



GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT.

(REGULATIONS WING)

Dated Lahore the 19th September, 2005

NOTIFICATION

No.SOR-III(S&GAD)1-10/93 In exercise of the 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. Short title and commencement:-

- (i) These rules may be called, 'The Punjab Civil and Sessions Courts Establishment (Miscellaneous Posts) Service Rules, 2005.
- (ii) They shall come into force at once.

2. Method of Recruitment and eligibility:-

The method of recruitment, minimum qualification, age limit and other matters related thereto for the posts shall be as given in the schedule annexed.



BY ORDER OF THE GOVERNOR OF THE PUNJAB

**KHUSHNOOD AKHTAR LASHARI
ADDITIONAL CHIEF SECRETARY**

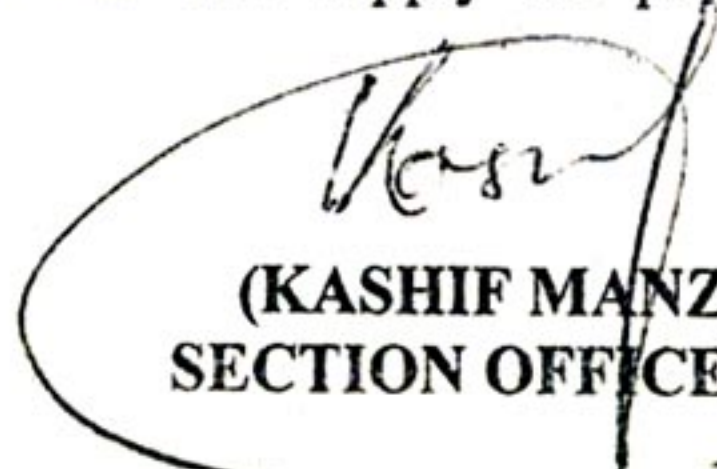
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NO SOR-III (S&GAD)1-10/93

Dated Lahore, the 24th September, 2005

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

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


**(KASHIF MANZOOR)
SECTION OFFICER(R-III)**

SCHEDULE

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualifications for appointment by;		Method of recruitment	Age of initial recruitment		Examination/ training and other conditions required for confirmation.
				Initial recruitment/ transfer	Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
S. & GAD Department	Civil and Sessions Courts Establishment	1. Superintendent office of District & Sessions Judges B.S. 16	Chief Justice	Graduate from a recognized University		By promotion through selection on merit from the cadres of Assistant Superintendents/ Stenographers/ Accountants /Readers to District & Sessions Judges/Additional District and Sessions Judges/ Clerk of Court to Senior Civil Judge /Clerk of Court to Judges Small Causes Court with five years experience as such.	-	-	--
S. & GAD Department	Civil and Sessions Courts Establishment	2. Stenographer BS-16	District & Sessions Judge of the Concerned District	Graduate from a recognized University having minimum typing speed 50 w.p.m. and 110 w.p.m. of shorthand speed. Candidates having computer knowledge will be preferred.		By initial recruitment	18	25	
S. & GAD Department	Civil and Sessions Courts Establishment	3. Assistant Superintendent/ Reader to District & Sessions Judge/ Reader to Additional District & Sessions Judge /Clerk of Court of Senior Civil Judge/ Clerk of Court to Judge Small Causes Court/ Assistant-cum-Librarian. BS-11	District & Sessions Judge of the Concerned District	Graduate from a recognized University		(a). 2/3 rd by promotion on seniority-cum-fitness basis from amongst Record Keepers/English clerks/ Senior Clerks/Readers to Civil Judges with three years experience and (b) 1/3 rd by promotion through selection on merit from the above mentioned who are Graduates from a recognized University and if no suitable candidate is available then by initial recruitment	18 18	25 25	

S.& GAD Department	Civil and Sessions Courts Establishment	4. Record Keeper/English clerk/senior clerk/Reader to Civil Judge. BS-7	District & Session Judge of the concerned District	Matric 2 nd Division		By promotion through selection on merit from amongst Assistant Record Keepers/ Assistant English Clerks/ Ahlmads/Copy Clerks/ Typists/ Junior Clerks with two years experience.	18	25	
S.& GAD Department	Civil and Sessions Courts Establishment	5. Assistant Record Keeper/Assistant English Clerk/ Ahlmad/Copy Clerk/Typist Junior Clerk/Copyist/ Record Inspection clerk/Dispatch Clerk BS-5	District & Session Judge of the concerned	a) Matric 2 nd Division from a recognized Board/Institute b) Typing speed of 25 w.p.m.		By initial recruitment	18	25	
S.& GAD Department	Civil and Sessions Courts Establishment	6. Daftri/Record Lifter BS-2.	District & Session Judge of the concerned	Middle		By promotion from Qasids/File- fetchers on seniority-cum fitness basis.			
S.& GAD Department	Civil and Sessions Courts Establishment	7. Naib Qasid/File- Fetcher	District & Sessions Judge of the concerned District.	Middle		By initial recruitment	18	25	
S.& GAD Department	Civil and Sessions Courts Establishment	8. Mali/Baildar BS-1	Senior Civil Judge of the District where the vacancy occurs. Provided that for the vacancies of District & Sessions Judges Court, the District & Sessions Judge concerned	Literate having knowledge of gardening.		By initial recruitment	18	25	
S.& GAD Department	Civil and Sessions Courts Establishment	9. Chowkidar BS-1	-Do-	Literate, healthy preferably a retired Army Serviceman.		By initial recruitment	25	45	
S.& GAD Department	Civil and Sessions Courts Establishment	10. Civil Nazir BS-11	Senior Civil Judge/ Administrative Civil Judge.	Graduate from a recognized University		BY promotion through selection on merit from Naib Nazirs.			
S.& GAD Department	Civil and Sessions Courts Establishment	11. Accountant BS-11	District & Sessions Judge of the District where the vacancy occurs.	Graduate from a recognized University preferably B.Com		Through initial recruitment on the basis of test.	18	25	

S. & GAD Department	Civil and Sessions Courts Establishment	12. Nazir BS-8	District & Sessions Judge of the District where the vacancy occurs.	Graduate from a recognized University preferably B.Com		Through initial recruitment on the basis of test.	18	25	
S. & GAD Department	Civil and Sessions Courts Establishment	13. Naib Nazir BS-5	Senior Civil Judge/ Administrative Civil Judge.	Matric.		By promotion on seniority cum- fitness basis from among Bailiffs having at least 7-years service as such			
S. & GAD Department	Civil and Sessions Courts Establishment	14. Driver BS-4	District & Sessions Judge	Middle LTV Driving License Holder with five years experience		By initial recruitment	25	35	
S. & GAD Department	Civil and Sessions Courts Establishment	15. Bailiff BS-4	Senior Civil Judge/ Administrative Civil Judge.	Matric.		By promotion from Process- servers on seniority-cum-fitness basis having 2 years experience.			
S. & GAD Department	Civil and Sessions Courts Establishment	16. Waterman/ Water Carrier BS-1	District & Session Judge/Senior Civil Judge/Judge Small Causes Court	Literate having knowledge of the job.		By initial recruitment.	18	25	
S. & GAD Department	Civil and Sessions Courts Establishment	17. Process Server BS-3	Senior Civil Judge of the District where the vacancy occurs	Matric		By initial recruitment	18	25	
S. & GAD Department	Civil and Sessions Courts Establishment	18. Sweeper Server BS-1	District and Sessions Judge/Senior Civil Judge	Literate having knowledge of the job		By initial recruitment.	18	25	