

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
CHANDIGARH ( ADMINISTRATION BRANCH)**

OFFICE ORDER

Consequent upon the decision taken by the authority in its meeting held on 06-11-2001 vide Item No. 14.13, 2 posts out of total 11 sanctioned posts of Personal Assistants and 10 posts out of total 45 sanctioned posts of Steno-Typists are hereby upgraded to the posts of Private Secretary in the pay scale of Rs. 7220-11660 and Junior Scale Stenographers in the pay scale of Rs. 4400-7000 respectively.

In view of this the sanctioned strength in Stenographers cadre has become as under:-

Secretary	02
Private Secretary	02
Personal Assistant	09
Sr.Scale Steno	08
Jr.Scale Steno	29
Steno-Typist	27

Dated, Chandigarh  
22-11-2001

K.B.S. Sidhu,  
Chief Administrator

Endst.No.PUDA-Admn-EA-3-2001/ 32607-700 Dated:23-11-2001

A copy of the above is forwarded to all the Heads of Offices/branches of the PUDA for information and necessary action.

-sd-

Administrative Officer,  
for Chief Administrator

PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY  
CHANDIGARH

(Administration Branch)

OFFICE ORDER

The post of Public Relation Officer is upgraded to the post of Deputy Director (Public Relations) in the pay scale of Rs. 7880-11660. One post of clerk is abolished due to this up gradation.

Sh. Surinder Dhundia presently working in the Public Relation Officer is promoted to the post of Deputy Director (Public Relations) the pay scale of Rs. 7880-11660.

Sh. Surinder Dhundia Deputy Director (Public Relations) will be on probation for one year which can be further extended upto three years.

These orders are being issued in pursuance to the decision taken by the Authority vide agenda item No. 15.14 in its 15<sup>th</sup> meeting held on 21.12.2001.

Dated, Chandigarh  
28<sup>th</sup> Feb, 2002.

K.B.S. SIDHU,  
CHIEF ADMINISTRATOR.

Endst.No.PUDA-Admn-EA-4-2002/ 11314-413

Dated:1.3.2002

A copy of the above is forwarded to the following for information and necessary action:-

1. All Heads of Branches in PUDA.
2. Sh. Surinder Dhundia, Deputy Director,PUDA,Chandigarh.

-sd-

Administrative Officer,  
For Chief Administrator.

PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
MOHALI ( ADMINISTRATION BRANCH)

OFFICE ORDER

In pursuance of the decision of the Authority taken in its 26<sup>th</sup> meeting held on 26.10.2004 vide item No. 26.03 revised promotion quota posts of Junior Engineer (Civil & PH) shown in Sr.No. 1 & 3 (i), (ii) and (iii) may be read as under:-

1. i. 4 percent from amongst Draftsman and Junior Draftsman having Diploma in Civil Engineering and have at least five years experience as Junior Draftsman or above.
- ii. 21 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority who have at least ten years experience as Work Supervisor or Surveyor and have passed the departmental examination as specified in regulation 17.

NOTE (1):- This amendment shall, however, not prejudice the promotion rights of any employee at any stage.

NOTE (2):- This temporary amendment is subject to the condition that if any Diploma holder Work Supervisor shall be available for promotion later on this amendment will be reviewed by the Authority as per provision of the existing Service Regulations, 1999.

Dated, SAS Nagar  
30.11.2004

A.S.Chhatwal, IAS,  
Chief Administrator

Endst.No.PUDA-Admn-EA-4-2004/ 41546-690

Dated: 7-12-04

A copy of the above is forwarded to all the Heads of Offices/ Branches, PUDA for information and necessary action along with revised schedule-III Class-III Technical (Sr.No.1 and 3 only).

DA/ as above

-sd-  
Superintendent (Admn),  
for Chief Administrator



REVISED SCHEDULE - III  
CLASS- III (TECHNICAL)

Designation of Post	Source of appointment			Qualification and Experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
2.	3.	4.	5.	6.	7.	8.
Junior Engineer (Civil)	25 percent	75 percent	-	(i) 4 percent from amongst Draftsman and Junior Draftsman having Diploma in Civil Engineering and have at least five years experience as Junior Draftsman or above. (ii) 21 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority who have at least ten years experience as Work Supervisors or Surveyors and have passed the departmental examination as specified in regulation 17.	Diploma in Civil Engineering or its equivalent qualifications recognized by Government of Punjab.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.
Junior Engineer (Public Health)	25 percent	75 percent	-	i. 4 percent from amongst Draftsman and Junior Draftsman having Diploma in Civil Engineering and have at least five years experience as Junior Draftsman or above. (ii) 21 percent from amongst the Work Supervisors or Surveyors (Work Charged) of the Authority who have at least ten years experience as Work Supervisors or Surveyors and have passed the departmental examination as specified in regulation 17.	Diploma in Civil Engineering or its equivalent qualifications recognized by Government of Punjab.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by direct recruitment.

Copy of Letter issued by Government of Punjab Department of Finance (Finance Personnel Branch-II) vide No.8/1/2004-3 FPII/ 2078 dated 2<sup>nd</sup> March, 2004.

### NOTIFICATION

In exercise of powers conferred by proviso to Article 309 read with clause (3) of Article 187 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab, after consultation with Speaker of Punjab Vidhan Sabha, in so far as such consultation is necessary under the aforesaid, provisions, is pleased to make the following rules further to framed the Punjab Civil Services Rules, Volume-I, Part-I, namely:-

These rules may be called the Punjab Civil Services (First Amendment) Rules, 2004.

- (i) These shall be deemed to have come into force with effect from the 1st day of January, 2004.

2. In the Punjab Civil Services Rules, Volume-I, Part-I in rule 1.2, the following proviso shall be added at the end of sub rule (I):

“ Provided that the rules in part-I Pensions in Volume-II of these rules called the Punjab Civil Services Rules, Volume-II shall not apply to the Government employees who are appointed to the posts mentioned in categories (1) to (5) above on or after the 1st January, 2004. The shall be covered by newly defined Contributory Pension Scheme to be notified by the State Government in due course.”

Endst.No.PUDA-Admn-EA-4-2004/ 11049-145      Dated:26-03-2004

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Heads of Offices/ Branches of PUDA.
2. All the Senior Assistants if Admn Branch, PUDA, Mohali.

-sd-

Administrative Officer,  
for Chief Administrator

PUNJAB URBAN PLANNING & DEVELOPMENT  
AUTHORITY, PUDA BHAWAN, SECTOR-62, SAS  
NAGAR  
( ADMINISTRATION BRANCH)

OFFICE ORDER

In pursuance of the decision of the Authority taken in its 32nd meeting held on 15-02-2006 vide item No. 32.07, the basic qualification and experience for promotion to the post of Law Officer mentioned under Sr.No. 11 in schedule-III, Class –III (General) is hereby amended as per enclosed annexure with immediate effect.

Dated, SAS Nagar  
IAS,  
07.03.2006

Administrator

A.S. Chhatwal,  
Chief

Endst.No.PUDA-Admn-EA-1-2006/ 47999-48098 Dated: 14-03-06

A copy of the above alongwith annexure is forwarded to all the Heads of Offices/ Branches, PUDA for information and necessary action.

-sd-

Superintendent (Admn),  
for Chief Administrator

SCHEDULE-III

Class-III (General)

Sr. No.	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
11	Law Officer	75 percent	-	.	From amongst the employees of the Authority who have professional Degree in Law and at least 5 years experience as Senior Assistant/ Steno-Typist/ Clerk/ Accounts Clerk and other group C Ministerial staff including experience of higher post in PUDA.	Law Graduate with at least three years experience as Advocate or should have held assignment involving legal work for a period of not less than three years.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for direct recruitment.





ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਿਟੀ ਪੁੱਡਾ ਭਵਨ,  
ਸੈਕਟਰ-62, ਐਸਏਐਸ ਨਗਰ  
(ਪ੍ਰਸ਼ਾਸਨ ਸਾਖਾ)

ਦਫਤਰੀ ਹੁਕਮ

ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਿਟੀ ਦੀ 38ਵੀਂ ਮੀਟਿੰਗ ਜੋ ਕਿ  
ਮਿਤੀ 16-12-2008 ਨੂੰ ਸਾਮ 530 ਵਜੇ ਪੰਜਾਬ ਭਵਨ, ਸੈਕਟਰ-3, ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਹੋਈ ਵੱਲੋਂ ਮੁੱਦ ਨੰ: 3806 ਰਾਹੀਂ ਲਏ ਗਏ  
ਫੈਸਲੇ ਅਨੁਸਾਰ ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਿਟੀ ਕਰਮਚਾਰੀ (ਸਰਵਿਸ) ਰੈਗੂਲੇਸ਼ਨ-1999 ਦੇ ਰੈਗੂਲੇਸ਼ਨ-31  
ਵਿਚ ਸੋਧ ਕਰਕੇ ਮੌਜੂਦਾ ਰੈਗੂਲੇਸ਼ਨ ਦੀ ਥਾਂ ਤੇ ਨਿਮਨਲਿਖਤ ਰੈਗੂਲੇਸ਼ਨ ਬਦਲਿਆ ਜਾਂਦਾ ਹੈ:-

“ਪੁੱਡਾ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਗਰੈਜੂਈਟ ਦੀ ਰਕਮ ਦਾ ਭੁਗਤਾਨ ਗਰੈਜੂਈਟ ਐਕਟ 1972 ਦੇ ਨਿਯਮਾਂ  
ਅਨੁਸਾਰ ਅਤੇ ਐਲਾਈਜ਼ੀ ਤੋਂ ਪ੍ਰਾਪਤ ਹੋਈ ਪੇਮੈਂਟ ਅਨੁਸਾਰ ਕੀਤਾ ਜਾਵੇਗਾ।”

ਇਹ ਸੋਧ ਮਿਤੀ 4-7-2003 ਤੋਂ ਲਾਗੂ ਹੋਵੇਗੀ।

ਮਿਤੀ, ਮੋਹਾਲੀ  
ਆਈਏਐਸ  
05-02-2009

ਸੋਮ ਪ੍ਰਕਾਸ਼,  
ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ

ਪਿੱਠ ਅੰਕਣ ਨੰ: ਪੁੱਡਾ-ਪ੍ਰ-1-2009/3622-3105  
09

ਮਿਤੀ 11-2-

ਇਸਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਕੇ ਬੇਨਤੀ ਕੀਤੀ  
ਜਾਂਦੀ ਹੈ ਕਿ ਇਹ ਸੋਧ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਪੁੱਡਾ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਨੋਟ ਕਰਵਾ ਲੈਣ:-

- 1 ਪੁੱਡਾ ਕਰਮਚਾਰੀਆਂ ਦੇ ਮੁੱਖੀਆਂ ਅਧਿਕਾਰੀਆਂ ਨੂੰ।
- 2 ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ, ਗਮਾਡਾ ਜਗਲਾਡਾ ਬੀਡੀਏ ਜਜ਼ੇਡੀਏ ਜਏਡੀਏ

ਸੁਪਰਡੈਂਟ(ਅਮਲਾ)  
ਵਾ: ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ

PUNJAB URBAN PLANNING & DEVELOPMENT  
AUHTORITY, PUDA BHAWAN, SECTOR-62,SAS  
NAGAR

( ADMINISTRATION BRANCH)

OFFICE ORDER

In pursuance of the decision of the Authority taken in its 40<sup>th</sup> meeting held on 03-06-2009 vide item No. 46.06, the post of Deputy Director (PR) in the pay scale of Rs. 7880-11660 has been upgraded to the post of Joint Director (PR) in the pay scale of Rs. 10025-15500 with surrendering of one post of Deputy General Manager which was in the pay scale of Rs. 13500-16800, vide this office order Endst.No: PUDA-Admn-EA-1/2009/10551-10600 dated 15-06-2009.

As such, the qualification & experience for promotion to the post of Joint Director (PR) is hereby incorporated in Schedule-III (Class-I) (General) of the Punjab Urban Planning & Development Authority, 1999. The amended schedule of the said regulation is enclosed herewith.

Dated, SAS Nagar  
21.07.2009

Administrator

A.K. Sinha, IAS,  
Chief

Endst.No.PUDA-Admn-EA-1-2009/ 14175-210      Dated: 27-07-09

A copy of the above alongwith annexure is forwarded to all the Heads of Offices/ Branches, PUDA for information and necessary action.

-sd-

Superintendent (Admn),  
for Chief Administrator

SCHEDULE-III

Class-I (General)

SCHEDULE –III

Sr. No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
7	Joint Director (PR)	100 percent	-	-	From amongst the Deputy Director (PR) of the Authority having 5 years experience as such.		Should be holding an identical or similar post in a Government Department or Government Organization.



PUNJAB URBAN PLANNING & DEVELOPMENT  
AUTHORITY, PUDA BHAWAN, SECTOR-62, SAS  
NAGAR  
( ADMINISTRATION BRANCH)

OFFICE ORDER

In pursuance of the decision of the Authority taken in its 40<sup>th</sup> meeting held on 03-06-2009 vide item No. 46.07, the post of Executive Secretary in the pay scale of Rs. 6400-10640 has been upgraded to the post of Senior Executive Secretary in the pay scale of Rs. 7880-11660 with surrendering of one post of Assistant General Manager which was in the pay scale of Rs. 12000-15500, vide this office order Endst.No: PUDA-Admn-EA-1/2009/10501-10550 dated 15-06-2009.

As such, the qualification & experience for promotion to the post of Senior Executive Secretary is hereby incorporated in Schedule-III (Class-II) (Ministerial General) (Now Group-A) of the Punjab Urban Planning & Development Authority, 1999. The amended schedule of the said regulation is enclosed herewith.

Dated, SAS Nagar  
21.07.2009

Administrator

A.K. Sinha, IAS,  
Chief

Endst.No.PUDA-Admn-EA-1-2009/ 14211-40

Dated: 27-07-09

A copy of the above alongwith annexure is forwarded to all the Heads of Branches/ Offices, PUDA for information and necessary action.

-sd-

(Admn),

Superintendent  
for Chief Administrator

PUNJAB URBAN PLANNING & DEVELOPMENT  
AUTHORITY, PUDA BHAWAN, SECTOR-62, SAS  
NAGAR  
( ADMINISTRATION BRANCH)

OFFICE ORDER

In Authority in its 41<sup>th</sup> meeting held on 16-04-2010 vide item No. 41.05 has decided to emerge the quota meant for deputation with promotion quota in the case of Superintending Engineers (Civil) mentioned in Schedule III of the Punjab Urban Planning & Development Authority (Employees Service) Regulation, 1999. Hence forthwith, 100% posts of Superintending Engineers (Civil) in PUDA shall be filled by the promotion from amongst the eligible Divisional Engineers (Civil) of the Authority. As a necessary corollary, amended Schedule III Class-I (Technical) is attached for information and implementation.

Dated, SAS Nagar  
26 th April, 2010  
Administrator

A.K. Sinha, IAS,  
Chief

Endst.No.PUDA-Admn-EA-1-2010/ 1044580

Dated: 26-04-2010

A copy of the above alongwith encloser is forwarded to the following for information and necessary action:-

1. All Chief Administrators, Urban Development Authorities.
2. All Heads of Offices/ branches, PUDA.
- 3.

Encl: As above

-sd-

Establishment Officer,  
for Chief Administrator

SCHEDULE –III

Sr. No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
	Superintending Engineer (Civil)	100 percent	-	-	From amongst the Divisional Engineers (Civil) of the Authority having at least seven years experience as such and should possess degree in Civil Engineering.  NOTE: The incumbent will look after the composite work.		Should be holding an identical or similar post or should possess qualifications and experiences prescribed for appointment by promotion.





PUNJAB URBAN PLANNING & DEVELOPMENT  
AUTHORITY, PUDA BHAWAN, SECTOR-62, SAS  
NAGAR  
( ADMINISTRATION BRANCH)

OFFICE ORDER

In Authority in its 41<sup>th</sup> meeting held on 16-04-2010 vide item No. 41.23 has decided to merge the 07 percent quota meant for Circle Head Draftsman with 14 percent quota meant for Junior Engineer (Elect.) i.e. raising the quota to 21 percent for promotion to the post of Sub Divisional Engineer (Elect.) from amongst Junior Engineers (Elect.) having degree in Electrical Engineering or AMIE in Electrical Engineering. Henceforthwith, 21 percent posts of Sub Divisional Engineers (Elect.) in PUDA shall be filled up by promotion from amongst the aforesaid eligible Junior Engineers (Elect.) of the Authority. As a necessary corollary, amended Schedule III Class-II (Technical) of Punjab Urban Planning and Development Authority (Employees Service) Regulations, 1999 is attached for information and implementation.

Dated, SAS Nagar  
IAS,  
13-05-2010

Vivek Partap Singh,  
Chief Administrator

Endst.No.PUDA-Admn-EA-1-2010/ 12572-610

Dated: 18-05-2010

A copy of the above alongwith encloser is forwarded to the following for information and necessary action:-

1. All Chief Administrators, Urban Development Authorities.
2. All Heads of Offices/ branches, PUDA.

Encl: As above

-sd-

Administrative Officer (Admn.)  
for Chief Administrator

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
PUDA BHAWAN, SECTOR – 62, S.A.S. NAGAR (MOHALI)  
(ADMN. BRANCH)**

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 41<sup>st</sup> meeting held on 16-04-2010 vide item No. 41.13 the promotion quota for appointment for the post of Junior Engineer (PH) is hereby enhanced from 25% to 37%, accordingly Sr. No. 3 of schedule of Class III (Technical) (now Group C) is amended as per annexure attached.

**Dated, Mohali  
10-05-2010**

**Vivek Partap Singh, IAS  
Chief Administrator.**

Endst. No. PUDA-Admn-EA-1/2010/11651-699, Dated 11-05-2010.

A copy of the above is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

**Administrative Officer,  
For Chief Administrator.**

**Class – III (Technical)**

S. No.	Designation of Post	Source of Appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1	2	3	4	5	6	7	8
3	Junior Engineer (PH)	37%	63%	-	i) 4 percent from amongst Draftsman and Junior Draftsman having Diploma in Civil Engineering and have at least five year experience as Junior Draftsman or above. ii) 33 percent from amongst the Work Supervisors or Surveyors of the Authority who have at least ten years experience as Work Supervisor or Surveyor and have passed the departmental examination as specified in regulation 17.	Diploma in Civil Engineering or its equivalent qualifications recognized by Govt. of Punjab.	Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by direct recruitment.



**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
PUDA BHAWAN, SECTOR – 62, S.A.S. NAGAR (MOHALI)  
(ADMN. BRANCH)**

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken as per instructions issued by the Government of Punjab, Department of Personnel vide notification dated 10<sup>th</sup> February, 2009 in its 41<sup>st</sup> meeting held on 16-04-2010 vide item No. 41.15 the basic qualification for entry into Class – III (now Group C) service mentioned under Sr. No. 6 and 7 in Schedule-III (General) of Class-III (now group C) of the Punjab Urban Planning & Development Authority (Employees Service) Regulations, 1999 is amended as per annexure enclosed.

**Dated, Mohali  
10-05-2010**

**Vivek Partap Singh, IAS  
Chief Administrator.**

Endst. No. PUDA-Admn-EA-1/2010/11708-52, Dated 11-05-2010.

A copy of the above is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

**Administrative Officer,  
For Chief Administrator.**

**Class – III (General)**

S. No.	Designation of Post	Source of Appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1	2	3	4	5	6	7	8
6.	Junior Scale Stenographer	75 Percent	25 Percent	-	<p>From amongst the Steno-typists of the Authority with at least three years experience as such and who have attained the following proficiency in shorthand.</p> <p>(i) in Punjabi language at a speed of one hundred words per minute and the candidates will be required to transcribe the dictated passages (at typewriter) at the speed of 20 words per minute. Those who commit not more than 8 percent mistakes in the aggregate will be considered to have qualified the test in Punjabi.</p> <p>(ii) in English language at a speed of fifty two words per minute. The candidate will be experience in the use of Personal Computer or Information Technology at a speed of 10 words per minute. Those who commit not more than 8 Desktop Publishing applications from percent mistakes will be considered to a Govt. recognized institution or a candidate will be considered to have certified.</p>	<p>1 (a) Possesses the Bachelor's Degree from a recognized University or Institution; and</p> <p>(b) Qualifies a test in Punjabi Stenography to be held by the Board or by the Appointing Authority as the speed specified by the Government from time to time.</p> <p>(c) in English language stenography to be conducted by the Appointing Authority at a speed to be specified from time to time where Appointing Authority so directs; and</p> <p>(d) Possess at least one hundred and two hours course with hands on words required to</p>	<p>Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.</p>

				<p>qualified the test only, if he/she qualifies the test in both the languages. He/She will get provisional promotion after qualifying the test in Punjabi subject to availability of post on seniority cum merit and further subject to the condition that he/she shall have to qualify the test in English at the prescribed speed within a period of one-year from the date of his/her promotion and for this purpose three chances with an interval of approximately four months each will be given. If he/she fails to qualify the English test within the period of one year, he/she will not be entitled to earn increment as a Jr. Scale Stenographer. During next two years, he/she will however, be given six chances more than an interval of approximately four months each to qualify the test in English. If he/she fails in those additional six chances also, he/she will be reverted as a steno typist and shall not be entitled to the benefit of increment (s) in the scale of Jr. Scale Stenographer on his/her passing the test in English in any of these additional six chances, he/she would get the increment as Jr. Scale Stenographer from the date of passing the test in</p>	<p>OR Possess a Computer Information Technology Course equivalent to "O" Level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.</p>	
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				<p>English. His/her final seniority as Jr. Scale Stenographer shall be determined after his/her clearing both the test in Punjabi and English languages.</p> <p>3. A Jr. Scale Stenographer who fails to clear the test in English language inspite of availing of this nine chances or more but not exceeding the period of probation of 3 years from the date of joining the post in the cadre, as per provision made under rules 7 and 8 of Punjab Civil Secretariat (State Services Class – III) Rules, 1976, and, is for that reasons reverted, shall lose his/her seniority in the cadre of Jr. Scale Stenographer.</p> <p>4. Govt. after due consideration on merits of each case may, if it deems fit, allow the Jr. Scale Stenographer reverred as Steno-Typist to take the next test (both in Punjabi and English) for the post of a Jr. Scale Stenographer, provided that a period of one year at least has elapsed between the date of his/her reversion and the date of his/her taking the subsequent test for the post of Jr. Scale Stenographer. If he/she qualifies in the next test in Punjabi, he/she will be promoted again as a Jr. Scale Stenographer and shall be</p>		
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					<p>assigned provisional seniority as such from the date of his/her re-promotion after passing the Punjabi test but shall be eligible for final seniority only after qualifying the test in English within a period of one year from the date of his/her re-promotion for which three chances with an interval of approximately four months each will be given.</p> <p>5. Any such official who qualifies the test in Punjabi but again fails to qualify the test in English within the extended period of one year, in another three chances, will finally be reverted to the post of Steno-typist and shall in no case be given any further chance to take test for the post of Jr. Scale Stenographer.</p> <p>6. As the Steno-typist from a separate cadre, a Steno-typist who has qualified test both in Punjabi and English shall exercise in writing his/her final option for the cadre of Steno typists, thereby requesting for the termination of his/her lien from the cadre of Clerks/Assistants before he/she is actually promoted as a Jr. Scale Stenographer.</p>		
7.	Steno-typist	-	100 percent	-	They shall be recruited, as at present, either direct through the Subordinate Services Selection Board, Punjab or by	1 (a) Possess the Bachelor's Degree from a recognized University or Institution; and	Should be holding an identical or similar post.

				<p>selection from amongst clerks working in the Authority by holding a qualifying test, clerks with a minimum regular service of one year, will be eligible to take this test. They will be required to take down two passages (in Punjabi) of about 200 words each at a speed of 80 words per minute, covering about five minutes in all and to transcribe these (at the typewriter) at a speed of 15 words per minute. Those committing not more than 8 percent mistakes in aggregate will be eligible for appointment as steno-typists. They will form a separate cadre with inter se seniority as that of Clerks and will be confirmed on the basis of their seniority and record in accordance with the Rules/instructions issued by Govt. from time to time.</p>	<p>(b) Qualifies a test in Punjabi Stenography to be held by the Board or by the Appointing Authority as the speed specified by the Government from time to time.</p> <p>(c) in English language stenography to be conducted by the Appointing Authority at a speed to be specified from time to time where Appointing Authority so directs; and</p> <p>(d) Possess at least one hundred and two hours course with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop Publishing applications from Govt. recognized institution or a reputed institution, which is ISO 9001, certified</p>	
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## SCHEDULE - III

### Class – III (General)

S. No.	Designation of Post	Source of Appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1	2	3	4	5	6	7	8
4.	Personal Assistant	100 Percent	-	-	From amongst the Senior Scale Stenographer of the Authority having at least five years experience as such.	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.
5.	Senior Scale Stenographer	100 Percent	-	-	From amongst the Junior Scale Stenographers of the Authority with at least three years experience as such and who have attained the following proficiency in shorthand: (i) in Punjabi language at a speed of one hundred words per minute and candidate will be required to transcribe these (at the typewriter) at the speed of 20 words per minute. Those committing not more than 4 percent mistakes in the aggregate will	-	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.

				<p>be deemed to have qualified in the test for Punjabi Stenography.</p> <p>(ii) in English language at a speed of sixty words per minute and the candidates will be required to transcribe the dictated paras to a speed of 12 words per minute. The candidate committing not more than 4 percent mistakes in a aggregate will be considered to have qualified the test for English Stenography. A person will be considered to have cleared/passed the test only if he/she qualifies the test in both the languages. He/She will be assigned provisional seniority from the date of provisional promotion as Senior Scale Stenographer. During the next two years, he/she will, however, be given six chances more than an interval of approximately four months each to qualify the test in English. If he/she not be entitled to be benefit of increments in the scale of Sr. Scale Stenographers. On his/her passing the test in English in any of these additional six chances, he/she would get the increments as Sr. Scale Stenographers shall be determined after his/her clearing both the tests in Punjabi and English.</p> <p>2. A Sr. Scale Stenographer who has</p>		
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				<p>availed of all the above said nine chances or more but not exceeding the period of probation of 3 years from the date of joining the post in the cadre, as per provision made under rules 7 and 8 of Punjab Civil Secretariat (State Services Class- III) Rules, 1976, for English test but fails to clear the same, and, is for that reasons, reverted, shall lose his/her seniority in the cadre of Sr. Scale Stenographer.</p> <p>3. Govt. after due consideration on merits of each case may, if it deems fit, allow the Sr. Scale Stenographer reverted as Jr. Scale Stenographer to take the next test (both in Punjabi and English) for the post of a Sr. Scale Stenographer. If he/she qualified in the next test in Punjabi he/she will be promoted again as a Sr. Scale Stenographer and shall be assigned a provisional seniority as such from the date of his/her re-promotion after passing the Punjabi test but shall be eligible for final seniority only after qualifying the test in English within a period of one year from the date of his/her re-promotion for which purpose three chances with an interval of approximately four months each will be</p>		
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				<p>given.</p> <p>4. Any such official who qualifies the test in Punjabi but again fails to qualify the test in English within the extended period of one year, in another three chances, will finally be reverted to the post of Jr. Scale Stenographer and shall in no case be given any further chance to take test for the post of Sr. Scale Stenographer.</p> <p>2. Official who are once promoted on the basis of the qualifying test for shorthand in Punjabi only but are later on reverted due to non availability of posts in respective cadre, will be eligible for re-promotion in the due course but their promotion will be subject to the condition that they will have to qualify the test in English at the prescribed speed from the date of their re-promotion within the period/chances as indicated in the preceding paragraphs. In case they fail to do so within the stipulated period they will be reverted and shall be governed in accordance with procedure detailed above.</p>		
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**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
PUDA BHAWAN, SECTOR – 62, S.A.S. NAGAR (MOHALI)  
(ADMN. BRANCH)**

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 41<sup>st</sup> meeting held on 16-04-2010 vide item No. 41.29 the post of Sub Divisional Engineer (Mech) is upgraded to the post of Divisional Engineer (Mech.) in the pay scale of Rs. 12000-15500 (unrevised) subject to the condition that the post so upgraded shall revert to the original post of Sub Divisional Engineer (Mech) in the pay scale of Rs. 7880-13500 (with initial start of Rs. 8000/- entry scale) (unrevised) on the retirement/resignation of Sh. Jagmohan Singh, SDE (Mech.), PUDA, Mohali.

**Dated, Mohali  
10-05-2010**

**Vivek Partap Singh, IAS  
Chief Administrator.**

Endst. No. PUDA-Admn-EA-1/2010/11911-950, Dated 11-05-2010.

A copy of the above is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

**Administrative Officer,  
For Chief Administrator.**



**PROPOSED SCHEDULE - III**

**Class – I (Technical)**

S. No.	Designation of Post	Source of Appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1	2	3	4	5	6	7	8
1	Divisional Engineer (Mech.)	100 percent	-	-	From amongst the Sub-Divisional Engineer (Mech.) of the Authority and having at least eight years experience as such and having passed or should pass the departmental examination as specified in regulation 17.	-	Should be holding an post or should possess qualifications and experience prescribed for appointment by promotion.

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
PUDA BHAWAN, SECTOR – 62, S.A.S. NAGAR (MOHALI)  
(ADMN. BRANCH)**

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 41<sup>st</sup> meeting held on 16-04-2010 vide item No. 41.17 the promotion quota for appointment for the post of Junior Engineer (Civil) is hereby enhanced from 25% to 37%, accordingly Sr. No. 1 of schedule of Class III (Technical) (now Group C) is amended as per annexure attached.

**Dated, Mohali  
10-05-2010**

**Vivek Partap Singh, IAS  
Chief Administrator.**

Endst. No. PUDA-Admn-EA-1/2010/11791-830, Dated 11-05-2010.

A copy of the above is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

**For Administrative Officer,  
Chief Administrator.**

**Class – III (Technical)**

S. No.	Designation of Post	Source of Appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1	2	3	4	5	6	7	8
3	Junior Engineer (Civil)	37%	63%	-	i) 4 percent from amongst Draftsman and Junior Draftsman having Diploma in Civil Engineering and have at least five year experience as Junior Draftsman or above. ii) 33 percent from amongst the Work Supervisors or Surveyors of the Authority who have at least ten years experience as Work Supervisor or Surveyor and have passed the departmental examination as specified in regulation 17.	Diploma in Civil Engineering or its equivalent qualifications recognized by Govt. of Punjab.	Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by direct recruitment.

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
PUDA BHAWAN, SECTOR – 62, S.A.S. NAGAR (MOHALI)  
(ADMN. BRANCH)**

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 41<sup>st</sup> meeting held on 16-04-2010 vide item No. 41.27 the Regulation 2 (e) of Punjab Urban Planning & Development Authority (Conduct) Regulations, 1997 is hereby amended as under:-

“Prescribed authority means the Chief Administrator or any other officer but not below the rank of Additional Chief Administrator authorised by him in case of employees holding Class-I and Class- II (now group A & B) posts including those on Foreign Service and the Additional Chief Administrator (HQ) in the case of employees holding Class-III and Class-IV (now group C & D) posts including those on foreign service.”

**Dated, Mohali  
10-05-2010**

**Vivek Partap Singh, IAS  
Chief Administrator.**

Endst. No. PUDA-Admn-EA-1/2010/11871-910, Dated 11-05-2010.

A copy of the above is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

**Administrative Officer,  
For Chief Administrator.**

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
PUDA BHAWAN, SECTOR – 62, S.A.S. NAGAR (MOHALI)  
(ADMN. BRANCH)**

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 41<sup>st</sup> meeting held on 16-04-2010 vide item No. 41.18 the basic qualification for promotion for the post of Junior Engineer (Elect.) Class – III (now Group C) at Sr. No. 4 of Schedule – III (Technical) of the Punjab Urban Planning & Development Authority (Employees Service) Regulations, 1999 is amended as per annexure enclosed.

**Dated, Mohali  
10-05-2010**

**Vivek Partap Singh, IAS  
Chief Administrator.**

Endst. No. PUDA-Admn-EA-1/2010/11831-870, Dated 11-05-2010.

A copy of the above is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

**For Administrative Officer,  
Chief Administrator.**

**Class – III (Technical)**

S. No.	Designation of Post	Source of Appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1	2	3	4	5	6	7	8
4	Junior Engineer (Electrical)	25%	75%	-	<p>i) 11% from amongst the Work Supervisors or Surveyors or <b>Pump Operator or Electrician</b> of the Authority having Diploma in Electrical Engineering and at least five years experience as Work Supervisor or Surveyor or <b>Pump Operator or Electrician.</b> (regular)</p> <p>ii) 4% from amongst Draftsman and Junior Draftsman having Diploma in Electrical Engineering and have at least five year experience as Junior Draftsman or above.</p> <p>iii) 10% from amongst the Work Supervisors or Surveyors or <b>Pump Operator or Electrician</b> of the Authority who have at least ten years experience as Work Supervisor or Surveyor or <b>Pump Operator or Electrician</b> and have passed the departmental examination as specified in regulation 17.</p>	Diploma in Electrical Engineering or its equivalent qualifications recognized by Govt. of Punjab.	Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by direct recruitment.

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY,  
PUDA BHAWAN, SECTOR – 62, S.A.S. NAGAR (MOHALI)  
(ADMN. BRANCH)**

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 41<sup>st</sup> meeting held on 16-04-2010 vide item No. 41.03 Sub-Regulation (4) of 8 of the Punjab Urban Planning & Development Authority (Punishment & Appeal) Regulations, 1997 is hereby amended as under:-

“If the written statement of defence is not received within the prescribed period or if the articles of charges are not admitted, the punishing authority may itself enquire or appoint any other officer of the Authority or any officer who has retired from the service of the authority or from the service of the Government of Punjab, as an enquiring authority for this purpose and where a retired officer is appointed as the enquiring authority he shall be paid Rs. 6000/- (Six Thousand Only) as fee.”

This amendment shall come into force with immediate effect.

**Dated, Mohali  
10-05-2010**

**Vivek Partap Singh, IAS  
Chief Administrator.**

Endst. No. PUDA-Admn-EA-1/2010/11612-650, Dated 11-05-2010.

A copy of the above is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

**Administrative Officer,  
For Chief Administrator.**

# ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਟੀ,

ਪੁੱਡਾ ਭਵਨ, ਸੈਕਟਰ-62, ਐਸ.ਏ.ਐਸ ਨਗਰ ।

ਪ੍ਰਸ਼ਾਸਨ ਸਾਖਾ

## ਦਫਤਰੀ ਹੁਕਮ

ਪੰਜਾਬ ਸਰਕਾਰ ਵਲੋਂ ਪੰਜਾਬ ਰੀਜਨਲ ਐਂਡ ਟਾਊਨ ਪਲੈਨਿੰਗ ਐਂਡ ਡਿਵੈਲਪਮੈਂਟ ਐਕਟ 1995 ਤਹਿਤ ਪੰਜਾਬ ਰਾਜ ਵਿਖੇ ਕੰਮਾਂ ਵਿੱਚ ਨਿਪੁੰਨਤਾ ਲਿਆਉਣ ਸਬੰਧੀ ਵੱਖ-2 ਅਥਾਰਟੀਆਂ ਦਾ ਗਠਨ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਨ੍ਹਾਂ ਅਥਾਰਟੀਆਂ ਦੇ ਨਵੇਂ ਸਟਰਕਚਰ ਦੇ ਮੁਤਾਬਕ ਸਟਾਫ਼ ਤੈਨਾਤ ਕਰਨ ਸਬੰਧੀ ਸਮੂਹ ਅਥਾਰਟੀਆਂ ਦੇ ਪ੍ਰਤੀਨਿਧਾਂ ਨਾਲ ਵਿਚਾਰ ਵਟਾਂਦਰਾ ਕਰਨ ਉਪਰੰਤ ਇਹ ਮਹਿਸੂਸ ਕੀਤਾ ਗਿਆ ਕਿ ਵੱਖ-2 ਅਥਾਰਟੀਆਂ ਵਿੱਚ ਸਟਾਫਿੰਗ ਪੈਟਰਨ ਦੇ ਸਨਮੁੱਖ ਅਸਾਮੀਆਂ ਦੀ ਰਚਨਾ ਅਨੁਸਾਰ ਲੋੜੀਂਦਾ ਸਟਾਫ ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਟੀ ਵਲੋਂ ਸਮੂਹ ਅਥਾਰਟੀਆਂ ਨੂੰ ਮੁਹੱਈਆ ਕਰਵਾਇਆ ਜਾਣਾ ਹੈ। ਜਿਸ ਲਈ ਵੱਖ-2 ਅਥਾਰਟੀਆਂ ਦੇ ਸਟਾਫਿੰਗ ਪੈਟਰਨ ਦੇ ਸਨਮੁੱਖ ਨਵੀਆਂ ਅਸਾਮੀਆਂ ਦੀ ਰਚਨਾ ਲਈ ਮਾਮਲਾ ਪੁੱਡਾ ਅਥਾਰਟੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਲਈ ਪੇਸ਼ ਕੀਤਾ ਗਿਆ।

ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਟੀ ਵਲੋਂ 42ਵੀਂ ਮੀਟਿੰਗ ਜੋ ਕਿ ਮਿਤੀ 01-09-2010 ਨੂੰ ਹੋਈ, ਵਿੱਚ ਨੰ: 42.13 ਰਾਹੀਂ ਲਏ ਗਏ ਫੈਸਲੇ ਦੇ ਅਨੁਕੂਲ ਵੱਖ-2 ਅਥਾਰਟੀਆਂ ਦੇ ਸਟਾਫਿੰਗ ਪੈਟਰਨ ਦੇ ਅਨੁਸਾਰ ਟੈਕਨੀਕਲ ਅਤੇ ਨਾਨ ਟੈਕਨੀਕਲ ਅਸਾਮੀਆਂ ਦੀ ਰਚਨਾ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਗਈ ਹੈ। ਇਹ ਵੀ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਵੱਖ-2 ਅਥਾਰਟੀਆਂ ਵਿਖੇ ਸਟਾਫਿੰਗ ਪੈਟਰਨ ਦੇ ਸਨਮੁੱਖ ਰਚਿਤ ਅਸਾਮੀਆਂ ਤੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਜਕਰਮਚਾਰੀਆਂ ਦੀ ਤੈਨਾਤੀ ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਟੀ ਵਲੋਂ ਕੀਤੀ ਜਾਵੇਗੀ ਅਤੇ ਜੋ ਵੀ ਸਟਾਫ ਪੁੱਡਾ ਅਤੇ ਵੱਖ-2 ਅਥਾਰਟੀਆਂ ਵਿਖੇ ਕੰਮ ਕਰੇਗਾ ਉਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ/ਜਕਰਮਚਾਰੀਆਂ ਦਾ ਪ੍ਰਬੰਧਕੀ ਕੰਟਰੋਲ ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਟੀ, ਐਸ.ਏ.ਐਸ ਨਗਰ ਵਿਖੇ ਹੋਵੇਗਾ ਜਿਸ ਅਨੁਸਾਰ ਸਾਰੇ ਅਧਿਕਾਰੀਆਂ/ਜਕਰਮਚਾਰੀਆਂ ਦੇ ਸੇਵਾ ਮਾਮਲਿਆਂ ਦਾ ਨਿਪਟਾਰਾ ਮੁੱਖ ਦਫਤਰ (ਪ੍ਰਸ਼ਾਸਨ ਸਾਖਾ) ਪੰਜਾਬ ਸਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਅਤੇ ਵਿਕਾਸ ਅਥਾਰਟੀ, ਐਸ.ਏ.ਐਸ ਨਗਰ ਵਿਖੇ ਕੀਤਾ ਜਾਵੇਗਾ।

ਉਕਤ ਫੈਸਲੇ ਅਨੁਸਾਰ ਪੁੱਡਾ ਅਧਿਕਾਰੀਆਂ/ਜਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਅਸਾਮੀਆਂ ਰਚਨਾ ਸਬੰਧੀ ਪਹਿਲੇ ਸਮੂਹ ਹੁਕਮਾਂ ਦੀ ਅਧਿਲਿਖਣਾ ਵਿੱਚ ਪੁੱਡਾ ਅਤੇ ਵੱਖ-2 ਅਥਾਰਟੀਆਂ ਦੇ ਸਟਾਫਿੰਗ ਪੈਟਰਨ ਦੇ ਸਨਮੁੱਖ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਟੈਕਨੀਕਲ ਅਤੇ ਨਾਨ ਟੈਕਨੀਕਲ ਅਸਾਮੀਆਂ ਦੀ ਰਚਨਾ ਤਤਕਾਲ ਤੋਂ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

## **Punjab Urban Planning and Development Authority, SAS Nagar**

	Technical Establishment	
1	Chief Engineer	1
2	Superintending Engineer	1
3	General Manager (IT&C)	1
4	Divisional Engineer (Civil)	2
5	Sub Divisional Engineer (Civil)	3
6	Junior Engineer (Civil)	6
7	Divisional Engineer (PH)	1
8	Sub Divisional Engineer (PH)	1
9	Junior Engineer (PH)	3
10	Sub Divisional Engineer (Electrical))	1
11	Junior Engineer (Electrical)	2
12	Divisional Engineer (Mechanical)	1
13	A.R.O (Asstt. Director) QC	1
14	Research Analyst QC	1
15	Circle Head Draftsman	1
16	Divisional Head Draftsman	2
17	Draftsman	2
18	Senior Architect	1



19	Architect	2
20	Assistant Architect	2
21	Draftsman Architect	4
22	DD (IT&C)	1
23	System Manager	1
24	Asstt. System Manager	1
	<b>TOTAL</b>	<b>42</b>

### **Non-Technical**

1	Addl Chief Administrator	1
2	Addl Chief Administrator (Finance & Accounts)	1
3	Chief Accounts Officer	1
4	Senior Accounts Officer	1
5	Deputy Controller F&A	1
6	Accounts Officer	3
7	Section Officer (Works)	5
8	Senior Assistant - Accounts	14
9	General Manager	2
10	Asstt General Manager - Project	1
11	Asstt General Manager – HR	1
12	Admn. Officer / Asstt EO	3
13	Superintendent Grade II	5
14	Senior Assistant	24
15	Clerk / Data Entry Op. /Jr. Asstt	45
16	Legal Advisor	1
17	Sr. Law Officer	1
18	Law Officer / Legal Asstt	1
19	Jt. Director (PR)	1
20	Secretary to VC/CA	2
21	Sr. Exec. Secretary /CA/ VC	1
22	Private Secretary	1
23	Personal Assistant	1
24	Sr. Scale Steno	1
25	Jr. Scale Steno	5
26	Land Acquisition Officer	1
27	Assistant Manager	1
28	Driver	15
29	Photostat Machine Operator	4
30	Electrician	1
31	Peon	40
	<b>TOTAL</b>	<b>185</b>

## **GREATER MOHALI AREA DEVELOPMENT AUTHORITY**

### **Technical Establishment**

1	Chief Engineer	1
2	Superintending Engineer	2
3	Divisional Engineer (Civil)	4
4	Sub Divisional Engineer (Civil)	12
5	Junior Engineer (Civil)	48
6	Divisional Engineer (PH)	2
7	Sub Divisional Engineer (PH)	6
8	Junior Engineer (PH)	24

9	Divisional Engineer (Electrical)	1
10	Sub Divisional Engineer (Electrical))	3
11	Junior Engineer (Electrical)	9
12	Divisional Engineer (Horticulture)	1
13	Landscape Architect	1
14	Sub Divisional Engineer (Hort.)	3
15	Junior Engineer (Hort.)	6
16	Sub Divisional Engineer (Bldg)	5
17	Junior Engineer (Bldg)	12
18	Circle Head Draftsman	2
19	Divisional Head Draftsman	8
20	Draftsman	8
21	Architect	1
22	Draftsman Architect	1
	<b>TOTAL</b>	<b>160</b>

### **Non-Technical**

1	Addl Chief Administrator	2
2	Chief Accounts Officer	1
3	Senior Accounts Officer	1
4	Accounts Officer	6
5	Section Officer (Works)	5
6	Senior Assistant - Accounts	29
7	Estate Officer	3
8	Establishment Officer	1
9	Admn. Officer / Asstt EO	5
10	Superintendent Grade II	12
11	Senior Assistant	30
12	Clerk / Data Entry Op. /Jr. Asstt	54
13	Legal Advisor	1
14	Sr. Law Officer	2
15	Law Officer / Legal Asstt	4
16	Assistant Public Relations Officer	1
17	Private Secretary	2
18	Personal Assistant	2
19	Sr. Scale Steno	2
20	Jr. Scale Steno	6
21	Steno-typist	4
22	Tehsildar	1
23	Patwari	4
24	Driver	5
25	Photostat Machine Operator	2
26	Peon	40
	<b>TOTAL</b>	<b>225</b>

## **GREATER LUDHIANA AREA DEVELOPMENT AUTHORITY**

### **Technical Establishment**

1	Chief Engineer	1
2	Superintending Engineer	2
3	Divisional Engineer (Civil)	4
4	Sub Divisional Engineer (Civil)	12
5	Junior Engineer (Civil)	48
6	Divisional Engineer (PH)	2
7	Sub Divisional Engineer (PH)	6

8	Junior Engineer (PH)	24
9	Divisional Engineer (Electrical)	1
10	Sub Divisional Engineer (Electrical))	3
11	Junior Engineer (Electrical)	9
12	Divisional Engineer (Horticulture)	1
13	Landscape Architect	1
14	Sub Divisional Engineer (Hort.)	2
15	Junior Engineer (Hort.)	6
16	Sub Divisional Engineer (Bldg)	3
17	Junior Engineer (Bldg)	4
18	Circle Head Draftsman	2
19	Divisional Head Draftsman	8
20	Draftsman	8
21	Architect	1
22	Draftsman Architect	1
	<b>TOTAL</b>	<b>149</b>

### **Non-Technical**

1	Addl Chief Administrator	2
2	Chief Accounts Officer	1
3	Senior Accounts Officer	1
4	Accounts Officer	6
5	Section Officer (Works)	5
6	Senior Assistant - Accounts	29
7	Estate Officer	3
8	Establishment Officer	1
9	Admn. Officer / Asstt EO	5
10	Superintendent Grade II	12
11	Senior Assistant	30
12	Clerk / Data Entry Op. /Jr. Asstt	54
13	Sr. Law Officer	2
14	Law Officer / Legal Asstt	4
15	Assistant Public Relations Officer	1
16	Private Secretary	2
17	Personal Assistant	2
18	Sr. Scale Steno	2
19	Jr. Scale Steno	6
20	Steno-typist	4
21	Tehsildar	1
22	Patwari	4
23	Driver	5
24	Photostat Machine Operator	2
25	Peon	40
	<b>TOTAL</b>	<b>224</b>

## **JALANDHAR DEVELOPMENT AUTHORITY**

### **Technical Establishment**

1	Superintending Engineer	1
2	Divisional Engineer (Civil)	1
3	Sub Divisional Engineer (Civil)	3

4	Junior Engineer (Civil)	12
5	Divisional Engineer (PH)	1
6	Sub Divisional Engineer (PH)	3
7	Junior Engineer (PH)	12
8	Divisional Engineer (Electrical)	1
9	Sub Divisional Engineer (Electrical))	1
10	Junior Engineer (Electrical)	6
11	Sub Divisional Engineer (Hort.)	1
12	Junior Engineer (Hort.)	4
13	Sub Divisional Engineer (Bldg)	2
14	Junior Engineer (Bldg)	2
15	Circle Head Draftsman	1
16	Divisional Head Draftsman	3
17	Draftsman	3
	<b>TOTAL</b>	<b>57</b>

### **Non-Technical**

1	Addl Chief Administrator	1
2	Senior Accounts Officer	1
3	Accounts Officer	2
4	Section Officer (Works)	3
5	Senior Assistant - Accounts	10
6	Estate Officer	1
7	Admn. Officer / Asstt EO	2
8	Superintendent Grade II	3
9	Senior Assistant	12
10	Clerk / Data Entry Op. /Jr. Asstt	20
11	Sr. Law Officer	1
12	Law Officer / Legal Asstt	1
13	Personal Assistant	1
14	Sr. Scale Steno	1
15	Jr. Scale Steno	3
16	Kanugo	1
17	Patwari	2
18	Driver	6
19	Peon	18
	<b>TOTAL</b>	<b>89</b>

## **AMRITSAR DEVELOPMENT AUTHORITY**

### **Technical Establishment**

1	Divisional Engineer (Civil)	1
2	Sub Divisional Engineer (Civil)	3
3	Junior Engineer (Civil)	12
4	Divisional Engineer (PH)	1
5	Sub Divisional Engineer (PH)	3
6	Junior Engineer (PH)	12
7	Sub Divisional Engineer (Electrical))	2
8	Junior Engineer (Electrical)	4
9	Sub Divisional Engineer (Hort.)	1
10	Junior Engineer (Hort.)	4
11	Sub Divisional Engineer (Bldg)	1

12	Junior Engineer (Bldg)	1
13	Divisional Head Draftsman	2
14	Draftsman	2
	<b>TOTAL</b>	<b>49</b>

### **Non-Technical**

1	Addl Chief Administrator	1
2	Senior Accounts Officer	1
3	Accounts Officer	1
4	Section Officer (Works)	2
5	Senior Assistant - Accounts	8
6	Estate Officer	1
7	Admn. Officer / Asstt EO	2
8	Superintendent Grade II	2
9	Senior Assistant	12
10	Clerk / Data Entry Op. /Jr. Asstt	20
11	Law Officer / Legal Asstt	1
12	Personal Assistant	1
13	Sr. Scale Steno	1
14	Jr. Scale Steno	3
15	Kanugo	1
16	Patwari	2
17	Driver	6
18	Peon	18
	<b>TOTAL</b>	<b>83</b>

## **BATHINDA DEVELOPMENT AUTHORITY**

### **Technical Establishment**

1	Superintending Engineer	1
2	Divisional Engineer (Civil)	2
3	Sub Divisional Engineer (Civil)	6
4	Junior Engineer (Civil)	24
5	Divisional Engineer (PH)	1
6	Sub Divisional Engineer (PH)	3
7	Junior Engineer (PH)	12
8	Sub Divisional Engineer (Electrical))	2
9	Junior Engineer (Electrical)	6
10	Sub Divisional Engineer (Hort.)	1
11	Junior Engineer (Hort.)	4
12	Sub Divisional Engineer (Bldg)	2
13	Junior Engineer (Bldg)	2
14	Circle Head Draftsman	1
15	Divisional Head Draftsman	3
16	Draftsman	3
	<b>TOTAL</b>	<b>73</b>

### **Non-Technical**

1	Addl Chief Administrator	1
2	Senior Accounts Officer	1
3	Accounts Officer	2
4	Section Officer (Works)	4
5	Senior Assistant - Accounts	10

6	Estate Officer	2
7	Admn. Officer / Asstt EO	3
8	Superintendent Grade II	4
9	Senior Assistant	16
10	Clerk / Data Entry Op. /Jr. Asstt	28
11	Sr. Law Officer	1
12	Law Officer / Legal Asstt	2
13	Personal Assistant	1
14	Sr. Scale Steno	1
15	Jr. Scale Steno	3
16	Kanugo	1
17	Patwari	2
18	Driver	6
19	Peon	20
	<b>TOTAL</b>	<b>108</b>

## PATIALA DEVELOPMENT AUTHORITY

### Technical Establishment

1	Superintending Engineer	1
2	Divisional Engineer (Civil)	2
3	Sub Divisional Engineer (Civil)	6
4	Junior Engineer (Civil)	24
5	Divisional Engineer (PH)	1
6	Sub Divisional Engineer (PH)	3
7	Junior Engineer (PH)	12
8	Divisional Engineer (Electrical)	1
9	Sub Divisional Engineer (Electrical))	1
10	Junior Engineer (Electrical)	4
11	Sub Divisional Engineer (Hort.)	1
12	Junior Engineer (Hort.)	4
13	Sub Divisional Engineer (Bldg)	2
14	Junior Engineer (Bldg)	2
15	Circle Head Draftsman	1
16	Divisional Head Draftsman	4
17	Draftsman	4
	<b>TOTAL</b>	<b>73</b>

### Non-Technical

1	Addl Chief Administrator	1
2	Senior Accounts Officer	1
3	Accounts Officer	2
4	Section Officer (Works)	5
5	Senior Assistant - Accounts	10
6	Estate Officer	1
7	Admn. Officer / Asstt EO	3
8	Superintendent Grade II	4
9	Senior Assistant	16
10	Clerk / Data Entry Op. /Jr. Asstt	28
11	Law Officer / Legal Asstt	2
12	Personal Assistant	1
13	Sr. Scale Steno	1
14	Jr. Scale Steno	3
15	Kanugo	1
16	Patwari	2
17	Driver	6
18	Peon	20

TOTAL	107
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- 1 One S.E. PUDA shall function as Director, Quality Control who will ensure quality of works of all the Development authorities. One D.E.(Civil) to be posted as Deputy Director (QC) and two Sub Divisional Engineers, one from Civil Cadre and one from Public Health cadre who shall be assisted by one R.A. and one A.R.O. in the Quality Control Wing. The Quality Control Wing would be stationed at Head Office and directly reporting to the Chief Administrator PUDA or the concerned Authority, as may be decided by the State Government.
- 2 One Superintending Engineer shall be posted in PUDA for all kinds of Planning & Design work. In case, there is additional requirement of SE in any other Authority due to increase in developmental work, the SE working at this post can be assigned the said task also.
- 3 One Superintendent shall be posted with each S.E. who will prepare contract agreements, issue muster rolls, MB's and Indent books etc.
- 4 S.O. (works) shall look after work of two or three Divisions of work. However one Senior Asstt. Accounts shall be posted with each D.E.
- 5 Since the nature of the job requirements will continue to change, it is proposed that as and when the need arises, Vice Chairman may be authorised to frame the qualification of the personnel required and make such appointments purely on contract basis for a period for not more than one year. IN case the term needs to be extended, the extension should be ratified by the Authority

Dated, SAS Nagar  
06-10-2010

Sarvjit Singh, IAS  
Chief Administrator.

Endst No: PUDA-Admn-EA1/2010/23964-99

Dated:06-10-2010

A copy of the above is forwarded to the following for information and necessary action:-

1. Chief Administrator, GMADA/GLADA/JDA/ADA/BDA/PDA.
2. All the heads of branches, PUDA.

sd/-  
Administrative Officer (Admn),  
For Chief Administrator.

**CLASSIFICATION OF POSTS GROUP-A (GENERAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Additional Chief Administrator	9	(i) IAS/PCS scale Pay band - 37400-67000 Grade Pay- 10000
2	Additional Chief Administrator (Finance & Accounts)	1	(i) IA & AS Scale Pay band – 37400-67000 Grade pay- 8400
3	General Manager	3-1=2	Pay band – 37400 -67000 Grade pay- 8700
4	Assistant General Manager (Project)	1	Pay band – 15600 -39100 Grade pay- 7600
5	Assistant General Manager – HR	1	Pay band – 15600 -39100 Grade pay- 7600
6	Estate Officer	11	(ii) IAS/ PCS Scale



			Pay band – 15600 -39100 Grade pay- 6600 for Direct appointees and 49promotes.
7	Establishment Officer	2	Pay band – 15600-39100 Grade pay- 6600
8	Joint Director (Public Relation)	1	Pay band – 15600-39100 Grade pay- 6600
9	Chief Accounts Officer	3	Pay band – 37400 -67000 Grade pay- 8700
10	Legal Advisor	2	Pay band – 15600 -39100 Grade pay- 6600
11	Land Acquisition Officer	1	(ii) IAS/PCS Scale (ii) Scale of the incumbent if taken on deputation.
12	Secretary /VC/CA	2	Pay band – 15600 -39100 Grade pay- 6600

**CLASSIFICATION OF POSTS GROUP-A (GENERAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
13	Senior Accounts Officer	7	Pay band – 10300 -34800 Grade pay- 5400
14	Deputy Controller (Finance & Accounts)	1	Pay band – 10300 -34800 Grade pay- 5400
15	Accounts Officer	22	Pay band – 10300 -34800 Grade pay- 5000
16	Administrative Officer/AEO	23	<b>Note:</b> The incumbent when posted in Estate Office will be designated as Assistant Estate Officer. Pay band – 10300 -34800 Grade pay- 5000
17	Private Secretary	5	Pay band – 10300 -34800 Grade pay- 5000
18	Senior Executive Secretary/VC/CA	1	Pay band-10300-34800 Grade pay – 5400
19	Senior Law Officer	7	Pay band – 10300 -34800 Grade pay- 5000
20	Assistant Public Relations Officer	2	Pay band – 10300 -34800 Grade pay- 4200
21	Assistant Manager	1	Pay band – 10300 -34800 Grade pay- 5000

**CLASSIFICATION OF POSTS GROUP-B (GENERAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Superintendent Grade-II	42	Pay band – 10300 -34800 Grade pay- 4200
2	Senior Assistant	140	Pay band – 10300 -34800 Grade pay- 3800
3	Personal Assistant	9	Pay band – 10300 -34800 Grade pay- 4200
4	Senior Scale Stenographer	9	Pay band – 10300 -34800 Grade pay- 3800
5	Section Officer (Works)	29	Pay band – 10300 -34800 Grade pay- 4400
6	Senior Assistant (Accounts)	110	Pay band – 10300 -34800 Grade pay- 3800
7	Law Officer/ Legal Assistant	15	Pay band – 10300 -34800 Grade pay- 4200
8	Tehsildar	2	Pay band – 10300 -34800 Grade pay- 4200
9	Naib Tehsildar		On contract
10	Kanugo	4	On contract

**CLASSIFICATION OF POSTS GROUP-C (GENERAL)**

1	Clerk/ Data Entry Operator/ Jr. Assistant	249	i) Pay band – 5910 - 20200 Grade pay- 1900 i.e. for /clerks/DEO ii) Pay band-5910-20200 Grade pay- 2800 i.e. for Jr. Asstt.
2	Junior Scale Stenographer	29	Pay band – 5910 - 20200 Grade pay- 2800
3	Steno-typist	8	Pay band – 5910-20200 Grade pay- 2000
4	Patwari	16	Pay band – 5910 - 20200 Grade pay- 1900
5	Driver	49	Pay band – 5910-20200 Grade pay- 2000
6	Photostat Machine Operator	8	Pay band – 5910 - 20200 Grade pay- 1900
7	Electrician	1	Pay band – 5910 - 20200 Grade pay- 1900

**CLASSIFICATION OF POSTS GROUP-D**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Peon	196	Pay band – 4900 -10680 Grade pay- 1300

**CLASSIFICATION OF POSTS GROUP-A (TECHNICAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
<b>ENGINEERS WING</b>			
1	Chief Engineer	3	Pay band – 37400 -67000 Grade pay- 10000
2	Superintending Engineer (Civil)	6	Pay band – 37400 -67000 Grade pay- 8700
3	Superintending Engineer(Public Health)	2	Pay band – 37400 -67000 Grade pay- 8700
4	General Manager (IT&C)	1	Pay band – 37400 -67000 Grade pay- 8700
5	Divisional Engineer (Civil)	16	Pay band – 15600 -39100 Grade pay- 7600
6	Divisional Engineer (Public Health)	9	Pay band – 15600-39100 Grade pay- 7600
7	Divisional Engineer (Electrical)	4	Pay band – 15600-39100 Grade pay- 7600
8	Divisional Landscape Officer	2	Pay band – 15600-39100 Grade pay- 7600
9	Divisional Engineer (Mech.)	1	Pay band – 15600-39100 Grade pay- 7600
10	Deputy Director (IT & C)	1	Pay band – 15600-39100 Grade pay- 7600
<b>ARCHITECTURE WING</b>			
11	Senior Architect	1	Pay band – 37400-67000 Grade pay- 8700
12	Architect	4	Pay band – 15600 -39100 Grade pay- 7600

**CLASSIFICATION OF POSTS GRUOP-A (TECHNICAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
<b>ENGINEERS WING</b>			
13	Sub Divisional Engineer (Civil)	45	Pay band – 15600 -39100 Grade pay- 5400
14	Sub Divisional Engineer (Public Health)	25	Pay band – 15600 -39100 Grade pay- 5400
15	Sub Divisional Engineer (Electrical)	13	Pay band – 15600 -39100 Grade pay- 5400
16	Sub Divisional Engineer (Buildings)	15	Pay band – 15600 -39100 Grade pay- 5400
17	SubDivisionalLandscape Officer	9	Pay band – 15600 -39100 Grade pay- 5400
18	Landscape Architect	2	Pay band – 15600 -39100 Grade pay- 5400
<b>ARCHITECTURE WING</b>			
19	Assistant Architect	2	Pay band – 15600 -39100 Grade pay- 5400
<b>QUALITY CONTROL WING</b>			
20	A.R.O. (Asstt. Director) QC	1	Pay band – 15600 -39100 Grade pay- 5400
<b>IT&amp;C WING</b>			
21	System Manager	1	Pay band – 15600 -39100 Grade pay- 5400

### CLASSIFICATION OF POSTS GROUP-B (TECHNICAL)

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
<b>ENGINEERS WING</b>			
1	Junior Engineer (Civil)	174	Pay band – 10300 -34800 Grade pay- 3800
2	Junior Engineer (Public Health)	99	Pay band – 10300 -34800 Grade pay- 3800
3	Junior Engineer (Electrical)	40	Pay band – 10300 -34800 Grade pay- 3800
4	Junior Engineer (Buildings)	23	Pay band – 10300 -34800 Grade pay- 3800
5	Junior Engineer (Horticulture)	28	Pay band – 10300 -34800 Grade pay- 3800
6	Circle Head Draftsman	8	Pay band – 10300 -34800 Grade pay- 4400
7	Divisional Head Draftsman	30	Pay band – 10300 -34800 Grade pay- 4200
8	Draftsman	30	Pay band – 10300 -34800 Grade pay- 3800
<b>ARCHITECTURE WING</b>			
9	Draftsman	6	Pay band – 10300 -34800 Grade pay- 3800



<b>CLASSIFICATION OF POSTS GROUP-C (TECHNICAL)</b>			
<b>QUALITY CONTROL WING</b>			
1	Research Assistant	1	Pay band - 10300-34800 Grade Pay – 3600
<b>IT&amp;C WING</b>			
2	Assistant System Manager	1	Pay band - 10300-34800 Grade Pay – 3600

**PUNJAB URBAN PLANNING & DEVELOPMENT  
AUTHORITY**

PUDA BHAWAN, SECTOR 62, S.A.S NAGAR (MOHALI)  
(ADMN. BRANCH)

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in it's 43<sup>rd</sup> meeting held on 03-01-2011 vide item No. 43.05 the Source of Appointment, education qualification and experience for the post of Clerk Schedule III Group-C (General), is amended. Accordingly, amended schedule is attached.

Dated, Mohali  
28-1-2011

Sarvjit Singh, IAS  
Chief Administrator.

Endst No: PUDA-Admn-EA-1/2011/2631-2670 Dated:3-2-2011

A copy of the above is forwarded to all the Heads of Branches/offices, PUDA for information and necessary action.

Administrative Officer,

For Chief Administrator.



3.	Clerk	15 Percent	85 Percent	-	<p>From amongst the Class IV employees of the Authority with five years experience and having passed the Matriculation examination from a recognised university, Board or Institution ; and</p> <p>(i)Qualifies a test in Punjabi language typewriting to be conducted by the appointing authority at a speed of thirty words per minutes.</p> <p>(ii) Qualifies a test in English language typewriting to be evaluated by the appointing authority at a speed of thirty words per minute where appointing authority so directs.</p>	<p>(i)Matriculation in Second Division, or has passed Senior Secondary Part-II or Plus II from a recognised university, Board or Institution and three months course on computers from any recognised organisation /institution covering areas of fundamentals of Computers, MS-Office / Micro-Soft Word/MS Excel or Wordstar, Lotus-123 and</p> <p>(ii)Qualifies a test in Punjabi language type-writing to be conducted by the appointing authority at a speed of thirty words minutes.</p> <p>(iii) Qualifies a test in English language typewriting to be evaluated by the appointing authority at a speed of thirty words per minute where appointing authority so directs.</p>	<p>Should be holding an identical or similar post or should possess qualification and experience prescribed for appointment by direct recruitment.</p>
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## **PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY**

PUDA BHAWAN, SECTOR 62, S.A.S NAGAR (MOHALI)  
(ADMN. BRANCH)

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### **OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 43<sup>rd</sup> meeting held on 3-1-2011 vide item No. 43.06, 43.07, 43.09 and 43.10 the posts as specified in Schedule-I Classification of Posts Group-A (General) and (Technical), Group-B (General) and (Technical), Group-C (General) and (Technical), Group-D Punjab Urban Planning & Development Authority Employees (Service) Regulations, 1999 issued vide Endst No: PUDA-Admn-EA-1/201024000-40 dated 6-10-2010 are superseded and re-sanctioned in view of new structure of PUDA and other authorities with immediate effect. Accordingly, amended schedule is attached.

Dated, Mohali  
28-01-2011

Sarjit Singh, IAS  
Chief Administrator.

Endst No: PUDA-Admn-EA-1/2011/2671-2710 Dated: 3-2-2011

A copy of the above is forwarded to all the Heads of Branches/offices,  
PUDA for information and necessary action.

Administrative Officer,  
For Chief Administrator.

**CLASSIFICATION OF POSTS GROUP-A (GENERAL)**

<b>Sr No</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Additional Chief Administrator	9	(i) IAS/PCS scale Pay band - 37400-67000 Grade Pay- 10000
2	Additional Chief Administrator (Finance & Accounts)	1	(i) IA & AS Scale Pay band – 37400-67000 Grade pay- 8400
3	General Manager	3-1=2	Pay band – 37400 - 67000 Grade pay- 8700
4	Assistant General Manager (Project)	1	On contract for minimum 5 years as per market rates with 10% increase on completion of each year.
5	Assistant General Manager (HR)	1	On contract for minimum 5 years as per market rates with 10% increase on completion of each year.
6	Estate Officer	11	IAS/ PCS Scale Pay band – 15600 - 39100 Grade pay - 6600 for Direct appointees and promotes.
7	Establishment Officer	2	Pay band – 15600-39100 Grade pay- 6600
8	Joint Director (Public Relation)	1	Pay band – 15600-39100 Grade pay- 6600
9	Chief Accounts Officer	3	Pay band – 15600-39100 Grade pay- 6600
10	Legal Advisor	2	Pay band – 15600 - 39100 Grade pay- 6600
11	Land Acquisition Officer	1	(i) IAS/PCS Scale (ii) Scale of the incumbent if taken on

			deputation.
12	Secretary /VC/CA	2	Pay band – 15600 - 39100 Grade pay- 6600



**CLASSIFICATION OF POSTS GROUP-A (GENERAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
13	Senior Accounts Officer	7	Pay band – 10300 -34800 Grade pay- 5400
14	Deputy Controller (Finance & Accounts)	1	Pay band – 10300 -34800 Grade pay- 5400
15	Accounts Officer	22	Pay band – 10300 -34800 Grade pay- 5000
16	Administrative Officer/AEO	23	<b>Note:</b> The incumbent when posted in Estate Office will be designated as Assistant Estate Officer.  Pay band – 10300 -34800 Grade pay- 5000
17	Private Secretary	5	Pay band – 10300 -34800 Grade pay- 5000
18	Senior Executive Secretary/VC/CA	1	Pay band-10300-34800 Grade pay – 5400
19	Senior Law Officer	7	Pay band – 10300 -34800 Grade pay- 5000
20	Assistant Public Relations Officer	2	Pay band – 10300 -34800 Grade pay- 4200
21	Assistant Manager	1	Pay band – 10300 -34800 Grade pay- 5000

**CLASSIFICATION OF POSTS GROUP-B (GENERAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Superintendent Grade-II	48	Pay band – 10300 -34800 Grade pay- 4200
2	Senior Assistant	152	Pay band – 10300 -34800 Grade pay- 3800
3	Personal Assistant	9	Pay band – 10300 -34800 Grade pay- 4200
4	Senior Scale Stenographer	9	Pay band – 10300 -34800 Grade pay- 3800
5	Section Officer (Works)	29	Pay band – 10300 -34800 Grade pay- 4400
6	Senior Assistant (Accounts)	110	Pay band – 10300 -34800 Grade pay- 3800
7	Law Officer/ Legal Assistant	21	Pay band – 10300 -34800 Grade pay- 4200
8	Tehsildar	2	Pay band – 10300 -34800 Grade pay- 4200
9	Naib Tehsildar		On contract
10	Kanugo	4	On contract

<b>CLASSIFICATION OF POSTS GROUP-C (GENERAL)</b>			
1	Clerk/Data Entry Operator/ Jr. Asstt	287	i) Pay band – 5910 -20200 Grade pay- 1900 i.e. for clerks/ DEO  ii) Pay band-5910-20200 Grade pay- 2800 i.e. for Jr. Asstt.
2	Junior Scale Stenographer	35	Pay band – 5910 -20200 Grade pay- 2800
3	Steno-typist	8	Pay band – 5910-20200 Grade pay- 2000
4	Patwari	16	Pay band – 5910 -20200 Grade pay- 1900
5	Driver	49	Pay band – 5910-20200 Grade pay- 2000
6	Photostat Machine Operator	8	Pay band – 5910 -20200 Grade pay- 1900
7	Electrician	1	Pay band – 5910 -20200 Grade pay- 1900

### **REGULATORY WING**

1	Assistant Sub Inspector	6	As applicable in Police Department, Punjab.
2	Head Constable	12	As applicable in Police Department, Punjab.
3	Constable	48	As applicable in Police Department, Punjab.

### CLASSIFICATION OF POSTS GROUP-D

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Peon	196	Pay band – 4900 -10680 Grade pay- 1300

**CLASSIFICATION OF POSTS GROUP-A (GENERAL)**

<b>Sr No</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Additional Chief Administrator	9	(i) IAS/PCS scale Pay band - 37400-67000 Grade Pay- 10000
2	Additional Chief Administrator (Finance & Accounts)	1	(i) IA & AS Scale Pay band – 37400-67000 Grade pay- 8400
3	General Manager	3-1=2	Pay band – 37400 -67000 Grade pay- 8700
4	Assistant General Manager (Project)	1	On contract for minimum 5 years as per market rates with 10% increase on completion of each year.
5	Assistant General Manager (HR)	1	On contract for minimum 5 years as per market rates with 10% increase on completion of each year.
6	Estate Officer	11	IAS/ PCS Scale Pay band – 15600 - 39100 Grade pay - 6600 for Direct appointees and promotes.
7	Establishment Officer	2	Pay band – 15600-39100 Grade pay- 6600
8	Joint Director (Public Relation)	1	Pay band – 15600-39100 Grade pay- 6600
9	Chief Accounts Officer	3	Pay band – 15600-39100 Grade pay- 6600
10	Legal Advisor	2	Pay band – 15600 - 39100 Grade pay- 6600
11	Land Acquisition Officer	1	(i) IAS/PCS Scale (ii) Scale of the incumbent if taken on deputation.

12	Secretary /VC/CA	2	Pay band – 15600 - 39100 Grade pay- 6600
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**CLASSIFICATION OF POSTS GROUP-A (GENERAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
13	Senior Accounts Officer	7	Pay band – 10300 -34800 Grade pay- 5400
14	Deputy Controller (Finance & Accounts)	1	Pay band – 10300 -34800 Grade pay- 5400
15	Accounts Officer	22	Pay band – 10300 -34800 Grade pay- 5000
16	Administrative Officer/AEO	23	<b>Note:</b> The incumbent when posted in Estate Office will be designated as Assistant Estate Officer.  Pay band – 10300 -34800 Grade pay- 5000
17	Private Secretary	5	Pay band – 10300 -34800 Grade pay- 5000
18	Senior Executive Secretary/VC/CA	1	Pay band-10300-34800 Grade pay – 5400
19	Senior Law Officer	7	Pay band – 10300 -34800 Grade pay- 5000
20	Assistant Public Relations Officer	2	Pay band – 10300 -34800 Grade pay- 4200
21	Assistant Manager	1	Pay band – 10300 -34800 Grade pay- 5000

**CLASSIFICATION OF POSTS GROUP-B (GENERAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Superintendent Grade-II	48	Pay band – 10300 - 34800 Grade pay- 4200
2	Senior Assistant	152	Pay band – 10300 - 34800 Grade pay- 3800
3	Personal Assistant	9	Pay band – 10300 - 34800 Grade pay- 4200
4	Senior Scale Stenographer	9	Pay band – 10300 - 34800 Grade pay- 3800
5	Section Officer (Works)	29	Pay band – 10300 - 34800 Grade pay- 4400
6	Senior Assistant (Accounts)	110	Pay band – 10300 - 34800 Grade pay- 3800
7	Law Officer/ Legal Assistant	21	Pay band – 10300 - 34800 Grade pay- 4200
8	Tehsildar	2	Pay band – 10300 - 34800 Grade pay- 4200
9	Naib Tehsildar		On contract
10	Kanugo	4	On contract



<b>CLASSIFICATION OF POSTS GROUP-C (GENERAL)</b>			
1	Clerk/Data Entry Operator/ Jr. Asstt	287	i) Pay band – 5910 - 20200 Grade pay- 1900 i.e. for clerks/ DEO ii) Pay band-5910-20200 Grade pay- 2800 i.e. for Jr. Asstt.
2	Junior Scale Stenographer	35	Pay band – 5910 -20200 Grade pay- 2800
3	Steno-typist	8	Pay band – 5910-20200 Grade pay- 2000
4	Patwari	16	Pay band – 5910 -20200 Grade pay- 1900
5	Driver	49	Pay band – 5910-20200 Grade pay- 2000
6	Photostat Machine Operator	8	Pay band – 5910 -20200 Grade pay- 1900
7	Electrician	1	Pay band – 5910 -20200 Grade pay- 1900

### **REGULATORY WING**

1	Assistant Sub Inspector	6	As applicable in Police Department, Punjab.
2	Head Constable	12	As applicable in Police Department, Punjab.
3	Constable	48	As applicable in Police Department, Punjab.

### CLASSIFICATION OF POSTS GROUP-D

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
1	Peon	196	Pay band – 4900 -10680 Grade pay- 1300

### CLASSIFICATION OF POSTS GROUP-A (TECHNICAL)

Sr. No.	Name of Post	Number of Posts	Scale of Post in Rupees
<b>ENGINEERS WING</b>			
1	Chief Engineer	3	Pay band – 37400 -67000 Grade pay- 10000
2	Superintending Engineer (Civil)	6	Pay band – 37400 -67000 Grade pay- 8700
3	Superintending Engineer (Public Health)	2	Pay band – 37400 -67000 Grade pay- 8700
4	General Manager (IT&C)	1	Pay band – 37400 -67000 Grade pay- 8700
5	Divisional Engineer (Civil)	16	Pay band – 15600 -39100 Grade pay- 7600
6	Divisional Engineer (Public Health)	9	Pay band – 15600-39100 Grade pay- 7600
7	Divisional Engineer (Electrical)	4	Pay band – 15600-39100 Grade pay- 7600
8	Divisional Landscape Officer	2	Pay band – 15600-39100 Grade pay- 7600
9	Divisional Engineer (Mech.)	1	Pay band – 15600-39100 Grade pay- 7600
10	Deputy Director (IT & C)	1	Pay band – 15600-39100 Grade pay- 7600
<b>ARCHITECTURE WING</b>			
1	Senior Architect	1	Pay band – 37400-67000 Grade pay- 8700
2	Architect	4	Pay band – 15600 -39100 Grade pay- 7600

### HORTICULTURE WING

1	Landscape Architect	4	On contract for minimum 5 years, as per market rates
2	Cityscape Expert	6	On contract for minimum 5 years, as per market rates
3	Traffic Expert	6	On contract for minimum 5 years, as per market rates



## CLASSIFICATION OF POSTS GROUP-A (TECHNICAL)

Sr. No.	Name of Post	Number of Posts	Scale of Post in Rupees
<b>ENGINEERS WING</b>			
1	Sub Divisional Engineer (Civil)	45	Pay band – 15600 -39100 Grade pay- 5400
2	Sub Divisional Engineer (Public Health)	25	Pay band – 15600 -39100 Grade pay- 5400
3	Sub Divisional Engineer (Electrical)	13	Pay band – 15600 -39100 Grade pay- 5400
4	Sub Divisional Engineer (Buildings)	15	Pay band – 15600 -39100 Grade pay- 5400
5	Sub Divisional Landscape Officer	9	Pay band – 15600 -39100 Grade pay- 5400
6	Landscape Architect	2	Pay band – 15600 -39100 Grade pay- 5400
<b>ARCHITECTURE WING</b>			
1	Assistant Architect	2	Pay band – 15600 -39100 Grade pay- 5400
<b>QUALITY CONTROL WING</b>			
1	A.R.O. (Asstt. Director) QC	1	Pay band – 15600 -39100 Grade pay- 5400
<b>IT&amp;C WING</b>			
1	System Manager	1	On contract for minimum 5 years as per market rates with 10% increase on completion of each year.
<b>REGULATORY WING</b>			
1	Divisional Town Planner	6	As applicable in Country and Town Planning Department Punjab.
2	Assistant Town Planner	26	As applicable in Country and Town Planning Department Punjab.
3	Planning Officer	26	As applicable in Country and Town Planning Department Punjab.

**CLASSIFICATION OF POSTS GROUP-B (TECHNICAL)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Scale of Post in Rupees</b>
<b>ENGINEERS WING</b>			
1	Junior Engineer (Civil)	174	Pay band – 10300 -34800 Grade pay- 3800
2	Junior Engineer (Public Health)	99	Pay band – 10300 -34800 Grade pay- 3800
3	Junior Engineer (Electrical)	40	Pay band – 10300 -34800 Grade pay- 3800
4	Junior Engineer (Buildings)	23	Pay band – 10300 -34800 Grade pay- 3800
5	Junior Engineer (Horticulture)	28	Pay band – 10300 -34800 Grade pay- 3800
6	Circle Head Draftsman	8	Pay band – 10300 -34800 Grade pay- 4400
7	Divisional Head Draftsman	30	Pay band – 10300 -34800 Grade pay- 4200
8	Draftsman	30	Pay band – 10300 -34800 Grade pay- 3800
<b>ARCHITECTURE WING</b>			
1	Draftsman	6	Pay band – 10300 -34800 Grade pay- 3800
<b>PLANNING WING</b>			
1	Draftsman (HQ)	6	Pay band – 10300 -34800 Grade pay- 3800

### CLASSIFICATION OF POSTS GROUP-C (TECHNICAL)

<b>QUALITY CONTROL WING</b>			
1	Research Assistant	1	Pay band - 10300-34800 Grade Pay – 3600
<b>I.T &amp; C WING</b>			
1	Assistant System Manager	1	On contract for minimum 5 years as per market rates with 10% increase on completion of each year.
<b>HORTICULTURE WING</b>			
1	Supervisor (Hort.)	28	Pay band – 5910 - 20200 Grade pay- 2400

## **PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY**

PUDA BHAWAN, SECTOR 62, S.A.S NAGAR (MOHALI)  
(ADMN. BRANCH)

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### **OFFICE ORDER**

In pursuance of the decision of the Authority taken in it's 43<sup>rd</sup> meeting held on 03-01-2011 vide item No. 43.06, 43.09 and 43.10 the Source of Appointment, education qualification and experience for the post of Chief Accounts Officer, Estate Officer Schedule III Group-A (General), System Manager, Senior Assistant (A/Cs), Assistant Public Relation Officer Schedule III - Group- B (General), Junior Scale Stenographer Schedule III - Group- C (General), Assistant General Manager (Project) and (HR), Sub Divisional Engineer (Hort)/Sub Landscape Officer Schedule III -Group-A (Technical), Draftsman (Engineering Wing), Draftsman (Architecture Wing) Schedule III -Group-B (Technical) Junior Engineer (Hort.) Schedule-III Group-B, Assistant System Manager Schedule III -Group-C (Technical), are amended. Accordingly, amended schedule is attached.

Dated, Mohali  
28-01-2011

Sarvjit Singh, IAS  
Chief Administrator.

Endst No: PUDA-Admn-EA-1/2011/2710-2750 Dated:3-2-2011

A copy of the above is forwarded to all the Heads of Branches/offices, PUDA for information and necessary action.

Administrative Officer,  
For Chief Administrator.



Sr No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
7.	Chief Accounts Officer	65%	-	35%	Promotion from amongst the Senior Accounts Officers of the Authority having atleast five years experience as such.		From amongst the Assistant Directors/Joint Controllers of the Deptt. of Finance of the Govt. of Punjab or holding an equivalent or similar post in the Deptt. of the Govt. of Punjab, or from amongst IA&AS Officers of Central Govt. not below the rank of Deputy Accountant General.

**SCHEDULE -III (TECHNICAL)  
GROUP-A**

Sr No	Designation of Post	Source of appointment				Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Contract	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.		6.	7.	8.
21	System Manager	-	-	-	100%		a) Ph.D in Computer Science/ Mathematics/ Statistics/ Operations Research/Engineering; OR b) M.E/M. Tech in Computer Science/ Engineering with First Class or minimum 60% marks in aggregate and with 3 years relevant experience; OR c) B.E/B.Tech/MCA/M.Sc in Computer Science/ Engineering with First Class or minimum 60% marks in aggregate and with 5 years relevant experience in	From amongst the officer holding equivalent or similar post in any other organization having qualifications and experience as prescribed for direct recruitment.

							<p>computer programming; OR d) Master's degree in Physics/ Maths/ Statistics/ Operation Research with Post Graduate Diploma in Computer Science from a Govt recognized institution/University and 5 years of experience in computer programming is essential. The Master's degree and Post Graduate Diploma should be with 60% marks in aggregate or equivalent grade.</p>	
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**SCHEDULE -III (TECHNICAL)  
GROUP-B**

Sr No	Designation of Post	Source of appointment				Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Contract	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.		6.	7.	8.
2	Assistant System Manager	-		-	100%	-	<p>(a) Master's degree in Physics/Mathematics /Statistics/ Operation Research/Economics (with specialization in Information Technology) with at least 60% marks in aggregate and one year experience of computer programming is essential.</p> <p style="text-align: center;">OR</p> <p>(b) Bachelor's degree in Physics/Maths/ Statistics Operation Research/ Economics (with specialization in Information Technology) either with Post Graduate Diploma in Computer Science/Computer Applications (from a Govt recognized Institution/ University) and one year experience in computer programming or with at least 3 years experience in Computer Programming or equivalent is essential. The Bachelor's degree and Post Graduate Diploma should be with 60% marks in aggregate;</p>	From amongst the officer holding equivalent or similar post in any other organization having qualifications and experience as prescribed for direct recruitment.

								<p style="text-align: center;">OR</p> <p>(c) B.Sc in Computer Science or BCA with at least 60% marks in aggregate and one year experience of Computer programming is essential.</p>	
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**SCHEDULE –III (TECHNICAL)  
GROUP-A**

**PROPOSED SCHEDULE**

Sr No	Designation of Post	Source of appointment				Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Contract	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.		8.
4	Assistant General Manager (Project)	-	-	-	100%	-	MBA in 1 <sup>st</sup> Division or its equivalent from a recognized University. Preference will be given to person who either has the requisite qualification with specialization in Project Management or who has additional academic qualification in Project Management.	From amongst the officer holding equivalent or similar post in any other organization having qualifications and experience as prescribed for direct recruitment.
5	Assistant General Manager (HR)	-	-	-	100%	-	MBA in Human Resource Management in 1 <sup>st</sup> Division. or Masters in Personnel Management & Industrial Relation or equivalent Post Graduate Qualification in 1 <sup>st</sup> division from a recognized University.	From amongst the officer holding equivalent or similar post in any other organization having qualifications and experience as prescribed for direct recruitment.

**SCHEDULE –III (GENERAL)  
GROUP-A**

Sr No	Designation of Post	Source of appointment	Qualification and Experience
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		Promotion	Direct Recruitment	Deputation	Promotion/Selection	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
6	Estate Officer	50%	-	50%	<p>A) 25% by promotion from amongst Administrative Officers and Assistant Estate Officers of the Authority having at least five years experience as such and should have Graduation as minimum qualification.</p> <p>B) The remaining 25% shall be filled by selection on merit-cum-seniority in ratio of 1:1:1 as under:-</p> <p>a. from amongst Sr. Law Officers of PUDA having at least five years working experience as such.</p> <p>b. from amongst Sr. Accounts Officer of PUDA who is qualified in Indian Institute of Cost and Works Accountants of India (ICWA) or Chartered Accountant (CA) or Master of Commerce and having at least five years working experience as such.</p> <p>c. from amongst other employees of PUDA who have qualified MBA degree from a recognized University and having at least three years working experience on the post having a minimum Grade Pay of Rs. 5000/-.</p> <p>Preference in selection will be given to the persons who have additional academic qualification in his sphere of work.</p>		From amongst PCS Officers.

**SCHEDULE -III**  
**CLASS - III (now Group B) (General)**

Sr No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Transfer/ Deputation	Promotion	Direct Recruitment	Transfer/ Deputation
1.	2.	3.	4.	5.	6.	7.	8.
9.	Sr. Assistant	25 percent	75 percent	-	From amongst the	B. Com. from a recognized University with a minimum	Should be holding

	(Accounts)				<p>Clerks/Data Entry Operators/Junior Assistant of the Authority who possesses minimum qualification BA with Economics or B.Com from a recognized university and having at least five years experience as such.</p>	<p>score of 50% marks AND possesses</p> <p>i) At least one hundred and twenty hours Course with hands and experience in the use of Personal Computer or Information Technology Office Productivity Applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution, which is ISO 9001 certified</p> <p>OR</p> <p>ii) Certification in usage of Computers equivalent to "O" Level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.</p> <p>Preference will be given to candidates who have done Post Graduation in Commerce and/or have done a Certification Course in the use of accounting software.</p>	<p>an identical or similar post or should possess qualification and experience prescribed for appointment by promotion.</p>
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**SCHEDULE -III (GENERAL)  
CLASS - III (General)**

Sr No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Depu	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
6.	Junior Scale Stenographer	25%	75%	-	From amongst the Steno-typists of the Authority with at least three years experience as such and who have attained the following proficiency in shorthand: (i) in Punjabi language at a speed of one hundred words	1 (a) Possesses the Bachelor's Degree from a recognized University or Institution; and (b) qualifies a test in Punjab stenography to	Should be holding an identical or similar post or should possess

				<p>per minute and the candidates will be required to transcribe the dictated passages (at typewriter) at the speed of 20 words per minute. Those who commit not more than 8 percent mistakes in the aggregate will be considered to have qualified the test in Punjabi.</p> <p>(ii) in English language at a speed of fifty words per minute. The candidate will be required to transcribe the dictated para at a speed of 10 words per minute. Those who commit not more than 8 percent mistakes will be considered to have qualified the test in English. A candidate will be considered to have qualified the test only, if he/she qualifies the test in both the languages. He/she will get provisional promotion after qualifying the test in Punjabi subject to availability of post on seniority cum merit and further subject to the condition that he/she shall have to qualify the test in English at the prescribed speed within a period of one-year from the date of his/her promotion and for this purpose three chances with an interval of approximately four months each, will be given. If he/she fails to qualify the English test within the period of one year, he/she will not be entitled to earn increment as a Jr. Scale Stenographer. During next two years, he/she will however, be given six chances more than an interval of approximately four months each to qualify the test in English. If he/she fails in those additional six chances also, he/she will be reverted as a steno typist and shall not be entitled to the benefit of increment (s) in the scale of Jr. Scale Stenographer on his/her passing the test in English in any of these</p>	<p>beheld by the Board or by the Appointing Authority as the speed specified by the Government from time to time; and (c) in English language stenography to be conducted by the Appointing Authority at a speed to be specified from time to time where Appointing Authority so directs; and (d) Possesses at least one hundred and two 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 Govt. recognized institution or a reputed institution, which is ISO 9001, certified</p> <p>OR</p> <p>Possesses Certification in use of Computers course equivalent to "O" Level certificate of</p>	<p>qualifications and experience prescribed for appointment by promotion</p>
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				<p>additional six chances, he/she would get the increment as Jr. Scale Stenographer from the date of passing the test in English. His/her final seniority as Jr. Scale Stenographer shall be determined after his/her clearing both the test in Punjabi and English languages.</p> <p>3. A Jr. Scale Stenographer who fails to clear the test in English language inspite of availing of this nine chances or more but not exceeding the period of probation of 3 years from the date of joining the post in the cadre, as per provision made under rules 7 and 8 of Punjab Civil Secretariat (State Services Class-III) Rules, 1976, and, is for that reasons reverted, shall lose his/her seniority in the cadre of Jr. Scale Stenographer.</p> <p>4. Govt after due consideration on merits of each case may, if it deems fit, allow the Jr. Scale Stenographer reverted as Steno-typist to take the next test (both in Punjabi and English) for the post of a Jr. Scale Stenographer, provided that a period of one year at least has elapsed between the date of his/her reversion and the date of his/her taking the subsequent test for the post of Jr. Scale Stenographer. If he/she qualifies in the next test in Punjabi, he/she will be promoted again as a Jr. Scale Stenographer and shall be assigned provisional seniority as such from the date of his/her re-promotion after passing the Punjabi test but shall be eligible for final seniority only after qualifying the test in English within a period of one year from the date of his/her re-promotion, for which three chances with an interval of approximately four months each will be given.</p> <p>5. Any such official who qualifies the test in Punjabi but again fails to qualify the test in English within the extended period of one year, in another three chances, will finally be reverted to the post of Steno-typist and shall in no case be given any further chance to take test for the post of Jr.</p>	<p>Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.</p>	
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					Scale Stenographer. 6. As the Steno-typist form a separate cadre, a Steno-typist who has qualified test both in Punjabi and English shall exercise in writing his/her final option for the cadre of Steno typists, thereby requesting for the termination of his/her lien from the cadre of Clerks/Assistants before he/she is actually promoted as a Jr. Scale Stenographer.		
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Proposed

**Schedule-III**

**Class-III (Technical)**

Sr. No	Designation of Post	Source of appointment				Qualification and Experience	
			Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1	2	3	4	5	6	7	8
1	Draftsman (Engineering Wing)	-	100 Percent	-	-	Diploma in Civil Engineering in First Division awarded by a State Board of Technical Education or any other Institution recognised by AICTE AND POSSESES. (i) At least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity Applications including	Should be holding an identical or similar post or should possess qualification and experience prescribed for Direct appointment.

					<p>specialized application software like AUTO-CAD etc.from a Govt. recognized Institution on a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>(ii) Certification in usage of Computers equivalent to 'O' level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India and has working knowledge in specialized application software like AUTO-CAD etc..</p> <p>Provided that Junior Draftsman who are already in service of PUDA shall be recruited to this service on preferential basis as and when they become eligible for promotion to the post as per the provision of PUDA Employees (Service) Regulations, 1999, i.e. twelve years of service as Junior Draftsman, which is being replaced by this Schedule.</p>	
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**PROPOSED SCHEDULE-III**

**(CLASS – 1 TECHNICAL)**

<b>Designation of post</b>	<b>Source of appointment</b>	<b>Qualification and experience</b>	
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	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Sub-Divisional Engineer (Hort)/Sub LandsScape Officer.	40%	60%	--	<p>a) From amongst the Junior Engineers (Hort)/Landscape Officers of the Authority, who have atleast ten years experience as such; and</p> <p>b) should have qualified the necessary departmental examination being conducted by the Public Works Department, Govt. of Punjab from time to time.</p> <p>Provided that the Junior Engineers (Hort.) who are to be considered for promotion within this financial year ending 2010-11 i.e. (till 31-3-2011) shall have to pass the requisite examination conducted by Public Works Department in two chances after their promotion as SDE (Hort.), failing which they shall be reverted to the post of Junior Engineer (Hort.) Two Chances shall the number of times the Departmental Examination is conducted by Public Works Department after 2010.</p>	<p>(i) Should be a graduate in Agriculture with specialiasation in Horticulture (in first division) OR Master's degree in Science in Horticulture including Floriculture and Aboriculture OR Master's degree in Botany with Horticulture as one of the subjects. From a recognised University/ Institution .</p>	Should be holding similar post or should possess qualification prescribed for appointment by direct recruitment.

**PROPOSED SCHEDULE-III**

**(CLASS – III TECHNICAL)**

**Proposed**

**Schedule-III**

**Class-III (Technical)**

Sr. No	Designation of Post	Source of appointment				Qualification and Experience	
			Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1	2	3	4	5	6	7	8
1	Draftsman (Architect Wing)	-	100 Percent	-	-	Diploma in Architecture in First Division awarded by a State Board of Technical Education or any other Institution recognized by AICTE AND POSSESES.	Should be holding an identical or similar post or should possess qualification and

					<p>(i) Atleast one hundred and twenty hours experience prescribed course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity Applications including specialized application software like AUTO- CAD etc.from a Govt. recognized Institution on a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>(ii) Certification in usage of Computers equivalent to 'O' level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India and has working knowledge in specialized application software like AUTO-CAD etc..</p> <p>Provided that Junior Draftsman who are already in service of PUDA shall be recruited to this service on preferential basis as and when they become eligible for promotion to the post as per the provision of PUDA Employees (Service) Regulations, 1999, i.e. twelve years of service as Junior Draftsman, which is being replaced by this Schedule.</p>	for Direct appointment.
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PROPOSED SCHEDULE-III

(CLASS – III TECHNICAL)

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Junior Engineer (Hort)	25%	75%	--	a) From amongst the Supervisors Horticulture, who have atleast 10+2 Educational Qualification and who possess a certificate in Gardening Training in Horticulture or in Agriculture from a recognised University/Institution and who have an experience of working as such for a minimum period of five years.	Should possess a degree in B.Sc. in Agriculture with Horticulture, as main subject from a recognised university/ Institution	Should be holding similar post or should possess qualification prescribed for appointment by direct recruitment.

Supervisor (Hort)	--	100%	--	--	Should possess at least 10+2 Educational Qualification and Certificate in Gardening Training in Horticulture or in Agriculture from a recognised University / Institution.	--
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**PUNJAB URBAN PLANNING & DEVELOPMENT  
AUTHORITY**

PUDA BHAWAN, SECTOR 62, S.A.S NAGAR (MOHALI)  
(ADMN. BRANCH)

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in it's 43<sup>rd</sup> meeting held on 3-1-2011 vide item No. 43.07 and 43.10 the educational qualification and experience for the post of Divisional Town Planner, Assistant Town Planner, Planning Officer, Landscape Architect, Traffic Expert and Cityscape Expert in Schedule III Group-A (Technical), Supervisor (Hort) Group-C (Technical) and Assistant Sub Inspector, Head Constable, Constable in Schedule III Group-C (General) is incorporated in the Punjab Urban Planning and Development Authority Employees (Service) Regulations-1999. Accordingly, amended schedule is attached.

Dated, Mohali  
28-01-2011

Sarjit Singh, IAS  
Chief Administrator.

Endst No: PUDA-Admn-EA-1/2011/2751-2790 Dated:3-2-2011

A copy of the above is forwarded to all the Heads of Branches/offices, PUDA for information and necessary action.

Administrative Officer,  
For Chief Administrator.

**SCHEDULE –III  
GROUP-A (TECHNICAL)**

Sr No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1	Divisional Town Planner	-	-	100%	-	-	Should be holding an identical or similar post in the Department of Town & Country Planning having qualifications and experience prescribed for appointment for the post of Divisional Town Planner in that department.
2	Assistant Town Planner	-	-	100%			Should be holding an identical or similar post in the Department of Town & Country Planning having qualifications and experience prescribed for appointment for the post of Assistant Town Planner in that department.
3	Planning Officer	-	-	100%	-	-	Should be holding an identical or similar post in the Department of Town & Country Planning having qualifications

							and experience prescribed for appointment for the post of Planning Officer in that department
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**SCHEDULE –III  
GROUP-C (GENERAL)**

Sr No	Designation of Post	Source of appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1	Assistant Sub Inspector	-	-	100%	-	-	Should be holding an identical or similar post in the Department of Police of Punjab having qualifications and experience prescribed for appointment for the post of Assistant Sub Inspector in that department.
2	Head Constable	-	-	100%			Should be holding an identical or similar post in the Department of Police of Punjab having qualifications and experience prescribed for appointment for the post of Head Constable in that department
3	Constable	-	-	100%	-	-	Should be holding an identical or

							similar post in the Department of Police of Punjab having qualifications and experience prescribed for appointment for the post of constable in that department
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**PROPOSED SCHEDULE-III**  
**(CLASS – 1 TECHNICAL)**

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Sub-Divisional Engineer (Hort)/Sub LandsScape Officer.	40%	60%	--	<p>a) From amongst the Junior Engineers (Hort)/Landscape Officers of the Authority, who have atleast ten years experience as such; and</p> <p>b) should have qualified the necessary departmental examination being conducted by the Public Works Department, Govt. of Punjab from time to time.</p> <p>Provided that the Junior Engineers (Hort.) who are to be considered for promotion within this financial year ending 2010-11 i.e. (till 31-3-2011) shall have to pass the requisite examination conducted by Public Works Department in two chances after their promotion as SDE (Hort.), failing which they shall be reverted to the post of Junior Engineer (Hort.) Two Chances shall the number of times the Departmental Examination is conducted by Public Works Department after 2010.</p>	<p>(i) Should be a graduate in Agriculture with specialisation in Horticulture (in first division) OR Master's degree in Science in Horticulture including Floriculture and Aboriculture OR Master's degree in Botany with Horticulture as one of the subjects. From a recognised University/ Institution .</p>	Should be holding similar post or should possess qualification prescribed for appointment by direct recruitment.

**PROPOSED SCHEDULE-III  
(CLASS – III TECHNICAL)**

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Junior Engineer (Hort)	25%	75%	--	a) From amongst the Supervisors Horticulture, who have at least 10+2 Educational Qualification and who possess a certificate in Gardening Training in Horticulture or in Agriculture from a recognised University/Institution and who have an experience of working as such for a minimum period of five years.	Should possess a degree in B.Sc. in Agriculture with Horticulture, as main subject from a recognised university/ Institution	Should be holding similar post or should possess qualification prescribed for appointment by direct recruitment.
Supervisor (Hort)	--	100%	--	--	Should possess at least 10+2 Educational Qualification and Certificate in Gardening Training in Horticulture or in	--

						Agriculture from a recognised University / Institution.	
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**PROPOSED SCHEDULE-III**

**(CLASS – 1 TECHNICAL)**

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Landscape Architect	-	On Contract Basis	--	--	Graduate in Architecture with two years specialisation (post graduate programme) in Landscape Architecture from a recognised University/ Institution.	--
Divisional Engineer (Hort)/Divisional Landscape Officer	100%		--	From amongst the Sub-Divisional Engineers (Hort)/Sub Divisional Landscape Officers of the Authority, who have atleast eight years experience as such.	--	Should be holding similar post.

**PROPOSED SCHEDULE-III**

**(CLASS – 1 TECHNICAL)**

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Traffic Expert	--	On Contract Basis	--	--	Post Graduate in Transport Planning/Traffic Engineering with minimum experience of 5 years in planning & designing of traffic management plans, geometric design of traffic junctions, other urban traffic solutions, etc. of Urban areas.  OR Bachelor in Town Planning/Civil Engineering with minimum 8 years	--



					experience in planning & designing of traffic management plans, geometric design of traffic junctions, other urban traffic solutions, etc. of Urban areas.	
Cityscape Expert	-	On Contract Basis	--	--	<p>1 Post Graduate in Urban Designing with minimum experience of 5 years in Urban Design projects.</p> <p style="text-align: center;">OR</p> <p>Bachelor of Architecture with minimum experience of 8 years in Urban Design Project.</p> <p>2 Experience in upgradation/beautification of Urban Streetscape</p>	--

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY**

PUDA BHAWAN SECTOR 62, SAS NAGAR (MOHALI)  
(Admn Branch)

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**OFFICE ORDER**

In its 45<sup>th</sup> meeting held on 23-09-2011 the authority, vide item No: 45.10 decided to amend the educational qualification and experience for post of Sub-Divisional Engineer (Civil/Public Health/Electrical/Mechanical/Building and Horticulture) Schedule III Group-A (Technical) is amended. Accordingly, the qualification has been amended in the schedule which is attached.

Dated, S.A.S. Nagar

A.S. Miglani, IAS  
Chief Administrator.

Endst. No: PUDA-Admn-EA-1/2011/26297-325

Dated 3-11-2011

A copy of the above alongwith annexure is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

Sd/-  
Administrative Officer (Admn.)  
For Chief Administrator

**SCHEDULE-III ( TECHNICAL)  
GROUP-A (TECHNICAL)**

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Sub Divisional Engineer (Civil)	55 percent	45 percent	-	<p>i) 34 percent posts from amongst Junior Engineers (Civil) who possess Diploma in Civil Engineering and who have an experience of working as such for a minimum period of ten years;</p> <p>ii) 14 percent from amongst the Junior Departmental Professional Engineers (Civil) who possess a Degree in Engineering in Civil or Degree of AMIE from a recognized University or Institution, and who have an experience of working as such for a minimum period of three years after obtaining the aforesaid Degree;</p> <p>iii) 7 percent posts from amongst the Circle Head Draftsmen and Divisional Head Draftsmen, who possess a Degree in Engineering in Civil or Degree of AMIE from a recognized University or Institution and who have an experience of working as such for a minimum period of two years; and</p> <p>b) should have qualified the departmental examination conducted by the Punjab PWD Department; Provided that persons who have been appointed as Junior Engineers/Draftsman prior to 5-10-2010 shall not be required to pass such departmental examination prior to consideration for promotion to the post of Sub Divisional Engineers. However, they shall have to qualify the departmental examination of Sub Divisional Engineer level to be conducted by the Pb. Public Works Department or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of promotion as Sub Divisional Engineer, failing which they shall be reverted to the post of Junior Engineer/Draftsman”.</p>	<p>Degree in Civil Engineering or equivalent qualification from a recognized University/ Institution and to pass examination to be conducted by the Punjab PWD or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of appointment, failing which action will be taken as per provisions made in the Service Regulations.</p>	<p>Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion .</p>

Note: In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i).

**SCHEDULE-III ( TECHNICAL)  
GROUP-A (TECHNICAL)**

Designation of post	Source of appointment			Qualification and experience		Deputation
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	
Sub Divisional Engineer (Electrical)	55 percent	45 percent	-	<p>i) 34 percent posts from amongst Junior Engineers (Electrical) who possess Diploma in (Electrical) Engineering and who have an experience of working as such for a minimum period of ten years;</p> <p>ii) 21 percent from amongst the Junior Engineers (Electrical) who possess a Degree in Engineering in (Electrical) or Degree of AMIE from a recognized University or Institution, and who have an experience of working as such for a minimum period of Two years after obtaining the aforesaid Degree; and</p> <p>b) should have qualified the departmental examination conducted by the Punjab PWD Department;</p> <p>Provided that persons who have been appointed as Junior Engineers prior to 5-10-2010 shall not be required to pass such departmental examination prior to consideration for promotion to the post of Sub Divisional Engineers. However, they shall have to qualify the departmental examination of Sub Divisional Engineer level to be conducted by the Pb. Public Works Department or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of promotion as Sub Divisional Engineer, failing which they shall be reverted to the post of Junior Engineer/Draftsman”.</p>	<p>Degree in (Electrical) Engineering or equivalent qualification from a recognized University/ Institution and to pass Departmental Professional examination to be conducted by the Punjab PWD or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of appointment, failing which action will be taken as per provisions made in the Service Regulations.</p>	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion .

Note: In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i)

SCHEDULE-III ( TECHNICAL)

GROUP-A (TECHNICAL

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Sub Divisional Engineer (Public Health )	55 percent	45 percent	-	<p>i) 34 percent posts from amongst Junior Engineers (Public Health) who possess Diploma in Civil Engineering and who have an experience of working as such for a minimum period of ten years;</p> <p>ii) 14 percent from amongst the Junior Engineers (Public Health) who possess a Degree in Engineering in Civil or Degree of AMIE from a recognised University or Institution, and who have an experience of working as such for a minimum period of three years after obtaining the aforesaid Degree;</p> <p>iii) 7 percent posts from amongst the Circle Head Draftsmen and Divisional Head Draftsmen, who possess a Degree in Engineering in Civil or Degree of AMIE from a recognized University or Institution and who have an experience of working as such for a minimum period of two years; and</p> <p>b) should have qualified the departmental examination conducted by the Punjab PWD Department;                      Provided that persons who have been appointed as Junior Engineers/Draftsman prior to 5-10-2010 shall not be required to pass such departmental examination prior to consideration for promotion to the post of Sub Divisional Engineers. However, they shall have to qualify the departmental examination of Sub Divisional Engineer level to be conducted by the Pb. Public Works Department or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of promotion as Sub Divisional Engineer, failing which they shall be reverted to the post of Junior Engineer/Draftsman”.</p>	<p>Degree in Civil Engineering or equivalent qualification from a recognized University/Institution and to pass Departmental Professional examination to be conducted by the Punjab PWD or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of appointment ,failing which action will be taken as per provisions made in the regulations.</p>	<p>Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion .</p>

Note:- In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i)

**SCHEDULE-III ( TECHNICAL)  
GROUP-A (TECHNICAL)**

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Sub Divisional Engineer (Mechanical)	55 percent	45 percent	-	<p>i) 34 percent posts from amongst Junior Engineers (Mechanical) who possess Diploma in (Mechanical) Engineering and who have an experience of working as such for a minimum period of ten years;</p> <p>ii) 14 percent from amongst the Junior Engineers(Mechanical) who possess a Degree in Engineering in Mechanical or Degree of AMIE from a recognized University or Institution, and who have an experience of working as such for a minimum period of two years after obtaining the aforesaid Degree;</p> <p>iii) 7 percent posts from amongst the Circle Head Draftsmen and Divisional Head Draftsmen, who possess a Degree in Engineering in (Mechanical) or Degree of AMIE from a recognized University or Institution and who have an experience of working as such for a minimum period of two years; and</p> <p>b) should have qualified the departmental examination conducted by the Punjab PWD Department; Provided that persons who have been appointed as Junior Engineers/Draftsman prior to 5-10-2010 shall not be required to pass such departmental examination prior to consideration for promotion to the post of Sub Divisional Engineers. However, they shall have to qualify the departmental examination of Sub Divisional Engineer level to be conducted by the Pb. Public Works Department or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of promotion as Sub Divisional Engineer, failing which they shall be reverted to the post of Junior Engineer/Draftsman”.</p>	Degree in (Mechanical) Engineering or equivalent qualification from a recognized University/Institution and to pass Departmental Professional examination to be conducted by the Punjab PWD or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of appointment, failing which action will be taken as per provisions made in the regulations.	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion.

Note: In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i)

**SCHEDULE-III ( TECHNICAL)  
GROUP-A (TECHNICAL**

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Sub Divisional Engineer (Horticulture)	40 percent	60 percent	-	<p>i) From amongst Junior Engineers (Horticulture)/ Landscape Officers of the Authority who have an experience of working as such for a minimum period of ten years; and</p> <p>ii) should have qualified the departmental examination conducted by the Punjab PWD Department; Provided that persons who have been appointed as Junior Engineers (Horticulture) prior to 5-10-2010 shall not be required to pass such departmental examination prior to consideration for promotion to the post of Sub Divisional Engineers. However, they shall have to qualify the departmental examination of Sub Divisional Engineer level to be conducted by the Pb. Public Works Department or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of promotion as Sub Divisional Engineer failing which they shall be reverted to the post of Junior Engineer.</p>	<p>Should be a graduate in agriculture with specialisation in Horticulture (in First Division) or</p> <p>Master's degree in Science in Horticulture including Floriculture and Aboriculture or</p> <p>Master degree in Botany with Horticulture as one of the subjects</p> <p>From a recognized University / Institutions :</p> <p>and to pass Departmental Professional examination to be conducted by the Punjab PWD or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of appointment, failing which action will be taken as per provisions made in the regulations.</p>	Should be holding an identical or similar post or should possess qualifications and experience prescribed for appointment by promotion .

Note: In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i)

**SCHEDULE-III ( TECHNICAL)  
GROUP-A (TECHNICAL**

Designation of post	Source of appointment			Qualification and experience		
	Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
Sub-Divisional Engineer (Building)	100 percent	-	-	From amongst the Junior Engineers (Building) of the Authority with Diploma in Civil Engineering with at least ten years experience as Junior Engineer (Building) and should have passed the Departmental professional examination conducted by the Punjab PWD/departmental examination as specified in regulation 17. Provided that persons who have been appointed as Junior Engineers (Horticulture) prior to 5-10-2010 shall not be required to pass such departmental examination prior to consideration for promotion to the post of Sub Divisional Engineers. However, they shall have to qualify the departmental examination of Sub Divisional Engineer level to be conducted by the Pb. Public Works Department or PUDA as may be decided by the appointing authority, within a period of 2 ½ years from the date of promotion as Sub Divisional Engineer failing which they shall be reverted to the post of Junior Engineer.		Should be holding an identical post.

Note: In case the eligible candidates are not available for promotion in category (ii) then these vacancies will be filled up from amongst the candidates in category (i)



**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY**

PUDA BHAWAN SECTOR 62, SAS NAGAR (MOHALI)

(Admn Branch)

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 45<sup>th</sup> meeting held on 23-09-2011 vide item No: 45.05 the post of Assistant General Manager (HR) which was earlier sanctioned to be filled on contract basis is hereby sanctioned in the regular pay band of Rs. 15600-39100+6600 (Grade Pay). Consequently one post of Assistant Manager which was in the pay band of Rs. 10300-34800+5000 (Grade Pay) is abolished.

The qualification & experience for promotion to the post of Assistant General Manager (HR) is hereby incorporated in Schedule-III (Group-A) (General) of the Punjab Urban Planning & Development Authority, 1999. The amended schedule of the said regulations is enclosed herewith.

Dated, S.A.S. Nagar

A.S. Miglani, IAS  
Chief Administrator.

Endst. No: PUDA-Admn-EA-1/2011/26326-55

Dated 3-11-2011

A copy of the above alongwith annexure is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

Sd/-  
Administrative Officer (Admn.)  
For Chief Administrator

**SCHEDULE-III**

**GROUP-A (GENERAL)**

Sr.No.	Designation of post	Source of appointment			Qualification and experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	Assistant General Manager (HR)	100 percent			From amongst the Asstt. Manager of the Authority having atleast 5 years experience as such. MBA in Human Resources Management . OR Masters of Personnel Management & Industrial Relation or equivalent Post Graduate Qualification in 1 <sup>st</sup> Division from a recognized University.		Should be holding an identical or similar post or should possess qualification and experience prescribed by promotion if suitable persons by promotion are not available.

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY**

PUDA BHAWAN SECTOR 62, SAS NAGAR (MOHALI)

(Admn Branch)

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**OFFICE ORDER**

In pursuance of the decision of the Authority taken in its 46<sup>th</sup> meeting held on 31-10-2011 vide item No: 46.11, the Schedule III Group-C (General) of Punjab Urban Planning & Development Authority employees (Service) Regulations, 1999 for the promotion to the post of Driver is hereby amended. The amended schedule is attached below.

Dated, S.A.S. Nagar  
November 2011.

A.S. Miglani, IAS  
Chief Administrator.

Endst. No: PUDA-Admn-EA-1/2011/28651-90

Dated 1-12-2011

A copy of the above is forwarded to all the Heads of Branches/Offices, PUDA for information and necessary action.

Sd/-  
Administrative Officer (Estt.)  
For Chief Administrator

**SCHEDULE-III**

**GROUP-C (GENERAL)**

Sr.No.	Designation of post	Source of appointment			Qualification and experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
	Driver	25 percent	75 percent	-	i) From amongst cleaners of the Authority with having driving licence of light or heavy Vehicles as per requirement of the job and passed the Middle Examination with Punjabi as one of the subject and should have passed driving test held by the appointing Authority and four years experience as cleaner of 20 years service as Cleaner with required Driving Licence ii) In case of shortfall in availability of candidates from (i) From amongst regular work-charged employee or other regular Chowkidar/Peons of the Authority with at least 10 years of regular services and having a driving licence of light or heavy vehicles as well as working knowledge of Punjabi and should have passed driving test held by the competent Authority.	Should possess driving licence of light or Heavy Vehicles as per requirement of the job and Matriculation or equivalent qualification and should have passed driving test held by the Appointing Authority.	Should be holding an identical post under the State Government or should possess qualification prescribed for direct recruitment or by promotion.

PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY  
PUDA BHAWAN SECTOR 62, **SAS NAGAR** (MOHALI)  
(Admn Branch)

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OFFICE ORDER

In pursuance of the decision of the Authority taken in its 47<sup>th</sup> meeting held on 17-12-2011 vide item No. 47.14, the Schedule-III, Group-A (General) of Punjab Urban Planning & Development Authority employees (Service) Regulations, 1999 for promotion to the post of Chief Accounts Officer is hereby amended. The amended schedule is attached.

Dated, SAS Nagar.  
28<sup>th</sup> March, 2012

Arunjit Singh Miglani, IAS,  
Chief Administrator.

Endst. No PUDA-Admn-EA-1-2012/7371-7411

Dated:30-3-2012

A copy of the above is forwarded to all the Head of Branches/ Offices, PUDA for information and necessary action.

Sd/-  
Administrative Officer (Esstt.)  
For Chief Administrator.

**SCHEDULE –III (GENERAL)  
GROUP-A (GENERAL)**

Sr No	Designation of Post	Source of Appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
7.	Chief Accounts Officer	100%	-	-	From amongst the Senior Accounts Officers of the Authority having at least three years experience as such.	-	In case of non-availability of candidates for promotion, then From amongst the Asstt. Directors/Joint controllers of the Deptt. of Finance of the Govt. of Punjab or holding and equivalent or similar post in the deptt. of the Govt. of Punjab, or from amongst IA&AS Officers of Central Govt. not below the rank of Deputy Accountant General