



**GOVERNMENT OF THE PUNJAB  
SERVICES & GENERAL ADMINISTRATION  
DEPARTMENT**

**(REGULATIONS WING)**

Dated Lahore, the 10<sup>th</sup> March, 2013

**NOTIFICATION**

**No.SOR-III(S&GAD)1-11/2012.** In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), Governor of the Punjab is pleased to make the following rules:

**1. Short title and commencement.**– (1) These rules may be cited as the Directorate of Women Development Service Rules 2013.

(2) They shall come into force at once.


**2. Method of recruitment and qualifications.**– The method of recruitment, minimum qualification, age limit and other incidental matters for the posts of the Directorate of Women Development shall be such as given in the Schedule appended to these rules.

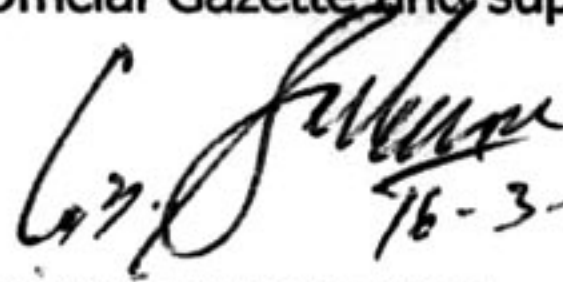
**SHAHNAZ NAWAZ  
SECRETARY (REGULATIONS), S&GAD**

**No.SOR-III(S&GAD)1-11/2012      Dated Lahore, the 16<sup>th</sup> March 2013**

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

1. The Secretaries, Government of the Punjab,
  - i) Finance Department.
  - ii) Law & Parliamentary Affairs Department.
  - iii) Women Development Department.
2. The Accountant General, Punjab, Lahore.
3. The Secretary, Punjab Public Service Commission, Lahore.
4. The Deputy Secretary (Reg:), Law & Parliamentary Affairs Department.
5. The Deputy Secretary (PC), Finance Department, Lahore.
6. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned amendment in the database created in the O&M Wing.
7. The Private Secretaries to the Governor Punjab / Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
8. The Superintendent, Government Printing Press Punjab, Lahore with the request to get published this notification in the Official Gazette and supply 20 printed copies thereof to the undersigned.

  
SECTION OFFICER (Reg-III)  
GOVERNMENT OF THE PUNJAB  
S&GAD

  
(MUHAMMAD SALEEM)  
Section Officer (Reg-III), S&GAD

## SCHEDULE

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualification for Appointment By		Method of recruitment	Age for initial recruitment		Examination / Training and other conditions required for confirmation
				Initial recruitment	Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Women Development Department, Punjab	Directorate of Women Development	1) Director (BS-19)	Chief Minister	-	-	By promotion on the basis of selection on merit from amongst the members of the functional unit holding posts of the Deputy Directors with at least twelve years' service against the posts in BS-17 and above.  If none is available by promotion then by posting.	-	-	Training as prescribed for promotion of BS-18 to BS-19 from an institution recognized by the Administrative Department.
-do-	-do-	2) Deputy Director (BS-18)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Assistant Directors with at least five years' service as such.  If none is available by promotion then by posting.	-	-	Training as prescribed for promotion of BS-17 to BS-18 from an institution recognized by the administrative department.
-do-	-do-	3) Assistant Director (BS-17)	-do-	MPA, MBA or Master's degree (second division) in Economics, Public Policy or Development Economics from a recognized University.	-	By initial recruitment.	21	28	Training as may be prescribed by the administrative department.
-do-	-do-	4) Law Officer (BS-17)	-do-	-	-	By posting from Law and Parliamentary Affairs Department.	-	-	-
-do-	-do-	5) Superintendent (BS-16)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the members of functional unit holding posts of Assistants with at least seven years' service as such.  If none is available for promotion then by posting.	-	-	As may be prescribed by the Government.
-do-	-do-	6) Personal Assistant (BS-15)	Director	-	-	By promotion on the basis of seniority-cum-fitness from amongst Stenographers having at least five years' service as such.	-	-	-do-
-do-	-do-	7) Assistant (BS-14)	-do-	Bachelor's degree (second division) from a recognized University.	-	i) 50% by initial recruitment;  ii) 50% by promotion on the basis of seniority-cum-fitness from amongst	18	25	-do-

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						members of the functional unit holding the posts of Senior Clerks with at least five years' service as such.			
-do-	-do-	8) Stenographer (BS-12)	-do-	i) Higher Secondary School (second division) or equivalent qualification from a recognized Board;  ii) a speed of 80 w.p.m. in shorthand in English and 35 w.p.m. in Typing (English) on Computer; and  iii) computer literate in M.S. Office.  Note: Preference shall be given to a candidate who knows Urdu Shorthand at a speed of 60 w.p.m. and typing (Urdu) at a speed of 25 w.p.m.	-	By initial recruitment.	18	25	-do-
-do-	-do-	9) Computer Operator (BS-12)	-do-	ICS (second division); or Intermediate (second division) with one year Diploma in Computer Science from a recognized institute.	-	-do-	18	25	-do -
-do-	-do-	10) Accountant (BS-11)	-do-	B.Com (second division) from a recognized University.	-	-do-	18	25	- do -
-do-	-do-	11) Senior Clerk (BS-9)	-do-	-	-	By promotion on the basis of seniority -cum-fitness from amongst members of the functional unit holding posts of Junior Clerks with at least two years' service as such.	-	-	- do -
-do-	-do-	12) Junior Clerk (BS-7)	-do-	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board;  (ii) a speed of 25 w.p.m. in typing (English) on Computer; and  (iii) proficient in Microsoft Office or any other compatible office application and shall demonstrate such proficiency.  Note: Preference shall be given to those who also know typing in Urdu at a speed of 25 w.p.m.	-	i) 80% by initial recruitment;  ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the employees of all categories from (BS-1 to BS-4) employed in the functional unit who:  a) have a Secondary School Certificate (second division) or equivalent qualification from a recognized Board;  b) have at least three years' experience as such; and  c) have a speed of 25 w.p.m. in typing (English) on	18	25	Four-week training course for probationers (appointment by initial recruitment as well as those promoted against 20% quota) in office management at Management and Professional Development Department (MPDD) or Technical Education and Vocational Training Authority (TEVTA) or any other departmental training

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						Computer. If none is available for promotion, then by initial recruitment.			institution to be notified by the administrative department.  Those who are promoted against 20% promotion quota shall attend additional two- week course on Microsoft Office or any other such package. Certificate for successful completion of the course shall be issued after conducting examination.
-do-	-do-	13) Driver (BS-04)	-do-	(i) Middle pass; (ii) LTV driving license; and (iii) LTV driving experience for three years.	-	By initial recruitment.	25	35	-
-do-	-do-	14) Dispatch Rider (BS-04)	-do-	(i) Middle pass; and (ii) Motorcycle driving license;  Note: Preference shall be given to a person who has previous experience as Dispatch Rider.		By initial recruitment.  If none is available for initial recruitment then by transfer.	20	25	-
-do-	-do-	15) Daftri (BS-02)	-do-	-		By promotion on the basis of seniority-cum-fitness from amongst members of the service in the Functional Unit holding the posts of Naib Qasid or Farash or Chowkidar with at least three years' service as such.	-	-	-
-do-	-do-	16) Naib Qasid (BS-01)	-do-	Middle pass	-	By initial recruitment.	18	25	-
-do-	-do-	17) Mali (BS-1)	-do-	Middle pass with at least five years' experience in a botanical nursery of repute.	-	By initial recruitment.	24	30	-
-do-	-do-	18) Sweeper (BS-1)	-do-		-	By initial recruitment.	18	25	-

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