



# The Punjab Gazette

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GOVERNMENT OF THE PUNJAB

**SERVICES GENERAL ADMINISTRATION AND INFORMATION DEPARTMENT  
NOTIFICATION**

The 30th May 1977

No. SORIII-1-37/76—In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to prescribe minimum qualifications, method of recruitment, age limit and other matters related thereto for the posts as specified in the Schedule attached herewith.

By order of the Governor of the Punjab.

**SARFRAZ HASAN**

Additional Chief Secretary.

( 881 )

Price : 13 Paise

## SCHEDULE

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum qualifications for appointment by Initial recruitment or transfer
1	2	3	4	5
Law Department.	Law College Establishment.	1. Librarian.	Government	Graduate with Diploma in Library Science from a recognized University or Board.
		2. Director of Physical Education.	Government	Degree from a recognized University with Senior Diploma in Physical Education from a recognized Institute.
		3. Superintendent	Government	..
		4. Assistant	Government	Degree from a recognized University.
		5. Stenographer	Principal	(i) Matriculation or an equivalent qualification from a recognized University or Board ; and (ii) a speed of 120 w.p.m. in English Shorthand and 45 w.p.m. in typing.
		6. Stenotypist	Do.	(i) Matriculation or an equivalent qualification from a recognized University or Board ; and (ii) a speed of 80 w.p.m. in English Shorthand and 35 w.p.m. in typing.
		7. Senior Clerk	Do.	..
		8. Junior Clerk	Do.	(i) Matriculation or an equivalent qualification from a recognized University or Board ; and (ii) a speed of 25 w.p.m in typing.
		9. Sweeper	Do.	..
		10. Chowkidar	Do.	..
		11. Mali	Do.	Should have experience of gardening.
		12. Peon.	Do.	Should be literate.
		13. Daftri	Do.	Middle pass.
		14. Waterman	Do.	..
		15. Frash.	Do.	..

Method of recruitment		Age of initial recruitment		Examination/Training and other conditions required for confirmation
		Minimum years	Maximum years	
6	7	8	9	10
..	By initial recruitment.	20	30	..
..	By initial recruitment.	20	30	..
..	By promotion from among members of the service holding posts of Assistants working in Law Colleges with at least 7 years' experience as such.	..	..	..
..	By promotion from among members of the service holding posts of Senior Clerks in the Law Colleges with at least 5 years' experience as such. If no suitable Senior Clerk is available, by initial recruitment.	18	25	..
..	By initial recruitment.	18	25	..
..	Ditto.	18	25	..
..	By promotion from among persons holding posts of Junior Clerks in the respective College with at least 3 years experience as such.	..	..	..
..	By initial recruitment	18	25	..
..	Ditto.	18	35	..
..	Ditto.	21	35	..
..	Ditto.	21	35	..
..	Ditto.	18	25	..
..	By promotion from among Peons who are Middle pass or by initial recruitment	18	25	..
..	By initial recruitment	18	25	..
..	Ditto.	18	25	..