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**GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT**

**NOTIFICATION
(149 of 2016)**

28 September 2016

The following notification No. SOR-III(S&GAD)1-9/2003(P), dated 24.08.2016 for the Punjab Public Service Commission Rules, 2016 is published for general information:

DR SYED ABUL HASSAN NAJMEE
Secretary
Government of the Punjab
Law and Parliamentary Affairs
Department

**GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)
Dated Lahore, the 24th August, 2016**

NOTIFICATION

No.SOR-III(S&GAD)1-9/2003(P). In exercise of 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 Punjab Public Service Commission Rules, 2016.
(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 Repeal.**— The Punjab Public Service Commission Rules 2003 are hereby repealed.

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

No.SOR-III(S&GAD)1-9/2003(P)

Dated Lahore, the 30th August, 2016

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. Services and General Administration Department	2. Punjab Public Service Commission	3. Secretary (BS-19)	4. Chief Minister	5. -	6. -	7. By posting of a suitable officer (PMS or PAS) in BS-19 from S&GAD	8. -	9. -	10. -
-do-	-do-	2. Director General (BS-20)	-do-	(i) M.Phil. in Public Administration, Economics, Statistics, Finance or Public Policy from a University recognized by Higher Education Commission; and (ii) twelve years' experience in the field of administration or management in a reputed organization.	-	(a) By promotion on the basis of selection on merit from amongst Directors Admin (BS-19) who have: (i) at least seventeen years' service in BS-17 and above; or (ii) if initially recruited in BS-18, he must have twelve years' service in BS-18 and above; or (iii) if initially recruited in BS-19, he must have five years' service in BS-19; and (b) must have successfully completed the training as prescribed by S&GAD in consultation with Punjab Service Commission for promotion to BS-	38	48	Post induction training for confirmation prescribed by S&GAD in consultation with Punjab Public Service Commission.


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-do-	-do-	3. Director General (Technical) (BS-20)	-do-	(i) M.Phil. in Computer Science, Information Technology, ICT, Psychology, Applied Psychology or Public Administration from a University recognized by Higher Education Commission; and (iv) twelve years' experience in the line.	-	(c) If none is available for promotion then by initial recruitment.	38	48	Post induction training for confirmation prescribed by S&GAD in consultation with Punjab Public Service Commission.
-do-	-do-	4. Director Admin (BS-19)	-do-	(i) M.Phil. in Public Administration,	-	(a) By promotion on the basis of selection on	35	45	Post Induction

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				<p>Business Administration, Human Resource Management, Economics, Finance or Public Policy from a University recognized by Higher Education Commission with ten years' post qualification experience in administration or management; or</p> <p>(ii) Master's degree (second division) in Public Administration, Business Administration, Human Resource Management, Economics, Finance, Public Policy or LL.B from a University recognized by Higher Education Commission with twelve years' experience in administration or management.</p>			<p>merit from amongst the Directors Recruitment, Directors Examination, Legal-Directors cum-Law Officer (BS-18) or Directors Research (BS-18) who have:</p> <p>(i) at least twelve years' service in BS-17 and above; or</p> <p>(ii) if initially recruited in BS-18, he must have seven years' service in BS-18; and</p> <p>(b) have successfully completed the training as prescribed by S&GAD in consultation with Punjab Public Service Commission for promotion to BS-19.</p> <p>(c) If none is available for promotion then by initial recruitment.</p>	<p>35</p> <p>45</p>	<p>Post induction training for confirmation prescribed by S&GAD in consultation with Punjab Public Service Commission</p>
				<p>Master's degree (first division or grade B) in Computer Science or Information Technology from a University recognized by Higher Education Commission with twelve years' experience in the field of electronic data processing, information technology, computer programming, system analysis, administration of database or system</p>	-do-	5. Director IT (BS-19)	-do-	-do-	<p>OFFICER (R-III) OF THE PUNJAB S&GAD</p>

	-do-						(BS-17) having five years' service in BS-17 in the functional unit and have successfully completed training as prescribed by S&GAD in consultation with Punjab Public Service Commission for promotion to BS-18.	25	45		S&GAD in consultation with Punjab Public Service Commission
	-do-	8. Director Research (BS-18)	-do-	(i) M.Phil. in Psychology, Sociology, Public Administration, or Education Economics from a University recognized by Higher Education Commission with three years' experience in research; or (ii) M.A. or M.Sc. (second division) in Psychology, Sociology, Public Administration, or Education Economics from a University recognized by Higher Education Commission with five years' experience in research.			(a) By promotion from amongst the Assistant Directors Research having five years' service in BS-17 in the functional unit. (b) If none is available for promotion then by initial recruitment; or (c) by posting of a suitable PMS officer.				As prescribed by the Government.
	-do-	9. Director Legal-Cum-Law Officer (BS-18)	-do-	L.L.B. from a University recognized by Higher Education Commission with seven years' practice as an Advocate out of which he must have at least three years' practice as an Advocate of High Court.			By initial recruitment; or by posting from amongst the suitable officers from S&GAD or Law Department.	35	45		As prescribed by the Government.

-do-	-do-	10. Psychologist (BS-18)	-do-	<p>(i) M.Phil. in Psychology from a University recognized by Higher Education Commission with five years' experience in the field of professional, research or teaching experience in test construction, measurement and evaluation, vocational counseling, personnel selection and placement, job analysis in related areas and specialization in the field of counseling psychology, personnel psychology, psychometrics after acquisition of Master's degree; or</p> <p>(ii) M.A (first division) in Psychology from a University recognized by Higher Education Commission with seven years' experience in the field of professional, research or teaching experience in test construction, measurement and evaluation, vocational counseling, personnel selection and placement, job analysis in related areas and post qualification specialization in the field of counseling psychology, personnel psychology, psychometrics.</p>	-do-	<p>(a) By promotion on the basis of seniority-cum-fitness from amongst Junior Psychologists having at least five years' service as such and have successfully completed training as prescribed by S&GAD in consultation with Punjab Public Service Commission for promotion to BS-18.</p> <p>(b) If none is available for promotion then by initial recruitment.</p>	28	38	Post induction training for confirmation prescribed by S&GAD in consultation with Punjab Public Service Commission.
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-do-	-do-	11. System Analyst (BS-18)	-do-	Master's degree (second division or grade-C) in Computer Science, ICT or Information Technology from a University recognized by Higher Education Commission with five years' experience of system designing or analysis.	-	By initial recruitment	28	35	As prescribed by the Government.
-do-	-do-	12. Senior Computer Programmer (BS-18)	-do-	(i) Master's degree (first division or grade-B) in Computer Science or Information Technology from a University recognized by Higher Education Commission with five years' experience in the field of electronic data processing, information technology, system analysis, computer programming or administration of database out of which at least three years' experience as Data Base Administrator; and (ii) Certified Database Administrator preferably grade certified.	-	(a) By promotion on the basis of seniority-cum-fitness amongst Computer Programmers (BS-17) having five years' service as such. (b) If none is available for promotion then by initial recruitment.	28	35	As prescribed by the Government.
-do-	-do-	13. Database Administrator (BS-18)	-do-	(i) M.Sc. in Computer Science from a University recognized by Higher Education Commission with five years' experience in the field of database administration or programming out of which, at least three years' experience as Data Base Administrator; and (ii) Grade Certified	-	(a) By promotion on basis of seniority-cum-fitness from amongst Network or System Engineers (BS-17) having five years' service as such. (b) If none is available for promotion then by initial recruitment.	28	35	As prescribed by the Government.

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-do-	-do-	16. Deputy Director /Deputy Secretary (BS-17)	-do-			(a) 70% by promotion on the basis of seniority-cum-fitness amongst Branch Officers or Assistant Directors (BS-17); and 30% by promotion on the basis of the seniority-cum-fitness amongst Private Secretaries; and (b) successful completion of such training as prescribed by S&GAD in consultation with the Finance Department.	-	-	As prescribed by the Government.
-do-	-do-	17. Branch Officer (BS-17)	-do-		(a) Master's degree (second division) in Public Administration, Business Administration, Human Resource Management, Economics, Finance or English from a University recognized by Higher Education Commission; or (b) LLB from a University recognized by Higher Education Commission.	By initial recruitment.	22	30	Post induction training for confirmation prescribed by S&GAD in consultation with Punjab Public Service Commission
-do-	-do-	18. Assistant Director (BS-17)	-do-		(a) Master's degree (second division) in Public Administration, Business Administration, Human Resource Management, Economics, Finance or English from a University recognized by Higher Education Commission.	(a) 20% by initial recruitment; (i) 60% promotion on the basis of seniority-cum-fitness amongst Superintendents	22	30	Post induction training for confirmation prescribed by S&GAD in consultation with Punjab Public Service Commission

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-do-	-do-	19. Assistant Director Research (BS-17)	-do-	Master's degree (second division) in Statistics or Economics from a University recognized by Higher Education Commission.	-	(a) By promotion on the basis of seniority-cum-fitness from amongst the Research Assistants having at least eight years' service as such in the functional unit and who have successfully completed the training prescribed by S&GAD in consultation with Punjab Service Commission for promotion to BS-17. (b) If none is available for promotion then by initial recruitment.	22	30	Post induction training for confirmation prescribed by S&GAD in consultation with Punjab Public Service Commission
-do-	-do-	20. Junior Psychologist (BS-17)	-do-	Master Degree (second division) in Psychology from a University recognized by Higher Education Commission with special emphasis on theory and practice of test construction, their use and interpretation, statistical method and research techniques.	-	By initial recruitment.	21	32	As prescribed by the Government.
-do-	-do-	21. Private Secretary to Chairman (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Private Secretaries (BS-17) in the functional unit.	-	-	As prescribed by the Government.
-do-	-do-	22. Private Secretary (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Stenographers in the functional unit having at least two years' service as such.	-	-	As prescribed by the Government.

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-do-	-do-	23. Security Officer (BS-17)	-do-	A retired armed forces officer equivalent to the rank of Captain or above.	-	By initial recruitment.	25	45	As prescribed by the Government.
-do-	-do-	24. Protocol Officer/ Assistant Director (Security) (BS-17)	-do-	(a) B.A or B.Sc. (second division) from a University recognized by Higher Education Commission with five years' experience in the line; or (b) a retired armed forces officer equivalent to the rank of Captain or above.	-	By initial recruitment.	25	45	As prescribed by the Government.
-do-	-do-	25. Network System Engineer (BS-17)	-do-	(a) M.Sc. in Computer Science (first division or grade-B) from a University recognized by Higher Education Commission with two years' experience in the field of computer networking out of which one year experience must be as Network Engineer or network administrator; and (b) MCSE and CCNA Certification.	-	(a) By promotion on the basis of seniority-cum-fitness from amongst Support Officers (BS-16) having three years' service as such. (b) If none is available for promotion then by initial recruitment.	23	35	As prescribed by the Government.
-do-	-do-	26. Computer Programmer (BS-17)	-do-	M.Sc. in Computer Science (second division or grade-C) from a University recognized by Higher Education Commission with two years' experience of programming languages like ASP, Net or PHP or Java or JSP and Database like Oracle or Sql Server	-	(a) By promotion on the basis of seniority-cum-fitness from amongst Assistant Programmers and Data Control Assistants (BS-16) having three years' service as such. (b) If none is available for promotion then by initial recruitment.	25	35	As may be prescribed by the Government.

-do-	-do-	27. Web Designer (BS-17)	-do-	M.Sc. in Computer Science (second division or grade-C) from a University recognized by Higher Education Commission with two years' experience with a wide variety of operating systems including Linux and configuring web-servers such as IIS, Apache and in web-development languages and tools.	-	By initial recruitment.	21	30	As prescribed by the Government.
-do-	-do-	28. Superintendent (BS-17)	-do-		-	By promotion on the basis of seniority-cum-fitness from amongst the Assistants in the functional unit having at least five years' service as such and who have successfully completed training as prescribed by S&GAD in consultation with Punjab Public Service Commission for promotion to BS-17.	-	-	-
-do-	-do-	29. Librarian (BS-16)	Secretary	Master's degree in Library Sciences or Library and Information Sciences from a University recognized by Higher Education Commission.	-	By initial recruitment.	21	30	As prescribed by the Government.
-do-	-do-	30. Graphic Designer (BS-15)	-do-	(a) Bachelor of Fine Arts in Graphic Designing from a University recognized by Higher Education Commission; or (b) BCS with one elective subject of Graphic Designing from a University recognized by Higher Education Commission; or (c) three years Diploma	-	By initial recruitment.	21	30	As prescribed by the Government.

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-do-	-do-	-do-	31. Senior Scale Stenographer (BS-16)	-do-	(i) Bachelor's degree from a University recognized by Higher Education Commission; and (ii) a speed of 100 words per minute in shorthand in English and 40 words per minute in typing.	-	(a) By promotion on the basis of seniority-cum-fitness from amongst Stenographers. (b) If none is available for promotion then by initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	-do-	32. Security Supervisor (BS-16)	-do-	A retired Junior Commissioned Officer (JCO) of armed forces. If a Junior Commissioned Officer is not available then a person having Bachelor's degree from a University recognized by Higher Education Commission with five years' experience in a reputed security agency.	-	By initial recruitment.	25	45	As prescribed by the Government.
-do-	-do-	-do-	33. Assistant Computer Programmer (BS-16)	-do-	M.Sc. in Computer Science (second division or grade-C) from a University recognized by Higher Education Commission.	-	(a) By promotion on the basis of seniority-cum-fitness from amongst Data Entry Operators having at least three years' service as such. (b) If none is available for promotion then by initial recruitment.	21	30	As prescribed by the Government.
-do-	-do-	-do-	34. Support Officer (BS-16)	-do-	M.Sc. in Computer Science (second division or grade-C) from a University recognized by Higher Education Commission.	-	By initial recruitment.	21	30	As prescribed by the Government.

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-do-	-do-	35. Data Control Assistant (BS-16)	-do-	(i) M.Sc. in Computer Science (second division or grade-C) from a University recognized by Higher Education Commission; and (ii) one year experience in the field of electronic data processing.	-	(a) By promotion on the basis of seniority-cum-fitness from amongst Data Entry Operators with at least five years' service as such. (b) If none is available then by initial recruitment.	21	30	As prescribed by the Government.
-do-	-do-	36. Hardware Technician (BS-15)	-do-	Diploma of Associate Engineer in Electronics with three years' experience of I.T. hardware repairing.	-	(a) By promotion on the basis of seniority-cum-fitness from amongst Technical Assistants (BS-12) with at least three years' service as such. (b) If none is available for promotion then by initial recruitment.	20	30	As prescribed by the Government.
-do-	-do-	37. Assistant (BS-16)	-do-	(i) Bachelor's degree (second division) from a University recognized by Higher Education Commission; and (ii) a speed of 35 words per minute in typing in English on Computer; and (iii) Proficiency in MS Office.	-	(a) 30% by initial recruitment; and (b) 70% by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks in the functional unit with at least two years' service as such. (c) If none is available for promotion then by initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	38. Stenographer (BS-14)	-do-	(a) Higher School Certificate from a recognized Board; and (h) a speed of 100 words per minute in short hand in English and	-	By initial recruitment.	19		As prescribed by the Government.

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-do-	-do-	-do-	39. Technical Assistant (BS-12)	-do-	(a) Higher School Certificate (second division) from a recognized Board; and (b) have training in Lotus and word processing; and (c) a speed of 10,000 keys depression per hour in typing.	35 words per minute in typing.	-	By initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	-do-	40. Research Assistant (BS-11)	-do-	(a) BS in Statistics; or (b) BA or B.Sc. (Statistics as an elective subject) with one year experience in collection and tabulation of statistical data.	(a) BS in Statistics; or (b) BA or B.Sc. (Statistics as an elective subject) with one year experience in collection and tabulation of statistical data.	-	By initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	-do-	41. Data Entry Operator (BS-11)	-do-	(a) Intermediate in Computer Science (IGS); and (b) a speed of 40 words per minute in typing on computer.	(a) Intermediate in Computer Science (IGS); and (b) a speed of 40 words per minute in typing on computer.	-	By initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	-do-	42. Senior Clerk (BS-14)	-do-	-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks in the functional unit with at least two years' service as such.	-	-	As prescribed by the Government.
-do-	-do-	-do-	43. Junior Clerk (BS-11)	-do-	(a) Higher School Certificate (second division) from a recognized Board; and (b) a speed of 25 words	(a) Higher School Certificate (second division) from a recognized Board; and (b) a speed of 25 words	-	(a) 80% by initial recruitment; and (b) 20% by promotion on the basis of seniority-cum-fitness from	18	25	As prescribed by the Government.

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-do-	-do-	-do-	-do-	-do-	(c) Proficient in M.S. Office.		amongst the employees of all categories in BS-1 to BS-4 possessing minimum qualification required for initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	44. Telephone Operator (BS-7)	-do-	-do-	Secondary Certificate from a recognized Board with two years' experience in the relevant field.	-	By initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	45. Generator Operator (BS-5)	-do-	-do-	Secondary Certificate from a recognized Board with two years' experience as Generator Operator.	-	By initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	46. Electrician (BS-5)	-do-	-do-	(a) Secondary Certificate (second division) from a recognized Board; (b) one year electrical diploma or certificate; and (c) two years' experience in the relevant field.	-	By initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	47. Driver (BS-4)	-do-	-do-	(i) Middle pass; (ii) L.T.V. driving license; and (iii) five years' experience of L.T.V. driving.	-	By initial recruitment.	25	35	As prescribed by the Government.
-do-	-do-	48. Dispatch Rider (BS-4)	-do-	-do-	Middle Pass with driving license.	-	By initial recruitment.	18	25	As prescribed by the Government.
-do-	-do-	49. Daftri (BS-2)	-do-	-do-	Secondary Certificate from a recognized Board.	Secondary School Certificate from recognized Board.	(a) By promotion on the basis of seniority-cum-fitness amongst the employees of all categories in BS-1 in the functional	18	25	-

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					per minute in typing on computer; and (c) Proficient in M.S. Office.				amongst the employees of all categories in BS-1 to BS-4 possessing minimum qualification required for initial recruitment.			
-do-	-do-	44. Telephone Operator (BS-7)	-do-	-do-	Secondary Certificate from a recognized Board with two years' experience in the relevant field.	-	-	By initial recruitment.	18	25	As prescribed by the Government.	
-do-	-do-	45. Generator Operator (BS-5)	-do-	-do-	Secondary Certificate from a recognized Board with two years' experience as Generator Operator.	-	-	By initial recruitment.	18	25	As prescribed by the Government.	
-do-	-do-	46. Electrician (BS-5)	-do-	-do-	(a) Secondary Certificate (second division) from a recognized Board; (b) one year electrical diploma or certificate; and (c) two years' experience in the relevant field.	-	-	By initial recruitment.	18	25	As prescribed by the Government.	
-do-	-do-	47. Driver (BS-4)	-do-	-do-	(i) Middle pass; (ii) L.T.V. driving license; and (iii) five years' experience of L.T.V driving.	-	-	By initial recruitment.	25	35	As prescribed by the Government.	
-do-	-do-	48. Dispatch Rider (BS-4)	-do-	-do-	Middle Pass with driving license.	-	-	By initial recruitment.	18	25	As prescribed by the Government.	
-do-	-do-	49. Driver (BS-4)	-do-	-do-	Secondary Certificate from a recognized Board.	Secondary School Certificate from a recognized Board.	(a) By promotion on the basis of seniority-cum-fitness amongst the employees of all categories in BS-1 in the functional		25			

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