



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

**(REGULATIONS WING)**

Dated Lahore, the 22<sup>nd</sup> August, 2011

**NOTIFICATION**

**No. SOR-III(S&GAD)1-11/97** In exercise of the powers conferred 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.-** (1) These rules may be cited as the Punjab Official Language Committee, S&GAD Employees Service Rules 2011.

(2) These shall come into force at once.

**2. Method of recruitment etc.-** The method of recruitment, minimum qualification, age limit and other incidental matters of the posts of the functional unit shall be such as given in the Schedule appended to these rules.

**3. Repeal.-** The Punjab Official Language Committee (Ministerial Posts) Recruitment Rules, 1978 are hereby repealed.

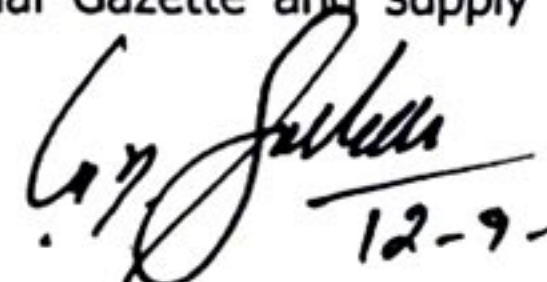
**MUHAMMAD ILYAS  
SECRETARY (REGULATIONS), S&GAD**

**No.SOR-III(S&GAD)1-11/97**

Dated Lahore, the 12<sup>th</sup> September, 2011

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) Archives Wing, S&GA 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.
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.

  
12-9-11  
**(MUHAMMAD SALEEM)**  
SECTION OFFICER (R-III)



**SCHEDULE**  
(See Rule 2)

Name of the Department	Functional Unit	Name of the Post with Basic 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	2	2	4	5	6	7	8	9	10
S&GAD	Official Language Committee	1. Head Translator (BS-17)	Secretary (Archives)	Master's Degree (second division) in Urdu or English from a recognized University.	-	By promotion on the basis of seniority-cum-fitness from amongst the holders of posts of senior translators in the functional unit having five years experience as such. If none is available for promotion, then by initial recruitment.	21	30	As may be prescribed by the Government.
S&GAD	Official Language Committee	2. Editor (Urdu Nama) BS-17	Secretary (Archives)	Master's Degree (second division) in Mass Communication or Development Journalism or Urdu Literature from a recognized University.	-	By promotion on the basis of seniority-cum-fitness from amongst Sub Editors having five years experience as such. If none is available for promotion then by initial recruitment.	21	30	As may be prescribed by the Government.
S&GAD	Official Language Committee	3. Instructor (Urdu Shorthand & Typing) (BS-17)	Secretary (Archives)	Master's Degree (second division) in Urdu from a recognized University with a speed of 80 words per minute in Urdu shorthand and Urdu Typewriting speed of 40 w.p.m. on typewriter or computer.	Bachelor's degree (second division) from a recognized University.	By promotion on the basis of seniority-cum-fitness from amongst Senior Scale Urdu Stenographers having 5 years experience as such. If none is available for promotion, then by initial recruitment.	21	30	As may be prescribed by the Government.
S&GAD	Official Language Committee	4. Administrative Officer (BS-16)	Secretary (Archives)	Bachelor's degree (second division) from a recognized University having five years experience in administration or supervisory capacity in Government Department or autonomous bodies or Establishment of repute.	Bachelor's degree (second division) from a recognized University.	By promotion on the basis of seniority-cum-fitness from amongst Assistants in the functional unit having 5 years experience as such. If none is available for promotion then by initial recruitment	25	30	As may be prescribed by the Government.
S&GAD	Official Language Committee	5. Senior Translator (BS-16)	Secretary (Archives)	Master's Degree (second division) in Urdu or English from a recognized University or Bachelor's Degree having three years experience in the relevant field.		By promotion on the basis of seniority-cum-fitness from amongst Translators having 3 years experience as such. If none is available for promotion then by initial recruitment.	21	30	As may be prescribed by the Government.
S&GAD	Official Language Committee	6. Sub Editor ( Urdu Nama) BS-14	Secretary (Archives)	Bachelor's Degree (second division) with urdu or Journalism as one of the		By initial recruitment	21	30	As may be prescribed by the Government.

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				elective subject from a recognized University.					
S&GAD	Official Language Committee	7. Senior Scale Urdu Stenographer (BS-15)	Secretary (Archives)	Bachelor's degree (second division) or equivalent qualification from recognized University with a speed of 100 w.p.m. in urdu Shorthand and 45 w.p.m in Urdu typing on Typewriter or Computer.		By Promotion on the basis of seniority-cum-fitness from amongst Urdu Stenographers having 5 years experience as such. If none is available for promotion then by initial Recruitment.	21	30	As may be prescribed by the Government.
S&GAD	Official Language Committee	8. Assistant (BS-14)	Secretary (Archives)	Bachelor's Degree (second division) from a recognized university.		i) 1/3rd by initial recruitment; and ii) 2/3rd by promotion on the basis of seniority-cum-fitness from amongst members of the functional unit holding the posts of Senior Clerks having 3 years experience as such.	18	25	As may be prescribed by the Government.
S&GAD	Official Language Committee	9. Urdu Stenographer (BS-12)	Secretary (Archives)	Intermediate (second division) from a recognized Board with a speed of 70 w.p.m. in Urdu Shorthand and 35 w.p.m. in Urdu Typewriting on Typewriter or Computer.		By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Official Language Committee	10. Computer Operator (BS-12)	Secretary (Archives)	i) Intermediate (second division) from a recognized Board; ii) Proficient in Word Processing and iii) Data Entry Test in Urdu @ 10000 key depressions per hour.		By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Official Language Committee	11. Translator (BS-11)	Secretary (Archives)	Bachelor's Degree (second division) from a recognized university with Urdu as one of the elective subjects.		By initial recruitment.	21	30	As may be prescribed by the Government.
S&GAD	Official Language Committee	12. Senior Clerk (BS-9)	Secretary (Archives)			By promotion on the basis of seniority cum fitness from amongst members of the functional unit holding posts of Junior Clerks having 2 years experience as such.			As may be prescribed by the Government.
S&GAD	Official Language Committee	13. Senior Clerk / Urdu Typist (BS-7)	Secretary (Archives)	Matric (second division) from a recognized Board with a speed of 35 w.p.m. in Urdu typewriter / computer.		By initial recruitment.	18	25	As may be prescribed by the Government.

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				Preference shall be given to those who possess a speed of 25 w.p.m. in English typewriting on typewriter or computer.					
S&GAD	Official Language Committee	14. Junior Clerk (BS-7)	Secretary (Archives)	Matric (second division) from a recognized Board with a speed of 25 w.p.m. in English typewriting on typewriter or computer.  Preference shall be given to the candidates who know typing in Urdu at a speed of 25 w.p.m. on typewriter / computer.		By initial recruitment.	18	25	As may be prescribed by the Government.
S&GAD	Official Language Committee	15. Daftri (BS-2)	Secretary (Archives)	-	Matric from a recognized Board	By promotion on the basis of seniority cum fitness from amongst Naib Qasids of the functional unit.			As may be prescribed by the Government.
S&GAD	Official Language Committee	16. Naib Qasid (BS-1)	Secretary (Archives)	Literate		By initial recruitment.	18	25	As may be prescribed by the Government.

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