion after qualifying the test in Punjabi subject to availability of post on seniority cum merit and further subject to the	1 (a) Possesses the Bachelor's Degree from a recognized 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) 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; and (d) Possesses at least one hundred and two 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 Govt. recognized institution or a reputed	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.

					condition that he/she shall have to qualify the test in English at the prescribed speed within a period of one-year from the date of his/her promotion and for this purpose three chances with an interval of approximately four months each, will be given. If he/she fails to qualify the English test within the period of one year, he/she will not be entitled to earn increment as a Jr. Scale Stenographer. During next two years, he/she will however, be given six chances more than an interval of approximately four months each to qualify the test in English. If he/she fails in those additional six chances also, he/she will be reverted as a steno typist and shall not be entitled to the benefit of increment (s) in the scale of Jr. Scale Stenographer on his/her passing the test in English in any of these additional six chances, he/she would get the increment as Jr. Scale Stenographer from the date of passing the test in English. His/her final seniority as Jr. Scale Stenographer shall be determined after his/her clearing both the test in Punjabi and English languages. 3. A Jr. Scale Stenographer who fails to clear the test in English language in spite of availing of these nine chances or more but not exceeding the period of probation of 3 years from the date of joining the post in the cadre, as per provision made under rules 7 and 8 of Punjab Civil Secretariat (State Services Class-III) Rules, 1976, and, is for that reasons reverted, shall lose his/her seniority in the cadre of Jr. Scale Stenographer. 4. Govt after due consideration on merits of each case may, if it deems fit, allow the Jr.	institution, which is ISO 9001, certified OR Possesses Certification in use of Computers course equivalent to "O" Level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.	
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					Scale Stenographer reverted as Steno-typist to take the next test (both in Punjabi and English) for the post of a Jr. Scale Stenographer, provided that a period of one year at least has elapsed between the date of his/her reversion and the date of his/her taking the subsequent test for the post of Jr. Scale Stenographer. If he/she qualifies in the next test in Punjabi, he/she will be promoted again as a Jr. Scale Stenographer and shall be assigned provisional seniority as such from the date of his/her re-promotion after passing the Punjabi test but shall be eligible for final seniority only after qualifying the test in English within a period of one year from the date of his/her re-promotion, for which three chances with an interval of approximately four months each will be given. 5. Any such official who qualifies the test in Punjabi but again fails to qualify the test in English within the extended period of one year, in another three chances, will finally be reverted to the post of Steno-typist and shall in no case be given any further chance to take test for the post of Jr. Scale Stenographer. 6. As the Steno-typist form a separate cadre, a Steno-typist who has qualified test both in Punjabi and English shall exercise in writing his/her final option for the cadre of Steno typists, thereby requesting for the termination of his/her lien from the cadre of Clerks/Assistants before he/she is actually promoted as a Jr. Scale Stenographer.		
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Sr. No	Designation of Post	Source of Appointment				Qualification and Experience		
		Promotion		Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
		From Peon	From Class IV W/Charge employees					
19	Clerk	15 %	10 %	75 %	-	From amongst the Class IV employees of the Authority and from amongst the Class IV regular work charge employees of the Authority with FOUR years experience and having passed the Matriculation examination from a recognized university, Board or Institution; and Qualifies a test in Punjabi language type-writing to be conducted by the Appointing Authority at a speed of thirty words per minute. Provided that preference will be given to those who possess at least one hundred and twenty hours course with hands on experience in the use of Personal computer or information Technology office productivity applications or Desktop Publishing applications from a Govt. recognized 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 (DOEACC) of Govt. of India.	(i) No person shall be given direct appointment to the post of Clerk under the Authority unless he possesses the Bachelors Degree from a recognized University or Institution; and (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or information Technology office productivity applications or Desktop Publishing applications from a Govt. recognized 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 (DOEACC) of Govt. of India within a period of one year from the date of his appointment. (iii) The person so appointed as Clerk in terms of Clause (i), 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. (iv) Qualifies a test in English language type-writing to be evaluated by the appointing authority at a speed of thirty words per minute where appointing authority so directs. In case, the person fails to qualify the said test within the period specified in Clause (iii) & (iv) 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.	Should be holding and indential or similar post or should possess qualification and experience for appointment by direct recruitment.

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Sr. 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.
20	Driver	40%	60%	-	i) 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 the subject 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. ii) In case of shortfall in availability of candidates from (1) from amongst regular work charged employee or other regular Chowkidar/Peons of the authority with at least 06 years of regular services and having a driving license of light or heavy vehicles as well as working knowledge of Punjabi and should have passed driving test held by the competent authority.	Should possess driving licence of light or heavy vehicles as per requirement of the job and Matriculation and should have passed driving test held by the appointing Authority.	-
21	Photostat Machine Operator	80%	20%	-	From amongst Daftri and Peon of the Authority who are Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised University or Institution and possess knowledge of Punjabi of Matriculation or its equivalent level with TWO years service as such and should have at least Six months experience of operating Photostat machine	i) Matriculation in IInd Division or has passed Senior Secondary Part-II examination from a recognised University or institution, and knowledge of Punjabi of Matriculation or its equivalent level. ii) Certificate regarding the operation of Photostat Machine from the reputed company iii) Qualifies in competitive test to be held by the Competent Authority	Should be holding an identical or similar post or should possess qualifications prescribed for appointment by promotion

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