



**GOVERNMENT OF THE PUNJAB  
SERVICE & GENERAL ADMINISTRATION  
DEPARTMENT  
(REGULATIONS WING)**

**Dated Lahore, the 23<sup>rd</sup> June, 2015**

**NOTIFICATION**

**No.SOR-III(S&GAD)1-13/2009.** 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 Law and Parliamentary Affairs Department (Miscellaneous Posts) Service Rules 2015.

(2) They shall come into force at once.

**2. Method of recruitment.**— The method of recruitment, minimum qualification, age limit and other incidental matters for the posts of the Functional Unit shall be such as given in the Schedule appended to these rules.

**3. Repeal.** — The Punjab Law and Parliamentary Affairs Department (Miscellaneous Posts) Service Rules, 1992 is hereby repealed.

**DR. MUHAMMAD SALEH TAHIR  
SECRETARY (REGULATIONS) S&GAD**

**No.SOR-III(S&GAD)1-13/2009**

**Dated Lahore, the 6<sup>th</sup> July, 2015**

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.
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 service rules in the database created in the O&M Wing; S&GAD.
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.

  
**(MUHAMMAD SALEEM)  
SECTION OFFICER (R-III)**

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

## SCHEDULE

"Name of Department	Functional Unit	Name of Post with Basic Pay Scale	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.
Law & Parliamentary Affairs	Miscellaneous Posts	1. Private Secretary (BS-17)	-	-	-	By posting from S&GAD.	-	-	-
-do-	-do-	2. Programmer (BS-17)	Administrative Secretary	(i) Master's degree (second division) in Computer Science or Bachelor of Computer Science (four year) (second division) from an University recognized by Higher Education Commission; and (ii) one year's experience of software development.	-	By promotion on the basis of seniority-cum-fitness from amongst Assistant Programmers who possess: (a) the qualification prescribed for initial recruitment; and (b) two year experience as Assistant Programmers.  Note: If none is available for promotion then by initial recruitment.	21	30	As may be prescribed by the Government.
-do-	-do-	3. Personal Assistant (BS-16)	-	-	-	By posting from S&GAD.	-	-	-
-do-	-do-	4. Assistant Programmer (BS-16)	Administrative Secretary	(i) Bachelor of Computer Sciences (four years) (second division) from an University recognized by Higher Education Commission; or (ii) Graduate (second division) from an University recognized by Higher Education Commission with Diploma in Computer Hardware Maintenance and	-	By promotion on the basis of seniority-cum-fitness from amongst Data Entry Operators having the qualification prescribed for initial recruitment.  Note: If none is available for promotion then by initial recruitment.	21	30	As may be prescribed by the Government.


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				Networking or Diploma in Web Development from an institute by Board or University recognized by Higher Education Commission.					
-do-	-do-	5. Stenographer (BS-14)	-do-	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) having a speed of 70 words per minute of shorthand in English and 35 words per minute of typing and proficient knowledge in MS Office.	-	i) By initial recruitment; or ii) by posting from S&GAD	18	25	As may be prescribed by the Government.
-do-	-do-	6. Data Entry Operator/ Computer Operator (English) (BS-12)	-do-	(i) Intermediate in Computer Science (ICS) from a recognized Board with a speed of 40 words per minute of typing on computer; and (ii) having three months computer training course in MS Office from TEVTA or any recognized institute.	-	i) By initial recruitment; or ii) by posting from any other Government department.	18	25	As may be prescribed by the Government.
-do-	-do-	7. Data Entry Operator (Urdu) (BS-12)	-do-	(i) Intermediate in Computer Science (ICS) from a recognized Board with a speed of 40 words per minute of typing in Urdu on computer; and (ii) having three months computer training course in MS Office from TEVTA or any other recognized institute.	-	i) By initial recruitment; or ii) by posting from any other Government department.	18	25	As may be prescribed by the Government.
-do-	-do-	8. Junior Clerk/ Record Keeper (BS-7)	-do-	(i) Secondary School Certificate (second division) from a recognized Board;	-	i) By initial recruitment; or ii) by posting from	18	25	As may be prescribed by the Government.

  
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				and (ii) having a speed of 25 words per minute of typing in Urdu and English on computer; and (iii) having sufficient knowledge in using MS word, Excel and Power Point.		S&GAD			
-do-	-do-	9. Driver (BS-04)	-do-	Secondary School Certificate with LTV driving license and having three years' experience of driving.	-	By initial recruitment.	18	25	As may be prescribed by the Government.
-do-	-do-	10. Dispatch Rider (BS-04)	-do-	Secondary School Certificate with LTV driving license and having three years' experience of driving.	-	By initial recruitment.	18	25	As may be prescribed by the Government.
-do-	-do-	11. Naib Qasid (BS-01)	-do-	Middle pass.	-	i) By initial recruitment; or ii) by posting from S&GAD.	18	25	As may be prescribed by the Government.

  
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SECRETARY,  
 GOVERNMENT OF THE PUNJAB  
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 DEPARTMENT