

Appendix 'A'

Sr. No.	Designation of Post	No of Post	Pay Band	Group	Pay Scale	Grade Pay	Initial Pay	Prescribed Qualification
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1.	General Manager Personnel & Projects	01	PB 4	A	15600-39100	7800	31520	Ex-Indian Commissioned Officer of the Army, Navy or Air Force who has either completed the Long Defence Management Course successfully, or has a Post Graduate Diploma/Degree in Personnel Management and Labour/ Industrial Relations of a recognized University.
2.	Financial Controller	01	PB 4	A	15600-39100	7800	31520	Chartered Accountant with a least 2 years experience. A person with additional qualification of Company Secretary will be preferred.
3.	Superintendent	01	PB 3	B	10300-34800	4800	18250	Ex-Honorary Commissioned Officer of the Army, Navy or Air Force with 25 years service who has:- (i) minimum educational qualification of Graduate of a recognized University or equivalent; and (ii) been specially trained in administrative duties at Staff Headquarters.
4.	Personal Assistant	02	PB 3	B	10300-34800	4800	18250	Ex-Junior Commissioned Officer of the Army, Navy or Air Force, of P.A. trade and domicile of state of Punjab, who has:- (i) minimum educational qualification of Graduate of a recognized University or equivalent ; (ii) served as P.A. for at least 10 years in the Armed Forces; and (iii) qualifies a test to be conducted by the appointing authority at the speed of 120 words per minute in shorthand, and transcription on the typewriter at the speed of 30 words per minute. (iv) Should have passed Punjabi at the Matriculation level.
5.	Accountant	01	PB 3	B	10300-34800	4400	17420	Ex Junior Commissioned Officer or Ex-non Commissioned Officer of the Army, Navy or Air Force, of Clerical Trade, who has either :- i) minimum educational qualification of Graduate of a recognized University or equivalent ;and ii) served in accounts for about 2 years while in the Armed Forces and been especially trained in accounts
								B. Com will be given preference OR B. Com , SAS qualified with at least two years experience in a Government Department/Public Undertaking /reputed commercial organization.

6.	Assistant (Accounts)	01	PB 3	B	10300- 34800	4400	17420	Ex-Junior Commissioned or Non Commissioned Officer of the Army, Navy or Air Force of clerical trade with 15 years service who either:- (i) is a Graduate of a recognized University or its equivalent; and (ii) has been especially trained in accounts duties.
								B.Com will be given preference. OR B.Com with 6 years experience in a Government Department/Public Undertaking/reputed commercial Organization.
7.	Assistant (General)	02 %	PB 3	B	10300- 34800	4400	17420	% Ex-Junior Commissioned Officer or Non-Commissioned Officer of the Army, Navy or Air Force from Clerical Trade with 20 years service and domicile of State of Punjab, who: i) is a Graduate from a recognized University/Institution or its equivalent ; ii) shall have qualified the test of typing on computer in English and Punjabi at the speed of 30 words per minute; and type two paragraphs of 300 words (English & Punjab) iii) Should have passed Punjabi at the Matriculation level. iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology I Office Productivity applications or Desktop Publishing application from a Government 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 Government of India
8.	Senior Scale Stenographer	--	--	--	--	--	--	Omitted @
9,	Junior Scale Stenographer	--	--	--	--	--	--	Omitted @

% Amended vide Punjab Govt. Gazette dated 21 Jul 2017

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10.	Clerk	02\$	PB 2	C	*5910-20200 **10300-34800	2400 3200	9880 13500	<p>\$ Ex-Junior Commissioned Officer or Non-Commissioned Officer of the Army, Navy or Air Force from Clerical trade with 15 years of service and domicile of state of Punjab, who:</p> <p>i) is a Graduate from a recognized University/Institution or its equivalent ;</p> <p>ii) shall have qualified the test of typing on computer in English & Punjabi at the speed of 30 wpm and type two paragraphs of 300 words (English & Punjabi)</p> <p>iii) Should have passed Punjabi at the matriculation level.</p> <p>iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology I Office Productivity applications or Desktop Publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India</p>
11.	Care Taker	01	PB 2	C	5910-20200	2400	9880	<p>Ex-Non Commissioned Officer of the Army, Navy or Air Force and domicile of state of Punjab, who :-</p> <p>i) is a Matriculate of recognized University or equivalent; and</p> <p>(ii) should have served as Store Holder for 15 years.</p> <p>(iii) should have passed Punjabi at the Matriculation level.</p>
12.	Steno Typist (Punjabi)	01	PB-2	C	*5910-20200 **10300-34800	<u>2400</u> <u>3200</u>	<u>9880#</u> <u>13500#</u>	<p>Ex-Non Commissioned Officer of the Army, Navy or Air Force of P.A trade, who:-</p> <p>i) is a Graduate of a recognized University/Institution or its equivalent.</p> <p>ii) has 5 years experience in the field in stenography & qualifies a test in Punjabi Stenography to be held by the appointing authority at a speed specified by the Government from time to time; and</p> <p>iii) 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 application or Desktop publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified.</p>

\$ Amended vide Punjab Govt. Gazette dated 21 Jul 2017

								OR Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India
13.	Driver	02	PB 2	C	5910- 20200	2400	9880	Ex Non- Commissioned Officer of the Army, Navy or Air Force with Middle pass, with Punjabi as one of the subjects, who :- i) holds a valid driving license for light motor vehicle ; and (ii) has experience of staff car driving.
14.	Peons	06	PB 1	D	4900- 10680	1650	6950	An Ex-Servicemen Sepoy or Non- Commissioned Officer with 10 years service in the Armed Forces, with working knowledge of Punjabi.
15	Chowkidar	01	PB 1	D	4900- 10680	1650	6950	An Ex-Servicemen Sepoy or Non- Commissioned Officer with 10 years service in the Armed Forces with working knowledge of Punjabi.

* Revised Scale of pay w.e.f 01.10.2011 to 30.11.2011

** with effect from 01 Dec 2011.

Note:- The starting pay of the steno-typist shall be fixed by allowing one increment on the 'Initial Pay' of the renewed scales of pay of this post.
