

**APPENDIX 'A'**  
**(See Rule 8)**

S. No.	Designation of Post on which to be appointed	Age	Qualifications & experience for appointment	
			By direct appointment	By promotion
1.	Managing Director		On Deputation	
2.	Addl. Managing Director		On Deputation	
3.	Chief Accounts Officer cum Financial Advisor	Below 40 years	(i) An associate of the Institute Of Chartered Accountants of India or an associate of the Institutes of Costs & Works Accountants of India or a Master of Business Administration With specialisation in Financial Management. (ii) Experience of atleast 3 years in Maintenance of accounts, Preparation of budget & balance Sheets, auditing & financial Management in a Govt. or a Semi- Govt or a Public Limited Company.	Direct recruitment only.
4.	Chief Automobile Engineer cum Technical Advisor	Below 45 years	(i) Degree in Automobile or Mechanical Engg. with Automobile Engg. as special subject from a Recognised University or Institute ; (ii) Experience for a period of 10 years in Govt./Semi Govt. or a Public Limited Company.	(i) Degree in Automobile Engg. or Mechanical Engg. with Automobile Engg. as a special subject from a Recognised University or Institute. (ii) Experience on the post of General Manager for a period of 7 years.
5.	Executive Engineer		No direct recruitment.	(i) Degree/ Diploma in Civil Engineering from a recognised University or AMIE (Civil). (ii) Experience as SDO (Civil Works) in PRTC for a period of five years in case of degree holder and for a period of 10 years in the case of Diploma holder.

6.	Senior General Manager		No direct recruitment	(i) Master of Business Administrative or Degree in Automobile Engg. or Mechanical Engg. with Automobile Engg. as a special subject from a Recognized University or Institute. (ii) Experience for minimum period of five years on the post of General Manager.
7.	Senior Legal Advisor	Below 56 years	No direct recruitment.	(iii) Law Graduate with 10 years experience as Legal Advisor in PRTC.
8.	Deputy Chief Automobile Engineer.	Below 37 years	(i) Degree in Automobile Engineering or Mechanical Engineering with Automobile Engineering as special subject from recognised University or (ii) Practical experience in Automobile Engineering for a minimum period of 10 years in Government/Semi Govt. or a Public Limited Company.	(iii) Degree in Automobile or Mechanical Engineering with Automobile Engineering as a special subject. (iv) Experience on the post of General Manager in PRTC for a period of seven years.
9.	Deputy Controller (F&A)	Below 56 years	No direct recruitment.	(i) Subordinate Accounts Services (Pb) (ii) Experience as Asstt. Controller (F&A) in PRTC for a minimum period of 7 years.
10.	General Manager	Below 35 years	(i) Master of Business Administrative or Degree in Automobile Engg. or Mechanical Engg. with Automobile Engg. as a special subject. (ii) Experience for a period of five years in Government/Semi Govt. or a Public Limited Company.	(iii) Degree/Diploma in Automobile Engg. or Mechanical Engg. with Automobile Engg. as a special subject form a recognised University with experience of 5 years as Works Manager in case of degree holders and 7 years in the case of diploma holder. OR Graduate with 5 years experience as Traffic Manager NB. The ratio of promotion to the post of General Manager would be as follows:- 50% Traffic Manager 50% Works Manager.
11.	Works Manager	Below 35 years.	(i) Degree in Automobile/Mechanical Engineering with Automobile Engg. as a special subject from a University or Institute and in (ii) Experience in a supervisory capacity of dealing in Automobile Line and diesel vehicles for five years in Govt. workshop	(i) Degree/ Diploma in Automobile with Automobile Engineering as a special subject / Mechanical Engineering or A.M.I.E in the line from a Recognised Uni. Or Institute with (ii) Experience on the post of Service Engineer in P.R.T.C. for a minimum period of five years.

			or Semi-Govt. or a Public Limited Company.	
12.	Manager (Planning & Statistics)	Below 35 years	(i) Post Graduate Degree in Statistics or Economics or in Commerce or in Mathematics with statistics as one of the subject from the Recognised University and; (ii) Experience in processing statistics data for a minimum period of three years in a Govt./Semi Govt. or a Public Limited Company.	Direct recruitment only.
13.	Body Fabrication Engineer	Below 35 years	(i) Degree in Automobile or Mechanical Engineering from Recognised University or Institute. And (ii) Experience for three years in Body Fabrication Unit of Government or Semi-Govt. or a Public Limited Company.	(i) Diploma in Automobile Engineering or Mechanical Engineering from a recognized University or Institute. (ii) Experience in the PRTC for a minimum period of five years on the post in the pay scale of Rs. 5800-9200.
14.	Asstt. Controller (F&A)	Below 35 years	The direct recruitment is to be made only if no suitable candidate is available for appointment by promotion. In such case the vacancy shall be filled from amongst candidates possessing qualification of Intermediate examination of Institute of Chartered Accountants or of examination of Institute of the Cost and Works Accountants, with at least five years experience in a responsible position in a Department of Government or public sector undertaking or Public Limited Company.	(i) Subordinate Accounts Services Punjab or Associate of the Institute of Costs & Works Accountants of India and; (ii) Experience as Sectional Officer in PRTC for a minimum period of seven years.
15.	Sub Divisional Officer (Civil)	Below 30 years	(i) Degree in Civil Engineering from a recognised University or Institute (ii) Experience of five years with Govt./Semi-Govt. or a Public Limited Company.	(iii) Degree/Diploma in Civil Engineering from a recognised University or Institute and; (iv) Experience in the Civil Engineering Cell of PRTC as Sectional Officer (Junior Engineer) for a period of ten years.
16.	PRO cum Welfare Officer		The post is lying vacant since last over 15 years and is proposed for surrendering in the proposal of Restructuring of PRTC .	
17.	Medical Officer		(i) On deputation from Punjab Civil Medical Service (ii) Experience of 5 years.	Direct recruitment only.

18.	Traffic Manager	Below 30 years	(i) Master of Business Administration. (ii) Experience of 5 years in a managerial capacity in Govt. or Semi Govt. or a Public Limited Company.	(i) Graduate from a recognised Institute (ii) Experience on the post of Station Supervisor in PRTC for a minimum period of Five years.
19.	Legal Advisor	Below 30 years	(i) Law Graduate (Professional) from a recognised University and; (ii) Experience as an Advocate at BAR for a minimum period of three years.	(i) Law Graduate (Professional) from a recognised University and; (ii) Experience in PRTC in ministerial cadre for the minimum period of 10 years after obtaining the requisite qualifications.
20.	Service Engineer	Below 30 years	(i) Degree/Diploma in Automobile Engineering or Mechanical Engineering with Automobile Engineering as Special subject and; (ii) Experience in a Govt. or Semi Govt. organization or a Public Limited Company in maintenance of diesel vehicles in managerial capacity for a minimum period of 3 years in the case of degree holder and 5 years in the case of diploma holder.	(i) Matric with Diploma from I.T.I. in Diesel Mechanic or Motor Mechanic or Auto Electrician and; (ii) Experience on the post of Service Station Incharge in PRTC for a minimum five years.
21.	Assistant Store Manager		The post is lying vacant since last over 15 years and is proposed for surrendering in the proposal of Restructuring of PRTC.	
22.	Private Secretary		The post is lying vacant since last over 15 years and is proposed for surrendering in the proposal of Restructuring of PRTC.	

**Note:-**

1. The minimum age limit for appointment of any person shall not be less than 21 years of age.
2. The direct recruitment and promotion will be made in the ratio of 40:60.
3. For all the above mentioned posts the knowledge of regional language shall be as mentioned at Rule 17 in PRTC officers (Conditions of Appointment and Service) Regulations, 2002.