

ANNEXURE-1
UPGRADATION/ PROMOTION OF STAFF WORKING IN COTTON CELL

S. No.	Nomenclature of Post	No. of Post(s)	Name of Post with grade	with Post (s)	No. of Remarks
1.			Manager (Cotton) Rs.10300-34800+5400 Grade Pay	1	The post shall be filled by promotion from amongst the Sr. Field Officer (Cotton) Grade-1, having a minimum experience of 5 years as such or the post may be filled by transfer from amongst the incumbents of the cadre of Distt. Managers.
2.			Sr. Field Officer (Cotton) Grade-1 Rs.10300-34800+5000 Grade Pay	8	These posts are to be filled by promotion from amongst the Field Officer (Cotton) having a minimum experience of 6 years as such.
3.	Field Officer (Cotton)	27	Field Officer (Cotton) Rs.10300-34800+5000 Grade Pay	43 (25+18)18 by upgrading the posts of F.O.(C) Gr.II	100% by promotion from amongst the AFO having 6 years experience as such

ANNEXURE-2

DETAILS OF CADRE STRENGTH PAY SCALES, AGE LIMITS AND MODE OF RECRUITMENT

Sr. No.	Nomenclature of Post	No. of Posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment, percentage of posts and qualification			Remarks
					By Direct	By Transfer & On deputation	By Promotion	
1.	2	3	4	5	6	7	8	9

GROUP-A

1.	Managing Director	1	-	-	-	On deputation from Punjab Govt.	-	-
2.	Addl. Managing Director	2	-	-	-	-do-	-	-
3.	Executive Director	1	Rs.37400-67000 + G.P. Rs.8700/-	-	-	-	By way of promotion from amongst the Chief Managers on seniority cum merit basis having 5 years experience as Chief Manager. (RCS approval letter No.RCS/Mktg./MS-1/ 17241 dated 23.12.2011.	1 post of Chief Manager upgraded to that of Executive Director as approved by RCS, Punjab vide their office letter No. RCS/Mktg./ MA1/ 45-b/2/11323 Dated 14.7.2008.
4	Chief Manager (Personnel)	1	-	-	-	On deputation from Punjab Govt.	-	-

5	Superintending Engr. (Civil)	1	Rs.37400-67000 + Rs.8700/- Grade Pay.	-	-	From amongst the regular Superintending Engineer (Civil) in the Deptts. of the Govt. of Punjab who have an experience of working as such for a minimum period of one year.	Degree in Civil Engineering and should have an experience of working as Executive Engineer in the Federation for a minimum period of ten years.	-
6	Chief Manager (Marketing)	1	Rs.15600-39100 + Rs.8400/- G.P.				The post of Chief Managers will be filled in from amongst Dy. Chief Managers on Seniority cum-merit basis with having 2 years experience except for officers recruited directly as Dy. Chief Managers in which case their eligibility for promotion will be after 5 years service/ experience as such. (Approved	
7	Chief Manager (Inputs)	1	Rs. -do-					
8	Chief Manager (Foodgrain)	1	Rs.-do-					

								intergrated cadre would be as under; Direct Recruitment M.Sc (Agri.)/ M.Sc. Botony; Zology (Agri.) with entomology in both the case or Chemistry or Bio-Chemistry Or B.Sc. (Agri.) with Soil Science as principal subject with 5 years experience preferably in quality control & handling of stocks of foodgrains including storage & inspection in a responsible position in a Govt. or Public undertaking or in a Business house of repute.
2.	Technologist (F&S)	1	Rs.15600-39100+6600 Grade Pay	-	-		By promotion amongst Asstt. Soil Chemist on Seniority-cum-merit basis having 10 years experience as such.	
3.	Sr. Manager	4	Rs.15600-39100+6600 Grade Pay				100% By promotion from Distt. Managers/Managers on Seniority-	4 Posts of Distt. Managers/ Managers stands upgraded as Senior Managers.

							cum-merit basis having 5 years experience as DM/ Manager (RCS approval letter No.RCS/MS-1/1728 Staffing Pattern/ 8098 dated 25.5.11.	
4.	Sr.Manager(Liaison)	2	Rs.15600-39100+6600 Grade Pay	--			100% by way of promotion from amongst Liaison Officer.	Two posts of Sr. Maintenance Engineer of MVAI Khanna and Kapurthala Plant converted to that of Sr. Manager (Liaisons) on Common Cadre Side as per approval accorded by RCS :Punjab vide their office letter No.RCS/ MKG/ MA-1/45-A-1/ 5162 dated 4.5.2007 and No.359 dated 7.1.2008.
5.	Sr. Manager (Taxation)	1	Rs.15600-39100+6600 Grade Pay	-			By way of selection out of officers of the rank of Sr.A.O. and Manager having minimum 5 years experience as Sr.A.O./ Manager.	The post of Manager (Taxation) upgraded to that of Sr. Manager (Taxation) in the pay band of Rs.15600-39100+ Rs.6600 (G.P.) as per approval accorded by RCS :Punjab vide their office letter No.RCS/ MKG/ MA-1/45-B

								(5)/11041 dated 9.7.2008.
6.	Dy. Chief Accounts Officer	6	Rs.15600-39100+6600 Grade Pay	18-37 yrs.	40% i) B.Com. 1 st Division + Chartered Accountant / Cost Accountant with minimum 5 years experience as such. ii) Should possess knowledge of Punjabi of Matriculation standard. iii) Knowledge of MS Office is essential (RCS approval memo No.RCS/ Mktg./ MS-1/45-B/ 3281 dated 15.9.11.		60% By promotion out of Sr. Accounts Officer having 5 years experience as such.	One post of Internal Auditor & 3 of Plant Accountants stand designated as Dy.CAO & they shall form one cadre of Markfed whether on Plant or General Cadre.
7.	Internal Auditor	4	Rs.15600-39100+6600 Grade Pay	18-37 yrs.	100% i) B.Com. 1 st division + Chartered			

					<p>Accountant with 5 years experience as such or B.Com. 1st division or Cost Accountant with atleast 5 years experience in a manufacturing unit or Agro based manufacturing industry of Factory.</p> <p>ii) Should possess knowledge of Punjabi of Matriculation standard.</p> <p>iii) Knowledge of MS Office is essential (RCS approval memo No.RCS/ Mktg./ MS-1/45-B/ 3281 dated 15.9.11.</p>			
8.	Executive Engineer	4	Rs.15600-39100+ 7600 Grade Pay	18-37 yrs.			By promotion from out of	One post of SME merger in Executive

							Assistant Engineers Possessing degree or Diploma Electrical/ Civil Engineering and having experience 10 years as such.	Engineer (RCS approval No.8098 dated 25.5.2011).
9.	Distt. Managers/ Managers	23	Rs.10300-34800+ 5400 G.P.	18-37 yrs.	30% i) MBA 1 st division with 2 years experience or B.Com. 1 st division plus Chartered Accountant with 2 years experience ii) Should possess knowledge of Punjabi of Matriculation standard. iii) Knowledge of MS Office is		70% by promotion as below: 55% by promotion from amongst Sr. Branch Officers having 5 years service as such. 15% by promotion from amongst Technical Officers on seniority cum merit basis with 5 years experience as such.	There will be no direct recruitment of Distt. Managers/ Managers except by way of management Trainees having the qualification of MBA or C.A. After one year of successful training, they will be appointed as Distt. Managers/ Managers.

					essential. (RCS approval memo No.RCS/ Mktg./MS -1/45- B/3281 dated 15.9.11.			
10.	Establishment Officer (General)	1	Rs. 10300-34800+ 5400 G.P.	-	-	-	100% by promotion from amongst the Superintendent/ Private Secretaries having 5 years experience as such. The first post shall be filled in from amongst the Supdts an the second post from amongst the Private Secretaries. Thereafter the post will be filled in the accordance with the ratio of 7:1 from amongst Supdts and Private Secretaries respectively.	RCS Approval dt. 22.12.06
	Establishment Officer (Enquiries)	1	Rs.-do-					
	Establishment Officer (Plants)	1	Rs.-do-					

11.	Manager (Development & Public Relations)	1	Rs.10300-34800+ 5400 G.P.			By Deputation from Public Relations Deptt. of Punjab Govt. of an officer not below the rank of a Dy. Director.		
12.	Liaison Officer	1	Rs.10300-34800+ 5400 G.P.				100% by selection from Officers in the rank of Sr. Acctt. Officer/ Sr. Branch Officer and equivalent categories having 5 years experience as such with aptitude and ability to handle the job.	Single cadre post of Liaison Officer merged with the cadre post of Distt. Manager from the date of resolution of Administrator/ BOD i.e. 14.2.90.
13.	Secretary	2	Rs.10300-34800+ 5400 G.P.					By up gradation of two posts of Private Secretaries Sanction conveyed vide RCS, Pb. No. RCS/Marketing MA-1/72-B/1138A dt.2.9.93.
14.	Manager (Sales)	1	Rs.10300-34800+				By promotion	

			5400 G.P.				from amongst Sales Officers having 5 years experience as such.	
15.	Law Officer	1	Rs.10300-34800+ 5400 G.P.				By way of promotion from ALO.	1 Post of Liaison Officer converted to that of Law Officer to be filled by way of promotion from ALO- as per approval accorded by RCS Pb. Vide letter dated 7.1.2008.

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
GROUP-‘B’								
1.	Assistant Engineer (Civil Electrical)	15	Rs.15600-39100 + 5400 G.P.	18-37 yrs	50% Degree in Civil/Public Health/Electrical Engineering with three years experience or Diploma holder with 10 years practical experience.		50% out of eligible employees of detailed below:- CIVIL i) From amongst the Sectional Officers working in the Federation who possess degree in Civil Engineering and who have an experience of working as such for minimum period of three years. ii) From amongst the Sectional Officers (Civil)	

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
							<p>working in the Federation who possess Diploma in the Engineering (Civil) of a recognised University of Institute and who have an experience of working as such for a minimum period of 1 years.</p> <p>iii) From amongst the Draftsmen working in the Federation who possess Diploma in Engineering (Draftsmen) who have an experience of working as such for a minimum period of 10 years.</p> <p>iv) From amongst the Sectional Officers and Draftsmen working in the Federation who possess Associate Membership of Institute and have an experience of working as such for a minimum period of five years.</p> <p>ELECTRICAL</p> <p>i)From amongst the Sectional Officers working in the Federation who</p>	

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
							<p>possess degree in Engineering (Electrical) of recognized University of Institute and who have an experience of working as such for a period of three years.</p> <p>ii) From amongst the Sectional Officers (Electrical) working in the Federation who possess Diploma in the Engineering (Electrical) of a recognized University or Institute and who have an experience of working as such for a minimum period of 10 years.</p> <p>iii) From amongst the Draftsmen working in the Federation who possess Diploma in Engineering (Draftsmen) who have an experience of working as such for minimum period of 10 years.</p> <p>iv) From amongst the Sectional Officers and Draftsmen working in the Federation who possess</p>	

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
							Associate Membership of Institute of Engineering of a recognised University or Institute and who have an experience of working as such for a period of five years.	
						-- --	<p>PUBLIC HEALTH</p> <p>i) From amongst the Sectional Officers working in the Federation who possess degree in Engineering of a recognised University or Institute and who have an experience of working as such for a minimum period of three years.</p> <p>ii) From amongst the Sectional Officers working in the Federation who possess Diploma in the Engineering of a recognized University or Institute and who have an experience of working as such for a minimum period of 10 years.</p> <p>iii) From amongst the</p>	

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
						--	Draftsmen working in the Federation who possess Diploma in Engineering (Draftsmen) who have an experience of working as such for a minimum period of 10 years. iv) From amongst the Sectional Officers and Draftsmen working in the Federation who possess Associate Membership of Institute of Engineering of a recognized University or Institute and who have an experience of working as such for a minimum period of five years.	
2.	Senior Accounts Officer	32	Rs.10300-34800 + Rs.5400/- G.P.	18-37yrs.	33% i) B.Com 1 st division plus Chartered Accountant with 2 years experience or B.Com. 1 st division plus ICWA with 2 years experience. ii) Should possess	--	67% Out of Assistant Accounts Officers having 7 years experience as such.	22 Post of AAO upgraded to Sr.A.O. (RCS approval No.RCS/Mktg./MS-1/72-B/

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
					knowledge of Punjabi of Matriculation Standard. iii) Knowledge of MS Office is essential (RCS Pb. approval No. Mkg/MA-I/3281 dt. 15.9.2011).	--		Staffing Pattern/ 8098 dated 25.5.2011.
3.	Technical-cum-Preservation Officer	18	Rs.10300-34800 + Rs.5000/- G.P.	18-37 Yrs.	50% i) B.Sc. Agriculture 1 st division plus M.Sc. (Agriculture) 1 st division with Specialization in Entomology/ Plant/ Pathology Food Technology with 2 years experience. ii) Should possess knowledge of Punjabi of Matriculation standard.		50% By promotion out of Field Officer (Preservation) and Senior Laboratory Technicians in the Scales of Rs. 10300-34800+ 3800 G.P. Promotees shall first be placed in the scale of Rs. 10300-34800 + 4200 G.P. and after having working in the Scale for five years shall be eligible for grant of scale of Rs. 10300-34800+ 5000 G.P. other things being equal.	

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
					iii) Knowledge of M.S. Office is essential. (RCS Approval letter No.8098 dated 25.5.2011)			
4.	Sales Officer	3	Rs 10300-34800 + Rs.5000/- G.P.				100% By promotion out of Assistant Sales Officer having five years experience as such.	
5.	Sr. Branch Officer	109	Rs. 10300-34800+ (GP) Rs.5000/-	--	14% By direct Having qualification of a) i) B.Sc. (Agriculture) Ist division & M.Sc.in Agronomy/Extension Education/Agri. Economics/Soil/Entomology/Plant Pathology/Agri business/Plant Breeding/Genetics Or ii) B.Sc. (Agriculture) Ist division with	--	86% By promotion from FO(G) with 5 years minimum experience.	

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
					MBA . b) (i) Knowledge of MS-Office is essential. ii) Matriculation with Punjabi or its equivalent.			
6.	Superintendent	28	Rs.15600-39100 + 5400 G.P.	--			100% By promotion out of Sr. Assistants having 8 years experience as such.	
7.	Private Secretary	12	Rs.15600-39100 + 5400 G.P.	--			100% By promotion out of personal Assistants having minimum experience of 1 year or a total experience of 8 years as Sr.Scale Stenographer	
8.	Sr. Programmer	1	Rs.10300-34800 + Rs.5400/- (G.P.)				By selection from the officials of Markfed having qualifications of Graduation with ten years practical experience of Computer Deptt. of Markfed. Practical experience in System Analyst and Design, Programming in BASIC/COBOL/PASCAL/ FOXPRO languages.	In case the departmental candidate do not possess Diploma in system Analyst, he may be required to pass

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
								the same as and when the test is arranged by the Markfed

Sr. No.	Nomenclature of Post	No. of Posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment, percentage of posts and qualification	Remarks		
1.	2	3	4	5	6 By direct Recruitment	7 By transfer & on deput- -ation	8 By Promotion	9
1.	Assistant Accounts Officer	73	Rs.10300-34800 + Rs.5000/- G.P.	18-37 yrs	25% i) M.Com. with 3 years experience or B.Com with 9 years	75% By promotion out of Accounts having 5 years	12 Posts upgraded as Sr.A.O. vide RCS approval letter No.8098 dated 25..5.2011.	

					experience in Govt. Co-operative Institution or reputed business house.	experience.
2.	Personal Assistants	20	Rs.10300-34800 + Rs.4800/- G.P.		ii) Should possess knowledge of Punjabi of Matriculation standard.	100% By promotion out of Sr. Scale Stenographer. having 5 years service as such.
3.	Junior Engineer	18	Rs.10300-34800 + Rs.3800/- G.P.	18-37 yrs.	90% i) Diploma in Civil/ Electrical/ Public Health Engineering from a recognized University/ Institution with two years experience in the respective line. ii) Should Possess knowledge of Punjabi of Matriculation standard.	10% by promotion 6% by way of promotion out of the Work Inspector/ Work Misties possessing qualification of diploma in Civil Engineering from a recognized institute & 4% out of work inspector / Work Mistries having 10 years

services as such
who have
passed the
qualifying
departmental
test.

4. Reception Officer 1 Rs.10300-
34800 +
Rs.4200/-
G.P.

100%
By promotion
out of
Receptionist-
cum-
Telephone
Operators
having 10 years
experience as
such.

5. Accountant 136 Rs.10300-
34800 +
Rs.4200/-
G.P.

100%
By promotion
out of Assistant
Accountant
having 7 years
experience as
such on
qualifying the
departmental
test as may be
prescribed by
the Managing
Director. In
case an
employee is

6. Circle Head 1 Rs.10300-
Draftsman 34800 +
Rs.4200/-
G.P.

considered for promotion after 10 years experience as Asstt. Acctt., the pre-condition for qualifying the departmental test may be relaxed/ waived off by the Managing Director. This shall also apply to the Asstt. Accountant who have been provisionally promoted as accountant vide Markfed H.O. order No.EST/EASG-2/91/8592 dated 16.10.91. RCS approval No. Mktg./MA-1/RCS/72-B/1266 dt. 1.3.93. 100% By promotion out of Draftsman

7.	Field (General)	Officer	200	Rs.10300- 34800 + Rs.4200/- G.P.		<p>i) B.Sc. (Agri.) 2nd division having minimum 50% marks.</p> <p>ii) Should possess knowledge of Punjabi of Matriculation Standard.</p> <p>iii) Knowledge of MS Office is essential. (RCS approval memo No.RCS/ MS-1/3559 dated 20.9.11.</p>	<p>having 10 years experience. (RCS Approval accorded vide letter No. RCS/Mktg/MS-1/72-B/ Staffing Pattern/ 8098 dated 25.5.2011</p> <p>Promotion out of Assistant Field Officer having atleast 6 years exp. as such.</p>	<p>i) 27 posts merged in the cadre pf FO(P).</p> <p>ii) 40 posts merged in the cadre of ASO.</p> <p>iii) 51 posts downgraded in the cadre of AFO.</p>
8.	Field (Preservation)	Officer	62	Rs.10300- 34800 + (GP) Rs.3800/-		<p>75% By direct recruitment having qualification of</p> <p>i) B.Sc. (Agri.) 1st division.</p> <p>ii) Knowledge of MS Office is essential.</p> <p>iii) Should possess knowledge of Punjabi of Matriculation Standard..</p>	<p>25% By promotion out of Asstt. Field Officer having 5 years experience as such.</p>	<p>6 Posts FO(P) upgraded to the post of T.O. (RCS approval memo No.RCS/ Mktg./ MS-1/72-B/ Staffing Pattern/ 8098 dated 25.5.11.</p>
9.	Draftsman		4	Rs.10300- 34800 + (GP) Rs.3800/-	18-37 yrs.	<p>50%</p> <p>i) Should possess Diploma in Civil/ Electrical/ Public</p>	<p>50%</p> <p>By promotion out of Tracers having 10 years</p>	

					Health Draftsmanship awarded by the State Board of Technical Education or any other recognized Institution.		experience and possessing certificate of a Tracer from an ITI.
				ii)	Should have knowledge of Punjabi of Matriculation standard.		
10.	Sr. Laboratory Tech. (B.Sc./ FSc) -do- (Non BSc/ Fsc)	13	Rs.10300- 34800 + (GP) Rs.3800/-	18-37 years	50% i) B.Sc. Agri. With 5 yrs. exp. in Soil Test. Lab. ii) Should possess knowledge of Punjabi of Matriculation standard.		50% By promotion out of Lab. Attendants & the scale of Sr. Lab. Tech. would be admissible as per their qualifications.
11.	Programmer	1	Rs.10300- 34800 + (GP) Rs.5000/-	18-37 yrs.	i) Graduate with Post Graduate diploma in computer science with 3 yrs. exp. in programming of Graduate with 5 yrs. experience in Programming. ii) Should possess		

12.	Sr. Stenographer	Scale 26	Rs.10300-34800 + (GP) Rs.4200/-	knowledge of Punjabi of Matriculation standard.	100% by promotion out of Junior Scale Stenographer having 1 year experience as Junior Scale Stenographer on qualifying the departmental test in stenography to be held by Personnel Department.
13.	Sr. Asstt.	168	Rs.10300-34800 + (GP) Rs.4200/-		100% By -- promotion out of Jr. Asstt. having five years exp.
14.	Receptionist-cum-Telephone Operator	2	Rs.10300-34800 + (GP) Rs.3800/-	18-37yrs. i) 50% Should be Graduate of a recognized Univ. with a pleasing personality & must	50% by - promotion out of Jr. Asstts. Having 10 yrs. exp. on qualifying a

				have 5 Yrs. exp. as such alongwith knowledge of operating PABX telephone system.		departmental test as may be prescribed.	
			ii)	Should possess knowledge of Punjabi of Matriculation standard.			
15.	Sr. EDP Asstt./ Sr. Machine Operator	2	Rs.10300-34800 + (GP) Rs.3800/-	18-37yrs.	50% Graduate with one year Diploma in EDP from recognized institute Univ. with 2 Yrs. practical experience of the line in a commercial House.	50% By way of selection from employees having graduation with 3 yrs. exp. in Computer Branch of Markfed. Should have aptitude for computer work.	The condition of 3 yrs. exp. may be relaxed in case of an employee who is already having diploma in EDP.
16.	Library Asstt.	1	Rs.10300-34800 + (GP) Rs.3800/-	-do-	100% i) Graduate with Degree in Library Science with three years exp. as such. ii) Such possess knowledge of Punjabi upto Matriculation Standard.		

17.	Liaison Officer Gr. II		1	Rs.10300-34800 + (GP) Rs.3800/-						The post of Assistant Liaison Officer redesignated and upgraded as Liaison Officer Gr. II
18.	Assistant Officer	Law	2	Rs.10300-34800 + (GP) Rs.3800/-	--					
19.	Asstt. Sales Officer/ Depot Incharge		56	Rs.10300-34800 + (GP) Rs.3800/-	18-37 years	100% by direct recruitment .				
						i) Graduate 2 nd Division with 1 year diploma in Marketing from a recognized university.				
						ii) MBA with specialization in Marketing from recognized university.				
						iii) Knowledge of MS-Office is essential.				
						iv) Matriculation with Punjabi or its equivalent.				
20	Assistant Officer	Field	150	Rs.5910-20200 + (GP) Rs.2400/-	18-37 yrs	80% by direct recruitment having qualification of				20% by promotion out of Sales-man having 5 years experience as such.
						i) B.Sc. (Agri.) 2 nd division.				
						ii) Knowledge of MS-Office is essential.				
						iii) Matriculation with Punjabi or its equivalent.				
21.	Assistant		136	Rs.10300-	18-	100%				

Accountant			34800 + (GP) Rs.3800/-	37yrs.	i) B.Com. 1 st Division with 1year post Graduate Diploma in Computer Application (Excel, data Management or MS Office) recognized by Board of Technical Education Punjab or any recognized University. ii) Matriculation with Punjabi or its	
22. Jr. Draftsman	1		Rs.5910- 20200 + (GP) Rs.2400/-	18-37 yrs.	100% Matric with ITI Certificate in the trade of Tracer.	
23. Electrician	2		Rs.5910- 20200 + (GP) Rs.2400/-	18- 37yrs.	100% Matric with ITI Certificate in the Electrician Trade.	
24. Jr. Stenographer	Scale 17		Rs.10300- 34800 + (GP) Rs.3600/-	18-37 yrs.	100% i) By way of promotion from amongst the Steno Typist having 5 years experience	

- ii) .
As such in
the
Markfed
on
qualifying
a
department
al test.
Preference
will be
given to
the official
having
certificate
in
Computer
course
from a
recognized
Institution
by AICTE
or UGC.
- iii) In case the
promotion
of an
employee
is made
after 8
years
experience
as Steno
typist, the
condition
of

25.	Junior Assistant	51	Rs.10300-34800 + (GP) Rs.3600/-				qualifying departmental test may be relaxed/waived off by the MD. By promotion from amongst Clerks having 5 years experience as such.
26.	Asstt. Public Relations Officer	1	Rs.10300-34800 + (GP) Rs.4200/-	18-37 yrs.	100%	B.A. 2 nd Class	
27.	Wireless Operator	1	Rs.5910-20200 + (GP) Rs.2400/-	18-37yrs.	100%	i) Graduate with certificate of Wireless Operator from a recognized University / Institution. ii) Should possess knowledge of Punjabi of Matriculation standard.	
28.	AZO Machine Operator	1	Rs.5910-20200 + (GP) Rs.1900/-	18-37yrs.	100%	i) Middle pass and must have five years experience in operating AZO Machine.	

				ii) Knowledge of Punjabi.			
29.	Restorer	2	Rs.5910-20200 + (GP) Rs.2400/-			100%	By promotion out of Jamadars/ Daftaries.
30.	Photostat Machine Operator	5	Rs.10300-34800 + (GP) Rs.3200/-				Two posts of Peons upgraded to that of Photostat Machine Operators in the pay scale of Rs.950-1800 (with an initial start of Rs.1000/- (Revised to Rs.10300-34800 + (GP) Rs.3200/-w.e.f. 1.1.2006). RCS approval No.RCS/Marketing/MA-1/72-B/214/A dt.13.1.94.
31.	Steno-typist	27	Rs.10300-34800 + (GP) Rs.3200/-	18-37 years	100%		3 posts of Peons upgraded to that of Photostat machine Operator. RCS sanction No. RCS/Mkg./MA-1/45/B/1275 dt. 15.4.98. It should be against the post of Clerks. RCS approval NO. Mkg.MA-1/72-B/P-II/10198 dt. 1.10.92.
							100% i) Graduate 2 nd division. ii) Having proficiency in Punjabi Stenography at the speed of 80 w.p.m. and to transcribe at a speed of 15 w.p.m.

and proficiency in English Stenography at the speed of 60 w.p.m. and to transcribe at a speed of 15 w.p.m.

iii) Should have Computer knowledge having a certificate in Computer course from a recognized Institute by AICTE or UGC.

iv) Should possess knowledge of Punjabi of Matriculation standard.

(RCS approval letter No.RCS/ Mktg/ MS-1/45-B/ 3281 dated 15.9.11.

32. Clerk

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Rs.10300-34800 + (GP) Rs.3200/-

18-37 years

- 80%
- i) B.A. 2nd Class.
 - ii) Must qualify typing test in Punjabi at a speed of 30 WPM.
 - iii) Should possess knowledge of Punjabi & English of Matriculation standard from any recognized Board/ Institution.
 - iv) Should possess a

20% by promotion cut of Class-IV employees posted in Head Office and Distt. Officers who are matriculate and qualify a typing test in Punjabi typewriting at the speed of 30

certificate from recognized institute for operating Computer in MS office viz Word, Excel, Power Point etc.

- v) The qualification shall be BA for appointment of the dependants of the deceased employees of Markfed who die in harness. They shall also have to qualify a typing test in Punjabi typewriting at the speed of 30 WPM during the Probation period and should have passed Matriculation standard examination with Punjabi & English from any recognized Education Board/Institution.

Should possess a certificate from a recognized Institute for operating Computer in MS office viz. Word,

w.p.m. during the probation period.

ii) Should have passed Matriculation Standard examination of Punjabi & English subjects from any recognized education Board/Institution.

iii) To acquire a certificate from recognized Institute for operating Computer in MS office viz. word excel, power point etc.

33. Salesman	134	Rs.5910-20200 + 1900 G.P.	18-37yrs.	<p>Excel, Power –Point etc. during the period of probation, if already not in possession.</p> <p>80%</p> <p>i) Graduate 2nd Class,</p> <p>ii) Should possess knowledge of Punjabi of Matriculation standard.</p> <p>iii) The qualification shall be B.Sc(Agri.)/BA for appointment of the dependants of the deceased employees of Markfed who die in harness Should possess a certificate from a recognized Institute for operating Computer in MS office viz. Word, Excel, Power –Point etc. during the period of probation, if already not in possession.</p>	<p>i)20% By 186 posts of Dusting promotion out Operator/ Chk./ Peon of such class IV cum Chowkidar etc. employees upgraded to that of including Salesman. The newly Dusting upgraded posts of Operators who Salesman are as measure are personal in the eligible Matriculates Class IV employees and are posted therefore the post of in the Markfed Salesman shall stand Branch Offices. abolished automatically</p> <p>ii)Should in case of their possess promotion/ retirement/ knowledge of death/ resignation etc. Punjabi of Matriculation standard.</p>
				<p>(Approval accorded by RCS Office vide letter No.RCS/Mktg./MS-1/45-B/9931 dated 22.6.2011).</p>	

34.	Jr. EDP (Asstt.)	1	Rs.5910-20200 + 2400 G.P.					By selection A post of Jr.EDP from (Assistant) in the employees of Computer Cell in the Markfed with scale of 1200-minimum 2130(Revised to qualification of Rs.4020-6200 w.e.f. graduation and 1.1.96) is created by sufficient transferring reducing experience in one post from the cadre Computer Cell strength of Jr. Assistant. of Markfed. Preference will be given to the employees having a certificate course in computer and who has aptitude for computer work.
35.	Lab Attendant	3	Rs.5910-20200+(GP) Rs.1900/-	18-37yrs.	100% by direct	--	--	--
					i) 10+2/Senior Secondary and have knowledge of Punjabi of Matric standard.			
36	Work Inspector/Work Mistry	21	Rs.5910-20200+(GP) Rs.1900/-	--	--	--	--	Post created for regularization of work charged employees vide RCS approval No.RCS/MA-I/72-B/5280 dated 25.11.1994 and 6411-A dated 18.12.1997
37	Mortar-Mate	17	Rs.5910-	--	--	--	--	Post created for

20200+(GP)
Rs.1900/-

regularization of work
charged employees
vide RCS approval
No.RCS/MA-I/72-
B/5280 dated
25.11.1994 and 6411-A
dated 18.12.1997

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					By direct recruitment	By transfer and on deputation	By promotion	
1.	2.	3.	4.	5.	6.	7.	8.	9.
					Group-D			
1	Driver	20	Rs.5910-20200 + 2000 G.P.	18-37yrs.	100% i) Matriculation ii) Should possess driving license for driving light vehicles and have an experience of minimum period of five years. iii) Must have knowledge of Punjabi. iii) Preference will be given to those having rural back-ground.	--	--	No. of posts of drivers will be variable in terms of Car facility scheme RCS Pb. Sanction No.RCS/Mkg/MA-1/72-13/2233A dt. 5.5.94
2.	Cook	3	Rs.5910-20200 + 2000 G.P.	18-37yrs.	100% i) should have experience of cooking for atleast two years ii) Must have knowledge of Punjabi. iii) Preference will be given to those having	--	--	--

Sr No.	Nomenclature of post	No. of posts	Pay Scales	Age limit for direct recruitment	Mode of recruitment. Percent of post and Qualifications			Remarks
					rural back-ground.			
3.	Daftri	16	Rs.4900-10680 + Rs.1650/- G.P.		--	--	100% By promotion from Peons, Chowkidars, Sweepers and Malies.	--
4.	Jamadar	28	Rs.4900-10680 + Rs.1650/- G.P.	18-37yrs.	--	--	100% By promotion from Peons, Chowkidars, Sweeper and Malies.	--
5.	Peons/ Mali /Chowkidar	88	Rs.4900-10680 + Rs.1650/- G.P.	18-37yrs.	100% i) Must have passed Middle standard with Punjabi. ii) Preference will be given to those having rural back-ground. Knowledge of Gardening & Plants.	--	--	In the categories from 5 to 7. In case the appointment is made of the dependents of employees of Markfed who died in harness, there will be no condition of minimum qualifications.
6.	Sweeper	5	Rs.4900-10680+ Rs.1650/- G.P.	18-37yrs.	100% i) Must have passed Middle standard with Punjabi. ii) Preference will be given to those having rural back-ground and ex-Serviceman.			

*557 Posts of Class IV employees created in the pay scale of Rs.810-1455 for regularization of services of daily wage/ adhoc/ temporary Class IV employees of Markfed. RCS approval No.RCS/ Mktg./ MA-1/72-B/1597 A dated 28.9.1993 & sanction No.RCS/Mktg./ MA-1/72-B/ 2019 dated 24.4.1992. `