
PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF COOPERATION
NOTIFICATION

The 21st March, 2016

No.G.S.R.29/ Const./Art.309/2016:- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Service of persons appointed to the Punjab Cooperative (Group-B) Service, namely:-

RULES

1. Short title, commencement and application.- (1) These rules may be called the Punjab Cooperative (Group-B) Service Rules, 2016.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A.'

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

(a) "Appendix" means an Appendix appended to these rules;

(b) "Government" means the Government of the State of Punjab in the Department of Cooperation;

(c) "Registrar" means the Registrar, Cooperative Societies, Punjab; and

(d) "Service" means the Punjab Cooperative (Group 'B') Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.-The Service shall comprise of the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to add to or to reduce the number of such posts or to create new posts whether, permanently or temporarily with different designations and scales of pay.

4. Appointing authority.- All Appointments to the Service shall be made by the Government.

5. Method of appointment, qualifications and experience.- (1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment by direct appointment or by promotion, then appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or the Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualifications and experience, as specified against that post in Appendix 'B.'

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

6. Training and Departmental Examinations (Applicable only in the case of Assistant Registrar, Cooperative Societies).- (I) A candidate selected by direct appointment to the Service shall undergo in-service training for a minimum period of nine months on being appointed to the Service and shall pass such departmental examinations, as may be specified by the Government from time to time.

(2) The period of training shall be counted towards service for all intents and purposes.

(3) Notwithstanding anything contained in sub rule, (I) every person directly appointed or promoted as Assistant Registrar, Cooperative Societies, unless exempted by the Government, shall pass the departmental examinations in Accounts and the Punjab Cooperative Societies Act, 1961 in accordance with the syllabus, as may be specified by the Government from time to time.

(4) A member of the Service shall have to pass the examination as per the provisions laid down in the The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

7. Training and Departmental Examinations (Applicable only in the case of Inspectors Cooperative Societies).- (I) Every newly appointed Inspector, Cooperative Societies shall have to undergo in-service training, as may specified

by the government from time to time.

(2) Inspectors, Cooperative Societies, shall have to pass the departmental examinations and if they qualify, they shall not be required to qualify again after their promotion.

8. Pay of the members of the Service.- The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present in force, in respect of the members of the Service are given in Appendix 'A'.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'C'.

10 Discipline, punishment and appeal.- (1) In the matter of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Government.

11. Repeal and saving.-The Punjab State Cooperative Service (Class-II), Rules, 1958, the Punjab Cooperative Department (State Service) Class III Rules, 1978 and the Punjab Cooperative Department Service, (Ministerial) (State Service, Class III) Rules, 1966, in so far as these are applicable to the members of the Service are hereby repealed:

Provided that any order issued or any action taken under the provisions of the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

12. Interpretation. - If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX "A"

(See rule 1(3), 3 and 8)

Serial No	Designation of the Post	Number of Posts			Scale with Grade Pay (in rupees)
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Assistant Registrar, Cooperative Societies	83	-	83	10300-34800+5000
2.	Superintendent Grade-II	65	-	65	10300-34800+4800
3.	Personal Assistant	01	-	01	10300-34800+4800
4.	Senior Assistant	170	-	170	10300-34800+4400
5.	Senior Scale Stenographer	05	-	05	10300-34800+4400
6.	Inspector, Cooperative Societies.	835	-	835	10300-34800+4200

APPENDIX 'B'

(See rule 5)

Serial No.	Designation of the post	Percentage of appointment by		Qualifications and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1.	Assistant Registrar, Cooperative Societies.	Thirty three percent	Sixty seven percent	(i) Should possess a Bachelor's degree or equivalent in any stream from a recognized university or institution; and (ii) Should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language.	From amongst the Inspectors, Cooperative Societies who have an experience of working as such for a minimum period of seven years.
2.	Superintendent - Grade-II	-	Hundred percent	-	From amongst the Senior Assistants and Senior Scale Stenographers who have an experience of working as such for a minimum period of eight years. Note:- In case of Senior Scale Stenographer, he/she shall have to work as Senior Assistant for a minimum period of two years on an existing vacancy, or by sharing the work of a Senior Assistant .
3.	Personal Assistant	-	Hundred percent	-	From amongst the Senior Scale Stenographers who have an experience of working as such for a minimum period of five years.
4.	Senior Assistant	Twenty five percent	Seventy five percent	As specified in the Punjab Civil Services (General and Common	From amongst the clerks, working under the control of Registrar, who

				Conditions of Service) Rules, 1994 for the post of Senior Assistant .	have an experience of working as such for a minimum period of five years.
5.	Senior Scale Stenographer	Twenty five percent	Seventy five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 for the post of Senior Scale Stenographer.	<p>i) From amongst the Junior Scale Stenographers, working under the control of Registrar, who have an experience of working as such for a minimum period of one year:</p> <p>Provided that if a Junior Scale Stenographer is not available then from amongst the Steno Typists, working under the control of Registrar, who have an experience of working as such for a minimum period of five years; and</p> <p>(ii) qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p>

(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

6	Inspector, Cooperative Societies	Ninety five percent	Five Percent	<p>(i) Should possess a Bachelor's degree or equivalent in any stream with minimum sixty percent marks from a recognized university or institution. Graduation with 60% marks in any stream;</p> <p>(ii) Should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language; and</p> <p>(iii) Should have passed a Computer Course of at least one hundred and twenty hours with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop Publishing applications from a Government recognized institution or reputed institution, which is ISO 9001 certified:</p> <p>Provided that if similar course was a part of the curriculum in the Degree Course and the candidate has passed the said course as a subject in his Degree class then the condition of his having passed the above said computer course shall not apply.</p>	<p>From amongst the Junior Assistants working under the control of Registrar who fulfill the required educational qualifications specified for the post of Inspector, Cooperative Societies and have an experience of working as such for a minimum period of three years: Provided that a Junior Assistant who has been promoted as Inspector Cooperative Societies shall not be allowed to go back to his parent cadre.</p>
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