



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

Dated Lahore, the 13th April, 2017

NOTIFICATION

NO. SOR-III(S&GAD)2-67/2010. 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 **Punjab Buildings Department (Government Houses and Governor's Annexes, Rawalpindi, Islamabad, Karachi and Murree) Service Rules, 2017.**

(2) They shall come into force at once.

2. Method of recruitment.— The method of recruitment, minimum qualifications, 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 Buildings Department (Punjab House Karachi) Service Rules, 2011 and the Punjab Buildings Department (Government Houses and Governor's, Annexes, Rawalpindi, Islamabad and Murree) Service Rules 2014 are hereby repealed.


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

No.SOR-III(S&GAD)2-67/2010

Dated Lahore, the 20th April, 2017

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

1. The Principal Secretary to Governor Punjab.
2. The Secretaries, Government of the Punjab,
 - i) Finance Department.
 - ii) Law & Parliamentary Affairs Department.
 - iii) Communication & Works Department.
 - iv) Management & Professional Development Department.
3. The Accountant General, Punjab, Lahore.
4. The Secretary, Punjab Public Service Commission, Lahore.
5. The Director General Health Services Punjab, Lahore.
6. The Deputy Secretary (Reg.), Law & Parliamentary Affairs Department.
7. The Deputy Secretary (PC), Finance Department, Lahore.
8. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned amendments in the database created in the O & M Wing, S&GAD.
9. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
10. 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.


**SECTION OFFICER (R-III)
GOVERNMENT OF THE PUNJAB
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**(MUHAMMAD SALEEM)
SECTION OFFICER (R-III)**

SCHEDULE

Name of the Department	Functional Unit	Name of the post with basic scale	Appointing Authority	Minimum qualifications for appointment by		Method of Recruitment	Age for Initial Recruitment		Examination Training and other Conditions required for confirmation / promotion
				Initial Appointment	Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Communications and Works Department	Punjab Buildings Department	(1) Comptroller (BS-17)	Administrative Secretary	Master's degree (second division) from a University recognized by Higher Education Commission with two years' experience in management of a four-star hotel, Government hostel or protocol affairs.	-	i) 33% by initial recruitment; and ii) 67% by promotion on the basis of seniority-cum-fitness from amongst Deputy Comptrollers or Assistant Comptrollers (BS-16) having five years' regular service.	25	35	As may be determined by the Government from time to time.
- do -	- do -	(2) Deputy Comptroller/Assistant Comptroller (BS-16)	- do -	Bachelor's degree (second division) from a University recognized by Higher Education Commission with two years' experience in management of a four-star hotel or Government hostel or protocol affairs.	-	By initial recruitment.	22	32	- do -
- do -	- do -	(3) Assistant Protocol Officer (BS-16)	- do -	Bachelor's degree (second division) from a University recognized by Higher Education Commission with two years' experience in management affairs of a four-star hotel or Government hostel or protocol affairs.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Protocol Assistants (BS-11) having five years' regular service.	22	32	- do -
- do -	- do -	(4) Chef (BS-14)	Superintending Engineer Concerned	Primary pass with five years' experience as chef in any five-star or reputed hotel, restaurant or Government organization as Chef.	-	i) By initial recruitment; or ii) By posting.	30	45	- do -
- do -	- do -	(5) Khateeb (BS-12)	- do -	(i) Sanad Shadat-ul-Almia (Jayad of Wafaq-ul-Madaris (Hanfi) or equivalent qualification recognized by Higher Education Commission; or	-	By initial recruitment	21	30	- do -

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				Sanad Dars-e-Nizami from any registered institution with Fazal-e-Arbi from any Board or University recognized by Higher Education Commission; (ii) Sanad of Qirat from recognized institution as at (i) ; and (iii) five years' experience of Khitabat.					
- do -	- do -	(6) Plant Superintendent (BS-12)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Supervisors (BS-07) having seven years' regular service as such.	-	-	- do -
- do -	- do -	(7) Protocol Assistant (BS-11)	- do -	Bachelor's degree (second division) from a University recognized by Higher Education Commission.	-	By initial recruitment.	20	25	- do -
- do -	- do -	(8) Caretaker (BS-11)	- do -	Bachelor's degree (second division) from a University recognized by Higher Education Commission with two years' experience in the relevant field.	-	By promotion on the basis of seniority-cum-fitness from amongst regular Store Keepers (BS-07). If none is available for promotion, then by initial recruitment.	20	25	- do -
- do -	- do -	(9) Junior Clerk (BS-11)	- do -	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) typing speed of 25 words per minute on Computer in English; and (iii) proficiency in Microsoft Office or any other compatible office application. Preference shall be given to those who also have a speed of 25 words per minute in Urdu.	-	By initial recruitment.	18	25	- do -
- do -	- do -	(10) Computer Operator (BS-11)	- do -	(i) Intermediate in Computer Science (ICS) (second division) from a recognized Board; or (ii) Intermediate in Arts or Science (second division) from a recognized Board	-	By initial recruitment.	18	25	- do -

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				with three months computer training certificate in MS Office from TEVTA or any other recognized institute; and (iii) typing speed of 30 words per minute in English on Computer.					
- do -	- do -	(11) General Supervisor (BS-09)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Electricians G-I or A.C. Mechanic (BS-06) with three years' regular service as such.	-	-	- do -
- do -	- do -	(12) Foreman (BS-09)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Plumbers G-I (BS-06) with three years' regular service as such.	-	-	- do -
- do -	- do -	(13) Cook/Assistant Cook (BS-09)	- do -	Middle pass with five years' experience in cooking Pakistani food.	-	By initial recruitment	18	25	- do -
- do -	- do -	(14) Imam Masjid (BS-09)	- do -	(i) Sanad Shadat-ul-Almia (Jayad) of Wafaq-ul-Madaris (Hanfi); or equivalent qualification from an Institution recognized by the Higher Education Commission; or Sanad Dars-e-Nazami from any registered Institution with Fazal-e-Arabi (second division) from a recognized Board or University recognized by Higher Education Commission; (ii) Sanad of Qirat from a recognized Institution; and (iii) three years' experience of Khitabat.	-	By initial recruitment	18	25	- do -
- do -	- do -	(15) Storekeeper (BS-07)	- do -	Secondary School Certificate (second division) from a recognized Board with two years' experience in the relevant field.	-	By initial recruitment	18	25	- do -
- do -	- do -	(16) Carpenter/ Painter (BS-07)	- do -	-	-	By promotion from amongst Carpenters (G-II) or Painters (G-II) (BS-05) with three years' regular service as	-	-	- do -

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						such.			
- do -	- do -	(17) Telephone Operator (BS-07)	- do -	Secondary School Certificate (second division) from a recognized Board.	-	By initial recruitment	18	25	- do -
- do -	- do -	(18) Moazan (BS-07)	- do -	Secondary School Certificate (second division) from a recognized Board with three years' experience in the relevant field.	-	By initial recruitment.	18	25	- do -
- do -	- do -	(19) Supervisor (BS-07)	- do -	-	-	By promotion on the basis of seniority-cum- fitness from amongst Work Supervisors (BS- 06) with three years' regular service as such.	-	-	- do -
		(20) Assistant Caretaker (BS-07)	- do -	Secondary School Certificate (second division) from a recognized Board with three years' experience in the relevant field.	-	By Initial recruitment.	18	25	- do -
- do -	- do -	(21) Work Supervisor (BS-06)	- do -	-	-	By promotion on the basis of seniority-cum- fitness from amongst Electricians (G-II) or Plumbers (G-II) (BS-05) with three years' regular service as such.	-	-	- do -
- do -	- do -	(22) Electrician G-I (BS-06)	- do -	-	-	By promotion on the basis of seniority-cum- fitness from amongst Electricians G-II (BS-05) with three years' regular service as such.	-	-	- do -
- do -	- do -	(23) Plumber G-I (BS-06)	- do -	-	-	By promotion on the basis of seniority-cum- fitness from amongst Plumbers G-II. (BS-05) with three years' regular service as such.	-	-	- do -
- do -	- do -	(24) A.C. Mechanic (BS-06)	- do -	Secondary School Certificate (second division) from a recognized Board with one year certificate in relevant field from a recognized Institute having three years' experience in the relevant field.	-	By initial recruitment.	18	25	- do -
- do -	- do -	(25) Camera Operator (BS-05)	- do -	Secondary School Certificate (second division) with Science from a recognized Board having CCNA Certificate from recognized Institute.	-	By initial recruitment.	- do -	- do -	- do -
	- do -	(26) Driver (BS-05)	- do -	Middle Pass having L.T.V. driving license with five years'	-	By initial recruitment.	- do -	- do -	- do -

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				LTV driving experience.					
- do -	- do -	(27) Electrician G-II (BS-05)	- do -	Secondary School Certificate (second division) from a recognized Board having one years' certificate in relevant field from a recognized Institute with three years' experience in the relevant field.	-	(i) 50% by initial recruitment. (ii) 50% by promotion on the basis of seniority cum fitness from amongst Electricians G-III (BS-03) with three years' regular service as such.	- do -	- do -	- do -
- do -	- do -	(28) Room Waiter/ Bearer (BS-05)	- do -	Secondary School Certificate (second division) from a recognized Board with three years' experience in the relevant field.	-	By initial recruitment	- do -	- do -	- do -
- do -	- do -	(29) Receptionist (BS-05)	- do -	Secondary School Certificate (second division) from a recognized Board.	-	By initial recruitment	- do -	- do -	- do -
- do -	- do -	(30) Plumber G-II (BS-05)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Plumber Coolies (BS-01) with five years' regular service as such.	-	-	- do -
- do -	- do -	(31) Polisher (BS-05)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Painter-cum-Polishers (BS-04) with three years' regular service as such.	-	-	- do -
- do -	- do -	(32) Painter G-II/Carpenter G-II (BS-05)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Painter Coolie or Carpenter Coolie with three years' regular service as such.	-	-	- do -
- do -	- do -	(33) A.C. Operator/Generator Operator (BS-04)	Executive Engineer	Secondary School Certificate (second division) from a recognized Board with two years' experience in relevant field.	-	By initial recruitment	18	25	- do -
- do -	- do -	(34) Painter-cum- Polisher (BS-04)	- do -	Literate with two years' experience in the relevant field.	-	By initial recruitment	- do -	- do -	- do -
- do -	- do -	(35) Work Mistri (BS-04)	- do -	Literate with five years' experience in the relevant field.	-	By initial recruitment	- do -	- do -	- do -
- do -	- do -	(36) Wireman (BS-04)	- do -	Literate with three years' experience in the relevant field.	-	By initial recruitment	- do -	- do -	- do -
- do -	- do -	(37) Mason (BS-03)	- do -	- do -	-	By initial recruitment	- do -	- do -	- do -

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- do -	- do -	(38) Lift Operator (BS-03)	- do -	- do -	-	By initial recruitment	- do -	- do -	- do -
- do -	- do -	(39) Electrician G-III (BS-03)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Electrician Coolies (BS-01) with three years' regular service as such.	-	-	- do -
- do -	- do -	(40) Head-Mali/ Supervisor (BS-02)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Malles with five years' regular service as such.	-	-	- do -
- do -	- do -	(41) Tube well-Driver (BS-02)	- do -	Literate with three years' experience in the relevant field.	-	By initial recruitment	18	25	- do -
- do -	- do -	(42) Boiler/ Attendant/ Fitter/Oilman/ Mixture-Driver (BS-02)	- do -	- do -	-	By Initial Recruitment	- do -	- do -	- do -
- do -	- do -	(43) Security Guard (BS-02)	- do -	Literate having valid arms license with three years' experience.	-	By Initial recruitment	- do -	- do -	- do -
- do -	- do -	(44) Masalchi (BS-01)	- do -	Literate with one year experience in the relevant field.	-	- do -	- do -	- do -	- do -
- do -	- do -	(45) Dhobi/ Washerman (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(46) Dishwasher (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(47) Bearer (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(48) Chowkidar-cum-cook (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(49) Assistant Cook (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(50) Cook Helper (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(51) Plumber Coolie (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(52) Electrician Coolie (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(53) Carpenter Coolie (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(54) Painter Coolie (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(55) Skilled Coolie (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(56) Garden Coolie (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(57) Naib Qasid (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(58) Chowkidar (BS-01)	- do -	- do -	-	- do -	- do -	- do -	- do -

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- do -	- do -	(59) Sewer man (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(60) Beldar (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(61) Sanitary worker (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(62) Sweeper (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(63) Mali (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(64) Mali-Cum-Chowkidar (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(65) Assistant Mali / Gardener / Assistant Garden Supervisor (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(66) Mason Helper (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(67) Walveman /Cleanman / Watchman (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -
- do -	- do -	(68) Helper / Carpenter Helper / Plumber Helper (BS-01)	-do-	- do -	-	- do -	- do -	- do -	- do -

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