



GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT

(REGULATIONS WING)

Dated Lahore the 12th, April, 2005

NOTIFICATION

No.SOR-III(S&GAD) 1-12/2004 In exercise of the powers conferred upon him under Section-23 of the Punjab Civil Servants Act,1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that the following rules shall be made:-

1. **Short title and commencement.**-(1) These rules may be called, 'The Directorate General Protocol, Punjab, Service Rules, 2005'.
(2) They shall come into force at once.
2. **Method of Recruitment and eligibility.**-The method of recruitment, minimum qualification, age limit and other matters related thereto for the posts shall be as given in the schedule annexed.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

Khushnood Akhtar Lashari
ADDITIONAL CHIEF SECRETARY

NO SOR-III (S&GAD)1-12/2004

Dated Lahore, the 19th, April, 2005

A copy is forwarded for information and necessary action to:-

1. The Secretaries, Government of the Punjab,
 - i) I&C, S&GA Department.
 - ii) Finance Department.
 - iii) Law & P.A Department.
2. The Registrar, Lahore High Court, Lahore.
3. The Secretary, Punjab Public Service Commission. Lahore.
4. The System Analyst (O&M), S&GA Department.
5. The Private Secretaries to Chief Secretary/Additional Chief Secretary and Secretary(Services), S&GA Department.
6. The Superintendent, Government Printing Press Punjab, Lahore with the request to publish this notification in official gazette and supply 20 printed copies to the undersigned.


(KASHIF MANZOOR)
SECTION OFFICER(R-III)

SCHEDULE

Name of the Department	Functional Unit	Name of post	Appointing authority	Minimum Qualifications for appointment by		Method of recruitment	Age for initial recruitment		Examination training & other conditions required for confirmation
				Initial recruitment	Promotions		Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9	10
Services & General Administration Department	Director General Protocol Punjab	1. Director General Protocol Punjab	Chief Minister	Bachelor degree (2 nd Div) from any recognized university with 12 years service rendered in any institution / department of Government or Semi Government of which five years service/ experience in Protocol / Coordination .	—	(i) By promotion on merit from amongst the Deputy Directors in the functional unit with at least 12 years service against the post in BS-17 and above of which at least 4 years in BS-18; or (ii) By initial recruitment	35	45	—
Services & General Administration Department	Director General Protocol Punjab	2. Deputy Director	Administrative Secretary	—	—	By promotion on the basis of seniority-cum-fitness from amongst the Protocol Officers in the functional unit with at least 5 years service against the post in BS-17.	—	—	—
Services & General Administration Department	Director General Protocol Punjab	3. Protocol Officer	Administrative Secretary	Bachelor Degree (2 nd Div) from any recognized university.	—	(i) 50% by initial recruitment on the recommendation of the PPSC based on the result of combined competitive examination. (ii) 50% by promotion from amongst the Assistant Protocol Officers of the functional unit on the basis of seniority- cum-fitness with at least 5 years service as such.	21	28	—
Services & General Administration Department	Director General Protocol Punjab	4. Assistant Protocol Officer	Administrative Secretary	Bachelor's degree from any recognized university with two years experience in guest relationing in Hotels/Clubs.	—	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Protocol of the functional unit with at least 2 years experience in Protocol duty.	18	25	—

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1	2	3	4	5	6	7	8	9	10
Services & General Administration Department	Director General Protocol Punjab	5. Superintendent	Administrative Secretary	—	—	By promotion on seniority-cum-fitness from amongst the Assistant/Accountant of the functional unit. If none is available for promotion then by transfer from S&GAD.	—	—	—
Services & General Administration Department	Director General Protocol Punjab	6. Senior Scale Stenographer	Director General Protocol Punjab	—	—	By promotion on the basis of seniority-cum-fitness from amongst Stenographers of the functional unit. If none is available for promotion then by transfer from S&GAD.	—	—	—
Services & General Administration Department	Director General Protocol Punjab	7. Computer Operator	Director General Protocol Punjab	Bachelor's degree from any recognized university with basic computer course such as: (i) Window Operating System. (ii) MS Office 98 or XP	—	By initial recruitment.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	8. Photographer	Director General Protocol Punjab	(i) Intermediate from any recognized board; and (ii) Practical knowledge of various processes of photography / video with 5 years experience in field.	—	By initial recruitment.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	9. Stenographer	Director General Protocol Punjab	(i) Intermediate from any recognized board; and (ii) Shorthand / typing speed in English 80/35 w.p.m. preferably Computer literate.	—	By initial recruitment.	18	25	—

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1	2	3	4	5	6	7	8	9	10
Services & General Administration Department	Director General Protocol Punjab	10. Assistant Protocol	Director General Protocol Punjab	Bachelor's degree from any recognized university with 2 years experience of guest relationing in hotel, tour operator or protocol duties.	—	By initial recruitment.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	11. Assistant	Director General Protocol Punjab	Bachelor's degree from any recognized university.	—	(i) 1/3 by initial recruitment; and (ii) 2/3 by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks of the functional unit with at least 2 years experience as such. If none is available for promotion then the post shall be filled through appointment by transfer from S&GAD.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	12. Accountant	Director General Protocol Punjab	Bachelor's degree in Commerce from any recognized university.	—	By promotion from amongst Accounts Clerk with 5 years experience of budget and accounts. If none is available for promotion then by initial recruitment / transfer.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	13. Transport Supervisor/ Care Taker	Director General Protocol Punjab	Matric with diploma in Auto mechanical.	—	By promotion from amongst the drivers who are matriculate and have 10 years experience in the respective cadre on the basis of suitability/eligibility. If none is available for promotion then by initial recruitment/transfer.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	14. Accounts Clerk	Director General Protocol Punjab	Intermediate of Commerce from any recognized board/ university.	—	By promotion on seniority-cum-fitness from amongst the Senior Clerks with at least 2 years experience in budget & accounts, if none is available then by initial recruitment / transfer.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	15. Senior Clerk	Director General Protocol Punjab	—	—	By promotion on basis of seniority-cum-fitness from amongst Junior Clerks with 3 years experience as such.	18	25	—

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1	2	3	4	5	6	7	8	9	10
Services & General Administration Department	Director General Protocol Punjab	16. Auto Electrician	Director General Protocol Punjab	Matriculate from any recognized board; and with 3 years experience of auto electrician.	—	By initial recruitment	18	25	—
Services & General Administration Department	Director General Protocol Punjab	17. Mechanic (Auto)	Director General Protocol Punjab	Matriculate from any recognized board with two years experience of repairing in automobile.	—	By initial recruitment	18	25	—
Services & General Administration Department	Director General Protocol Punjab	18. Junior Clerk	Director General Protocol Punjab	(i) Matriculate from any recognized board; and (ii) Typing speed of 25 w. p.m. preferably Computer literate.	—	(i) 80% by initial recruitment; and (ii) 20% by promotion on the basis of seniority-cum-fitness from amongst employees of categories from BS-1 to 4 in the functional unit subject to the following conditions: a. Matriculate from any recognized board. b. Having at least 3 years service and typing speed of 25 w.p.m. preferably Computer literate. If none is available then by initial recruitment.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	19. Driver	Director General Protocol Punjab	Middle having LTV/Motor Car Licence preferably good motor mechanic with 5 years experience.	—	(i) 80% By initial recruitment and (ii) 20% by promotion on the basis of suitability & eligibility amongst the helper and cleaner. If none is available then by initial recruitment.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	20. Dispatch Rider	Director General Protocol Punjab	Middle having driving licence of Motorcycle.	—	By initial recruitment.	18	25	—
Services & General Administration Department	Director General Protocol Punjab	21. Helper	Deputy Director Protocol Punjab	Primary pass having two years experience in handling electric appliances/ Mechanical equipments.	—	By initial recruitment.	18	25	—

Secretary, Punjab
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	2	3	4	5	6	7	8	9	10
Services & General Administration Department	Director General Protocol Punjab	22. Cleaner	Deputy Director Protocol Punjab	Primary Pass	—	By initial recruitment	18	25	—
Services & General Administration Department	Director General Protocol Punjab	23. Naib Qasid	Deputy Director Protocol Punjab	Primary Pass	—	By initial recruitment	18	25	—
Services & General Administration Department	Director General Protocol Punjab	24. Chowkidar	Deputy Director Protocol Punjab	Primary Pass.	—	By initial recruitment	18	25	—
Services & General Administration Department	Director General Protocol Punjab	25. Mali	Deputy Director Protocol Punjab	Primary Pass	—	By initial recruitment	18	25	—
Services & General Administration Department	Director General Protocol Punjab	26. Sweeper	Deputy Director Protocol Punjab	Primary Pass	—	By initial recruitment	18	25	—

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Law & Order Department.
27-1-2025