

THE PUNJAB STATE EDUCATION CLASS III (SCHOOL CADRE)
SERVICE RULES, 1978

(SRAVANA 25, 1900 SAKA)

PUNJAB GOVERNMENT
EDUCATION DEPARTMENT
NOTIFICATION
THE 11TH AUGUST, 1978

No. G.S.R. 81/Const./Art.309/78.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of service of persons appointed to the Punjab State Education Class-III (School Cadre) Service, namely :-

<p>1. (1) These rules may be called the Punjab State Education Class III (School Cadre) Service Rules, 1978; (2) They shall come into force on the date of their publication in the official Gazette; (3) They shall apply to all posts specified in Appendix 'A' to these rules;</p> <p>2. In these rules, unless the context otherwise requires :- (a) 'Board' means the Punjab Subordinate Services Selection Board; (b) 'Commission' means the Punjab Public Service Commission; (c) 'direct appointment' means an appointment made otherwise than by promotion within the cadre of the Service or by transfer of an official already in the Service of the Government of India or of a State Government; (d) 'Director' means the Director of Public Instruction, (Schools), Punjab; (e) 'Government' means the Government of the State of Punjab in the Education Department; (f) 'recognised University' means – (i) Any university incorporated by law in any of the States of India; (ii) In the case of degree, diplomas or certificates obtained as a result of examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or (iii) Any other university which is declared by the Government to be a recognized university for the purposes of these rules; (g) 'Service' means the Punjab State Education Class-III</p>	<p>Short title commencement and application.</p> <p>Definitions</p>
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<p>(School Cadre) Service.</p> <p>3. The Service shall have two branches, namely, Men Branch and Women Branch and shall comprise the posts shown in Appendix 'A' to these rules : Provided that nothing in these rules shall affect the inherent right of Government to add to or reduce the number of such posts or to create new posts with different designation and scales of pay whether permanently or temporarily.</p> <p>4. (1) No person shall be appointed to the Service, unless he is- (a) a citizen of India; or (b) a citizen of Nepal; or (c) a subject of Bhutan; or (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intension of permanently settling in India; or (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia Malawi, Zaire and Ethiopia with the intention of permanently settling in India: Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favor a certificate of eligibility has been issued by the Government of India. (2) A candidate in whose case a certificate of eligibility is necessary may admitted to an examination or interview conducted by the Commission or Board or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India. (3) No person shall be recruited to the Service by direct appointment, unless he produces a certificate of character from the Principal academic officer of the University college, school or institution last attended, if any, and similar certificates of character from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.</p> <p>5. (1) No person shall be appointed to any post in the Service, unless he possesses necessary qualifications and experience as laid down in column 3 of the Appendix 'B' to these rules. (2) No person shall be recruited to any post in the Service by direct appointment unless he possesses knowledge of</p>	<p>Number and Character of posts</p> <p>Nationality Domicile and character of candidates</p> <p>Qualification.</p>
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<p>Punjabi language of matriculation or equivalent standard or passes the test of Punjabi language of Matriculation Standard to be held by the Commission, Board or such authority as may be specified by the Government in this behalf from time to time:</p> <p>Provided that the persons who are in service on the date of commencement of these rules shall be governed by such instructions regarding possession of qualifications in Punjabi as were applicable at the time of their appointment.</p> <p>6. No person –</p> <p>(1) who has entered into or contracted a marriage with a person having a spouse living, or</p> <p>(2) who having a spouse living, has entered into or contracted marriage with any person shall be eligible for appointment to the Service.</p> <p>Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.</p> <p>7. (1) No person shall be recruited to the Service by direct appointment if he is less than seventeen years or more than twenty seven years of age on the date of such appointment or unless he is within such range of minimum and maximum age as may be specifically fixed by Government from time to time:</p> <p>Provided that the condition of upper age limit may be relaxed up to 45 years in the case of a person already in the service of the Punjab Government, other State Government, or the Government of India:</p> <p>Provided further that the Government may for reasons to be recorded in writing, relax the upper age limit for a category or class of persons:</p> <p>Provided further that in the case of candidates belonging to Scheduled Castes and other backward Classes the upper age limit shall be such as may be fixed by the Government from time to time.</p> <p>(2) In the case of Demobilized Armed Forces person his age at the time of joining military service or training prior to the commission, as the case may be, should not exceed the</p>	<p>Disqualification</p> <p>Age</p>
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<p>upper age limit prescribed for direct appointment to such posts.</p> <p>8. Appointments to the posts in the Service shall be made by the Director.</p> <p>9. (1) Appointments to the posts in the service shall be made in the manner indicated against each post in Appendix 'B' to these rules.</p> <p>(2) As soon as a vacancy occurs the appointing authority shall having regard to the percentage fixed in these rules for each method of recruitment determine the manner in which the same shall be filled.</p> <p>(3) All promotions within the Service shall be made by Selection based on merit and taking into consideration seniority alone shall not give any right of promotion to any person: Provided that the promotion of teachers of the district cadre shall be made to the posts of masters or mistresses, as the case may be, by selection on the basis of merit and seniority to be determined with reference to the length of their service as teacher subject to the condition that if more than one person are promoted from one district cadre their interse seniority as master or mistress shall be fixed on the basis of their seniority as a teacher in that district cadre.</p> <p>10. (1) Persons appointed to the Service shall remain on probation for a period of two years if recruited by direct appointment and one year if recruited otherwise: Provided that –</p> <p>(a) Any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation.</p> <p>(b) In the case of appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the Service may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and</p> <p>(c) Any period of officiating appointment to the Service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be</p>	<p>Appointing Authority</p> <p>Method of appointment</p> <p>Probation</p>
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<p style="text-align: center;">confirmed, unless he is appointed against a permanent vacancy.</p> <p>(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,</p> <p>(a) if such person is recruited by direct appointment, dispense with his service, and</p> <p>(b) if such person is recruited otherwise-</p> <p>(i) revert him to his former post, or</p> <p>(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.</p> <p>(3) On the completion of the period of probation of a person, the appointing authority may—</p> <p>(a) if his work and conduct has, in its opinion, been satisfactory—</p> <p>(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy, or</p> <p>(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy, or</p> <p>(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy;</p> <p>(b) if his work or conduct has not been in its opinion, satisfactory—</p> <p>(i) revert him to his former post or deal with him in such other manner as the terms and conditions of her previous appointment permit; or</p> <p>(ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation:</p> <p style="text-align: center;">Provided that the total period of probation, including extension, if any, shall not exceed three years.</p> <p>11. The seniority in each cadre of the Service shall be determined on the basis of continuous length of service on a post in that cadre of the service: Provided that –</p> <p>(i) in the case of members recruited by direct appointment the order of merit determined by the Commission, the Board or any other recruiting authority, as the case may be, shall not be</p>	<p style="text-align: center;">Seniority of members of Service.</p>
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<p>disturbed.</p> <p>(ii) in the case of two or more members appointed on the same date seniority shall be determined in the following manner :-</p> <p>(a) a member recruited by direct appointment shall be senior to a member recruited otherwise;</p> <p>(b) a member appointed by promotion shall be senior to a member appointed by transfer;</p> <p>(c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and</p> <p>(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in those appointments; and if, the length of such service is also the same, an older member shall be senior to a younger member.</p> <p>Note – Seniority of members appointed on purely provisional basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.</p> <p>12. Members of the Service shall be entitled to such scales of pay as may be authorized by Government from time to time. The scales of pay at present in force are specified in Appendix ‘A’ to these rules against each post.</p> <p>13. A member of the service may be transferred by the Government to any post whether included in any other Service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume I, Part- I</p> <p>14. A member of the Service shall be liable to serve at any place, whether within or outside the State of Punjab, on being ordered so to do by the appointing authority.</p> <p>15. In respect of leave, pension and other matters, not expressly provided for in these rules, members of the Service shall be governed by the Punjab Civil Services Rules, or such other law or rules as may have been or may hereafter be adopted</p>	<p>Pay of members of service</p> <p>Liability of members of Service to transfer</p> <p>Liability to service.</p> <p>Leave, pension and other matters.</p>
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<p>or framed by the competent authority.</p> <p>16 (1) In matters relating to discipline, penalties and appeals, the members of the Service shall be governed by the Punjab Civil Services(Punishment and Appeal) Riles, 1970, as amended from time to time: Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India be as specified in Appendix 'C' to these rules.</p> <p>(2) The authority competent to pass the orders of the nature specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than the orders specified in Appendix 'C' to these rules and the appellate authority shall be as specified in Appendix 'D' to these rules.</p> <p>17. Every member of the Service shall get himself vaccinated or revaccinated when Government so directs by a special or general order.</p> <p>18. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.</p> <p>19. Where the Government is of opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions, except the educational qualifications and experience with respect to any class or category of persons.</p> <p>20. The Punjab Educational Service Class III School Cadre Rules, 1955, in so far as they relate to the posts mentioned in Appendix 'A' to these rules are hereby repealed : Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.</p> <p>21. If any question arises as to the interpretation of any of the provisions of these rules, the Government shall decide the same.</p>	<p>Discipline Punishment and Appeals</p> <p>Liability for vaccination and revaccination.</p> <p>Oath of allegiance</p> <p>Power of relaxation</p> <p>Repeal and Saving</p> <p>Interpretation</p>
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APPENDIX 'A'

(See Rule 3)

Serial No.	Designation of Post	Grade Rs	No. of posts					
			Men			Women		
			Total	Permanant	Temporary	Total	Permanant	Temporary
			(i)	(ii)	(iii)	(iv)	(v)	(vi)
1	Headmaster (15%)	400-30-640/40-800	73	73	-	-	-	-
2	Headmistress (15%)	400-30-640/40-800	-	-	-	18	-	15
3	Headmaster	300-25-450/25-600	605	100	505	-	-	-
4	Headmistress	300-25-450/25-600	-	-	-	328	56	272
5	Lecturers (Men)	250-25-450/25-600	917	-	917	-	-	-
6	Lecturers (Women)	250-25-450/25-600	-	-	-	577	-	577
7	Master or Block Education Officer	220-12-340/15-400/20-500	10,542	5,592	4,950	-	-	-
8	Mistress or Block Education Officer	220-12-340/15-400/20-500	-	-	-	5425	2120	3305
9	J.S.T Mistress	220-12-340/15-400	-	-	-	139	139	-

	<p>(iii) Social Studies Masters or Mistresses</p> <p>(iv) Agriculture Master</p> <p>(v) Commerce Master</p> <p>(vi) Physical Training Master or Mistresses (DPE)</p>	<p>B.A with subject combination as approved by Government from time to time with S.S.T.C. B.T., B.Ed. or Senior Basic Trained.</p> <p>*(includes service of D.P.Ed. and B.P.Ed. as masters and Mistresses with at least three years actual teaching experience)</p> <p>B.Sc. (Agriculture)</p> <p>B.Com</p> <p>Graduate with training in advanced physical training Course Degree or Diploma</p>		
4.	Assistant Education Officer, for physical training	Graduate with training in advanced physical training Course Degree or Diploma in Physical Education from the Y.M.C.A. Madras	100%	
5.	Drawing Master Art and Crafts Master	Matriculation with a pass in the Intermediate Diploma Course of three years in any of the Art and Craft from the Government Schools of Arts Punjab and further Course of one year Teachers Training	100%	
6.	Home Science Mistress	Diploma in Home Science from a recognized Institution or recognized University with B.T. or B.Ed.	100%	
7.	Fine Art Mistresses	B.A with Instrumental or Vocal Music as one of the elective subjects in B.A. with B.T. or B.Ed.	100%	
8.	Tailoring Mistress	Matric or Middle or Rattan or Budhimani with three years Teachers Training Diploma from the Industries Department or Industries Department or Industrial Training	100%	

(See Rule 16)

Name of Penalty	Punishing authority in the case of	Punishing authority in the case of	Appellate authority in the case of	Appellate authority in the case of
1	2	3	4	5
i	a. Headmasters or Headmistresses 400-800 b. Headmasters or Headmistresses 300-600 c. Lecturers	a. B.E.Os b. Masters and Mistresses	a. Headmasters or Headmistresses 400-800 b. Headmasters or Headmistresses 300-600 c. Lecturers	a. B.E.Os b. Masters and Mistresses
MINOR PENALTIES				
(i) Censure	Circle Education Officer	District Education Officer	Director	Circle Education Officer
(ii) Withholding of his promotion	Director, Public Instruction	Director, Public Instruction	Government	Government
(iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of order	Director, Public Instruction	Director, Public Instruction	Government	Government
(iv) Withholding of increments of pay	Director, Public Instruction	Director, Public Instruction	Government	Government
MAJOR PENALTIES				
(v) Reduction to lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government	Director, Public Instruction	Director, Public Instruction	Government	Government

employees will earn increments during such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay;				
(vi) Reduction to a lower time scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration of the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service	Director, Public Instruction	Director, Public Instruction	Government	Government
(vii) Removal from service which shall not be a disqualification for future employment under the Government	Director	Director	Government	Government
(viii) Compulsory retirement	Director	Director	Government	Government
(ix) Dismissal from Service which shall ordinarily be a disqualification for future employment under the Government	Director	Director	Government	Government

APPENDIX 'D'

(See rule 16)

Nature of the order	Authority competent to pass order in the case of	Authority competent to pass order in the case of	Appellate Authority in the case of	Appellate Authority in the case of
1	2	3	4	5
	a. Headmasters or Headmistresses 400-800 b. Headmasters or Headmistresses 300-600 c. Lecturers	a. B.E.Os b. Masters and Mistresses	a. Headmasters or Headmistresses 400-800 b. Headmasters or Headmistresses 300-600 c. Lecturers	a. B.E.Os b. Masters and Mistresses
1	2	3	4	5
1. Suspension	Director	Director	Government	Government
2. Order which denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or by agreement	Director	Director	Government	Government
3. Order which interprets to his disadvantage the provisions of any such rule or agreement	Director	Director	Government	Government
4. Order stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the efficiency bar;	Director	Director	Government	Government
5. Order reverting him while officiating in a higher service, grade or post, to a lower service, grade or post, otherwise than as a penalty	Director	Director	Government	Government

6. Order reducing or withholding the pension or denying the maximum pension admissible to him under rules.	Director	Director	Government	Government
7. Order determining the subsistence and other allowance to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof	Director	Director	Government	Government
8. Order determining his pay and allowances – (i) for the period of suspension; or (ii) for the period from the date of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale of pay or stage in a time-scale or stage in a time scale of pay to the date of his retirement or restoration to his service, grade or post, or	Director	Director	Government	Government
9. Order determining whether or not the period from the date of his suspension or from the date of dismissal, removal, compulsory retirement or reduction to a lower service, grade, post time scale of pay or stage in a time scale of pay to the date of his reinstalment or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.	Director	Director	Government	Government

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