

# THE PUNJAB SMALL INDUSTRIES CORPORATION SERVICE AND RECRUITMENT RULES, 1976

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# THE PUNJAB SMALL INDUSTRIES CORPORATION SERVICE AND RECRUITMENT RULES, 1976.

TEXT

[ 8th March 1979]

## NOTIFICATION

No.V-12-21/76(S.O.I)-- In pursuance of the provisions contained in Section 36 of the Punjab Small Industries Corporation Act, 1973, (Punjab Act No. XV. of 1973) and in exercise of the powers conferred by article of the Constitution of the Islamic Republic of Pakistan, the Governor of the Punjab is pleased to make the following rules:-

### PART-I.....GENERAL

**1. Short title, commencement and application** ---1.1. These Rules may be called the Punjab Small Industries Corporation Service and Recruitment Rules, 1976.

1.2 They shall come into force at once and shall be deemed to have taken effect on and from the day the Punjab Small Industries Corporation, Lahore came into being and everything done, action taken or orders passed by the Government or the "Competent Authority" as defined in these rules, as the case may be on or after 1<sup>st</sup> July, 1972 and before the commencement of these rules, shall be deemed to have been validly done, taken or passed.

1.3 They shall apply to all persons, holding posts under the Corporation unless other-wise directed by the Government/Board/Competent Authority.

1.4 The Corporation reserves the right to modify, amend or call or any of these Rules in whole or part, or subsequent Rules issued in connection with these Rules from time to time.

1.5 Notwithstanding the provisions contained in these Rules the Corporation reserves the right to issue instructions, directives and orders for conducting the business of the Corporation and for maintaining efficiency and discipline therein.

1.6 The "**Board**" of the Corporation shall be the final authority for the interpretation of these Rules and the decision relating thereof and the decision of the Board shall be final and binding on all employees.

**2. Definitions--** In these Rules unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them that is to say:-

2.1 "**Act**" means the Punjab Small Industries Corporation Act, 1973, (Punjab Act No. V of 1973)

2.2 "**Board**" means the Board of Members as defined in Section 2(a) of the said Act.

2.3 "**Corporation**" means the Punjab Small industries Corporation.

2.4 "**Competent Authority**" means the Chairman, Board of Members, Managing Director or any other officer to whom powers are delegated by the Chairman, Board or the Managing Director.

2.5 "**Chairman**" means the Chairman of the Board

2.6 "**Government**" means the Government of the Punjab

2.7 "**Managing Director**" means the Managing Director of the Corporation

2.8 "**Regulations**" means regulations made under the Act

2.9 "**Rules**" means rules made under the Act

2.10 "**Contract Service**" means service under a specified contract for a limited period.

2.11 "**Regular Service**" means service for indefinite period upto the age of retirement.

2.12 "**Employee**" means a person on the pay roll of the Corporation at the Head Office/Branch Office of Projects governed by the Corporation.

2.13 "**Service**" means and includes the period during which an employee is on duty as well as leave authorised by the Competent Authority.

2.14 "**Family**" means:-

2.14.1 Wives.

2.14.2 Legitimate children and step children less than 12 years old.

2.14.3 Legitimate children and step children not less than 12 years old, if residing with an wholly dependent on him.

2.15 "**Appendix**" means the Appendix attached to these Rules.

## **PART-II.....RECRUITMENT**

**3. Classification of Service** -- Service in the Punjab Small Industries Corporation shall be classified as follow:-

- |      |  |   |
|------|--|---|
| 3.1  | Chief Executive (Managing Director) as per PSIC Act.   | Appointment to be made by Government  |
| 3.2. | Deputy Chief Executive Government/Board.   | Appointment to be made by   |
| 3.3. | Senior Executives:-<br>(designated as Secretary, Joint Directors, Project Heads etc).                  | a) Officers drawing salary in pay scale, the minimum of which is Rs.1,800/- (NPS-19).<br>b) Officers drawing salary in a Pay Scale, the minimum of which is |
| 3.4. | Junior Executives:-<br>(Designated as Deputy Secretary, Deputy Directors, Project Officers, etc).      | Officers drawing salary in pay scale minimum of which is Rs.500/- (NPS-17).   |
| 3.5  | Officers:-<br>(designated as Assistant Secretary Assistant Directors, Assistant Project Officers, etc. | Officers drawing salary in pay scale minimum of which is Rs.400/- (NPS-16).   |
| 3.6  | Ministerial Staff subordinate service and other equivalent   | All persons holding posts in the posts (NPS-15 to NPS-6).   |
| 3.7  | Subordinate Staff those classified above (BPS-5 to NPS-1).   | All persons holding posts of other than   |

**4. Composition of Service**-- The services classified in Rule 3.3. to 3.7 shall comprise of the posts specified in column-2 of Appendix-I and such other posts as may be determined by the Chairman, Board or Managing Director, from time to time.

**5. Appointing Authority**-- Appointments to posts shall be made by the Board of Members or any authority or authorities to whom powers are delegated by the Board of Members, Chairman or Managing Director as the rules may specify.

### **6. Eligibility of Appointment**

6.1 No person shall be eligible for appointment in the Corporation unless he is a national of Pakistan.

6.2 No person shall be eligible for appointment in the Corporation unless declared medically fit by the authorised Medical Officer.

6.3 No person shall be eligible for appointment in the Corporation unless his personal data and Certificates of Services/Qualifications reference and any other information/particular required by the Corporation and submitted by the incumbent is found correct.

6.4 No person, not already in service shall be appointed to the service unless he produces a certificate of Character from the Principal Officer of the academic institute last attended.

6.5 "**Age**" No. person who is less than eighteen years of more than thirty five year age shall be appointed to the service by initial recruitment.

**Note**--Age limit for initial recruitment is relax-able in the case of appointment of subordinate staff as may be determined by competent authority making the appointments.

- (a) Provided that for a period of five years from the commencement of these Rules upper age limit in the case of candidate from un-developed area and scheduled caste shall be increased by three years and
- (b) In the case of persons whose services under government have been terminated for want of a vacancy, the period of service already rendered by him shall for the purpose of upper age limit under this Rule be excluded from his age.

6.6 **"Qualification"** No person shall be appointed to a post in the service by initial recruitment unless he possesses the qualifications prescribed for the post in column 3 of the Appendix-I.

## **7. Appointment--**

7.1 Appointments against created posts shall be made from time to time as may be considered necessary by the Corporation to implement its aims and objects and to promote efficiency in its affairs.

7.2 Appointments to the post given in column 2 of the Appendix attached shall be made by selection or promotion as indicated in column 5 of the Appendix from among the regular service or initial recruitment as the case may be.

7.3. Appointments may be made on a permanent or temporary basis on contract or on deputation.

7.4 An appointment in any pay scale shall invariably be made at the minimum of the pay scale. If the qualifications and experience of a person so warrant, the competent authority may give a suitable higher starting pay.

7.5 Appointment on a temporary or casual or **ad hoc** basis shall not entitle any employee to an extension or confirmation of such service in the Corporation.

7.6 Technical Experts and Advisors of Non-Pakistani origin may be appointed by the Corporation. However, all such appointments shall be governed by the terms and conditions rules and regulations embodied in co-operative Agreements entered into with such Experts and Advisors, as admissible under the Government Rules.

**8. Salary on commencement of Service--**Salary and allowances shall accrue from the date on which an employee reports for duty in writing at the place intimated to him provided he reports before noon, otherwise salary and allowances will accrue from the next following day.

## **9. Probation and Confirmation**

9.1. Persons appointed to the service against regular vacancies shall remain on probation for a period of one year, extendable to a maximum of two years by the competent authority, appointed by initial recruitment and also for period of two years if appointed otherwise.

9.2 Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation, at the discretion of competent authority.

9.3 if the work or conduct of a member of the service during the period of probation has been unsatisfactory Corporation may notwithstanding that the period of probation has not expired, dispense with his services if he has been appointed by an initial recruitment, and if he has been appointed otherwise revert him to his former post of if there is no such posts dispense with his services.

9.4 On the completion of period of probation of a member of service, the Corporation may, subject to the provisions of the rules, either confirm him in his appointment, or if his work & conduct has not been satisfactory, proceed against him as laid down in rules. No. 9.3

9.5 The corporation may extend the period of probation by a period not exceeding two years in all, and during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of initial probationary period. If no orders have been passed by day following the completion of the initial probationary period, the probation shall be deemed to have been completed successfully.

9.6 No person shall be confirmed or regularly appointed in the service unless he has successfully completes such training and passes such departmental examination as may be prescribed by the Corporation from time to time. If a member of the service fails to complete successfully any training or fails to pass any departmental examination prescribed under the above Rules within such period or in such number of attempts, as may be prescribed, the Corporation may:-

- a) In case he has been appointed by initial recruitment, dispense with his service and;
- b) In case he has been appointed otherwise, revert him to his former post and if there be no such post dispense with his services.

9.7 On satisfactory completion of the period of probation, the Competent Authority shall confirm the employee in his service with the Corporation in writing. Upon such confirmation the employee shall be deemed to be in the permanent/Regular service of the Corporation and shall be entitled to all the privileges accruing to him from the date of his joining service.

#### **10. Assessment Reports--**

10.1 The performance of every employee shall be assessed at least once each year according to the performance appraisal procedure laid down from time to time. The annual assessment shall be made in the first instance by the employee's immediate superior officer and reviewed by the next higher authority.

10.2 Any remarks recorded by the reporting superior and accepted by the reviewing authority which reflects adversely on the performance and conduct of any employee shall be communicated to the employee in cases where the competent authority feels that such communications may be remedial or result in an improvement in the employee's performance, conduct and behavior.

#### **11. Increments--**

11.1 Increment shall accrue to an employee within his scale of pay as a matter of routine, unless it is otherwise stopped on the first of December each year subject to the condition that he has rendered not less than six months service in the pay scale of the Post.

11.2 Enhanced increments may be granted at the discretion of the Competent Authority on the recommendation of the superior officers of the employee.

11.3 Any employee reaching the ceiling within his scale of pay shall not be entitled automatically for promotion in the next higher scale of pay, his performance shall be reviewed by the Competent Authority, who may at his discretion, place the employee in the next higher scale of pay.

#### **12. Seniority--**

12.1 The seniority in general of the members of the service in the various grades shall be in accordance with continuous appointment in a particular cadre, grade. It will, however, be determined as under:-

- a) In the case of members appointed by initial recruitment, the seniority will be in accordance with the order of merit assigned by the Selection Committee, provided that a person selected for appointment to the service in earlier selection shall rank senior to a person selected in a later selection; and
- b) In the case of members appointed otherwise the seniority will be with reference to the dates of their continuous appointment provided that if the date of continuous appointment in respect of two or more officers/officials, (if not junior to the younger officers/officials in the next below grade) shall rank senior to younger officers/officials.

12.2 If a junior person in a lower grade is promoted to the higher grade temporarily in the public interest, even though continuing later regularly in the higher grades it would be adversely affect the interest of his seniors in the fixation of his seniority.

12.3 If a junior person in a lower grade is promoted to the higher grade by superseding a senior officer/official and subsequently that person is also promoted, the person promoted first shall rank senior to the person promoted subsequently.

12.4 The seniority in the various grades of the service of members appointed by initial recruitment vis-à-vis those appointed otherwise shall be determined as under:-

- a) In case both the officers/officials appointed by initial recruitment and those appointed otherwise have been appointed against regular posts or both have been appointed against temporary posts the seniority will be with reference to the date of appointment to such post in the case of persons appointed by initial recruitment and to-date of continuous appointment against such vacancy in the case of persons appointed otherwise.

Provided that if the two dates are the same the officer/official appointed otherwise shall rank senior by initial recruitment.

### **13. Termination of Service—**

13.1 During probation, the service of an employee may be terminated by the Corporation. The employee may leave employment without assigning any reason but subject to the following:-

- (a) In the case of officers by giving one month's notice in writing or by paying a sum equal to the salary for that period or the proportionate salary for the unexpired period/notice;
- b) In the case of clerical/subordinate staff by giving 15-days notice, in writing (or by paying a sum equal to the salary for that period or the proportionate salary for the un-expired period of notice;

**Note: -** In either of the aforementioned case an employee who leaves will or without notice or whose services are terminated with or without notice, shall not be absolved of the obligation to obtain proper clearance from the Corporation in writing.

13.2 After confirmation, the service of any employee of the Corporation, including the Officers and the Clerical/Subordinate employees may be terminated without assigning any reasons by giving one month's notice in writing on either side or in lieu thereof by paying a sum equal to the salary for that period, or the proportionate salary for the un-expired period of notice.

13.3 The Corporation reserves the right to request the lending Agency for the reversion of a deputationist as and when considered expedient in the interest of the Corporation.

### **14. Leave--**

14.1 Leave shall not be claimed by an employee as a matter of right, grant of which shall be subject to the exigencies of the Corporation business, as the case may be the submission of an application will not be deemed to be valid ground for proceeding on leave until formal sanction of the Competent Authority.

14.2 Extension of leave shall be discouraged and will be sanctioned only in very special circumstances and will be subject to the employee's entitlement.

14.3 The type of leave available to the employee will be casual leave, earned leave, medical leave, study leave, maternity leave and leave and leave without pay.

#### **14.4 Casual Leave**

14.4.1 Casual leave may be granted upto a maximum of 25 days in a calendar year at the discretion of the supervisory officer. This kind of leave shall not exceed 10 days at a stretch, except in very special circumstances, a maximum of 15 days at a stretch will be allowed, however in the case of Rest and Recreation leave, 15 days at a stretch will be allowed normally subject to, title.

14.4.2 If the employee has been appointed at any time during the calendar year, the casual leave quota shall be proportionately reduced.

14.4.3 Un-availed casual leave shall laps automatically at the end of the calendar year.

14.4.4 Casual leave cannot be combined with any other type of leave. In case, however, where due to sickness or other unavoidable circumstances, it is essential for the employee to extend the leave beyond ten days, the full period of such leave will be come debitable to the relevant leave account subject to title.

#### **14.5 Earned leave**

14.5.1 Earned leave shall be admissible at 1/11 of the period of duty, and 1/22 during probation; to be governed by the Leave Rules to be notified by the Corporation separately. Encashment of leave will also be admissible as per rules.

14.6 **Medical/Study Leave--** Medical/Study leave shall be admissible to the employees as per Leave rules to be notified by the Corporation separately.

14.7 **Leave without Pay--** Extraordinary leave without pay would be granted to the confirmed employees of the Corporation at the discretion of the Competent Authority under circumstances compelling long absence from duty. The Maximum period of such leave shall not exceed 3 years.

Competent Authority for the purpose of this rule, terms of entitlement, procedure etc will be as per Leave Rules to be notified separately.

**14.8 Rest and Recreation Leave--** The employees shall be entitled to rest and recreation leave for a period of 15 days once in three years off service. This leave shall be allowed out of accumulated earned leave or casual leave subject to entitlement by the Competent Authority at an administratively convenient time during a year. The employee shall be entitled to a Rest & Recreation allowances equal to one month's basic pay, subject to a maximum of Rs.1,000/- once in three years of service alongwith the leave. This allowance shall not be allowed before an employee has put in two years of service. This allowance shall also not be allowed when an employee is to attain the age of superannuation within two years of the date from which the rest and recreation leave has been applied for.

**15. Transfers--** All employees of the Corporation are liable to be transferred to any office or project company of the Corporation any where in Pakistan. In the even of non-compliance of the transfer orders by any employee, the employee concerned shall liable to be terminated from the service of the Corporation.

**16. Medical Facilities** Medical Facilities to the employees and retirees of the Corporation shall be provided in the mode and manner determined by the PSIC Board of Members. <sup>1</sup>

**17. Provident Fund--** Punjab Small Industries Corporation Employees Provident Fund to be constituted and established by a separate deed of trust, shall be governed by the rules to be framed by the Corporation and to be notified separately.

**18. Gratuity--**

18.1 Gratuity at the rate of one month's salary last drawn for each completed year of service shall be payable to an employee on retirement or discharge by the Corporation provided the employee has put in at least five years of service. No gratuity will be paid to an employee whose services have been terminated for misconduct or corruption.

18.2 If an employee leaves service voluntarily, he will be entitled to get gratuity only if he has put in at least five years of service.

18.3 For the purpose of calculation, service less than six months Period be dropped however, service rendered for six months and above will be treated as a complete year.

**19. Education from Salary--** The competent authority may recover from any employee by deduction from his salary or any other sources that may be due to him, for any loss or damage by negligence or misconduct of the employee. The decision of the Board in this respect shall be final and binding on the employee concerned.

**20. Travel on Corporation Business--** The Corporation may require any employee whether permanent, temporary, on probation or on deputation to undertake journey as it may deem necessary for its business. The rules regulating the procedure for travel on official business will be notified separately.

**21. Liability on Account of Conduct Rules and Efficiency and Discipline Rules--** Notwithstanding anything contained in these rules, the Conduct Rules, Efficiency and Discipline Rules, to be notified separately by the Corporation will be binding on all the employees.

**22. Relaxation--**Any of these Rules may for reasons to be recorded in writing, be relaxed in individual cases if the Board or the authorised person in this behalf is satisfied that a strict application of the rules shall cause undue hardship to the individual concerned.

**23. General Rules--**

23.1 In all matters no expressly provided in these rules, members of the service shall be governed by such rules as may have been or may thereafter be framed by the Corporation and made applicable.

23.2 The Corporation reserves the right to change designation, responsibilities or duties of an employee from time to time as it may think necessary in the interest of work.

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<sup>1</sup> **Substituted vide Notification:** - NO. SO(E)5-1/2002 dated 26<sup>th</sup> June,2002

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## APPENDIX

### THE PUNJAB GAZETTE (EXTRY), MARCH 8, 1979.

Sr. No	Nomenclature of the Post with scale	Officers/Officials eligible for Promotion	Minimum Qualification Prescribed for Initial Recruitment	Method of Recruitment
1.	Director /Regional Director, (BS-19) [2]	Officer of BS-18 having minimum qualification of Graduation from a recognized university having 12 years service in the Corporation in BS-17 and above	i. Master Degree in Business Admn. or Economic or B. Sc (Engg.) from a recognized University. For Non technical posts. ii. Graduation in the related field from recognized University for technical posts.	i. 75% by Selection on merits from amongst officers holding at least graduation degree from a University recognized by the Government. ii. 25% by transfer on deputation /byway of initial recruitment.
2.	Joint Director Rs.1,000--75--1,750 (Grade-18)	Officers carrying Pay Scale of Rs.500--50--1,000/50--1,250 (Grade-17)	Master's degree (not below second class) in Economics or Commerce or Business Administration with seven year's experience in Government/Semi-Government or business Organization of repute.	a) By selection of merit from among the members of service holding posts carrying Pay Scale of Rs.500--1,250 with the following priorities:-- i) Through promotion from the officers of respective cadres (recruited or promoted as such) ii Through Promotion of Non-Technical and Technical Offices (Grade-17). b) Initial recruitment including deputationists. However number of such incumbents will not exceed 25% of the total posts of Joint Director at any time.
3.	Principal, Ceramic Institute, Gujrat Rs.1,000--75--1,750 (Grade-18).	Ditto	Post Graduation in Ceramics or equivalent foreign Degree/Associate ship with a minimum of five year's experience in firm of repute.	Selection on merit with the following priorities:-- First-- Through Promotion. Second-- Initial recruitment.
4.	Chief Project Officer, MIDC, Sialkot Rs.1,000--75--1,750 (Grade-18).	Ditto	Post Graduation in Mechanical Engineering or foreign Degree in Mechanical technology with five years experience in the trade in a firm of repute.	Ditto                      Ditto  Ditto                              Ditto
5.	Chief Project Officer, Prototype Shop Nizamabad Rs.1,000--75--1,750 (Grade-18).	Ditto	Ditto	Ditto

[2] Substituted vide Notification:- NO. SO(G)2-2/94 dated 27<sup>th</sup> February 1994.

Sr. No	Nomenclature of the Post with scale	Officers/Officials eligible for Promotion	Minimum Qualification Prescribed for Initial Recruitment	Method of Recruitment
6.	Deputy Director/Deputy Secretary, Rs.500--50--1,000/50--1,250, (Grade-17).	Officers carrying Pay Scale Rs.400--1,000, (Grade-16).	Post Graduation in Mechanical Engineering or foreign Degree in Mechanical technology with five years experience in the trade in a firm of repute.	[3] i) 50% vacancies: through promotion from amongst officers of the respective cadres. ii) 50% vacancies: through initial recruitment.
7.	Deputy Director (A/cs) Finance, Rs.500--1,250 (Grade-17)	Officers carrying pay scale Rs.400--1,000, (Grade-16).	Ditto	Ditto
8.	Deputy Director (Architecture), Rs.500--1,250 (Grade-17)	Ditto	Degree in Architecture from recognized University. 5-years, experience in Architectural planning and design in private firm, semi organization or Government Organization fro degree holders.	Ditto
9.	Technical Officers in Grade NPS-17, (such as Project Officer LESC, Gujranwala, Cutlery Centre, Nizamabad, SGSC, Sialkot, Rubber & Plastic Cell, Sialkot, Pottery Centre, Shahdara, MIDC, Sialkot, Centre) Leather/Gujranwala, Institute of Carpet Weaving & Designing Bahawalpur, Shoe Technologist Model Tanning & Footwear Centre, Gujranwala etc.	Ditto	B.Sc Engineering with 5-years experience in government/ semi government/ business organization of repute, in the respective field of Technology/ Engineering.	Ditto
10.	Private Secretary to the Managing, Director in Grade-17.	Ditto	-	Ditto
11.	Assistant Director/Assistant, Secretary/ Manager, PHS.	i) Office Supdt., G-12 ii) Office Asstt: G-11 iii) Sales Asstt: G-11 iv) Survey Inspector G-11	Post Graduation preferably in Economics or Statistics or Business Administration and Commerce or Mathematics. Or Graduation in Economics, commerce, Business Administration with a minimum of five years experience in government/ semi government or Business Organization of repute.	a). 50% vacancies through promotion b). 50% vacancies through direct recruitment. c). Corporation employees having five years experience in the corporation as Assistant or Account Assistant or Stenographer G-1, or survey Inspector or equivalent with Graduation will be eligible to apply for vacancies meant for direct recruitment.
12.	Assistant Director (A/cs) Audit/ Finance (Grade-16)	i). Accounts Assistant G-11 ii) Audit Asstt: G-11 iii). Asstt: Finance G-11	Ditto	a). 50% vacancies through promotion b). 50% vacancies through direct recruitment. c). Corporation employees having five years experience in the corporation as Assistant or Account Assistant or Sale Assistant or Stenographer G-1, or survey Inspector or equivalent with Graduation will be eligible to apply for vacancies meant for direct recruitment.

**[3] Substituted vide Notification:- NO. SO(G)2-31/84(P) dated 28<sup>th</sup> May 1990.**

Sr. No	Nomenclature of the Post with scale	Officers/Officials eligible for Promotion	Minimum Qualification Prescribed for Initial Recruitment	Method of Recruitment
13.	Assistant Project Officer, Mechanical/Boiler/Foundry/Workshop/Electrical Engineers/Tools Designer/Chemical/Wood/Leather Tanning. Assistant Director (Design) Assistant Director (Carpeting) Assistant Director (Ceramics) and other technical posts in grade NPS-10.	Official carrying Pay Scale No.11 to 15 in the trade	Diploma in relevant trade or equivalent foreign training with three year's experience in a Govt. Semi-Government or a Business Foreign join of repute. To be prescribed for each post separately.	i). First--Promotion of employees having prescribed qualification and experience in the relevant field on seniority cum-fitness. ii). Second: Director recruitment iii). Third- Promotion of employees having adequate qualification and experience on merit.
14.	Private Assistant for Managing Director/ Deputy Managing Director (VBP-16).	Stenographer Grade-I		Through Promotion of Stenographer Grade-I on seniority cum fitness.
15.	Technical post in different field in NPS-15 and below	Officials carrying pay scale No.11 to 15 NPS and above.	Diploma in relevant trade or equivalent foreign training with three year's experience in a Govt. Semi-Government or a Business Foreign join of repute. To be prescribed for each post separately.	First--Promotion of employees having prescribed qualification and experience in the relevant field on seniority cum-fitness. ii). Second: Director recruitment iii). Third- Promotion of employees having adequate qualification and experience on merit.
16.	Office Superintendent Rs.300—650 (Grade-12).	Assistant Grade 11 Survey Inspector G-11		100% promotion on seniority cum fitness.
17.	Assistant Survey Inspector Rs.275-600 (Grade-11)	Clerk G-8 or equivalent with minimum of 3½ years of service in the Corporation.	Degree in Economics Statistics Commerce Mathematics of a Recognized University.	50% by promotion on seniority-cum-fitness and 50% by initial recruitment. Note: -Departmental candidates having minimum qualification F.A. F.Sc. or equivalent with two years experience will be entitled to apply for vacancies meant for direct recruitment. Through promotion on seniority-cum-fitness otherwise by initial recruitment if suitable employee is not available at any time
18.	Stenographer Grade 12 (krs.300-650)	Stenographer Grade-10, Rs.250-540 Speed 100 W.P.M. in Short hand in English 40 Speed W.P.M. in Typing		Through promotion or on seniority cum fitness otherwise by initial recruitment if suitable employees is not available at any time.
19.	Stenographer Grade-10 rs.250-540	Ditto	1. Matriculate or equivalent from recognized university or Board. 2. Speed of 100 words per minute in Shorthand in English and 40 W.P.M in typing.	100% initial recruitment or by conversion of cadre.
20.	Clerk Grade-8 Rs.200-425	Lower Grade Clerk with following minimum qualifications/experience:- F.A./F.Sc or equivalent or Matriculation with 3½ years	FA/ FSc or equivalent	50% promotion on seniority cum fitness 50% by initial recruitment.

		of service in the Corporation.		
21.	Clerk Grade-6 Rs.180--370	Clerk Grade-6 Rs.165-315	Ditto	Ditto
22.	Clerk Grade-5	Clerk Grade-6 Rs.165-315	Matriculate or equivalent qualification from a reorganization Board/ University with typing speed of 140 WPM	100% initial recruitment or by conversion of cadre.
23.	Driver Grade-5 Rs.150--280	Initial recruitment.	License from recognized Licensing authority for driving Light/ Heavy Vehicle.	100% initial recruitment or by conversion of cadre.
24.	Peon Grade-4 Rs.130--200	Initial Recruitment	-	
25.	Mali Grade-4	Ditto	-	
26.	Chowkidar Grade-4	Ditto	-	
27.	Sweeper Grade-4	Ditto.	-	

