

# **PUNJAB ECONOMIC RESEARCH INSTITUTE EMPLOYEES SERVICE AND RECRUITMENT RULES, 1995**

## **Contents**

- 1. Short Title and Commencement**
- 2. Definition**
- 3. Eligibility for Appointment**  
**Methods of Appointment**
- 4. Initial Recruitment**
- 5. Promotion**  
**Appointment by promotion on officiating basis**  
**Appointment on acting charge basis**  
**Appointment on current charge basis**
- 6. Selection/Promotion Committee**
- 7. Probation**  
**Explanation**
- 8. Seniority**  
**Explanation-I**  
**Explanation-II**  
**Explanation-III**  
**Explanation-IV**  
**Explanation-V**
- 9. Medical Treatment**
- 10. Move-Over**
- 11. Project Employment**
- 12. Selection Committee for Project Employees**
- 13. Postings and Transfers**

14. **Termination of Service**
15. **Resignation**
16. **Retirement from Service**  
**Explanation**
17. **Remuneration**
18. **Pension/Gratuity, General Provident Fund**
19. **Conduct Rules**
20. **Efficiency and Discipline**
21. **Right of Appeal or Representation**
22. **Delegation of Powers**
23. **General Rules**
24. **Relaxation**
25. **Validity of Previous Appointments/Actions Etc**
26. **Schedule**
27. **Appendix-A**

## TEXT

### GOVERNMENT OF THE PUNJAB PLANNING AND DEVELOPMENT DEPARTMENT

Dated Lahore, the 19<sup>th</sup> March, 1995

#### NOTIFICATION

**No.SOE-I(P&D)/15-45/85.** In exercise of the power's conferred on him by Section 20 of the Punjab Economic Research Institute Ordinance, 1980, the Governor of the Punjab is pleased to make the following Rules namely:-

**1. Short Title and Commencement.**

- i) These Rules may be called the Punjab Economic Research Institute (Employees Service and Recruitment) Rules, 1995.
- ii) They shall come into force at once.

**2. Definitions.**

- i) In these Rules, unless <sup>1</sup>there is anything repugnant in the subject or context the following expressions shall have the meaning as given against each.
  - a) "Appendix" means Appendix to these rules.
  - b) "Appointment" means appointment to a post made in accordance with rule, 4 or 5 or by transfer/deputation.
  - c) "Appointing Authority" in relation to a post means the authority designated as such in Col. 4 of the schedule to make appointment to such post.
  - d) "Basic scale of pay" means the pay scales prescribed by Government for its employees identical with the scale No. reflected in Col.3 of the schedule and as amended from time to time by the Government.
  - e) "Institute" means Punjab Economic Research Institute (P.E.R.I).
  - f) "Employee" means an employee of the Institute, who is a civil servant.
  - g) "Initial recruitment" means appointment made otherwise than by promotion or transfer.
  - h) "Move over" means the benefit of grant of next higher scale of pay in accordance with Rule 10.
  - i) "Ordinance" means the Punjab Economic Research Institute Ordinance, 1980.
  - j) "Project employee" means an employee appointed under Rule 11.

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<sup>1</sup> Printed in the Notification as "there"

- k) "Rule" means any one of these Rules.
  - l) "Selection/Promotion Committee" means a committee constituted under Rule 6.
  - m) "Schedule" means the schedule appended to these Rules.
- ii) Words and phrases not defined in these Rules shall have the same meaning as assigned to them in the Ordinance.

### **3. Eligibility for Appointment.**

i) No person (male/female) shall be eligible for appointment in the service of the Institute unless he/she is a citizen of Pakistan domiciled in the Punjab provided that this restriction may be relaxed by Government in the case of posts mentioned in the Schedule "A" at Sr. No. 1 and 2 if persons of requisite qualifications and experience are not available.

ii) **Methods of Appointment:** Appointment to various posts in the Institute shall be made by the authorities specified in the Schedule "A" & "B" in accordance with the procedure as prescribed in these Rules from amongst the persons possessing such qualifications and experience as laid down in the above said Schedules.

Provided that employee of the Institute appointed prior to the enforcement of these rules, but not possessing the qualifications mentioned against their posts in the Schedules A & B shall continue on these posts but, their further promotion, if any, shall be subject to acquiring the qualifications for the promotion posts.

iii) Appointment by initial recruitment shall be made in accordance with Rule 4 and that by promotion in accordance with Rule 5.

### **4. Initial Recruitment.**

- i) Appointment to various posts in the Institute shall be made on the basis of test and/or interview conducted by the appropriate Selection Promotion Committee.
- ii) Vacancies shall be advertised and existing eligible employees of the Institute possessing basic qualifications/experience shall be entitled to apply for higher posts.
- iii) All candidates for appointment, including for project employment, must undergo a proper medical examination by the authorized medical attendant designated by the Institute to ensure that they are free from any mental or physical defect which may interfere with the normal discharge of their duties.
- iv) Age shall be determined on the basis of last date fixed for submission of applications for appointment.
- v) In the case of initial recruitment of a person whose services under Government, or an autonomous body were terminated for want of a vacancy or post, the period of service under Government or an autonomous body shall be excluded for the purpose of upper age limit.
- vi) In the case of a person who is in the service of Government or an autonomous body the period of his service rendered under

Government or an autonomous body shall be excluded for the purpose of upper age limit.

- vii) The authorities mentioned below shall in case of hardship and for reasons to be recorded in writing be competent to allow relaxation in the upper age limit prescribed for various posts to the extent indicated against each:
- a) Appointing Authority : upto five years
  - b) Board : beyond five years and upto 10 years.

## **5. Promotion.**

- i) Promotion, including proforma promotion, shall not be claimed as of right.
- ii) Appointment by promotion against posts reserved for promotion shall be made on the recommendation of the appropriate Selection/Promotion Committee.
- iii) **Appointment by Promotion on Officiating Basis:**
  - a) Where a post falls vacant as a result of deputation, leave or appointment on acting charge basis of the incumbent or is reserved under the rules to be filled by transfer, the appointing authority may make appointment by promotion against such post on officiating basis.
  - b) No person shall be promoted on officiating basis unless he possesses the qualifications and experience prescribed for the post and his promotion as such is recommended by the appropriate Selection/Promotion Committee.
  - c) An officiating promotion shall not confer any right of promotion on regular basis but shall be terminated on the expiry of one year or as soon as a person becomes available for promotion on regular basis or on the return of the regular incumbent of the post whichever is earlier.
  - d) Officiating promotion shall be made on the same terms and conditions as to pay as are prescribed for regular appointment by promotion.
- iv) **Appointment on Acting Charge Basis.**
  - a) Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior employee belonging to the Institute who is otherwise eligible for promotion does not possess the specified length of service, the authority may appoint him to that post on acting charge basis.
  - b) Where the appointing authority is satisfied that no suitable person is available to fill a post in BS-17 and above reserved under the rules to be filled by initial recruitment and it is expedient not to allow the post to remain unfilled it may appoint to that post on acting

charge basis the most senior officer, eligible for promotion to that post.

- c) No appointment on acting charge basis shall be made against a post which is likely to remain vacant for a period of less than six month.
  - d) No appointment on acting charge basis shall be made without the recommendations of the appropriate Selection/Promotion Committee but such appointment shall not be deemed to have been made on regular basis for any purpose nor shall confer any right for regular appointment.
  - e) An appointment made on acting charge basis shall come to an end on the first availability of a person fit for initial recruitment or promotion as the case may be.
- v) **Appointment on Current Charge Basis.**
- a) Where a post is likely to remain vacant for a period of less than six months, the appointing authority may appoint any employee to that post on current charge basis.
  - b) An appointment made on current charge basis shall come to an end on appointment of a person on regular basis or on expiry of six months period whichever is earlier.

**6. Selection/Promotion Committee:**

- (A) There shall be Selection/Promotion Committees for recommending appointments to all regular posts in the Institute. The composition of the committees shall be as under:-
- i) For post in BS-17 and above, the Selection/Promotion Committee shall consist of the following:
    - a) Chairman, Planning and Development Board/Department, Government of the Punjab; : Chairman
    - b) Secretary to the Government of Punjab, Finance Department. : Member
    - c) Secretary/Additional Secretary (Services) Govt. of the Punjab, Services General Administration and Information Department. : Member
    - d) Chief Economist, Government of the Punjab, Planning and Development Department : Member
    - e) Chairman/Head of Department of Economics, Punjab University, Lahore. : Member
    - f) Chairman/Head of Department of Agricultural Economics, University of

Agriculture, Faisalabad.

g) Director of the Institute. :Member/Secretary

The quorum for the meeting of the above Selection/Promotion Committee shall be a minimum of four members.

- ii) Selection/Promotion Committee for posts in BS-5 to 16 shall consists of the following:
- a) Director, of the Institute. Chairman
  - b) Chief of Research, of the Institute. Member
  - c) Senior Research Economist, of the Institute. Member
  - d) Research Economist of the Institute Member
  - e) Secretary, of the Institute Member /Secretary

The quorum for this Selection/Promotion Committee shall be three members.

- iii) For Posts in BS-1 to 4, the Selection/Promotion Committee shall consist of the following:
- a) Secretary, of the Institute. Chairman
  - b) Research Economist, of the Institute. Member
  - c) Staff Sociologist of the Institute. Member
  - d) Administrative Officer, of the Institute. Member

The Selection/Promotion Committee shall follow the criteria as approved by the majority of its members.

In the case of absence of the Chairman of the Committee the members present in the meeting may select any one of them to Chair the meeting.

## **7. Probation:**

- (i) A person appointed to a post against a substantive vacancy shall remain on probation for an initial period of two years if appointed by initial recruitment, and for a period of one year if appointed otherwise; provided that the appointing authority may extend the period of probation by further period not exceeding one year in all.

### **Explanation:**

- a) Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.
- b) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended by one year.
- c) If no orders have been made by the day on which the maximum period of probation expires the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

- d) A probationer, who has satisfactorily completed his period of probation successfully shall be confirmed with effect from the date of his continuous appointment subject to availability of permanent post.
- ii) Provided that where the period of his probation has been extended under the provisions of sub-rule (i) of this rule, the date of confirmation shall, subject to the other provisions of this rule, be the date on which the period of a probation was last extended.
- iii) If, in the opinion of the appointing authority, work or conduct of an employee has not been satisfactory during the initial or extended period of probation, it may be order without notice:
  - a) Terminate his services if appointed by initial recruitment.
  - b) Revert him to the lower post from which promoted.

**8. Seniority:**

- i) The seniority '*inter se*' of persons appointed to posts in the same grade shall be determined:-
  - a) In the case of persons appointed by initial recruitment: in accordance with the order of merit, assigned by the appropriate Selection/Promotion Committee. Provided that persons selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in rank senior to the persons selected in a later selection and;
  - b) In the case of persons appointed otherwise: with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in the case of two or more persons appointed to the grade is the same the older, if not junior to the younger in the next below post, shall rank senior to the younger person.

**Explanation-I.** If a person junior in a lower post is promoted to a higher post on acting/officiating basis, in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interests and seniority of his seniors in the higher grade.

**Explanation-II.** If a person junior in a lower post is promoted to higher post by superseding his senior and subsequently the latter is also promoted, the promoted first shall rank senior to the one promoted subsequently.

**Explanation-III.** A junior appointed to a higher post shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher post and the junior was appointed in preference to the senior.

**Explanation-IV.** The seniority of the persons appointed by initial recruitment to the post vis-à-vis those appointed other-wise shall be determined with reference to the date of continuous appointment on his post.

Provided that if two dates are the same, the person appointed otherwise than by initial recruitment shall rank senior to person appointed by

initial recruitment. Provided further that '*inter se*' seniority of persons belonging to the same category will not be altered.

**Explanation-V.** In case a group of persons is selected for initial appointment at one time, the earliest date on which any one out of the group joins the service will be deemed to be the date of appointment of all persons in the group. Similarly, in case a group of persons is appointed otherwise at one time through the same office order, the date on which any one out of the group joins the service will be deemed to be the date of appointment of all persons in the group. And the persons in each group will be placed with reference to the continuous date of appointment as a group in order of their '*inter se*' seniority.

**9. Medical Treatment.**- The regular employees of the Institute shall be entitled to outdoor as well as indoor medical treatment at clinic/hospitals to be designated by the Institute's Board. The Board may fix an upper limit for the admissible medical treatment.

**10. Move-over.**- Cases of move-over shall be scrutinized and recommended by the relevant committee as per government instructions. Necessary orders will be issued by the respective appointing authorities.

**11. Project Employment.**

- a) Appointment on a project (assigned study) may be made specifying the terms of the employment, including salary and allowances, which will be paid monthly as mutually agreed. Provided that these terms shall not be on higher side as compared to the emoluments of regular employee of the same or comparable status.
- b) The services of a project employee shall be purely temporary and liable to be terminated without assigning any reason and without giving any notice.
- c) To ensure that a project employee completes his assignment, a 10 per cent deduction be made from his salary each month. This amount will be deposited in Saving Accounts in the name of the Director to be opened separately for each employee and will not be paid to him/her except upon satisfactory completion of his/her assignment.
- d) The Board, or if so authorized by the Board, the Director, shall have full powers to appoint staff with suitable professional qualifications and/or the required experience for research Projects on recommendations of the Selection Committee constituted under Rule 11.
- e) The project employees may be provided the same medical facilities for outdoor treatment as admissible to the regular employees of the same or comparable status. In exceptional cases of hardship, the Director may allow the facility of in-door treatment to the project employees as admissible to the regular employees.

**12. Selection Committee for Project Employees.**

- i) There shall be a Selection Committee for the selection of Project Employees in BS-5 to BS-19 with the following members:-
  - a) Director Chairman
  - b) Chief of Research. Member
  - c) Senior Research Economist Member
  - d) Secretary Member/Secretary
- ii) There shall be a Selection Committee for the Selection of Project Employees in BS.1-4, with the following members;
  - a) Secretary Chairman
  - b) Research Economist Member
  - c) Administrative Officer Member/Secretary

**13. Postings and Transfers.**- Every employee of the Institute shall be liable to serve anywhere within the Province or outside in the interest of Institute, provided that if he is required to serve in a post outside the Institute, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

- i) Transfer of employees holding posts in BS-17 and above shall be made by the Chairman Planning and Development Board.
- ii) Transfer of employees holding posts in BS-16 and below shall be made by the Director.

**14. Termination of Service.**

- i) The services of an employee may be terminated without notice during the initial or extended period of his probation provided that, where such an employee is appointed by promotion or, as the case may be, is transferred from one post/cadre to another post/cadre, his services shall not be terminated so long as he holds a lien against his former post or cadre, and he shall be reverted to his former cadre/post.
- ii) In the event of a post being abolished or the number of posts in the Institute being reduced, the services of the most junior person in such post shall be terminated.
- iii) Notwithstanding the provisions of sub-rule (i) but subject to the provision of sub-rule (ii) the services of an employee in temporary employment shall be liable to termination without giving any notice.

**15. Resignation.**- An employee may resign on ninety (90) days notice or on payment of basic pay for ninety (90) days in lieu thereof provided that the Director of the Institute may, subject to his discretion, relieve an employee even earlier than the expiry of period of ninety (90) days.

**16. Retirement from Service.**- An employee shall retire from service:

- i) on such date after he has completed i) on Notification No. PAP/Legis such date after he has completed ten 2(36)/87/64.dated: 8-11-1987 years of service qualifying for pension or (Punjab Act VI of 1987).

other retirement benefits as the competent authority may, in public interest, direct; and

- i) if no direction is given under clause (i) then on the completion of the sixtieth year of his age:

Provided that no order under clause (i) shall be made in respect of a civil servant unless the competent authority has informed him in writing of the grounds on which it is proposed to make the order and has given him an opportunity of showing cause against it.

**Explanation.**- The services of the existing employees shall count towards pension provided that there is no break in service.

- a) A retired employee shall not be re-employed unless such re-employment is necessary in the public interest and is made with the prior approval of the Board.
- b) An employee, during leave preparatory to retirement, or after retirement, may seek any private employment provided that, where employment is sought for by such employee while on leave preparatory to retirement, he shall obtain prior approval of the appointing authority.

**17. Remuneration.**- An employee appointed to a post in the Institute shall be entitled to the pay sanctioned for such posts.

**18. Pension/Gratuity, General Provident Fund:**

**Contributory Provident Fund and Group Insurance.**

- i) Regular employees of the Institute on retirement or death during service shall be entitled to such Pension/Gratuity, general provident fund and group insurance as may be admissible to the Civil Servants of corresponding scales. The existing employees will have the right to opt for either pension and General Provident Fund or; Contributory Provident Fund within a period of 90 days of the enforcement of these rules.
- ii) Payment of Pension/Gratuity to the employees shall be made from the Pension Fund operative through the employees of the Institute.
- iii) The Government contribution towards pension of the Institute employees shall be diverted to the Pension Fund of the Institute.
- iv) If any employee dies during service, his family may be allowed pensionary and other benefits as could have been admissible to the deceased employee under the Pension Rules framed by Government from time to time.

**19. Conduct Rules.**- The conduct of employees shall be regulated by the West Pakistan Government Servants Conduct Rules 1966 as amended from time to time.

**20. Efficiency and Discipline.**

- i) The Punjab Civil Servants (E&D) Rules as amended from time to time shall be applicable to the employees of the Institute.

- ii) The authorities competent to take disciplinary action, impose penalties and hear appeals etc. shall be the authorities as prescribed in the Appendix-A.

**21. Right of Appeal or Representation.**

- i) An employee aggrieved by an order except that of transfer issued by an authority shall have a right to file an appeal to the authority next above the authority who passed the order & where the order has been passed by the Board, to the Government.
- ii) No appeal under sub-rule (i) shall be entertained if it is not filed within sixty days of the communication of the order to the employee concerned.

**22. Delegation of Powers.**- The Board may delegate any of its powers under these Rules or under the Rules made applicable to the employees by virtue of these Rules, to any of the Officers subordinate to it.

**23. General Rules.**- In all matters not expressly provided for in these rules and subject to the general directions of the Board, the relevant rules prescribed/to be prescribed for the Punjab Government Servants as amended from time to time shall, *mutatis mutandis*, be applicable to the employees of the Institute.

**24. Relaxation.**- Any of these Rules may, for reasons to be recorded in writing and on the recommendations of the Board, be relaxed by the Government in an individual case, if Government is satisfied that strict application thereof would cause hardship to the individual concerned.

**25. Validity of Previous Appointments/ ctions Etc.**- All appointments made, actions taken hitherto in the Institute shall be deemed to have been made under these Rules.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

SECRETARY,  
P & D DEPARTMENT

No.SOE-I(P&D)/15-45/85-II.

Dated Lahore, the 19<sup>th</sup> March, 1995.

**Schedule-A**

Name of the Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualifications for Appointment		Method of Recruitment	Age of Initial Recruitment	
				Initial Recruitment	Promotion		Min (Yrs)	Max (Yrs)
1	2	3	4	5	6	7	8	9
Punjab Economic Research Institute, Lahore (PERI)	Research	Director (BS 20/21)	Government	i). Ph.D. degree in any field of Economics from a recognized university of international repute, and ii). 10 years experience of post-doctoral research, of which minimum of 5 years should be at the level of BS-20 iii). 15 articles in Journals of international repute/research reports published by a recognized institution (at least one-third of it should be in the form of articles in journals of international repute) iv). Demonstrated ability to organize and supervise economic research	Same as for initial Recruitment	By promotion, or initial recruitment or transfer on the recommendation of Institute's Selection Committee	35	55
	Research	Chief of Research (BS-20)	Chairman	i). Ph.D. degree in any field of Economics with demonstrated ability to supervise economic research, and ii). 7 years experience of economic research after Ph.D. in a recognized, research institute / organization at least 3 years of which should be in BS-19 or equivalent iii). 10 research reports/papers published by a recognized institution/articles in journals of international repute (at least one-third of it should be in the form of articles in journals of international repute)	i). Ph.D. degree in any field of Economics from a recognized university: and ii). 5 years experience of economic research as Senior Research Economist (BS-19) with demonstrated ability of leading research teams: and iii). 8 research reports/papers published in journals of international repute (at least one-third of it should be in the form of articles in journals of international repute)	50% by initial recruitment on the basis of selection on merit & 50% by promotion on the basis of selection on seniority-cum-fitness basis from amongst Senior Research Economist (BS-19)	30	45

1	2	3	4	5	6	7	8	9
Punjab Economic Research Institute, Lahore (PERI)		Senior Research Economist (BS-19)	Chairman	<p>i). Ph.D. in Economics/Agri. Economics with 3 years experience of economic research; or Masters degree in Economics / Agri Economics at least 2<sup>nd</sup> class from a recognized university with 8 years experience of economic research;</p> <p>ii). 7 journal articles/research reports published by a recognized institution (at least one-third of it should be in the form of articles in journals of international repute)</p>	<p>i). At least 2<sup>nd</sup> class Master Degree in Economics/Agri, Economics from a recognized university with 6 years experience as Research Economist (BS-18) or Senior Statistician in the Institute</p> <p>ii). 6 journal articles/ research reports published by a recognized institution (at least one-third of it should be in the form of articles in journals of international repute)</p>	50% by initial recruitment on the basis of selection on merit and 50% by promotion on the basis of selection on seniority-cum-fitness basis from amongst Research Economists (BS-18) of the institute possessing requisite qualifications	30	40
		Research Economist (BS-18)	Chairman	<p>i). Ph.D. in <sup>2</sup>Economics/Agri. Economics With 2 years experience of economic research or Master degree in <sup>3</sup>Economics/Agri. Economics at least 2<sup>nd</sup> class from a recognized University with 5 years experience of economic research</p> <p>ii). 5 research reports/papers published by a recognized</p>	<p>i). Master's degree in Economics/Agri. Economics at least in 2<sup>nd</sup> division from a recognized University with five years experience as Staff Economist (BS-17) / Staff Sociologist (BS-17) in the institute</p> <p>ii). 4 research</p>	2/3 <sup>rd</sup> by initial recruitment on the basis of selection on merit & 1/3 <sup>rd</sup> by promotion on the basis of selection on seniority-cum-fitness from amongst Staff Economists or Staff Sociologists of the Institute	28	38

<sup>2</sup>Printed in the Gazette Notification as "Economic"

<sup>3</sup>Printed in the Gazette Notification as "Economic"

				institution/articles in journals of international repute (at least one-third of it should be in the form of articles in journals of international repute).	reports/papers published by a recognized institution/articles in journals of international repute	possessing requisite qualifications/ experience		
		Senior Statistician (BS-18)	Chairman	<p>i). Ph.D. in Statistics with two years experience of conducting survey and data analysis;</p> <p>or</p> <p>At least 2<sup>nd</sup> class Master's degree in Statistics from a recognized University with 5 years experience of conducting surveys and data analysis;</p> <p>and</p> <p>ii) 5 research reports/papers published by a recognized institution/articles in journals of international repute (at least one-third of it should be in the form of articles in journals of international repute)</p>	<p>i). Master's degree in Statistics at least in 2<sup>nd</sup> division and five years experience as Staff Economist/staff Sociologist)</p>	By promotion from amongst Staff Economists/Staff Sociologists possessing the required qualifications. If no one suitable for promotion then by initial recruitment.	25	38

1	2	3	4	5	6	7	8	9
Punjab Economic Research Institute Lahore (PERI)		Staff Economist (BS-17)	Chairman	At least 2 <sup>nd</sup> class Master's degree in Economics/Agri. Economics preferably with one year experience of economic research	Master's degree at least in 2 <sup>nd</sup> division in Economics/Agr. Economics with five years research experience as Research Associate in the Institute	50% by initial recruitment and 50% by promotion on the basis of selection on seniority-cum-fitness from amongst Research Associate of the institute possessing the requisite qualifications/ experience	21	30
		Staff Sociologist (BS-17)	Chairman	At least 2 <sup>nd</sup> Class Master's degree Sociology/Rural Sociology preferable with one year experience of research in Sociology/Rural Sociology		By initial recruitment	21	30
		Computer Programmer (BS-17)	Chairman	Master's degree in computer science /Mathematics/Statistics/Economics with training in Computer Programming and one year experience of data processing Statistical analysis in SPSS, LOTUS and dBASE-III; Or Bachelor's degree in Computer Science /Mathematics/Statistics/Economics as a subject with training in Computer Programming and 5 years experience of data processing/Statistical analysis in SPSS, LOTUS and dBASE-III	Same as for initial recruitment	50% by initial recruitment and 50% by promotion on the basis of selection on seniority-cum-fitness from amongst Research Associates of the institute possessing the requisite qualifications/ experience	21	30
		Research Associate (BS-16)	Director	At least 2 <sup>nd</sup> class Bachelor's degree with Economics/Agri. Economics/Statistics as a subject with 3 years experience of data collection/data processing.	Bachelor's degree with Economics/ Agri. Economics/Statistics as a subject with 5	50 % by initial recruitment and 50% by promotion on the basis of selection on	18	28

1	2	3	4	5	6	7	8	9
					years experience as Senior Research Assistant in the Institute.	seniority-cum-fitness from amongst Senior Research Assistants of the Institute possessing the requisite qualifications/ experience.		
		Senior Research Assistant (BS-12)	Director	At least 2 <sup>nd</sup> class Bachelor's degree with Economics/Agri. Economics/Statistics as a subject with one year experience of data collection.	At least 2 <sup>nd</sup> class intermediate with Economics/Agri. Economics/Statistics as a subject with 3 years experience as Research Assistant in the Institute.	50% by initial recruitment and 50% by promotion on the basis of selection on seniority-cum-fitness from amongst Research Assistants of the Institute possessing the requisite qualifications/ experience.	<b>19</b>	<b>25</b>
		Research Assistant (BS-10)	Director	At least 2 <sup>nd</sup> class Intermediate with Economics/Statistics as a subject.	Intermediate with Economics/Statistics as a subject with 2 years experience as Enumerator in the Institute.	10% by promotion of Enumerators and the rest by initial recruitment	<b>19</b>	<b>25</b>
		Enumerator (BS-6)	Director	Intermediate with Economics/Statistics as a subject		By initial recruitment	<b>18</b>	<b>25</b>

1	2	3	4	5	6	7	8	9
Punjab Economic Research Institute Lahore (PERI)		Secretary (BS-18)	Chairman	At least 2 <sup>nd</sup> class Master's degree in Social Sciences or a law Graduate with 7 years experience of administration in a Government/Autonomous/Semi-autonomous organization, at least 5 years of which should be in BS-17 level	At least 2 <sup>nd</sup> class Bachelor's degree with L.L.B. degree as an advantage and 5 years experience as Administrative Officer of the Institute.	By initial recruitment, promotion or by transfer on the recommendation of the Institute's Selection Committee.	25	35
		Administrative Officer (BS-17)	Chairman		Bachelor's degree with 5 years experience as Assistant Administrative Officer in the Institute.	By promotion from Assistant Administrative Officers.		
		Librarian (BS-17)	Chairman	At least 2 <sup>nd</sup> class Master's degree in Library Science with 4 years experience as Librarian in research organization/educational Institution.		By initial recruitment .	25	35
		Assistant Administrative Officer (BS-16)	Director		Bachelor's degree with 3 years experience as Administrative/ Office Assistant.	By promotion on the basis of seniority-cum-fitness from amongst office/Admin Assistants of the Institute.		
		Personal Assistant (BS-16)	Director		i) Intermediate; ii) Proficiency in shorthand with speed of 120 W.P.M and typing 60 W.P.M and 5 years experience as Senior Scale Stenographer.	By promotion on the basis of Selection on seniority-cum-fitness from amongst Senior Stenographers of the Institute.		
		Senior	Director		i) Intermediate;	By promotion on the		

		Stenographer (BS-15)			ii) Proficiency in shorthand with speed of 100 W.P.M and typing 40 W.P.M and 3 years experience as Stenographer.	basis of selection on seniority-cum-fitness from amongst Stenographers of the Institute.		
		Stenographer (BS-12)	Director	i) Intermediate; ii) Proficiency in shorthand with speed of 80 W.P.M and typing 40 W.P.M and 2 years experience as a typist.		By initial recruitment.	18	25
		Administrative Assistant/ Office Assistant (BS-11)	Director	At least 2 <sup>nd</sup> class Bachelor's degree.	Bachelor's degree with experience of office work for at least 5 years.	50% by initial recruitment and 50% by promotion on the basis of selection on seniority-cum-fitness from amongst Library Attendants/Typists/ Clerks of the Institute	18	25
		Accountant (BS-11)	Director	B.Com/Bachelor's degree in Business Administration with 3 years experience in accounts in a reputable organization.		By initial recruitment	18	25

1	2	3	4	5	6	7	8	9
Punjab Economic Research Institute , Lahore (PERI)		Library Attendant (BS-7)	Director	Matric 2 <sup>nd</sup> Class with knowledge of typing and certificate in Library Science.		By initial recruitment.	18	25
		Cashier (BS-7)	Director	Matric 2 <sup>nd</sup> Class.		By promotion from typist/clerks on seniority-cum-fitness basis.	-	-
		Typist/Clerk (BS-5)	Director	Matric 2 <sup>nd</sup> class with typing speed of 30 W.P.M. and preferably some experience in office work.		By initial recruitment.	18	25
		Driver (BS-4)	Director	Literate and holder of valid L.T.V. Motor Driving License with experience as an advantage.		By initial recruitment.	18	25
		Naib Qasid/Messenger/ Chowkidar/Mali (BS-1)	Director	Literate (for Mali some experience in gardening).		By initial recruitment.	18	25
		Sanitary Worker (BS-1)	Director			By initial recruitment.	18	25

Appendix – A

Punjab Economic Research Institute

Delegation of Powers under (Efficiency and Discipline) Rules 1975

S.No	Post	BS	Authority	Authorized Officer	Appellate Authority
1.	Director	20/21	Government	Chairman P&D	Government
2.	Chief of Research	20	Board	Chairman P&D	Government
3.	Senior Research Economist	19	Chairman P&D	Director P.E.R.I	Board
4.	Secretary	18	-do-	-do-	-do-
5.	Research Economist	18	-do-	-do-	-do-
6.	Senior Statistician	18	-do-	-do-	-do-
7.	Staff Economist	17	-do-	-do-	-do-
8.	Staff Sociologist	17	-do-	-do-	-do-
9.	Computer Programmer	17	-do-	-do-	-do-
10.	Administrative Officer	17	-do-	-do-	-do-
11.	Librarian	17	-do-	-do-	-do-
12.	Personal Assistant	16	Director P.E.R.I	Secretary P.E.R.I	-do-
13.	Research Associate	16	-do-	-do-	Chairman P&D
14.	Senior Stenographer	15	-do-	-do-	-do-
15.	Ass: Admn: Officer	16	-do-	-do-	-do-
16.	Senior Research Assistant	12	-do-	-do-	-do-
17.	Stenographer	12	-do-	-do-	-do-
18.	Admn. /Office Assistant	11	-do-	-do-	-do-
19.	Accountant	11	-do-	-do-	-do-
20.	Research Assistant	10	-do-	-do-	-do-
21.	Library Attendant	07	-do-	-do-	-do-
22.	Cashier	07	-do-	-do-	-do-
23.	Enumerator	06	-do-	-do-	-do-
24.	Typist/ Clerk	05	Director P.E.R.I	Secretary P.E.R.I	Chairman P&D
25.	Driver	04/06	Secretary P.E.R.I	Administrative Officer	Director P.E.R.I
26.	Naib Qasid / Messenger	01	-do-	-do-	-do-
27.	Mali	01	-do-	-do-	-do-
28.	Sanitary Worker	01	-do-	-do-	-do-