

for n/a action
2/10/14

GOVERNMENT OF PUNJAB
DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT
(STE Branch)

ORDER

2000-1
Re
2/10/2014

In exercise of powers conferred under section 12(3A) of the Water (Prevention & Control of Pollution) Act, 1974, the Punjab Pollution Control Board Employees Service Regulations 2002 approved by the Government vide no. 10/28/96/STE(5)/1186 dated 28.4.2003 are partially amended as under:-

Chapter 1

Short title These Regulations may be called the Punjab Pollution Control Board Employees Service (2nd Amendment) Regulations 2014.

Commencement These Regulations shall come into force from the date, approval was conveyed to the Punjab Pollution Control Board vide memo no. 1/14/2005-STE(5)/318622/1 dated 29.9.2014.

Chapter 2

1) Post of Steno Typist

In Appendix B, the existing provision relating to the qualification for the post of Steno Typist mentioned at serial no. 35 is substituted with the provision mentioned below.

Existing Provision				Amended Regulation	
Sr.No.	Name of Post	Percentage appointment	Qualification	Percentage for appointment	Qualification
1	2	3	4	5	6
35	Steno-typist	i) By direct appointment 75%	Matriculate in Ist Class, 10+2/ Intermediate in Second Class or Graduate of a recognized Education Board or University, should possess a minimum speed of 80 w.p.m in Pbi. Shorthand and 60 wpm in Eng. Shorthand and to be transcribed at the speed of 15 wpm and should have atleast 2 years working experience on	i) By direct appointment --75%	Graduate from a recognized university or institution and should have qualified a test in Punjabi and English Stenography to be held by the Board or the appointing authority at a speed of 80 wpm in Punjabi Shorthand and 60 wpm in English Shorthand and

			computer. Knowledge of computer. The candidate must have undergone a computer course of six months duration from a reputed institute.		to be transcribed at the speed of 15 wpm. Knowledge of Computer Possesses at least one hundred twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from 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".
		ii) By promotion— 25% In case no suitable candidate is available for promotion then these posts can also be filled by	From amongst the clerks who possess minimum speed of 80 wpm in Punjabi Shorthand and 60 wpm in English Shorthand to be transcribed at the speed of 15 wpm and should have worked on computer for	ii) By Promotion— 25%	From amongst the clerks who possess minimum speed of 80 wpm in Punjabi shorthand 60 wpm in English Shorthand to be transcribed at the speed of 15 wpm and

		direct recruitment.	atleast two years.		should have worked on computer for atleast two years.
--	--	---------------------	--------------------	--	---

2) Post of Clerk

In Appendix B, the existing provision relating to the post of Clerk mentioned at serial no. 36 is deleted as below.

Existing Provision				Amended Regulation	
Sr.No.	Name of Post	Percentage appointment	Qualification	Percentage for appointment	Qualification
1	2	3	4	5	6
36	Clerk	i) By direct recruitment. —85% ii) By Promotion —15%	Matriculate in Ist Class, 10+2 Intermediate in Second Class or Graduate of a recognized Education Board or University with a minimum speed of 40 wpm in English and Punjabi Typewriting. Knowledge of Computer. The candidate must have undergone a computer course of six months duration from a reputed institute. 15% from amongst class IV employees who are Matriculate and who possess an experience of working as such for a minimum period of five years with knowledge of typewriting @ 30 wpm in English & Punjabi. Note: In future, the posts of clerks, which will fall vacant, will be filled in and designated as clerk-cum-data entry		The category of clerk is deleted.

		operator.	
--	--	-----------	--

3) Post of Clerk-cum-data Entry Operator

In Appendix B, the existing provision relating to the qualification for the post of Clerk-cum-data Entry Operator mentioned at serial no. 38 is substituted with the provision mentioned below.

Existing Provision				Amended Regulation	
Sr.No.	Name of Post	Percentage appointment	Qualification	Percentage for appointment	Qualification
1	2	3	4	5	6
38	Clerk-cum Data Entry Operator	i) By Direct recruitment—85%	<p>Atleast 1st class Matriculate/ Higher Secondary or 2nd class 10+2 or graduate of a recognized University with a minimum speed of 30 wpm each in Punjabi and English typewriting and should possess a diploma or certificate in data entry operator course on computer with experience of atleast 2 years in operating data entry machines/ computers.</p> <p>Knowledge of Computer.</p> <p>The Candidate must have undergone a computer course of six months duration from a reputed institute.</p>	By Direct recruitment—85%,	<p>Graduate from a recognized University or Institution and should have qualified a test in Punjabi & English typewriting at the speed of 30 words per minute either on computer or on manual or electronic typewriter.</p> <p>Knowledge of Computer</p> <p>Possesses atleast one hundred twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO-</p>

					9001, certified. OR Should possess qualification of a Computer Information Technology course equivalent to O-level certificate of Department of Electronic Accreditation of Computer Course (DOEACC) of Govt. of India.
		ii) By promotion	<p>1) 15% from amongst Class IV employees who are Matriculate and who possess an experience of five years with knowledge of typewriting of 30 wpm.</p> <p>2) Knowledge of word processing and Data Entry on Computer is essential for appointment by promotion.</p> <p>Note: The clerk-cum-data entry operator will be treated at par with the clerk for selection grade/promotion.</p>	iii) By promotion	<p>From amongst the Class IV employees who are Matriculate and who possess an experience of working as such for a minimum period of 5 years with knowledge of typewriting at the speed of 30 wpm in Punjabi and English. Knowledge of word processing and data entry on computer is essential for appointment by promotion.</p>

4) **Post of Assistant Environmental Engineer**

In Appendix-B, the existing provision relating to the percentage of quota for direct recruitment for the post of Assistant Environmental Engineer mentioned at S.No. 10 is substituted with the provision mentioned below:-

S. No	Designation of the post	Existing Provision			Amended Regulation	
		Percentage for appointment			Percentage for appointment	
		Mode of recruitment	By direct recruitment	by promotion from JEEs	By direct recruitment	by promotion from JEEs

10	Assistant Environmental Engineer	1) By direct recruitment 2) By Promotion 3) By transfer or deputation	50%	50% by Promotion a) 25% for degree holder or equivalent qualification b) 25% for diploma holder.	75%	25% by Promotion a) 15% for degree holder or equivalent qualification b) 10% for diploma holder.
----	----------------------------------	---	-----	--	-----	--

Note:- If the strength of Junior Environmental Engineers is increased at any time in future, then keeping in view their promotional avenue, the Board will review the case relating to above mentioned quota and accordingly, the case will be referred to the Government for relevant amendment in appendix-B at Sr. no. 10 of the Punjab Pollution Control Board Employees Service Regulations, 2002.

7/10

Seema Jain, IAS,
Secretary to Government of Punjab,
Department of Science, Technology
and Environment.

Dated, Chandigarh
26-9-2014

No. 1/14/2005-STE(5)/ 241

Dated 7/10/2014

A copy of the above order is forwarded to Chairman, Punjab Pollution Control Board, Patiala for information and necessary action.

Seema Jain
Special Secretary
7/10