

# SCHEDULE

Name of the Department	Functional Unit	Name of the post	Appointing authority	Minimum qualifications for appointment		Method of recruitment	Age Limit		Examination / training and other conditions required for confirmation
				Initial Recruitment	By promotion		Mim. Yrs	Max. Yrs	
1	2	3	4	5	6	7	8	9	10
Agriculture Department	Crop Reporting Service	1. Director of Agriculture (CRS), Pb	Chief Minister	Ph.D Statistics / Mathematics with 5 years experience Or M.Sc. Statistics / Mathematics with 10 years experience in the relevant field.	--	i. By selection on merit from amongst Statisticians in CRS with 12 years service in BS-17 and above. In case initial appointment has been taken place in BS-18 the length of service for promotion to post BS-19 shall be 7 years. ii. If no suitable person is available for promotion then by initial recruitment.	30	40	--
		2. Statistician	Admn. Secretary	i. Master's degree (2 <sup>nd</sup> Div.) in Statistics / Mathematics/ Economics with optional subject of Statistical methods form recognized University ; and ii. 5 years experience in collection, compilation and analysis of Agri. Statistics through sample surveys.	--	(a) 25% by initial recruitment and (b) 75% by promotion from amongst Assistant Director (Statistics) on seniority cum fitness basis in Crop Reporting Service, having 5 years experience as Assistant Director (Statistics).	21	35	
		3. Assistant Director (Stat)	Admn. Secretary	By promotion on seniority cum fitness basis from amongst the statistical officer in Crop Reporting Service, Agriculture Department, with at least 5 years experience as such.	--	--			
		4. Statistical Officer	Admn. Secretary	i. Master's Degree (2 <sup>nd</sup> Divn.) in Statistics / Mathematics / Economics with <b>optional subject of Stat: methods</b> from a recognized University; and ii. One year's experience in the collection and tabulation of data and / or Application of Stat: methods and graphic presentation of data and / or application OR Mater's Degree from a foreign recognized university (other than an Indian University) in Statistics / Mathematics / Economics.	--	(a) 90% by initial recruitment (b) 10% by promotion on Seniority cum fitness basis from amongst Statistical Assistants with 10 years service as such	21	35	

		5. Statistical Assistant	D.A(CRS), Punjab.	Graduate in Statistics / Mathematics / Economics from a recognized University.	---	(i) 93% by promotion from amongst Field Assistant / Crop Reporter on seniority-cum-fitness basis having 7years service as such. (ii). 7% by promotion from amongst Statistical Computer / computing clerks on seniority –com-fitness basis working in Crop Reporting Service, having 7 years service as such. If none suitable is available for promotion then by initial recruitment.	20	30	
		6. Field Assistant (Stat) / Crop Reporter	D.A(CRS), Punjab.	i). Matric with 2 years Field Assistant Training Course from Agri. Training Institute. ii). If none is available with qualifications as at (i) above then Intermediate with Stat: Economics / Agri. & Mathematics.	--	By initial recruitment.	18	30	
		7. Computing Clerk / Stat. Computer	D.A(CRS), Punjab.	i. Matric ii. Aptitude test in Arithmetics.	--		18	25	
		8. Administrative Officer	Admn. Secretary	--	--	By promotion from among the Superintendents in the CRS with at least 3 years service as such.	--	--	
		9. Superintendent	D.A(CRS), Punjab.	--	--	i) 62% by promotion from amongst the Assistants / Senior Auditors working in Crop Reporting Service on seniority-cum-fitness basis with at least 5 years experience as such. ii) 38% by Promotion from amongst the Senior Scale Stenographers BS-15 / Stenographers BS-12 working in Crop Reporting Service Wing of Agriculture Department having 10 years experience.	--	--	
		10. Assistant	D.A(CRS), Punjab.	B.A./B/SC/ Degree or equivalent qualification from a recognized University.	--	i. By promotion from among Senior Clerk in CRS with at least 3 years service as such. ii. If no suitable person is available for promotion then by initial recruitment.	18	25	
		11. Senior Clerk	D.A(CRS), Punjab.	--	--	By promotion from among Junior Clerks / Typists in CRS with at least 2 years service as such having a speed in English typing at 25 w.p.m.			

		12. Junior Clerk / Typist	D.A(CRS), Punjab.	i) Matric or equivalent qualifications from a recognized Board and; ii) A speed of 25 w.p.m in English typing. Note:- Preference shall be given to those who know Urdu type at a speed of 25 w.p.m.	--	By initial recruitment.	18	25	
		13. Senior \Scale Stenographer	D.A(CRS), Punjab.	i. Graduate or equaling qualifications from a recognized University and ii. A speed of 120 /40 w.p.m. in English Shorthand / typing respectively.	--	i. By promotion from among Stenographers BS-12 having a speed of 120/40 w.p.m. in English Shorthand / Typing. ii. If no suitable person is available for promotion then by initial recruitment.	18	25	
		14. Stenographer	D.A(CRS), Punjab.	i. Intermediate ii. A speed of 100 /40 w.p.m. in English Shorthand / typing respectively. Note. Preference shall be given to those who know urdu shorthand / typing at speed of 60/25 w.p.m.	--	By initial recruitment.	18	25	
		15. Daftri	Statistician	Literate	--	By promotion from among the Fieldman / Naib Qasids working in the Provl. Directorate of CRS			
		16. Field man / Naib Qasid	Statistician	Literate	--	By initial Recruitment	18	25	
		17. Chowkidar	Statistician	Literate	--	By initial Recruitment	18	35	
		18. Sweeper	Statistician	Literate	--	By initial Recruitment	18	45	
		19. Driver	D.A(CRS), Punjab.	i. Middle pass ii. LTV Driving license with 5 years experience as such.	--	By initial Recruitment	25	35	
		20. Mechanic	DA(CRS), Punjab.	i. Matriculation, ii. 10 years experience as Mechanic in a large Automobil work shop.	--	By promotion from Assistant Mechanic with 5 years experience as such. If none is available than by initial recruitment.	25	35	
		21. Senior Auditor (BS-11)	DA(CRS), Punjab	--	--	By promotion on seniority-cum-fitness basis from amongst the Junior Auditor / Senior Clerks working in functional unit having 5 years experience as such.	--	--	
		22. Junior Auditor (BS-8)	DA(CRS), Punjab	I. Com / D.Com (2 <sup>nd</sup> Division) from a recognized Board Institute.	--	By initial recruitment.	18	25	