### Annexure-IV

**Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Post</th>
<th>Qualifications for direct recruitment</th>
<th>Qualifications for promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Officers Class I Municipal Committee</td>
<td>Degree in Law with an experience for a minimum period of seven years in Municipal Administration on a post not lower than the rank of a Superintendent in a Municipal Committee or an equivalent post in a Department of Government or has for at least seven years been an advocate.</td>
<td>Should be an Executive Officer of Class II Municipal Committee or Secretary of Class I Municipal Committee with an experience of working on either or both of these posts for a minimum period of five years: and should be at least a Graduate:</td>
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<td></td>
<td></td>
<td>OR Post-Graduate at least 2nd Division, with an experience for a minimum period of seven years on a post not lower than the rank of a Superintendent in a Municipal Committee or an equivalent post in a Department of Government.</td>
<td>Provided that for twenty-five percent of the promotion quota non-Graduates who have rendered at least twenty-five years service shall be eligible for promotion.</td>
</tr>
<tr>
<td>2</td>
<td>Executive Officers, Class II Municipal Committee and Secretaries Class I Municipal Committees</td>
<td>Degree in Law with an experience for a minimum period of five years on a post not lower than the rank of a Superintendent in Municipal Committee or an equivalent post in a Department of Government or has for at least five years been an Advocate.</td>
<td>Should be an Executive Officer of Class III Municipal Committee or Secretary of Class II or Class III Municipal Committee or Assistant Secretary of Class I Municipal Committee with an experience of working on any one or more of these posts for a minimum period of three years: and should be at least Graduate:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR Post-Graduate at least 2nd Division with experience for a minimum period of three years on a post not lower than the rank of a Superintendent in a Municipal Committee or in a Department of the Government.</td>
<td>Provided that for twenty-five percent of the promotion quota for non-Graduates who have rendered at least twenty-five years service shall also be eligible for promotion.</td>
</tr>
<tr>
<td>3</td>
<td>Executive Officers, Class III Municipal Committee, Assistant Secretaries, Class I Municipal Committees and Secretaries, Class II and III Municipal Committees</td>
<td>Degree in Law with an experience of a minimum period of three years on a post not lower than the rank of a Superintendent in a Municipal Committee or an equivalent post in a Department of Government or has for at least three years been an Advocate.</td>
<td>Should be a Superintendent in a Municipal Committee with an experience of working on that post for a minimum period of three years; and should be at least a Graduate; or should be an Accountant with a minimum experience of three years on that post and should be Graduate with 'A' Grade diploma in Accounts:</td>
</tr>
</tbody>
</table>
Post Graduate at least 2nd Division with an experience for a minimum period of one year on a post not lower than the rank of Superintendent in a Municipal Committee or an equivalent post in a Department of Government.

2. Medical Officers of Health

Grade I

Should be a Medical Officer of Health Grade II with minimum experience of working on that post for a minimum period

(i) M.B.B.S.;
(ii) Post Graduate (Qualification) in any speciality recognised by the Medical Council of India;
(iii) registered with the Punjab Medical Council or with any other duly constituted Medical Council in India; and
(iv) Experience for a minimum period of five years in Medical Profession (including experience in public health; family planning administrative or supervisory post in a medical or public health institution); out of which experience for a minimum period of three years should be after obtaining post-graduate qualification.

Grade II

Is a graduate in Medicine of Surgery of a recognised university;

OR

Possesses such qualifications as are prescribed for a member of the Punjab Subordinate Medical Service and has obtained the membership of the Punjab State Medical Faculty

OR

Possesses such qualification as are prescribed for members of the Punjab Subordinate Medical Service and has obtained membership of Punjab State Medical Faculty

3. Municipal Engineers

Grade I

Should be an Engineer Grade II or Assistant Engineer with an experience or working on the post of Assistant Engineer for a minimum period of eight years.

Such qualifications as are prescribed from time to time by Government for direct appointment to the Punjab Service of Engineers, Class I, P.W.D., (Buildings and Roads) or the Punjab Service of Engineers, Class I P.W.D., (Public Health Branch), with an experience for a minimum period of five years in Government or in municipal Service

Provided that for twenty five per cent of the promotion quota non-Graduates who have rendered at least twenty five years service shall also be eligible.
Grade II

Such qualifications as are prescribed from time to time by Government for direct appointment to the Punjab Service of Engineers, Class II, P.W.D. (Buildings and Roads Branch) or the Punjab Service of Engineer, Class II, P.W.D. (Public Health Branch)

Should be a Sectional Officer or Draftsman in Municipal Service having ten years experience as such in a Municipal Committee

Provided that the draftsman having 10 years experience as such in a Municipal Committee shall not be considered for promotion to more than 10 per cent of the posts in promotion quota.

Provided that the Head Draftsman or Draftsman will not be considered for promotion to more than ten per cent of the posts to be filled by promotion.

*4. Assistant Municipal Engineers

Such qualifications as are prescribed from time to time by government for direct appointment to the Punjab Service of Engineers, Class II, P.W.D. (Buildings and Roads Branch) or the Punjab Service of Engineers Class II, P.W.D. (Public Health Branch) as the case may be.

Provided further that the vacancies of Assistant Municipal Engineers shall be filled up in accordance with the following roster, namely:

<table>
<thead>
<tr>
<th>Source of Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proportion</td>
</tr>
<tr>
<td>Allocation to each source in a lot of forty vacancies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Direct appointment</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Promotion from Sectional Officer</td>
<td>12</td>
</tr>
<tr>
<td>3. Promotion from head Draftsmen or Draftsmen</td>
<td>2</td>
</tr>
<tr>
<td>4. Promotion from Sectional Officers, Head Draftsmen or Draftsmen with B.E. or A.M.I.E., Degree of a recognised University</td>
<td>6</td>
</tr>
</tbody>
</table>
5. **Sectional Officer**

Such qualifications as are prescribed from time to time by the Government for direct appointment to the Punjab Public Works Department (Buildings and Roads Branch) Sectional Officers (Engineering) Service, Class III.

5. **Junior Engineer** *(Civil)*

From amongst the candidates who possess a Diploma in Civil Engineering of a recognized University or Institution

Should be Surveyor Work Mistry in the Municipal Committee who has passed the National Certificate (Theoretical) courses of Sectional Officers or who has an experience of working on either of the aforesaid posts for a minimum period of twelve years.

5. **Junior Engineer** *(Electrical)*

From amongst the candidates who possess a Diploma in Electrical Engineering of a recognized University or Institution

(i) Fifteen per cent from amongst the following categories of employees working in the Municipal Councils under the control of the Director, who possess qualifications prescribed for direct recruitment for the post of Junior Engineer (Civil) and who have an experience of working as such for a minimum period of eight years in the following ration, namely:
   - (a) Ten per cent out of Work Supervisors; and
   - (b) Five per cent out of Surveyors/Work Mistries

(ii) Twenty-five per cent from amongst the following categories of employees working in the Municipal Councils under the control of the Director, who are Matriculates or its equivalent and who have an experience of working on either of the following posts for a minimum period of twelve years in the following ration, namely:
   - (a) Ten per cent out of Work Supervisors; and
   - (b) Fifteen per cent out of Work Mistries/Supervisors; and

(iii) Ten percent from amongst any other Class III employees working in the Municipal Councils under the control of the Director, who are Matriculates for 10+2 in 2nd Division and who have Diploma in civil Engineering and also have an experience of working as such for a minimum period of eight years.

(i) Fifteen per cent from amongst the following categories of employees working in the Municipal Councils under the control of the Director, who possess qualification prescribed for direct recruitment for this post and who have an experience of working on either of these posts for a minimum period of eight years in the following ratio; namely:
   - (a) Four per cent out of Foremen (Electrical)
   - (b) Four per cent out of Assistant Foreman (Electrical);
   - (c) Four per cent out of Supervisors in the trade; and
(ii) Twenty-five per cent from amongst the Foreman (Electrical) working in the Municipal Councils under the control of Director, who are Matriculates or its equivalent and who have an experience of working on the posts of Foreman (Electrical) or Assistant Foremen (Electrical) or Supervisor in the Trade/Electricians/Lineman for a period of twelve years and who possess a National Trade Certificate of Electricians of a recognised Institution:

Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid categories of persons, then an Assistant Foreman (Electrical) or Supervisor in the Trade or Electrician or Lineman working in the Municipal Councils under the control of Director, who possess the above mentioned qualification and experience shall be considered for promotion, and

(iii) Ten per cent from any other Class III employees including Pump Drivers or Operators working in the Municipal Councils under the control of Director, who are Matriculates or 10+2 in 2nd Division and also, have a Diploma in Mechanical Engineering and who have an experience of working as such for a minimum period of eight years.

(i) Fifteen per cent from amongst the Foreman (Mechanical) or Assistant Foremen (Mechanical), Supervisors or Fitters in the Trade, in equal ratio, working in the Municipal Councils under the control of Director and who possess qualifications prescribed for direct recruitment for this post and who have an experience of working on either post or in aggregate on these posts for a minimum period of eight years.

(ii) Twenty-five per cent from amongst the Foremen (Mechanical) working in the Municipal Councils under the control of Director who are Matriculates or its equivalent and who possess a National Trade Certificate in the trade of Motor Mechanic or Tractor Mechanic or Fitter or an recognised Institution as the case may be, and who have an experience of working on either or in aggregate on the posts of Foremen (Mechanical) or Assistant Foreman (Mechanical) or Supervisors of Fitters in the Trade for a minimum period of twelve years:

Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid categories of persons then an Assistant Foreman (Mechanical) or Supervisor or Fitter in the Municipal Councils under the control of the Director and who possess the above mentioned qualifications and experience shall be considered for promotion; and

(iii) Ten per cent from any other class-III employees including Pump Drivers or Operators working in the Municipal Councils under the control of Director, who are Matriculates or 10+2 in 2nd Division and also, have a Diploma in Mechanical Engineering and who have an experience of working as such for a minimum period of eight years.

5(3) Junior Engineers who possess a Diploma in Mechanical Engineering of a recognised University or Institution

From amongst the candidates
<table>
<thead>
<tr>
<th>Role</th>
<th>Qualification</th>
<th>Experience Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Planner</td>
<td>Post Graduate Degree or Diploma in Town Planning or Regional Planning</td>
<td>Should be a member of the Municipal Service of Assistant Town Planners with an experience of working on the post of Assistant Town Planner for a minimum period of eight years.</td>
</tr>
<tr>
<td></td>
<td>making the holder eligible for associate membership of Institute of Town Planners (India) with an experience for a minimum period of three years in a Gazetted post of equivalent capacity in Town Planning Officer under a qualified Town Planner after obtaining degree or diploma.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
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</tr>
<tr>
<td></td>
<td>Degree in Architecture or Civil Engineering from a recognised University with an experience for a minimum period of five years in a Gazetted post or equivalent capacity in a Town Planning Office under a qualified Town Planner after obtaining degree.</td>
<td></td>
</tr>
<tr>
<td>Assistant Town Planners</td>
<td>A Post Graduate Degree or Diploma in Town Planning or Regional Planning</td>
<td>Should be a member of Municipal Service of Planning Assistants with an experience of working on the post of Planning Assistant for a minimum period of five years in a Municipal Committee.</td>
</tr>
<tr>
<td></td>
<td>recognised by the Institute of Town Planners (India) for Associate membership;</td>
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</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
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<tr>
<td></td>
<td>A degree in Civil Engineering with an experience for a minimum period of three years in Town Planning under a qualified Town Planner;</td>
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<td></td>
<td>OR</td>
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<tr>
<td></td>
<td>A degree or Diploma in Architecture recognised by the Institute of Architects (India) for its membership with an experience for a minimum period of three years in Town Planning under a qualified Town Planner.</td>
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</tr>
<tr>
<td>Planning Assistants</td>
<td>National Diploma in Architecture or Bachelor in Architecture</td>
<td>Should be a member of Municipal Service of Architectural Assistant with an experience of working as such for a minimum period of three years.</td>
</tr>
<tr>
<td>Architects</td>
<td>Degree or equivalent diploma in Architecture with an experience for a minimum period of five years in the field of Architecture after degree or diploma.</td>
<td></td>
</tr>
<tr>
<td>Assistant Architects</td>
<td>Degree of equivalent diploma in Architecture.</td>
<td>Should be a member of a member of Municipal Service or Assistant Architect with an experience of working as such for a minimum period of five years.</td>
</tr>
</tbody>
</table>

OR

Three years diploma in Architectural Assistanship awarded by the State Board of Technical Education, Punjab.

12. Law Officer

Degree in Law and should have for at least seven years been an Advocate.

Should be a Legal Assistant with an experience of working on that post for minimum period of seven years.

13. Assistant Divisional Fire Officer

Advance Diploma in Fire Engineering from National Fire Service College, Nagpur.

Should be a Fire Station Officer/Superintendent or Fire Station Superintendent having diploma in Fire Engineering from National Fire Service, Nagpur, with a working experience of any one or more of these posts for a minimum period of three years.

14. Legal Assistants

Degree in Law.

Should be a Municipal Employee possessing degree in law and holding a post not lower than in rank of an Assistant.

15. Fire Station Supervisor/College, Nagpur.

Diploma in Fire Engineering

Should be an Assistant Superintendent with an experience of working on that post for a minimum period of three year or on one or more of the posts of Assistants, Inspectors and Stenographers and should be at least a Matriculate.

OR

Second Class Graduate with Diploma in Local Government.

16. Superintendents

Second Class graduate with at least three years experience as an Assistant Inspector or Stenographer in a Municipal Committee or Department of the Government.

17. Head Draftsman

Diploma in Civil Engineering or Certificate in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board of Technical Education Punjab or from any other recognised institution with three years experience in a Municipal Committee or Department of the Government as Draftsman.

Should be a member of Municipal Service of Draftsman with an experience of working as such for minimum period of five years.

18. Draftsman

Diploma in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board for Technical Education or by any other recognised Institution.

Should be an Assistant Draftsman or Tracer in the Municipal Committee possessing qualifications specified for direct appointment to the post of Draftsman or who has an experience of working on either of the aforesaid posts for a minimum period of five years.
19. Accountant

Graduate in Commerce
or M.A. in Economics of a
recognised University.
Or
Graduate who has passed in
Grade 'A' the departmental
examination prescribed for the
Municipal Accountants

OR

Graduate who has passed in
Grade A the departmental
examination prescribed for
Municipal Accountants.

20. Assistant

Second Class Graduate with at
least two years experience as
Assistant, Inspector or
Stenographer.

OR

Graduate with diploma in
Local Government.

21. Assistants,
Inspectors
and Head
Clerks

Preference will be given to
Graduates with diploma in
Local Government.

22. Stenographers

Second Class Graduate with a
minimum speed of 60 words
per minute in shorthand and 40
words per minute in
typewriting respectively in
both English and Punjabi.

23. Sanitary
Inspectors

Sanitary Inspectors Certificate

Should be a municipal employee possessing
Sanitary Inspector's Certificate.

24. Chief
Sanitary
Inspectors

Sanitary Inspectors Certificate with an experience for
minimum period of two years in a Municipal Committee or a
Department of the
Government.

Should be a Sanitary Inspector in a Municipal
Committee with an experience of working as
such for a minimum period of three years.