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GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION AND INFORMATION DEPARTMENT
NOTIFICATION

The 20th February 1979

No. SORIII-1-42/76—In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules, namely:—

1. These rules may be called 'The Punjab Forest Department (Ministerial/Executive Posts) Recruitment Rules, 1979.
2. They shall come into force at once.
3. The method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts shall be as given in the schedule annexed.

By order of the Governor of the Punjab

S. K. MAHMUD

Additional Chief Secretary.

(1251)

Price : 13 Paise

SCHEDULE

Name of the Department.	Functional Unit.	Name of the Post.	Appointing Authority.	MINIMUM QUALIFICATIONS FOR APPOINTMENT BY			Method of recruitment	AGE FOR INITIAL RECRUITMENT		Examination/ Training and other conditions required for confirmation
				Initial recruitment or transfer.	Promotion			Min. years.	Max. years.	
1	2	3	4	5	6	7	8	9	10	
Forestry and Wildlife.	Forestry (Ministerial)	1. Budget and Accounts Officer.	Government.	By promotion from amongst Assistant Accounts Officers in the Office of Chief Conservator of Forests having passed S.A.S. Examination with at least 7 years experience as such.
		2. Assistant Statistical Officer.	Do	(i) Master's Degree in Statistics or Commerce or Mathematics or Economics with Statistics from a recognized University, and (ii) Must qualify statistical aptitude test prescribed by the Department.	By initial recruitment.	21	28	-
		3. Assistant Accounts Officer.	Do	By promotion from amongst Administrative Officer, if no Administrative Officer is found suitable then from amongst the Senior Superintendents, Senior Auditors, Circle Accountants with 3 years experience as such and five years experience after the Forest Accounts Examination Prescribed by the Department having been passed.
		4. Administrative Officer	Do,	By promotion from amongst Senior Superintendents/Senior Auditors/Circle Accountants with atleast 3 years experience as such.
		5. Senior Superintendent/Senior Auditor/Circle Accountant.	Chief Conservator of Forests.	By Promotion from amongst Junior Superintendents with atleast 3 years experience as such and 5 years experience in Forest Accounts, after the Forest Accounts Examination prescribed by the Department having been passed.	..	-	-
		6. Junior Superintendent.	Ditto.	By promotion from amongst Assistants in the Forest Department with 5 years experience as such and 2 years experience in Forest Accounts and departmental examination prescribed by the Department having been passed.	Superintendent Examination.

7. Assistant	Chief Conservator of Forest in HQ's Office/ Conservator of Forests in Circle concerned/Budget and Accounts Office: in Budget and Accounts Office.		-	By Promotion from amongst the Junior & Senior Clerks in respective functional unit with 3 years experience as such and Senior Clerks Examination having been passed.			Assistant's Examination:
8. Junior Auditor	Budget and Accounts Officer.		..	By promotion from amongst the Senior Clerks in the Forest Department with 3 year experience in Forest Accounts having been passed Senior Clerks Examination.	..	-	..
9. Senior Clerk.	Chief Conservator of Forests in HQ's Office/ Conservator of Forests in Circle concerned/ Budget & Accounts Officer in Budget & Accounts Office.		..	By Promotion from amongst the Junior Clerks with atleast 2 years experience as such in respective functional unit.	..	-	Senior Clerk's Examination.
10. Junior Clerk.	Chief Conservator of Forests in HQ's Office/Conservator in Circle concerned/ Divisional Forests Officer in Divisional Offices/Manager Jallo Rosin Factory/ Principal concerned/ Budget and Accounts Officer in case of Manager's Office, Forest Schools and Budget & Accounts Office respectively.	(i) Matriculation or equivalent qualification from a recognized University or Board; and (ii) A speed of 25 w.p.m. in typing	..	By initial recruitment.	18	25	Junior Clerks Examination.
11. Senior Scale Stenographer.	Chief Conservator of Forests.	..	-	By promotion from amongst Stenographers in the Punjab Forests Department with 3 years experience as such.
12. Stenographer.	Chief Conservator of Forests in HQ's Office/Conservator of Forests in Circle concerned/Budget & Accounts Officer in Budget & Accounts Office.	By promotion from amongst Stenotypists with a minimum speed of (a) 100 w.p.m. in shorthand and in English and (b) 40 w.p.m. in typewriting.

Name of the Department.	Functional Unit.	Name of the post	Appointing Authority.	MINIMUM QUALIFICATIONS FOR APPOINTMENT BY		Method of recruitment	AGE FOR INITIAL RECRUITMENT		Examination/ Training and other conditions required for confirmation.
				Initial recruitment or transfer.	Promotion		Minimum years.	Maximum years.	
1	2	3	4	5	6	7	8	9	10
		13. Stenotypist.	Conservator of Forests in Circle Concerned/Budget & Accounts Officer in Budget & Accounts Office/Chief Conservator of Forests in H. Q's Office.	(i) Matriculation or equivalent qualification from a recognized University or Board; and (ii) A speed of 80 w.p.m. in Shorthand in English; and 35 w.p.m. in typewriting.	..	By initial recruitment	18	25	..
		14. Head Draftsman	Chief Conservator of Forests.	By promotion from amongst Draftsmen in Forests Department with 5 years experience as such.
		15. Draftsman.	Chief Conservator of Forests in HQ's Office and Conservator of Forests in Circle concerned.	Diploma or Certificate in Draftsmanship from a recognized Institute.	..	(i) 80 % by initial recruitment; and (ii) 20% by promotion from amongst Tracers with 5 years experience as such.	18	25	..
		16. Tracer. . .	Chief Conservator, of Forests in HQ's Office/Conservator of Forests in Circle concerned/Divisional Forests Officer in Divisional Office.	Matriculation with Drawing as one of the Subjects from a recognized University or Board.	..	By initial recruitment	18	25	..
		17. Commercial Accountant.	Chief Conservator of Forests.	B.Com. or S.A.S.	..	By initial recruitment or by transfer	20	26	
		18. Curators . .	Conservator of Forests concerned.	Matriculation with Science having 3 years, experience of handling mathematical instruments and other stores in a College/Institute and having sufficient experience to operate 16 M.M. Film Projector.	-	By initial recruitment	18	25	

19	Librarian	Do.	(i) Intermediate or an equivalent qualification from a recognized Board. (ii) Certificate in Library Science from a recognized Institute.	--	By initial recruitment	18	25	
20.	Operator Stencil Scanner.	Do.	--	..	By promotion from amongst peons who are middle pass and having experience to operate the duplicator and electronic stencil scanner.	
21.	Dafti	Administrative Officer in HQ's Office/Conservator of Forests in Circle concerned.	--	..	By promotion from amongst peons who are middle pass and having experience to operate duplicator.	
22.	Peon	Administrative Officer in HQ's Office/Conservator of Forests in Circle concerned/Divisional Forests Officer in Divisional Office/Principal in Forests School/Budget & Accounts Officer in Budget and Accounts Office/Manager Jallo Rosin Factory in his Office.	Should be literate.	..	By initial recruitment	18	25	..
23.	Chowkidar	Ditto.	--	..	Ditto.	13	35	..
24.	Mali	Ditto.	Experience in gardening	..	Ditto.	13	35	..
25.	Dak Runner	Ditto.	Literate Should know cycling.	..	Ditto.	18	25	..
26	Sweeper	Ditto.	Ditto.	18	35	..
Forestry (Executive) 33	Forest Ranger. (NPS 16)	Government	Degree in Forestry from a recognized University/Forest Institute.	..	Ditto. Note—Persons possessing the qualification of F.Sc. (2nd Division) and between the age of 18 to 23 years shall be selected as <i>pendiary</i> candidates and will be appointed <i>to the</i> post after they obtain Bachelor's Degree in Forestry.	20	25	Departmental Examination in:— (i) Forest Law (ii) Procedure & Accounts

Name of the Department	Functional Unit	Name of the post	Appointing Authority	MINIMUM QUALIFICATIONS FOR APPOINTMENT BY		Method of recruitment	AGE FOR INITIAL RECRUITMENT		Examinative Training and other conditions required for confirmation	
				Initial recruitment or transfer	Promotion		Min. years	Max. years		
1	2	3	4	5	6	7	8	9	10	
		28. Forest Ranger (NPS-II)	Conservator of Forests.	By promotion from amongst the existing Deputy Rangers/Foresters with 10 years experience as such.	Departmental examination in (i) Forest law (ii) procedure Accounts	
		34 29. Forester	Divisional Forest Officer concerned.	(i) Matriculation (2nd Division) from a recognized University or Board; and (ii) Certificate of completing one year training course successfully from a recognized Forest School	..	(i) 50% by initial recruitment; and (ii) *50% by promotion from among Forest Guards with 5 years experience as such in the respective functional unit.	19	26	Do.	
	Forestry (Ex-emption)	35 30. Public Relations Officer.	Government.	(i) Degree from a recognised University with 3 years experience with a New Agency or a Government Department as a Journalist or of publicity in a Government Department or an Autonomous Body. or (ii) Master's Degree in Journalism, with one year experience in publicity in a Government Department or Autonomous Body or Newspaper or News Agency as a Journalist.	..	By initial recruitment; or by transfer	..	21	35	..

36	31. Publicity Supervisor of Forests.		(i) Matriculation from a recognized University or Board; and (ii) Five years experience of working in an organization concerned with publicity/public relations.	..	By initial recruitment	..	20	30	
37	32. Movie Camera-man. Conservator of forests.		(i) Intermediate from a recognized University or Board; (ii) Three years experience in indoor and outdoor cinematography; and (iii) Knowledge of technical processes used for documentary films.	..	By initial recruitment	..	21	26	..
38	33. Technical writer.	Ditto	(i) Graduate in Arts or Science in Radio Journalism; and (ii) Good Knowledge of rural life.	..	Ditto	..	20	30	..
39	34. Sound Recordist.	Ditto.	(i) Matriculation from a recognized University or Board and (ii) Three years practical experience in handling sound recording apparatus.	..	Ditto	..	19	26	..
40	35. Artist.	Ditto.	(i) Matriculation from a recognized University or Board; and (ii) Five years experience in designing	..	Ditto	..	21	26	..
41	36. Assistant Printer.	Ditto.	(i) Matriculation from a recognized University or Board; and (ii) Diploma/ Certificate of printing from a recognized Institute or 3 years practical experience in printing.	..	Ditto	..	19	26	..

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				Initial recruitment or transfer	Promotion	Method of recruitment	Min. years	Max. years	Examination and other conditions required for confirmation	
1	2	3	4	5	6	7	8	9	10	
		42 37. Photographer	Conservator of Forests.	(i) Matriculation or an equivalent qualification from a recognized University or Board and (ii) Five years experience in still Photography and developing printing etc.	--	By initial recruitment	..	20	30	..
		43 38. Projectionist.	Ditto	(i) Matriculation or an equivalent qualification from a recognized University or Board; and (ii) Five years experience in operating films Project or of all kinds.	--	Ditto	20	25	..	
		44 39. Library Assistant.	Ditto	(i) Matriculation or an equivalent qualification from a recognized University Board; and (ii) One year practical experience maintaining reference books, press clippings and publicity material.	..	Ditto	..	18	25	..

415	40. Calligraphist.	Divisional Forest Officer.	(i) Matriculation or an equivalent qualification from a recognized University or Board; and (ii) Experience of vandyke and off set caligraphy.	..	By initial recruitment	..	18	25	..
416	41. Dark Room Assistant.	Ditto.	(i) Matriculation or an equivalent qualification from a recognized University or Board; and (ii) One year practical knowledge of photography and development and of printing film: or Middle pass with 3 years experience of Photography and developing and printing films.	..	Ditto	..	18	25	..