

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

Dated Lahore, the 1<sup>st</sup> November, 2007.

**NOTIFICATION**

No. SOR-III(S&GAD) 1-21/2002. In exercise of powers conferred upon him under section 23 of the Punjab Civil Servants Act, 1974(VIII of 1974), the Governor of the Punjab is pleased to make the following rules:-

1. These rules may be cited as the Punjab Institute of Management and Professional Department (PIMPD), Management and Professional Development Department, Recruitment Rules, 2007.
2. These shall come into force at once.
3. The method of recruitment, minimum qualification, age limit and other matters related to the posts shall be as given in the Schedule.


**BY THE ORDER OF THE GOVERNOR OF THE PUNJAB  
NAGUIB ULLAH MALIK  
ADDITIONAL CHIEF SECRETARY**

NO.SOR-III(S&GAD)1-21/2002

Dated Lahore, the 7<sup>th</sup> November, 2007

A copy is forwarded for information and necessary action to:

1. The Secretaries, Government of the Punjab,
  - i. Law & P.A. Department.
  - ii. Finance Department.
  - iii. MPDD Department.
2. The Registrar, Lahore High Court, Lahore.
3. The Secretary, Punjab Public Service Commission, Lahore.
4. The Additional Secretary (O&R), Law & P.A. Department.
5. The System Analyst( O&M Wing), S&GA Department.
6. The Private Secretaries to the Governor Punjab/Chief Minister/ Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GA Department.
7. The Superintendent, Government Printing Press Punjab, Lahore with the request to publish this notification in official gazette and supply 20 printed copies thereof to the undersigned.

  
7.11.07  
(MUHAMMAD SALEEM)  
SECTION OFFICER(R-III)

## SCHEDULE

NAME OF THE DEPARTMENT	FUNCTIONAL UNIT	NAME OF THE POST WITH GRADE	APPOINTING AUTHORITY	MINIMUM QUALIFICATION FOR		METHOD OF RECRUITMENT	AGE LIMIT FOR INITIAL RECRUITMENT		EXAMINATION/ TRAINING AND OTHER CONDITIONS REQUIRED FOR CONFIRMATION
				INITIAL RECRUITMENT	PROMOTION		MIN: YRS	MAX: YRS	
1	2	3	4	5	6	7	8	9	10
Management and Professional Development Department (MPDD)	Punjab Institute of Management and Professional Department (PIMPD)	1- Chief Instructor (BS-20)	Chief Minister	-	-	Secretary, MPDD shall be ex-officio Chief Instructor of the PIMPD.	-	-	-
-do-	-do-	2- Additional Chief Instructor (BS-19)	Chief Minister	-	-	Additional Secretary, MPDD shall be ex-officio Additional Chief Instructor of the PIMPD.	-	-	-
-do-	-do-	3- Deputy Chief Instructor (BS-18)	Chief Secretary	-	-	Deputy Secretary, MPDD shall be ex-officio Deputy Chief Instructor of the PIMPD.	-	-	-
-do-	-do-	4- Senior Instructor (Management) (BS-18)	Administrative Secretary	i) Master's Degree 2nd Division in Human Resource Management / Management Information System or Business Administration (MBA), or Public Administration (MPA), from a recognized university or equivalent qualification.  ii) At least five years experience of working in a reputed education / training institution.	-	By posting of suitable (BS-18) officer from S&GAD. If none is available then by initial recruitment.	25	40	-





-do-	-do-	5- Senior Instructor (Finance) (BS-18)	Administrative Secretary	<p>i) Master's Degree 2nd Division in Economic / Finance, or MBA / M.Com, from a recognized university or equivalent qualification.</p> <p>ii) At least five years experience of working in a reputed educational / training institution</p>	-	By posting of suitable (BS-18) officer from S&GAD/FD. If none is available then by initial recruitment.	25	40	-
-do-	-do-	6- Senior Instructor (Planning & Development) (BS-18)	Administrative Secretary	<p>i) Master's Degree 2nd Division in Economics / MBA or Public Policy from a recognized university or equivalent qualification.</p> <p>ii) At least five years experience of working in a reputed educational / training institution.</p>	-	By posting of suitable (BS-18) officer from S&GAD/ P&D Department. If none is available then by initial recruitment.	25	40	-
-do-	-do-	7- Senior Instructor (Revenue) (BS-18)	Administrative Secretary	<p>i) LL.B 2nd Division from a recognized university or equivalent qualification.</p> <p>ii) At least five years experience of working in a reputed educational / training institution.</p>	-	By posting of suitable (BS-18) officer from S&GAD. If none is available then by initial recruitment.	25	40	-
-do-	-do-	8- Senior Librarian (BS-18)	Administrative Secretary	<p>i) Master's Degree 2<sup>nd</sup> Division in Library Science from a recognized university.</p> <p>ii) 10 years experience in relevant field.</p>	-	By promotion from amongst Librarians having the qualification prescribed for initial recruitment with 10 years experience. If none is available then by initial recruitment.	21	45	-
-do-	-do-	9- Instructor (BS-17)	Administrative Secretary	Master's Degree at least 2nd Division in Economics / Finance / Business Administration (MBA) / M. Com or Public Administration (MPA) / Human Resource Management / Management Information System or LL.B from a recognized university or equivalent qualification.	-	By posting of suitable (BS-17) officer from S&GAD. If none is available then by initial recruitment.	21	30	-
-do-	-do-	10- Administrative Officer (BS-17)	Administrative Secretary	i) Master's Degree 2nd Division from a recognized university.	-	By posting of suitable (BS-17) officer from S&GAD. If none is available then by initial recruitment.	21	30	-





-do-	-do-	11- Hostel Warden (BS-17)	Administrative Secretary	i) Master's Degree 2nd Division from a recognized University.	-	By posting of suitable (BS-17) officer from S&GAD. If none is available then by initial recruitment.	21	30	-
-do-	-do-	12- Superintendent (BS-16)	Administrative Secretary	Bachelor's Degree 2nd Division from a recognized university with at least 5 years experience of working as Assistant in any Government Organization.	-	By promotion on seniority-cum fitness basis from amongst Assistants, Library Assistants, Audio Visual Assistants in the Functional unit with at least 5 years experience as Assistant and above. If none is available then by posting from S&GAD.	21	35	-
-do-	-do-	13- Senior Scale Stenographer (BS-15)	Administrative Secretary	Intermediate or equivalent qualification from a recognized Board with 5 years experience as Stenographer in any Government Organization.	-	By promotion from amongst Stenographers (BS-12) working in the functional unit with at least 5 years experience in BS-12. If none is available then by posting from S&GAD.	18	25	-
-do-	-do-	14- Stenographer (BS-12)	Administrative Secretary	Intermediate or equivalent qualification from a recognized Board and i) having speed of 70 w.p.m. in shorthand in English and 35 w.p.m. in Typewriting ii) having expertise in operating MS Word on computer. Note: Preference shall be given to the candidate who knows Urdu shorthand at a speed of 60 w.p.m. and typewriting at a speed of 25 w.p.m.	-	By initial recruitment. If none is available then by posting from S&GAD.	18	25	-
-do-	-do-	15- Assistant (BS-11)	Administrative Secretary	Bachelor's Degree 2nd Division from a recognized university or equivalent qualification.	-	i) 1/3 <sup>rd</sup> by initial recruitment and ii) 2/3 <sup>rd</sup> by promotion on the basis of seniority cum fitness from amongst the members of functional unit holding posts of Senior Clerk with at least 3 years experience as such If none is available for promotion then by posting from S&GAD or initial recruitment.	18	25	-

102



-do-	-do-	16- Library Assistant (BS-11)	Administrative Secretary	i) Intermediate 2nd Division from a recognized Board or equivalent qualification. ii) Certificate in Library Science.	-	By initial recruitment or by posting from S&GAD	18	25	
-do-	-do-	17- Data Processor/ Computer Operator (BS-11)	Administrative Secretary	i) Intermediate or equivalent qualification from a recognized Board and ii) Training in Lotus and Word Processing iii) Knowledge of typing with speed of 10000 keys depression per hour.	-	By initial recruitment or By posting from S&GAD.	18	25	
-do-	-do-	18- Audio Visual Assistant (BS-11)	Administrative Secretary	i) Matric 2nd Division from a recognized Board or equivalent qualification and ii) 3 years Diploma in Associate Engineering in Electronics from a recognized institute.	-	By initial recruitment.	18	25	-
-do-	-do-	19- Electrician (BS-6)	Administrative Secretary.	i) Matric or equivalent qualification from a recognized Board and ii) Diploma in Electrician Course from a recognized vocational institute or from any other recognized institute with one year experience in the relevant field.	-	By initial recruitment.	18	25	-
-do-	-do-	20- Senior Clerk (BS-7)	Administrative Secretary	i) Matric 2nd Division from a recognized Board and ii) 3 years experience of working as Junior Clerk in reputed Government Organization.	-	i) By promotion on seniority-cum-fitness basis from amongst members of the functional unit holding posts of Junior Clerks with at least five years experience as such. In case none is available then by initial recruitment or by posting from S&GAD.	18	25	-





-do-	-do-	21- Junior Clerk (BS-5)	Administrative Secretary	Matric or equivalent qualification from a recognized Board and having a speed of 25 w.p.m. in typewriting. Preference shall be given to the candidates who knows typewriting in Urdu at a speed of 25 w.p.m. and who are computer literate.	-	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 are:- a) Matriculate b) Under 45 years of age having at least 3 years experience as such and having a speed of 25 w.p.m. in typewriting If none is available then by initial recruitment.	18	25	-
-do-	-do-	22- Dispatch Rider (BS-4)	Administrative Secretary	i) Middle Pass ii) Motorcycle license with two years experience in the relevant field.	-	By initial recruitment.	18	25	-
-do-	-do-	23- Driver (BS-4)	Administrative Secretary	i) Middle Pass ii) LTV license with 2 years experience in relevant field.	-	By initial recruitment.	18	35	-
-do-	-do-	24- Gestetner/ Photocopier Operator (BS-4)	Administrative Secretary	i) Matric from a recognized Board or equivalent qualification with one year experience in the relevant field	-	By initial recruitment.	18	25	-
-do-	-do-	25- Daftri (BS-2)	Administrative Secretary	i) Matric 2nd Division from a recognized Board or equivalent qualification with 2 years experience.	-	By promotion on the basis of seniority cum fitness from amongst Naib Qasids and Chowkidars in the same functional unit who are Matric from a recognized Board or equivalent qualification. If none is available then by initial recruitment.	18	25	-
-do-	-do-	26- Cook (BS-4)	Administrative Secretary	i) Primary Pass ii) 2 years experience in cooking of Pakistani as well as Chinese/ European & Italian dishes.	-	By initial recruitment.	18	35	-
-do-	-do-	27- Bearer (BS-2)	Administrative Secretary	i) Middle Pass ii) 5 years experience	-	By initial recruitment.	18	35	-
-do-	-do-	28- Masalchi (BS-1)	Administrative Secretary	i) Primary Pass ii) One year experience in Trade.	-	By initial recruitment.	18	35	-
-do-	-do-	29- Naib Qasid (BS-1)	Administrative Secretary	Primary Pass.	-	By initial recruitment.	18	25	-
-do-	-do-	30- Mali (BS-1)	Administrative Secretary	02 years experience in Nursery .	-	By initial recruitment.	18	35	-

-do-	-do-	31- Cleaner (BS-1)	Administrative Secretary	Middle Pass	-	By initial recruitment.	18	25	
-do-	-do-	32- Sanitary Worker (BS-1)	Administrative Secretary	Primary Pass	-	By initial recruitment.	18	35	
-do-	-do-	33- Chowkidar (BS-1)	Administrative Secretary	Primary Pass <i>Note: Relaxable for ex-serviceman as laid down in S&amp;GAD's notification No.SOR/III-9-1/72 dated 01.04.1976.</i>	-	By initial recruitment.	18	35	