



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

**Dated Lahore, the 17<sup>th</sup> February, 2014**

**NOTIFICATION**

**No.SOR-III(S&GAD)1-10/2013.** 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 Environmental Tribunal (Miscellaneous Posts) Service Rules, 2014.

(2) They shall come into force at once.

2. **Method of recruitment etc.**— 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.

**SHAHNAZ NAWAZ  
SECRETARY (REGULATIONS), S&GAD**

**No.SOR-III(S&GAD)1-10/2013**

**Dated Lahore, the 25<sup>th</sup> February, 2014**

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

1. The Secretaries, Government of the Punjab,
  - i) Finance Department.
  - ii) Law & Parliamentary Affairs Department.
  - iii) Environment Protection Department.
2. The Accountant General, Punjab, Lahore.
3. The Secretary, Punjab Public Service Commission, Lahore.
4. The Deputy Secretary (Reg:), Law & Parliamentary Affairs Department.
5. The Deputy Secretary (PC), Finance Department, Lahore.
6. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned service rules in the database created in the O&M Wing, S&GAD.
7. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary and Secretary (Services), S&GAD.
8. 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)**

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## SCHEDULE

Name of the Department	Functional Unit	Name of the Post with basic pay scale	Appointing Authority	Minimum Qualification for appointment		Method of recruitment	Age for Initial recruitment		Examination Training and other conditions required for confirmation.
				By initial recruitment	By promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Environment Protection Department	Punjab Environmental Tribunal	(1) Registrar (BS-17)	Chairperson Punjab Environmental Tribunal	-	-	By posting from amongst the PAS or PMS Officers.	-	-	-
- do -	- do -	(2) Private Secretary (BS-17)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Senior Scale Stenographers in the functional unit having five years experience as such.  If none is available by promotion then by posting from S&GAD.	-	-	-
- do -	- do -	(3) Senior Scale Stenographer (BS-16)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Stenographers in the functional unit having four years experience as such.  If none is available by promotion then by posting from S&GAD.	-	-	-
- do -	- do -	(4) Stenographer (BS-14)	- do -	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) knowledge of shorthand at the speed of 70 words per minute in English and typing (English) at the speed of 35 words per minute; and (iii) computer literate in M.S. Office.  Note: Preference shall be given to those who know Urdu shorthand at the speed of 60 words per minute and typing (Urdu) at a speed of 25 words per minute.	-	By initial recruitment.	18	25	-

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- do -	- do -	(5) Reader / Assistant (BS-14)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Senior Clerks in the functional unit having 4 years' experience as such. If none is available by promotion then by posting from S&GAD.	-	-	-
- do -	- do -	(6) Senior Clerk (BS-09)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks in the functional unit having four years' experience as such. If none is available by promotion then by posting from S&GAD.	-	-	-
- do -	- do -	(7) Junior Clerk (BS-07)	- do -	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) knowledge of computer typing (English) at the speed of 25 words per minute; and (iii) proficient in Microsoft Office or any other compatible office applications and shall be able to demonstrate such proficiency. Note: Preference shall be given to those who also know typing (Urdu) at the speed of 25 words per minute.	-	By initial recruitment.	18	25	-
- do -	- do -	(8) Driver (BS-04)	- do -	(i) Middle pass; (ii) LTV driving license; and (iii) LTV driving experience for three years.	-	-	25	35	-
- do -	- do -	(9) Naib Qasid (BS-01)	- do -	Literate	-	-	18	25	-

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