



GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)

Dated Lahore, the 27th November, 2012

NOTIFICATION

NO.SOR-III(S&GAD)1-9/96. In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974, Governor of the Punjab is pleased to direct that in the Headquarters Ministerial Posts Board of Revenue, Punjab Service Rules, 1997, the following amendment shall be made:

AMENDMENT

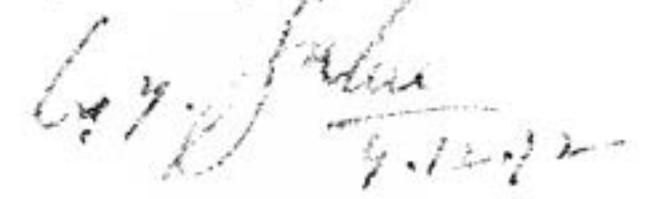
In the said rules, in the Schedule, at Sr. No. 10, for the existing entries in Column No. 1 to 10, the following amendment shall be substituted:

Name of the Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age for initial Recruitment		Examination, Training & Conditions required for confirmation.
				By Initial Appointment	By Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Board of Revenue, Punjab	10. Board of Revenue Headquarters Ministerial Posts	Junior Clerk (BS-7)	Secretary (Establishment)	(i) Secondary School Certificate (SSC) (second division) or equivalent qualification from a recognized Board; (ii) speed of 25 words per minute in typing on Computer in English; and (iii) proficient in Microsoft Office or any other compatible office application. Note: Preference shall be given to those who also know typing in Urdu at a speed of 25 words per minute.	-	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 words per minute in typing on Computer in English. If none is available for promotion, then by initial recruitment.	18	25	Four-week training from Technical Education and Vocational Training Authority (TEVTA) or any other departmental training 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 on the basis of examination.

SHAHNAZ NAWAZ
SECRETARY (REGULATIONS), S&GAD

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

1. The Secretaries, Government of the Punjab,
 - i) Law & Parliamentary Affairs Department.
 - ii) Finance Department.
 - iii) Management & Professional Development Department.
2. The Secretary, Punjab Public Service Commission, Lahore.
3. The Accountant General, Punjab, Lahore.
4. The Secretary (Revenue), Board of Revenue, Punjab.
5. The Deputy Secretary (Reg.), Law & Parliamentary Affairs Department.
6. The Deputy Secretary (PC), Finance Department, Lahore.
7. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the said amendment in the database created in the O&M Wing.
8. The Private Secretaries to the Governor, Punjab/Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
9. 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.



(MUHAMMAD SALEEM)
SECTION OFFICER (R-III), S&GAD