

**PUNJAB SCHEDULED CASTES LAND DEV. & FINANCE CORPORATION
CHANDIGARH**

(Annexure – A)

Sr. No	Name of the post / Pay Scale	Prescribed Qualification for direct recruitment/ Mode of recruitment
1	Executive Director	On Deputation from Punjab Government
2	Secretary	On Deputation from Punjab Government
3	General Manager (Planning/Monitoring) Level-21	By Direct recruitment 1st class post graduation in Economics / Math /Agr. Eco. /Statistics or Commerce with 5 years experience in the field on survey / planning / Monitoring or 1st class graduate with 10 years experience in above field. 2.By promotion from statistical officer with 04 years of experience . 3. On deputation an officer with similar qualification as in direct recruitment in the same pay scale.
4	Chief Accounts Officer Level-17	Punjab SAS on deputation amongst DCFA from FD Punjab Govt. or by promotion amongst Accounts officers having experience of minimum 05 years.
4A	Chief Accounts Officer (Recovery) Level-17	By promotion from amongst Accounts Officers having experience of minimum 04 as such.
5	Administrative Officer Level-16	By Promotion amongst senior most Dy. Administrative Officer with 'Good' to 'Very Good' record of service.
6	Accounts Officer Level-16	By direct recruitment S.A.S. having 7 years experience as Accountant / Section Officer or CA/ ICWA with 3 years experience after qualification as such. or By Promotion amongst section officers having 05 years experience or By deputation amongst ACFA from FD, Govt. of Punjab.
7	Deputy Administrative officer Level-12	To be promoted from amongst senior most District Manager with 'Good' to 'Very Good' record of service.
8	District Manager Level-12	60% by Promotion from amongst the senior most Assistant / Assistant District Managers / Accounts Assistant / Internal Auditors with 'Good' to 'Very Good' record of service with 04 year experience and 40% By direct recruitment with qualification of post graduate in 1st division.
9	Statistical officer Level-13	By direct recruitment with qualification of 1st class post graduation in Economics / Statistics with 2 years experience of working in statistical field in any Govt. / Semi Govt. organisation and having working knowledge of Computer. or By Promotion or amongst statistical Assistant with 04 years experience or By deputation from any govt. organisation in the same pay scale amongst statistical Assistant having 5 years of experience.

10	Section Officer Level-13	1. By direct recruitment / S.A.S having 3 years experience or Commerce graduate with SAS / CA / C.S. Part-1 with 3 years experience as Accountant / Auditor 2. By promotion amongst internal auditor or accounts assistant having qualification of commerce graduate with 04 years experience. 3. By deputation from F.D. out of section officers.
11	Private Secretary Level-16	By promotion amongst Personal Assistant As per Punjab Govt. rules.
12	Personal Assistant Level-12	By promotion amongst Senior Scale Stenographers as per Punjab Govt.rules.
13	Law Officer Level-16	By direct recruitment L.L.B., Professional from recognised University and eligible for enrolment under Advocate Act, 1961 with 3 years experience. or On deputation from the Law Department or Prosecution and Litigation Deptt.
14	Cashier Level-11	B.Com 2 nd class or B.A. with Economic or Math 2 nd class with atleast 2 years experience. By transfer from amongst Accounts Assistant/internal auditor.
15	Assistant/Accounts Assistant /Asstt. Distt. Manager Level-11	25% direct recruitment, qualification and experience as per Pb. govt.rules. 75% By promotion amongst the senior most Clerks with 'Good' to 'V.Good' record of service and having atleast 04 years service. Condition of experience might be relaxed if any deserving and hard case by not more than one year.
16	Internal Auditor Level-11	25% by direct recruitment with qualification 1st class Commerce graduate with 3 years experience of working in a Govt. Deptt. / Corporation or an equivalent post. having work knowledge of \ computer/Tally software. 75% By promotion amongst the senior most Clerks with 'Good' to 'V. Good' record of service and having atleast 04 years service. Condition of experience might be relaxed if any deserving and hard case by not more than one year.
17	Senior Scale Stenographer Level-11	By Direct Recruitment as per Punjab Govt. rules or by Promotion from Steno typist having 04 years service.
18	Steno-typist Level-5	By Direct Recruitment as per Punjab Govt. rules
19	Clerks / Sr. Clerks / Level-3	80% direct recruitment as per pb govt. rules.20% by promotion amongst Class IV employees of Corporation as Punjab govt. rules.
20	Data Entry Operator Level-3	By Direct recruitment as per Punjab govt. rules.
21	Store Keeper Level-3	By direct recruitment as per Punjab govt. rules.
22	Drivers	By direct recruitment or by promotion as per

23	Restorer Level-3	As per Punjab Govt. rules.
24	Gestetnar Operator Level-1	As per Punjab Govt. rules.
25	Daftri Level-1	By direct recruitment/ Promotion as per Punjab govt. rules
26	Mukh Sevadar Level-1	By direct recruitment/ Promotion as per Punjab govt. rules.
27	Peon Level-1	By direct recruitment as per Punjab govt. rules.
28	Chowkidar Level-1	By direct recruitment as per govt.rules.
29	Electrician Level-3	By direct recruitment As per Punjab Govt. Rules
30	Driver-Supervisor Level-7	By Promotion/ direct recruitment as per Punjab govt. rules.
31	Statistical Assistant Level-11	Master's degree of a recognized University in Economics or Statistics or Agricultural Economics or Commerce with Statistics as one of the subjects. Preference shall be given to person having at least one years's experience in collection, compilation and analysis of statistical data in a Government office or Institute recognized by Government on a post comparable to that of Statistical Assistant of the Economic and Statistical Organization, Punjab.
32	Sweeper Level-1	By direct recruitment as per Punjab Govt.Rules.