

# Punjab Seed Corporation Service Rules, 2007

## 1. Short Title, Extent and Commencement:

- (1) These Rules may be called the "Punjab Seed Corporation (Service Rules, 2007")
- (2) They shall come into force at once;
- (3) These rules shall be applicable to all employees of the Punjab Seed Corporation

## 2. Definition:

In these rules unless there is any thing repugnant in the subject or context: -

- (a) "**Act**" means the Punjab Seed Corporation Act, 1976 (Punjab Act No.X of 1976)
- (b) "**Appointing Authority**" means the authority specified in column 3 of the schedule.
- (c) "**Board**" means the Board constituted under section 4 of the Punjab Seed Corporation Act, 1976.
- (d) "**Competent Authority**" means the Chief Executive of the Corporation and any other Officer of the Corporation authorized by the Board.
- (e) "**Corporation**" means the Punjab Seed Corporation.
- (f) "**Contract Appointment**" means appointment under a specific agreement for a fixed period.
- (g) "**Employee**" means any person on the pay Roll of the Corporation, Head Office or on the pay Roll of its Branch Offices or Projects.
- (h) "**Functional Unit**" means a group of posts or a part of such group sanctioned as a separate Unit.
- (i) "**Family**" means wife/ husband and dependent legitimate children i.e. male dependents up to the age of 21 years and female dependents upto the date of first marriage. Provided that where age limits have been exceeded, wholly dependent children shall be included in the definition of family, if authorized by the Competent Authority. "The" word family for the purpose of medical treatment shall also include parents of the employees residing with and dependant on him"
- (j) "**Government**" means Government of the Punjab
- (k) "**Managing Director**" means the Managing Director of the Corporation.
- (l) "**Project**" means any Project undertaken and managed by the Corporation but which does not have a separate legal entity.
- (m) "**Post**" means a post specified in the schedule.
- (n) "**Selection Committee**" means a Committee or Committees to be constituted by the Government/Board for appointment or promotion of the employees of the Corporation
- (o) "**Schedule**" means the schedule attached to these rules.
- (p) "**Service**" means service of the Corporation
- (q) "**Recognized University**" means University recognized by Higher Education Commission of Pakistan.

## 3. Classification of Service:

Employees of the Corporation shall be classified as under: -

Sr. No.	Group	
1.	<b>Managerial</b>	Covering all employees from scale 17 & above
2.	<b>Supervisory</b>	All employees in substantive scale-16
3.	<b>Clerical/ Technicians</b>	Junior Clerks to Office Assistant, etc
4.	<b>Subordinate</b>	Drivers, Attendants/Naib Qasid, Watch & Ward and Equivalent, etc

#### **4. Classification of Post:**

4.1. The posts constituting service of Corporation shall be classified under the following groups: -

4.1.1. General Management and Marketing Group

4.1.2. Finance, Audit and Accounts Group

4.1.3. Agriculture Group (Farm, FAS & Potato)

4.1.4. Engineering Group (Processing & Works)

4.1.4. The posts constituting the service shall bear nomenclatures as specified in column 3 of Appendix-I. The designations assigned from time to time are intended to describe the nature of responsibility attached to the job in a general manner. The Corporation, however, may assign a designation not stated in the group of the employee's scale if such designation is considered more appropriate. However, the salary of an employee is dependent only upon the group of scale and not necessarily on the designation assigned to him.

#### **5. Creation and abolition of posts:**

The Board may, at any time, in the best interest of the Corporation create or abolish any post or posts in any class or classes, whether permanent or temporary. Such powers may be delegated by the Board to such person/ persons as are duly authorized by the Board in writing for this purpose.

#### **6. Appointments:**

6.1. All appointments shall be made from time to time as may be considered necessary by the Corporation to implement the aims and to promote efficiency in the affairs of the Corporation.

6.2. Appointment may be made on a permanent, temporary basis, on contract or on terms and conditions of deputation, as approved by the Competent Authority.

6.3. All appointments in any pay scale or group shall normally be made at its initial level but if the qualifications and experience of the person so warrant/ and the competent authority so approves the appointment may be made at such higher level, within the scale as may be deemed fit.

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

6.5. All appointments, against the vacant posts shall be made as per schedule attached

6.6. Technical Experts and Advisors of Non-Pakistani origin may be employed by the Corporation and all such appointments shall be governed by the terms, conditions, embodied in separate agreement entered into with such Experts and Advisors.

#### **7. Probations and confirmations:**

7.1. All initial appointees except those made on contract or on deputation shall be placed on probation for a minimum period of six months in the case of Managerial Employees and or a minimum period of three months in the case of Supervisory/ Clerical and subordinate staff.

7.2. In the event of an employee failing to show satisfactory progress during the probationary period, the duration of probation may be extended further for a period of six months for Managerial Group and for a period of three months in the case of Supervisory/ Clerical and subordinate staff or his services may be dispensed with, as may be decided by the Competent Authority.

7.3. During the period of probation, the services of an employee may be terminated by the Competent Authority or the employee may leave employment without assigning any reason: -

7.3.1. In the case of Managerial Employee by giving 30 days notice in writing or by paying a sum equal to the salary for that period or the proportionate salary for the unexpired period of the notice.

7.3.2. In the case of Supervisory/Clerical and 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 unexpired period of the notice.

7.4. In either of the aforementioned case, any employee who leaves or whose services are terminated by the Corporation (as the case may be) shall not be absolved of the obligations to obtain No Demand Certificate from the Corporation.

7.5. On satisfactory completion of the period of probation, the Corporation shall confirm the employee in service.

7.6. Upon such confirmation, the employee shall be deemed to be in the permanent service of the Corporation and shall be entitled to all the privileges and rights accruing to him from the date of his joining the service.

#### **8. Increments and promotions:**

8.1. 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 his immediate superior and then by the higher authority nominated for this purpose for each group.

8.2. Any remarks recorded by the reporting superior and accepted by the higher authority which reflect adversely on the performance and conduct of any employee, shall be communicated to the employee.

8.3. Every confirmed employee shall be entitled to one increment in his pay within his pay scale on the first day of December provided the employee had completed six months service in that particular scale.

8.4. The Chief Executive of the Corporation may in deserving cases, where recommended by any head of the departments in writing, grant an employee one or more special increments.

8.5. Promotion cannot be claimed as of right.

#### **9. Training:**

9.1. The Corporation may require any employee to undergo training within Pakistan or outside Pakistan at any time and for any duration under such terms and conditions as it may prescribe from time to time provided that such terms and conditions are not less favorable than the terms and conditions of his appointment.

9.2. Employees proceeding on scholarships or study leave abroad shall observe the procedure/rules as prescribed by the Government from time to time.

#### **10. Transfer:**

10.1. All Managerial/Supervisory employees of the Corporation, as the case may be, are liable to transfer to any office or project of the Corporation situated any where in Pakistan.

10.2. Allowances during transfer shall be admissible as per Government rules.

#### **11. Overtime & compensatory holidays:**

11.1. All employees are expected to complete their work within the specified working hours.

11.2. Managerial cadre of employees and Supervisors shall not be entitled to overtime.

11.3. In the case of employees in scale 1 to 15, overtime shall be given according to following rates: -

11.3.1. For any overtime in excess of the total working hours of the Corporation but not exceeding 48 hours per week, the effective rate shall be at the hourly rate computed on the basis of the claimant's salary for the calendar month to which such overtime relates.

11.3.2. For overtime worked in excess of 48 hours per week, the effective rate shall be double the hourly rates computed on the basis specified in clause 14.3.1.

11.4. Overtime when necessary shall be restricted to emergencies or where work is clearly outside the normal daily routine.

11.5. The Authority for sanctioning the overtime shall be the Head of the Department concerned. Prior written approval for any overtime must be issued by the respective Head of the Department except in emergency, when in his discretion; the Head of the Department may approve post facto overtime.

11.6. All claims for overtime shall be submitted in prescribed forms, supported by valid authorization. The overtime claim forms for the month must be submitted within first week of the following month.

11.7. All employees excluding those in Managerial cadre, who are required to work on any off-day or a gazette holiday shall be allowed one day off as a substituted holiday in lieu of that off-day or gazette holiday.

## **12. Leave:**

12.1. Leave shall not be claimed by any Officer or Employee as a matter of right, grant of which shall be subject to the exigencies of the Corporation business.

12.2. The types of leave available to employees are: -

12.2.1. Casual Leave.

12.2.2. Earned Leave.

12.2.3. Maternity Leave

12.2.4. Leave without Pay

12.2.5. Leave Ex-Pakistan

### **12.3. Casual Leave:**

12.3.1. Casual leave may be granted upto the maximum of 25 days in each calendar year.

12.3.2. The sanctioning authority may allow casual leave upto half of the maximum admissible at one time and only in special cases upto 3/4<sup>th</sup> of the total leave admissible.

12.3.3. Employees on probation shall be entitled to casual leave not exceeding five days in the case of subordinate staff and ten days in the case of Managerial and supervisory staff.

12.3.4. If the employees have been appointed in service at any time during the second or third quarter of any calendar year, the casual leave quota shall be proportionately reduced.

12.3.5. Un-availed casual leave shall lapse automatically at the end of every calendar year.

12.3.6. Casual leave cannot be combined with any other type of leave.

### **12.4. Earned Leave:**

12.4.1. **Eligibility:** Every employee shall be eligible for earned leave upon confirmation. However, the period of probation shall be included in the period of the service when computing entitlement of the earned leave.

#### **12.4.2. Entitlement:**

12.4.2.1. All eligible employees shall be entitled to earned leave @ four days for every calendar month of the period of duty. The duty period of 15 days or less in a calendar month be ignored and those of more than 15 days shall be treated as full calendar month for the purpose. If any employee proceeds on leave during the calendar month and return from it during another calendar month and the period of leave in both month is more than 15 days the leave to be credit for both the un-complete month will be restricted to that admissible for one full calendar month only.

12.4.2.2. Full salary and allowance shall be admissible during earned leave except where earned leave is encashed as provided hereinafter.

12.4.3. **Approval:** The sanctioning authority for earned leave shall be: -

12.4.3.1. In the case of employee (Supervisory/Clerical and subordinate staff) the Head of the Department concerned in writing upon the recommendation of the employees reporting superior or immediate superior.

12.4.3.2. In the case of Managerial the Director, Managing Director upon recommendation in writing of the Head of the Department concerned.

12.4.4. **Right of Sanction:** The Competent authority reserves the right to suspend or refuse leave if the needs of the Corporation so deemed. The Competent authority may however, require the employee to make such reasonable adjustment in the proposed period of leave as may be mutually convenient.

12.4.5. **Accumulation:** Earned leave may be accumulated upon to a maximum period of 120 days.

12.4.6. **Encashment:** Earned leave accrued and sanctioned may be encashed as below: -

12.4.6.1. Full encashment upto 90 days in any one calendar year.

#### 12.5. **Maternity Leave:**

Maternity leave shall be granted once in three years to female married employees on regular service for a period not exceeding 3 months at a time commencing approximately six weeks before confinement. This leave will be restricted to a maximum of three times in the entire period of service in the Corporation.

#### 12.6. **Leave Without Pay:**

Extra ordinary leave without pay may be granted at the direction of the competent authority in special circumstances involving absent from duty.

12.7. **Leave Ex-Pakistan:** Leave ex-Pakistan shall by the Competent Authority subject to policy of the Government

### 13. **Medical Facility:**

#### 13.1. **Eligibility:**

13.1.1. Free Medical Facilities described hereunder shall be available to all regular employees.

13.1.2. The eligibility shall extend to and include the following family members of the employees: -

13.1.2.1. In case of Wife/Husband of an employee of corporation is employee of another department; such employee is not entitled to get any medical facility under these rules.

13.1.2.2. Legitimate unmarried children who must be wholly dependent on the employees. Entitlement shall be restricted in the case of unmarried male children up to 21 years of age, and upto first marriage date for a female dependent child. Provided that where age limits have been exceeded wholly dependent children shall be included in the definition of family, if authorized by the competent authority.

13.1.2.3. Dependent parents residing with the employee shall also be allowed free medical facility/reimbursement as are available to the employees and his family members. The cost of blood transfusion shall also be reimbursable to the employee and his family members.

13.1.2.4. The employees retired on superannuation are allowed free Medical consultation as well as such medicines and facilities as may be prescribed by the authorized medical officer and are available for supply at the Corporation Medical Centre/Dispensaries etc. The Corporation shall not however bear any charges on hospitalization nor shall it provide reimbursement of any medicines purchased by them directly from the market. Such employees will have to furnish a certificate to the effect that they have not been employed elsewhere. The details of family members should also be given in the certificate and for this purpose the family members will be the same as indicated above.

### 13.2. **Extent of Medical Facilities:**

13.2.1 Free Medical consultation, attendance and treatment by the Medical Officer or panel of doctors approved by the Corporation from time to time. Where no Medical Officer has been appointed by the Corporation, the Medical Superintendent/Assistant Medical Superintendent of the station may be regarded as the Medical Officer.

13.2.2. Supply of medicines etc free of cost from the Corporation's Dispensary wherever established or from the appointed chemists on prescriptions/authorizations issued by the Medical Officer of the Corporation.

13.2.3. Reimbursement of the cost of medicines purchased by the employees directly is not allowed under ordinary circumstances. However, in the case of medical treatment obtained by an employee or his family members in emergency cases only from a Physician/Surgeon/Recognized Hospital other than the approved ones in Lahore/Outstations, the expenses will be reimbursed at actual, on the production of vouchers/receipts duly attested/approved by a valid prescription signed by the Medical Officer of the Corporation. This will be restricted to emergency cases where it was not possible to have immediate treatment from the Corporation Medical Officer and the report is made soon after for further treatment to the Medical Officer of the Corporation.

13.2.4. Reimbursement of the cost of pathological and laboratory tests and X-Rays if considered essential by the Medical Officer of the Corporation.

13.2.5. Reimbursement of the cost of Specialist or Expert Consultation, attendance and treatment if considered essential by the Medical Officer.

13.2.6. Free Medical attendance at residence to the employees only in emergency cases, but not for their family members.

13.2.7. Reimbursement of hospitalization of the employees and their family members in recognized hospital, when hospitalization is prescribed as essential by the Medical Officer. Treatment in hospital/dispensaries, local or at outstation other than those recognized by the Corporation will be allowed provided it is found to the satisfaction of Medical Officer that treatment in such a hospital or dispensary was either unavoidable or was advisable in order to get special treatment for specific disease/disability.

For the purpose of the entitlement of accommodation in the recognized hospital, the following basis will be applied: -

- (a) Employees BPS-16 and above = **Private Ward**
- (b) Employees BPS-1 to 15 = **General Ward**

In addition to these facilities, the Corporation shall bear diet charges where payment of such charges is compulsory in accordance with hospital rules.

13.2.8. Payment of cost of Dental treatment including denture from any qualified Dental Surgeon shall be made by the Corporation, if such treatment is considered essential and the bills/receipts are verified by the Medical Officer of the Corporation.

13.2.9. **Eyes Treatment:** Costs of eye treatment/test for glasses by a Specialist/from a hospital including the cost of spectacles.

#### 13.2.10. **Maternity Cases:**

13.2.10.1. Cost of Maternity cases in recognized hospitals, in accordance with the entitlements given in clause 13.2.7.

13.2.10.2. If confinement is arranged at residence or in unrecognized private nursing home and hospital, the actual cost of the same will be reimbursed upto a maximum of Rs.1500/-

13.3. In emergencies alone, free transport at the station in connection with medical treatment will be allowed for treatment at outstation etc the relevant provisions in TA/DA rules are to be in force.

13.4. Every employee is required to communicate full particulars of his/her family including dependents as mentioned here above, stating their names, relationship and age.

13.5. These facilities are subject to modification at the discretion of the Government. If benefits similar to any of those described above become available to the employees through any other scheme, statutory or otherwise, the Government may at its discretion discontinue any part of the medical rules and/or integrate the provisions of these rules with the statutory scheme in such a manner that the Corporation medical rules make up the difference between what the statutory scheme provides and the greater benefits, if any, provided by the Corporation.

13.6. The foregoing regulations shall apply in those places where the Corporation has appointed or nominated a Medical Officer. The Board may frame regulations from time to time in order to extend equivalent facilities to employees located at or posted to placed where no medical officer has been appointed or nominated.

13.7. In the case of Medical Facilities at hospitals other than recognized hospital, payment will be made to the authorities of the Hospital in which the employee of the Corporation is given medical attention, etc and not the employees directly.

**14. Contributory provident fund:**

14.1. For the employees, Contributory Provident Fund Trust shall be created and its regulations framed by the Board separately for the purpose. The contribution by the employees as well as employer will be at the rate not exceeding 10% of the basic salary.

14.2. All confirmed employees of the Corporation shall be entitled to become member of the Provident Fund Scheme.

**15. Gratuity:**

Gratuity shall be admissible to the regular employee as per Gratuity Regulations already approved by the Board.

**16. BONUS:**

Subject to the provisions of the relevant laws in force, the Competent Authority may declare a bonus to be paid to the employees on such terms and conditions as are decided from time to time. The Competent Authority reserves the exclusive right of decision in this regard.

**17. Travel on corporation business:**

17.1. The Corporation may require any employee whether permanent, probationary, temporary or on deputation to undertake journeys either in or outside the station of posting as it may deem necessary for its business. The rules regulating the procedure for travel on official business shall be as per Government TA/DA rules.

**17.2. Other Reimbursable Expenses:**

17.2.1. Telephone calls (both local and long distance), telegrams and telexes expenses, in connection with official work, shall be reimbursed at actual subject to the production of documentary evidence/receipts.

17.2.2. Any excess baggage charges or octroi incurred by an employee taking Corporation baggage shall be reimbursable at actual.

17.2.3. Reservation charges of seats shall be reimbursable.

17.2.4. Cancellation charges of seats shall be reimbursed provided that it is certified by the Controlling Officer that the cancellation was unavoidable and in the interest of the Corporation and the booking was cancelled at the earliest opportunity.

17.2.5. No overtime shall be claimed for the period of tour.

### **17.3. Foreign Tour:**

17.3.1. Any employee who is required by the Corporation to go outside Pakistan on official business or on training shall be entitled to the actual cost of passage for transport.

17.3.2. During such travel the employee shall be permitted to carry such baggage as is permitted by the respective authority controlling the conveyance used. Any excess beyond the allowable limits shall be at the employee's expenses unless specifically permitted by the Corporation.

### **17.4. On Transfer:**

#### **17.4.1. Admissibility:**

If the employee of the Corporation is transferred on his own request then he shall not be allowed to get transfer grant/allowance under these rules.

#### **17.4.2. Temporarily Posting:**

A Competent Authority may depute an employee on duty outside his headquarters and order him to reside at a temporary headquarter for a period not exceeding 15 days. In such circumstances, traveling allowance as on transfer will not be admissible and the employee in question will draw only traveling allowance as on tour and daily allowance as authorized by the Competent Authority.

#### **17.4.3. Transfer Allowance:**

An allowance for the journeys on transfer shall be admissible as per Government rules.

### **18. Seniority:**

18.1. For proper administration of service cadre or grade the appointing authority shall cause seniority lists to be prepared in the manner and for purposes given below:-

18.1.1. The Seniority lists of officers in managerial cadres will be maintained separately for each group.

18.1.2. The seniority lists of Headquarters and Field staff in non managerial cadres will be maintained separately.

18.1.3. The seniority of all the non-managerial employees working in different groups will be combined and promotion will be made on seniority-cum-fitness basis.

18.2. The seniority in general shall take effect from the date of regular appointment to a post in that cadre or grade and that the employees who are selected for promotion to a higher grade in one batch shall, on their promotion to the higher grade retain their inter-se-seniority as in the lower grade.

18.3. In the case of persons appointed by initial recruitment in pay scales 16 and above their seniority shall be determined in accordance with the order of merit assigned and where no such order of merit is assigned in any selection, seniority shall be determined from the date of joining the service. In case the date of joining the service is same the older in age shall rank senior.

18.4. In the case of persons appointed by initial recruitment in pay scales 1 to 15, their seniority shall be determined from the dates of their joining service.

18.5. In case of employees appointed by promotion their inter-es-seniority shall be determined with reference to their continuous appointment in the lower grade and if the date of continuous appointment in respect of two or more officers/officials is the same, the older in age shall rank senior to the younger person.

18.6. If a junior person in a lower grade is promoted to the higher grade by Selection Board after due consideration for adhoc substitute "stop gap arrangement for specific period", in the interest of the Service of Corporation, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.



18.7. If a junior person in a lower grade is promoted to a higher grade by superseding his senior who is subsequently promoted, the person promoted first shall rank senior to persons promoted subsequently. A junior person appointed to a higher grade shall be deemed to have superseded his senior if both the senior and junior were considered for the higher grade and the junior was promoted in preference to the senior.

18.8. The seniority of the persons appointed by initial recruitment to the grade viz-a-viz those appointed otherwise shall be determined with reference to the date of continuous appointment in the grade and if the date be the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment but the inter-se-seniority of persons belonging to the same category will not be altered.

18.9. In case of transfer of an officer from one group to another group in the interest of Corporation his seniority will continue to reckon in the respective group.

18.10. In case of transfer of employees in pay scale 1 to 15 from headquarter to field and vice-versa their seniority will continue to reckon in the respective office.

18.11. In case of mutual transfer of an employee in pay scale 1 to 15 from Field to Headquarter and vice-versa, he will be considered junior most in Headquarter/field cadre in which he is transferred.

### **19. Discipline:**

19.1. Participation in Political Activity and/or Elections: -

19.1.1. No employee of the Corporation shall take part in or subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

19.1.2. No employee of the Corporation shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere.

Provided that an employee of the Corporation who is qualified to vote at such election may exercise his right to vote but if he does so he shall give no indication of the manner in which he proposes to vote or has voted.

19.2. **Misconduct or Breach of Discipline:** In case of misconduct or breach of discipline, the employees shall be governed by the Punjab Employees Efficiency, Discipline and Accountability Act-2006.

### **20. Deduction from salary of pay:**

The Corporation may recover from any Officer or Employee by deduction from his salary or pay or from any other sums that may be due to him, for any loss or damage sustained by the Corporation by reasons of negligence or misconduct of the Officer or the Employee and the decision of the Competent Authority in respect of the monetary valuation of the loss shall be final and binding on the Officer or employee concerned.

### **21. Group life insurance:**

All employees shall be covered under the Group Insurance Scheme and in case an employee dies while in service his family shall be paid Group Insurance compensation according to the limits prescribed by the Corporation from time to time in accordance with the limits applicable to the Government servants.

### **22. Welfare fund:**

The Corporation may introduce scheme of Welfare Fund and formulate regulations thereof. The Welfare Fund scheme shall be governed as per Welfare Fund Regulations framed by the Board.

### **23. Retirement:**

All employees of the Corporation will retire from service on completion of 60 years of age.

## **24. TERMINATION OF SERVICE:**

24.1. After confirmation, the services of managerial personnel in regular service may be terminated by the Corporation without assigning any reason by given him 90 days notice or in lieu thereof, by paying a sum equal to the salary for that period or a sum equal to the proportionate salary for unexpired period of notice.

24.2. A confirmed employee in managerial cadre may leave the Corporation on resignation by giving 30 days notice or in lieu thereof, by paying a sum equal to the salary for that period or a sum equal to the proportionate salary for unexpired period of notice.

24.3. The services of Supervisory/Clerical and Subordinate Staff in regular service may be terminated by the Corporation, without assigning any reason by giving 30 days notice or in lieu thereof by paying a sum equal to the salary for that period or a sum equivalent to the proportionate salary for the unexpired period of notice.

24.4. Any employee in Supervisory/Clerical and Subordinate cadre may, resign from service, by giving 15 days notice, or in lieu thereof, by paying a sum equal to the salary for that period or a sum equal to the proportionate salary for the unexpired period of notice.

24.5. The period of notice shall commence from the date on which notice is given by the employee or the Corporation, as the case may be.

24.6. No resignation, however, shall be deemed effective during the pendency of any disciplinary proceedings against the employee.

24.7. In either of the aforementioned case, any employee who leaves or whose services are terminated by the Corporation (as the case may be) shall not be absolved of the obligations to obtain No Demand Certificate from the Corporation.

## **25. General:**

In matters, not provided for in these rules, and subject to the general direction of the department all employees of the Corporation shall be governed by the provisions and procedures as laid down in the Punjab Civil Servant Act, 1974 and the Rules framed there-under.

## **26. Saving:**

The existing employees of the Corporation, who are otherwise eligible, shall be deemed to have been regularized from the date of their appointment/absorption in the Corporation.

## **GENERAL MANAGEMENT & MARKETING GROUP**

Post	Appointing Authority	Minimum qualification for appointment	Method of recruitment	Age for initial recruitment	
Managing Director (BS-20)	Chief Minister		By transfer / posting	-	-
Deputy Managing Director (BS-20)	Board	Master Degree, Preferably Ph.D. in Agriculture with 20 years Experience in Research / Administration/ Management/ Monitoring and Evaluation	(i) By promotion on seniority-cum-fitness basis amongst Directors having 17 years service in BS-17 & above. (ii) If none is available for promotion then by initial recruitment.	45	55
Assistant Director Legal (BS-17)	M.D.	BA, LLB	By initial recruitment	18	35
Security Officer (BS-17)	M.D.	Ex-serviceman (Commissioned Officer not below the rank of Captain)	By initial recruitment	35	45
Private Secretary (BS-16)	M.D.		By promotion amongst Personal Assistants having 10 years service	-	-

Assistant Director Statistics (BS-17)	M.D.	M.Sc Statistics	By initial recruitment	18	30
Assistant Director System (BS-17)	M.D.	Master's Degree (in computer science from the recognized university)	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Data Entry Operators having 12 years service	18	30
Admn. Officer (BS-16)	M.D.	Graduate	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Assistants having 5 years service in BS-11	18	30
Store Officer (BS-16)	M.D.	Graduate	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Store Assistants having 3 years service in BS-11	18	30
Public Relation Officer (BS-16)	M.D.	B.A with Journalism	By initial recruitment	18	30

### **FINANCE, ACCOUNTS & AUDIT GROUP**

Director (BS-19 along with special pay)	Board	CA/ACMA with 10 years relevant experience	(i) By promotion on seniority-cum-fitness basis amongst the Joint Directors of Finance, Accounts & Audit Group having 14 years service in BS-17 & above. (ii) If none is available for promotion then by initial recruitment	30	45
Joint Director Finance/ Accounts/ Audit (BS-19)	M.D.	CA/ACMA with 7 years relevant experience	(i) By promotion on seniority-cum-fitness basis amongst the Deputy Directors of Finance, Accounts & Audit Group having 12 years service in BS-17 & above. (ii) If none is available for promotion then by initial recruitment	30	45
Joint Director Finance/ Accounts/ Audit (BS-19)	M.D.	CA/ACMA with 7 years relevant experience	(i) By promotion on seniority-cum-fitness basis amongst the Deputy Directors of Finance, Accounts & Audit Group having 12 years service in BS-17 & above. (ii) If none is available for promotion then by initial recruitment	30	45
Deputy Director Finance/ Accounts/ Audit (BS-18)	M.D.	CA/M.Com/ M.BA Finance with 5 years relevant experience	(i) By promotion on seniority-cum-fitness basis amongst the Assistant Directors of Finance, Accounts & Audit Group having 5 years service in BS-17. (ii) If none is available for promotion then by initial recruitment	25	40
Assistant Director Finance/ Accounts/ Audit (BS-17)	M.D.	M.Com/ M.BA Finance	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Audit & Accounts Officer having 5 years service in BS-16	18	30
Audit Officer/ Accounts Officer/ Budget Officer (BS-16)	M.D.	B.Com	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Accounts Assistants having 5 years service in BS-11	18	30

### **AGRICULTURE GROUP**

Director Farms/ Procurement (BS-19 along with special pay)	Board	M.Sc (Hons) Agri, Agronomy/PBG/entomology/ Plant Pathology with 10 years relevant experience	(i) By promotion on seniority-cum-fitness basis amongst the Joint Directors of Agriculture Group having 14 years service in BS-17 & above. (ii) If none is available for promotion then by initial recruitment	30	45
Joint Director Farms/	M.D.	M.Sc (Hons) Agri, Agronomy/PBG/entomology/	(i) By promotion on seniority-cum-fitness basis amongst the Deputy Directors of Agriculture	30	45

Procurement (BS-19)		Plant Pathology with 7 years relevant experience	Group having 12 years service in BS-17 & above. (ii) If none is available for promotion then by initial recruitment		
Deputy Director Farms/ Procurement (BS-18)	M.D.	M.Sc (Hons) Agri, Agronomy/PBG/entomology/ Plant Pathology with 5 years relevant experience	(i) By promotion on seniority-cum-fitness basis amongst the Assistant Directors of Agriculture Group having 5 years service in BS-17. (ii) If none is available for promotion then by initial recruitment	25	40
Assistant Director Farms/ Procurement (BS-17)	M.D.	M.Sc (Hons) Agri, Agronomy/PBG/entomology/ Plant Pathology	By initial recruitment	18	30
Assistant Director Pathology (BS-17)	M.D.	M.Sc (Hons) Agri, (Plant Pathology)	By initial recruitment	18	30
Inspector Procurement (BS-16)	M.D.	-	By promotion on seniority-cum-fitness basis amongst the Assistant Inspectors Procurement having 5 years service in (BS-11)	-	-

### **ENGINEERING GROUP**

Director Processing (BS-19 along with special pay)	Board	B.Sc (Mech) engineering with 10 years experience in Seed Processing Industry	(i) By promotion on seniority-cum-fitness basis amongst the Joint Directors Processing having 14 years service in BS-17 & above. (ii) If none is available for promotion then by initial recruitment	30	45
Joint Director Processing (BS-19)	M.D.	B.Sc (Mech) Engineering / B.Sc Electrical, Engineering / B.Sc Chemical Engineering with 10 years experience in similar or bigger agro based Industry	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Deputy Directors Processing having 12 years service in BS-17 & above	30	45
Deputy Director Processing (BS-19)	M.D.	B.Sc (Mechanical Engineering) Electrical, Engineering with 5 years experience in seed processing	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Assistant Directors Processing having 5 years service in BS-17.	25	40
Executive Engineer (Civil) (BS-18)	M.D.	B.Sc (Civil) Engineering with 5 years experience in the field	(i) By promotion on seniority-cum-fitness basis amongst the Assistant Engineers having 5 years service in BS-17. (ii) If none is available for promotion then by initial recruitment	25	40
Assistant Engineer (Civil) (BS-17)	M.D.	B.Sc (Civil) Engineering	By initial recruitment	18	30
Assistant Director Processing (BS-17)	M.D.	B.Sc Mechanical/ Chemical/ Electrical Engineering	By initial recruitment	18	30
Sub-Engineer (BS-16)	M.D.	3 years Diploma in Civil Engineering from recognized institute	By initial recruitment	18	30
Documentation Officer (BS-16)	M.D.	3 years Diploma in Civil Engineering from recognized institute	By initial recruitment	18	30

### **NON-TECHNICAL STAFF**

Personal Assistant / Senior Stenographer (BS-15)	Director Admin.	-	By promotion on seniority-cum-fitness basis amongst the Stenographer having 5 years service	-	-
Stenographer (BS-12)	Director Admin.	F.A with speed of 80 w.p.m in shorthand & 40 w.p.m in typing with experience of one year in similar or bigger organization	By initial recruitment	18	30
Office Assistant	Director	Graduate 2 <sup>nd</sup> Division with 3	(i) 50% by initial recruitment	18	30

(BS-11)	Admin./ Farm/ Joint Director Processing	years experience as senior clerk	(ii) 50% by promotion on seniority-cum-fitness basis amongst the Senior Clerks Field / Accounts Clerk HQ having 3 years service		
Store Assistant (BS-11)	Director Admin./ Farm/ Joint Director Processing	-	By promotion on seniority-cum-fitness basis amongst the Store Clerks having 3 years service		
Accounts Assistant/ Audit Assistant/ Cashier (BS-11)	Director Admin./ Farm/ Joint Director Processing	B.Com	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Accounts Clerks having 3 years service	18	30
Assistant Inspector Procurement (BS-11)	Director Admin./ Farm/ Joint Director Processing	-	By promotion on seniority-cum-fitness basis amongst the Procurement Supervisors having 5 years service		
Data Entry Operator (BS-11)	Director Admin./ Farm/ Joint Director Processing	I.CS	By initial recruitment	18	30
Security Incharge (BS-11)	Director Admin./ Farm/ Joint Director Processing	Retired JCO from Armed Forces	By initial recruitment	35	45
Imam Masjid (BS-10)	Director Admin./ Farm/ Joint Director Processing	Fazal Darse-Nizami	By initial recruitment	18	35
Accounts Clerk (BS-9)	Director Admin./ Farm/ Joint Director Processing	D.Com/ I.Com	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Junior Clerks	18	30
Senior Clerk (BS-7)	Director Admin./ Farm/ Joint Director Processing	Matric with 3 years experience	(i) By promotion on seniority-cum-fitness basis amongst the Junior Clerks having 3 years service. (ii) If none is available for promotion then by initial recruitment	18	30
Store Clerk (BS-7)	Director Admin./ Farm/ Joint Director Processing	Matric with 3 years experience in Store Accounting	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Storemen	18	30
Procurement Supervisor (BS-7)	Director Admin./ Farm/	Matric with Field Assistant Course	By initial recruitment	18	30

	Joint Director Processing				
Security Clerk (BS-5)	Director Admin./ Farm/ Joint Director Processing	NCO (Retired) Matric or Equivalent	By initial recruitment	35	45
Weigh Bridge Operator (BS-7)	Director Admin./ Farm/ Joint Director Processing	Matric with 6 months computer certificates	By initial recruitment	18	30
Carpenter (BS-6)	Director Admin./ Farm/ Joint Director Processing	Literate with 2 years experience in trade	By initial recruitment	18	30
Truck Cleaner (BS-5)	Director Admin./ Farm/ Joint Director Processing	Literate with 2 years experience as Truck Cleaner	By initial recruitment	18	30
Junior Clerk (BS-5)	Director Admin./ Farm/ Joint Director Processing	Matric with 25 w.p.m speed in typing	By initial recruitment	18	30
Store Man (BS-5)	Director Admin./ Farm/ Joint Director Processing	Matric with 2 years experience	By initial recruitment	18	30
Dispatch Rider (BS-4)	Director Admin./ Farm/ Joint Director Processing	Middle with driving license	By initial recruitment	18	30
Daftri (BS-2)	Director Admin./ Farm/ Joint Director Processing	Literate	(i) By promotion on seniority-cum-fitness basis amongst the Naib Qasids. (ii) If non is available then by initial recruitment	18	30
Naib Qasid (BS-1)	Director Admin./ Farm/ Joint Director Processing	Literate	By initial recruitment	18	30
Cook (BS-3)	Director Admin./ Farm/ Joint Director	Literate with sufficient practical experience of cooking of oriental & continental dishes	By initial recruitment	18	30

	Processing				
Mali (BS-1)	Director Admin./ Farm/ Joint Director Processing	Literate with 2 years experience in gardening	By initial recruitment	18	30
Watch & Ward (BS-1)	Director Admin./ Farm/ Joint Director Processing	Ex-serviceman	By initial recruitment	18	30
Helper Cleaner/ Helper Oilman (BS-1)	Director Admin./ Farm/ Joint Director Processing	Literate with 2 years experience in Automobile workshop Mechanical workshop	By initial recruitment	18	30
Water Carrier (BS-1)	Director Admin./ Farm/ Joint Director Processing	Literate	By initial recruitment	18	30
Field Man (BS-1)	Director Admin./ Farm/ Joint Director Processing	Literate	By initial recruitment	18	30
Sweeper (BS-1)	Director Admin./ Farm/ Joint Director Processing	Literate	By initial recruitment	18	30

### **TECHNICAL STAFF**

Draftsman/ Quantity Surveyor (BS-14)	Director Admin.	Matric with 3 years diploma in civil engineering /Q.S. with 5 years experience	By initial recruitment	18	30
Telephone Supervisor (BS-12)	Director Admin.	Matric with 3 years diploma in Trade.	(i) By promotion on seniority-cum-fitness basis amongst the Telephone Operators having 6 years service. (ii) If non is available then by initial recruitment	18	30
Foreman (BS-11)	Director Admin.	Matric with 3 years diploma in electrical/ mechanical/ air conditioning	(i) By promotion on seniority-cum-fitness basis amongst the Telephone Operators having 6 years service. (ii) If non is available then by initial recruitment	18	30
Laboratory Technician (BS-11)	Director Admin.	B.Sc Botany / Physics	(i) 50% by initial recruitment (ii) 50% by promotion on seniority-cum-fitness basis amongst the Laboratory Assistants having 5 years service	18	30
Transport Supervisor (BS-11)	Director Admin.	-	By promotion on seniority-cum-fitness basis amongst the Drivers		
Field Inspector (BS-11)	Director Admin.	-	By promotion on seniority-cum-fitness basis amongst the Field Assistants having 3 years service		
R&M Supervisor	Director	-	By promotion on seniority-cum-fitness basis		

(BS-11)	Admin.		amongst the Electricians, Plumbers and Carpenters.		
Field Assistant (BS-10)	Director Admin.	Diploma in Field Assistant class with 2 years experience	By initial recruitment	18	30
Photographer (BS-13)	Director Admin.	Matric with 5 years experience in photography	By initial recruitment	18	30
Truck Driver (BS-8)	Director Admin.	Literate with heavy duty motor driving license	By initial recruitment	18	30
Telephone Operator (BS-7)	Director Admin.	Matric with 3 years experience as Telephone Operator	By initial recruitment	18	30
Dispenser (BS-7)	Director Admin.	Matric with one year dispenser course	By initial recruitment	18	30
Mechanic (BS-11)	Director Admin.	Matric with 3 years diploma in Auto Mobile	(i) By promotion on seniority-cum-fitness basis amongst the Assistant Mechanic (ii) If qualified Assistant Mechanic is not available then by initial recruitment	18	30
Assistant Mechanic (BS-7)	Director Admin.	Matric with 2 years certificate course from recognized Technical Training Centre in trade	By initial recruitment	18	30
Fork Lift Operator (BS-7)	Director Admin.	Literate with heavy duty motor driving license	By initial recruitment	18	30
Turner (BS-10)	Director Admin.	Matric with 2 years certificate in trade	By initial recruitment	18	30
Laboratory Assistant (BS-7)	Director Admin.	F.Sc premedical with 2 years experience in relevant field.	By initial recruitment	18	30
Plumber (BS-6)	Director Admin.	Literate with experience in trade	By initial recruitment	18	30
Welder (BS-7)	Director Admin.	Literate with experience in trade	By initial recruitment	18	30
Tractor Operator (BS-6)	Director Admin.	Literate with driving license for tractor	By initial recruitment	18	30
Electrician (BS-6)	Director Admin.	Matric with one year certificate in Electrical Field.	By initial recruitment	18	30
Jeep / Car Driver (BS-5)	Director Admin.	Middle with LTV license and with 5 years experience	By initial recruitment	18	30
Tubewell Operator (BS-5)	Director Admin.	Middle with experience in trade	By initial recruitment	18	30
Tufter (BS-5)	Director Admin.	Middle with experience in trade	By initial recruitment	18	30
Duplicate Machine Operator (BS-5)	Director Admin.	Matric	By initial recruitment	18	30
Duplicate Machine Operator (BS-5)	Director Admin.	Literate	By initial recruitment	18	30