



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

Dated Lahore, the 21st April, 2016.

NOTIFICATION

NO.SOR-III(S&GAD)8-1/2015. 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 direct that in the Overseas Pakistanis Commission Punjab (Service) Rules 2015, the following amendments shall be made:

AMENDMENTS

In the said Rules, in the Schedule, in column Nos. 1 to 10:

(1) After Sr. No. 3, the following entry at Sr. No. 3A shall be inserted:

Name of the Department	Functional Unit	Name of the post with Basic Scale	Appointing Authority	Minimum qualification for appointment by		Method of Recruitment	Age for initial Recruitment		Examination / Training and other conditions required for confirmation
				Initial Appointment	Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
"S&GAD	Overseas Pakistanis Commission, Punjab	3A. Director (Revenue) (BS-19)	Chief Minister	-	-	By posting of a PMS or PAS Officer from S&GAD.	-	-	-

(2) After Sr. No. 5, the following entries at Sr. Nos. 5A, 5B, 5C, 5D, 5E, 5F and 5G shall be inserted:

Name of the Department	Functional Unit	Name of the post with Basic Scale	Appointing Authority	Minimum qualification for appointment by		Method of Recruitment	Age for initial Recruitment		Examination / Training and other conditions required for confirmation
				Initial Appointment	Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
"S&GAD	Overseas Pakistanis Commission, Punjab	5A. Assistant Director (Documentation) (BS-17)	Additional Chief Secretary	-	-	By posting of a PMS or PAS Officer from S&GAD.	-	-	-
-do-	-do-	5B. Assistant Director (Complaints) (BS-17)	-do-	-	-	By posting of a PMS or PAS Officer from S&GAD.	-	-	-

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						S&GAD.			
-do-	-do-	5C. Assistant Director (Human Resource) (BS-17)	-do-	-	-	By posting of a PAS or PMS Officer from S&GAD.	-	-	-
-do-	-do-	5D. Assistant Director (IT Software) (BS-17)	-do-	MCS, MIT or BCS (Hons) (second division) from a University recognized by Higher Education Commission.	-	By initial recruitment.	22	32	As may be prescribed by the Government.
-do-	-do-	5E. Assistant Director (IT Hardware) (BS-17)	-do-	MCS, MIT, BCS (Hons), B.Sc. or BS (Electrical Engineering) (second division) from a University recognized by Higher Education Commission.	-	By initial recruitment.	22	32	-do-
-do-	-do-	5F. Assistant Director / Manager Customer Services (BS-17)	-do-	MBA (Human Resource) or MBA (Marketing) or MPA (second division) from a University recognized by Higher Education Commission.	-	By initial recruitment.	22	32	-do-
-do-	-do-	5G. Protocol Officer (BS-17)	-do-	Bachelor's degree (second division) from a University recognized by Higher Education Commission with three years' experience of protocol duties in any public or reputable private sector organization.	-	By initial recruitment.	22	30	-do-

(3) After Sr. No 7, the following entries at Sr. Nos 7A, 7B, 7C, and 7D shall be inserted:

Name of the Department	Functional unit	Name of the post with Basic 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
"S&GAD	Overseas Pakistanis Commission, Punjab	7A. Assistant Director / Manager Customer Services (BS-16)	-do-	Bachelor's degree (second division) from a University recognized by Higher Education Commission.	-	-do-	20	30	-do-

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-do-	-do-	7B. Revenue Officer (BS-16)	-do-	-	-	By posting of an officer from Board of Revenue Punjab.	-	-	-
-do-	-do-	7C. Assistant Protocol Officer (BS-16)	-do-	Bachelor's degree (second division) from a University recognized by Higher Education Commission with two years' experience of protocol duties in any public or reputable private sector organization.	-	By initial recruitment.	22	30	As may be prescribed by the Government.
-do-	-do-	7D. Personal Assistant (BS-16)	-do-	(i) Bachelor's degree from a University recognized by Higher Education Commission; (ii) a speed of 80 words per minute of shorthand in English and 40 words per minute of typing on computer; (iii) two years' relevant experience and has written or communication skills; and (iv) proficient in Microsoft Office.	-	By initial recruitment.	20	30	-do-".

(4) After Sr. No 9, the following entries at Sr. Nos 9A, 9B and 9C shall be inserted:

Name of the Department	Functional unit	Name of the post with Basic 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
"S&GAD	Overseas Pakistanis Commission, Punjab	9A. Computer Technician (BS-11)	Director General	(i) Higher Secondary School Certificate (second division) from a recognized Board; and	-	By initial recruitment.	20	30	As may be prescribed by the Government.

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				(ii) Diploma in Information Technology from a recognized institute.					
-do-	-do-	9B. Photographer (BS-11)	-do-	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) Certificate in photography from a recognized institute; and (iii) proficient in Adobe Photo-shop, In-page and Corel Draw.	-	(i) By initial recruitment; or (ii) by posting of an officer from Information Department.	20	30	-do-
-do-	-do-	9C. Computer Operator (BS-10)	-do-	(i) Intermediate in Computer Science (ICS) (second division) from a recognized Board; (ii) a speed of 30 words per minute of typing on computer; and (iii) three months' computer training course in MS Office from TEVTA or any other recognized institute.	-	By initial recruitment.	18	25	-do-".

(5) After Sr. No 11, the following entries at Sr. Nos 11A, and 11B shall be inserted:

Name of the Department	Functional unit	Name of the post with Basic 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
"S&GAD	Overseas Pakistanis Commission, Punjab	11A. Telephone Operator (BS-7)	Director General	Secondary School Certificate (second division) from a recognized Board with one year's experience in the field.	-	By initial recruitment.	18	25	As may be prescribed by the Government.

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-do-	-do-	11B. Dispatch Rider (BS-5)	-do-	(i) Middle; and (ii) Motorcycle driving license.	-	By initial recruitment.	18	25	-".
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(6) After Sr. No 12, the following entries at Sr. No 12A shall be inserted:

Name of the Department	Functional unit	Name of the post with Basic 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
"S&GAD	Overseas Pakistanis Commission, Punjab	12A. Security Guard/ Chowkidar (BS-2)	Director General	Literate.	-	By initial recruitment.	18	45	-".

(7) After Sr. No 13, the following entries at Sr. Nos 13A, and 13B shall be inserted:

Name of the Department	Functional unit	Name of the post with Basic 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
"S&GAD	Overseas Pakistanis Commission, Punjab	13A. Naib Qasid (BS-1)	Director General	Literate.	-	By initial recruitment.	18	25	-
-do-	-do-	13B. Sweeper (BS-1)	-do-	Literate.	-	By initial recruitment.	18	25	-".

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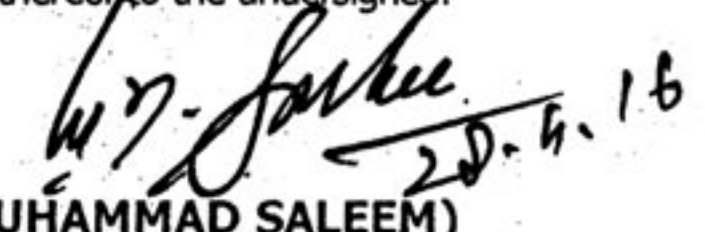
**SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT**

No. SOR-III(S&GAD)8-1/2015

Dated, Lahore, the ^{28th} April, 2016

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

1. The Additional Chief Secretary Punjab.
2. The Secretaries, Government of the Punjab,
 - i) Law & Parliamentary Affairs Department.
 - ii) Finance Department.
 - iii) Management & Professional Development Department.
3. The Commissioner, Overseas Pakistanis Commission, Lahore.
4. The Secretary, Punjab Public Service Commission, Lahore.
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, S&GAD.
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

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