**APPENDIX ‘A’**

**METHOD OF RECRUITMENT AND PERCENTAGE OF VACANCIES**

Particulars of the Post

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of the Post | No. of Posts | Existing Pay Scale | Grade Pay | By Promotion | Direct | Seniority/ Fitness | Educational and Other Qualifications for Direct Recruitment | Method of Recruitment | Period of Probation | | |
| Direct Recruitment | | Promotion |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 |
| 1. | Secretary | 01 | 15,600-39,100 | 8400 | Deputy Secretary in Red Cross for five years | On tenure basis | Seniority-cum-merit for promotion | Minimum experience 20 years as Group ‘A’ Officer or equivalent status. The Secretary will be appointed on tenure basis initially for 3 years which is likely to be extended for another term maximum upto the age of 70 years, if work and conduct of the officer found satisfactory. | Selection by President on the recommendation of the Vice- Chairman | NA | | One year |
| 2. | Deputy Secretary | 02 | 10,300- 34,800 | 5400 | One by promotion amongst Accounts Officer, Senior Field Officer and Supdt. Grade I having 8 years experience as such and having proficiency in English both in writing and spoken to be adjudged by the Departmental Promotion Committee  OR from amongst Publicity Officer, State Training Supervisor, Field Officer, Superintendents and Social Welfare Officer having 10 years experience as such on inter- se-seniority having proficiency in English both in writing and speaking to be adjudged for by the Departmental Promotion Committee.  (Auth: Amended vide Agenda Item No. 4 (i) of Managing Body Meeting held on 11th April 2013) | One post will be filled on contract basis | Seniority-cum-merit for promotion |  | Selection post D.P.C. will consist of :-   1. D.H.S. as Vice Chairman   2,. Secretary  3. Nominee of the Chairman of the Finance Committee. | NA | | One year |
| 3. | Senior Field Officer | 01 | 10,300-34,800 | 5000 | By promotion | - | From amongst Field Officer, Social Welfare Officer, Publicity Officer and Superintendents on the basis of inter-se seniority and having practical experience of 3 years on the respective post. | NA | Selection post DPC will consist of :-  i Secretary  ii Dy. Secy.  iii Nominee of D.H.S. as Vice- Chairman not below the rank of Dy. Director. | NA | | One Year |
| Sr. No. | Name of the Post | No. of Posts | Existing Pay Scale | Grade Pay | By Promotion | Direct | Seniority/ Fitness | Educational and Other Qualifications for Direct Recruitment | Method of Recruitment | Period of Probation | | |
| Direct Recruitment | Promotion | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 4. | Accounts Officer | 01 | 10,300-34,800 | 5000 | By promotion | - | From amongst Field Officer, Social Welfare Officer, Publicity Officer, State Training Supervisor and Superintendents on the basis of inter-se seniority and having practical experience of 3 years on the respective post. | NA | -do- | NA | One year | |
| 5. | Supdt. Grade - I | 02 | 10,300-34,800 | 5000 | By promotion | - | Supdt. Grade – I may be promoted out of Supdt. Grade – II as per seniority | NA | -do- | NA | One year | |
| 6. | Social Welfare Officer | 01 | 10,300-34,800 | 4800 | By Promotion | - | From amongst Senior Assistant and Senior Scale Stenographer (designated Personal Assistant) having 8 years experience as such. (Auth: Amended vide Agenda Item No. 4 (ii) of Managing Body Meeting held on 11th April 2013) | NA | -do- | NA | One year | |
| 7. | Publicity Officer | 01 | 10,300-34,800 | 4800 | By promotion | - | -do- | NA | -do- | NA | One year | |
| 8. | Field Officer | 01 | 10,300-34,800 | 4800 | By promotion | - | -do- | NA | -do- | NA | One year | |
| 9. | Supdt. Grade - II | 02 | 10,300-34,800 | 4800 | By promotion | - | -do- | NA | -do- | NA | One year | |
| 10. | State Training Supervisor | 01 | 10,300-34,800 | 4800 | By promotion | - | 10 years experience as Assistant Training Supervisor | NA | -do- | NA | One year | |
| 11. | Assistant Training Supervisor (General) | 01 (on contract) | 10,300-34,800 | 4400 | - | Direct (on contract) | - | B.Sc Medical, B.Ed holding certificate of First Aid and Home Nursing with 5 years experience | Selection by the DPC consisting of  i Secy.  ii Dy. Secy.  iii A.O. | NA | NA | |
| 12. | Senior Scale Stenographer | 01 | 10,300-34,800 | 4400 | By promotion  OR  Direct Recruitment | Direct Recruitment | Clerks/Jr. Assistant having knowledge of Punjabi upto Matric and Shorthand speed 100 w.p.m. in English and Punjabi and transcription in typing 45 w.p.m. in English and 25 w.p.m. in Punjabi | Graduate with knowledge of Punjabi upto Matric and Shorthand speed 100 w.p.m. in English and Punjabi and transcription in typing 45 w.p.m. in English and 25 w.p.m. in Punjabi | -do- | Two years | One year | |
| 13. | Senior Assistant | 06 | 10,300-34,800 | 4400 | 75% by promotion (5) | 25% direct (1) | 5 years experience as Clerk and Jr. Assistants taken together | Graduate. Typing in Punjabi and English 40 w.p.m. having experience of 10 years in office work. | Selection by the D.P.C. consisting of :-  i Secy.  ii Dy. Secy.  iii A.O. | Two years | One year | |
| 14. | Junior Assistant | 05 | 10,300-34,800 | 3600 | By Placement | - | 50% from amongst Clerks having 5 years experience as such, according to Punjab Govt. Policy. | By Placement | -do- | NA | NA | |
| Sr. No. | Name of the Post | No. of Posts | Existing Pay Scale | Grade Pay | By Promotion | Direct | Seniority/ Fitness | Educational and Other Qualifications for Direct Recruitment | Method of Recruitment | Period of Probation | | |
| Direct Recruitment | Promotion | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 15. | Clerk | 10 (5 on regular basis and 5 on contract basis) | 10,300-34,800 | 3200 | 25% of total posts of Clerks from amongst Class IV matriculate employees having knowledge of Punjabi upto matric level, typing speed 30 w.p.m. in Punjabi and five years experience as such. | 75 % direct | NA | Graduate having knowledge of Punjabi upto Matric-typing speed 30 w.p.m. in Punjabi and 40 w.p.m. in English and possesses atleast one hundred and twenty hours course with hands on computer experience in the use of Personal Computer of Information Technology, in office productivity applications or Desktop Publishing applications from a recognized institution or a reputed institution, which is ISO 9001, certified. OR Possesses a Computer Information Technology course equivalent to ‘O’ LEVEL certificate of Department of Electronics Accreditation of Computer Course (DOEAC) of Government of India. (Auth: Amended vide Agenda Item No. 4 (iii) of Managing Body Meeting held on 11th April 2013) | Selection by the D.P.C. consisting of :-  i Secy.  ii Dy. Secy.  iii A.O | Two years | One year | |
| 16. | Driver | 11  (Two posts on regular basis and nine posts to be filled on contract basis) | 5910-20200 | 2400 | NA | Direct | NA | Matric with valid Car and Heavy driving license with five years experience with endorsement to drive a paid vehicle. | -do- | Two years | NA | |
| 17. | Restorer | 01 | 4900-10680 | 1800 | By promotion | NA | The person should be efficient and capable of dealing with bank transactions from amongst Peons. | - | -do- | NA | One Year | |
| 18. | Jamadar | 01 | 4900-10680 | 1800 | By promotion | NA | -do- | NA | -do- | NA | One year | |
| 19. | Peon | 12 (Six on permanent basis and six on contractual basis) | 4900-10680 | 1650 | NA | Direct | - | - | -do- | One year | NA | |
| 20. | Sweeper | 01 (On Contract) | Consolidated salary as fixed by the Society from time to time | - | - | Direct on contract | - | - | -- | - | - | |
| 21. | Mali | 01 (On contract) | -do- | - | - | Direct on contract | - | - | - | - | - | |

**APPENDIX ‘B’** **(SEE RULE 13)**

**INDIAN RED CROSS SOCIETY, PUNJAB STATE BRANCH AND ITS ALLIED BODIES**

**RULES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the post** | **Nature of Penalty or Order** | **Authority empowered to impose penalty or pass order as per the Punjab Civil Services (Punishment & Appeal) Rules, 1970 as adopted by the Society** | **Appellate Authority** |
| **1** | **2** | **3** | **4** |
| Driver, Peon, Safai Karamchari, Mali, Clerks, Assistant etc. and Officers. | All major and minor punishments | Secretary | Vice- Chairman |
| For Deputy Secretary | All major and minor punishments | Vice- Chairman | President |

**(Authority : Amended vide Agenda Item No. 4 (iv) of Managing Body Meeting held on 11th April 2013)**

Note : Any typographical error is subject to rectification.