



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

Dated Lahore, the 8th May, 2014

NOTIFICATION

NO.SOR-III(S&GAD)1-27/2002(P). 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 direct that in the Punjab Population Welfare Department Service Rules, 2009, the following amendment shall be made:

AMENDMENT

In the said rules, for the existing Schedule, the following Schedule shall be substituted:

"SCHEDULE

Name of Department	Functional Unit	Name of Post with Grade	Appointing Authority	Minimum Qualification for appointment		Method of Recruitment	Age for Initial Recruitment		Examination/ Training and other conditions required for confirmation
				Initial Recruitment	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Population Welfare Department	Directorate General	1. Director General (BS-20)	Chief Minister	-	-	(i) By selection on merit from amongst the Directors, DPWOs or CMOs in BS-19 having at least seventeen years' service in BS-17 and above; or (ii) by posting of an officer in BS-20 from PAS or PMS.	-	-	As may be prescribed by the Government.

NON-TECHNICAL CADRE

- do -	- do -	2. Director / District Population Welfare Officer (BS-19)	- do -	-	-	(i) 90% by promotion on the basis of selection on merit from amongst Deputy Directors and District Population Welfare Officers in BS-18 having at least twelve years' service in BS-17 and above, including at least three years' service in BS-18, and in case of direct recruitment in BS-18, at least seven years' service as such, and mandatory Public Policy and Governance (PPG) course for promotion from BS-18 to BS-19 from Management and Professional	-	-	- do -
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						Development Department, Punjab (MPDD); and (ii) 10% by posting of officers in BS-19 from PAS or PMS.			
-do-	-do-	3. Deputy Director/District Population Welfare Officer (BS-18)	Administrative Secretary	Master's degree (first division) in Sociology, Social Work, MPA, MBA, Anthropology, Gender Studies, Economics, Statistics or Population Studies from a recognized university with five years' experience in the line.	-	(i) 95% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors, Deputy District Population Welfare Officers, Tehsil Population Welfare Officers or Demographers proportionate to their strength having at least five years' service in BS-17 as such, and mandatory PSMG course for promotion from BS-17 to BS-18 from MPDD; and (ii) 5% by posting of officers in BS-18 from PMS or PAS.	-	-	-do-
-do-	-do-	4. Assistant Director/ Deputy District Population Welfare Officer/ Tehsil Population Welfare Officer (BS-17)	-do-	i) Master's degree (second division) in Sociology, Social Work, MPA, MBA, Anthropology, Gender Studies, Economics, Statistics or Population Studies from a recognized University; or ii) B.A. or B.Sc. (four years' programme) (second division) with major in Sociology, Social Work, Business Administration, Business Management, Economic, Statistics, Anthropology, Gender Studies or Population Studies from a recognized University.	-	(i) 85% by initial recruitment; and (ii) 15% by promotion on the basis of seniority-cum-fitness from amongst ADPWOs or Superintendents having five years' service as such and mandatory training from MPDD for promotion from BS-16 to BS-17.	21	28	-
-do-	-do-	5. Accounts Officer (BS-17)	-do-	ACMA, M.Com or MBA (Finance) from a recognized University.	-	By promotion on the basis of seniority-cum-fitness from amongst Accountants in BS-16 having at least five years' service as such. If none is available for promotion then by initial recruitment.	21	28	As may be prescribed by the Government.

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-do-	-do-	6. Demographer (BS-17)	-do-	Master's degree (second division) in Statistics, Economics, Population Studies, Gender Studies, Demography or Information Technology (IT) from a recognized University.	-	(i) 90% by initial recruitment; and (ii) 10% by promotion on the basis of seniority cum-fitness from amongst Statistical Investigators in BS-16 having at least five years' service as such. If none is available for promotion then by initial recruitment.	21	26	-do-
-do-	-do-	7. Private Secretary (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Senior Scale Stenographers in BS-16 having at least five years' service as such and successful completion of four weeks training from MPDD or any other institute designated by the administrative department.	-	-	-
-do-	-do-	8. Statistical Investigator (BS-16)	Director General	B.A. or B.Sc. (second division) with Statistics, Mathematics, Economics or Computer Science from a recognized University.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Statistical Assistants in BS-11 having at least seven years' service as such.	21	28	As may be prescribed by the Government.
-do-	-do-	9. Assistant District Population Welfare Officer/ Superintendent (BS-16)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Assistants in BS-14 having at least five years' service as such and successful completion of four weeks training from MPDD or any other institute designated by the administrative department.	-	-	-
-do-	-do-	10. Accountant (BS-16)	-do-	Bachelor's degree (second division) from a recognized University with three years' experience in accounts matters.	-	(i) 60% by initial recruitment; and (ii) 40% by promotion on the basis of seniority-cum-fitness from amongst Account Assistants having five years' service as such and successful completion of PIFRA Course.	21	28	As may be prescribed by the Government.
-do-	-do-	11. Senior Scale Stenographer (BS-16)	-do-	-	-	By Promotion on the basis of seniority-cum-fitness from amongst Stenographers in BS-14 having at least five years' service as such and successful completion of two weeks training from MPDD or any other institute designated by the administrative department.	-	-	-
do-	-do-	12. Assistant (BS-14)	-do-	i) Bachelor's degree (second division) from a recognized University; and ii) Computer literate in MS Office.	-	(i) 1/3 rd by initial recruitment; and (ii) 2/3 by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks in BS-9 having at least three years' service as such and successful completion of two weeks mandatory training from MPDD or any	18	25	Successful completion of four weeks post induction training at MPDD or any other institute designated by

						other institute designated by the administrative department.			the administrative department.
-do-	-do-	13. Stenographer (BS-14)	-do-	i) Higher Secondary School Certificate (second division) from a recognized Board; ii) a speed of 70 words per minute in shorthand in English and 35 words per minute type speed in English on Computer; and iii) Computer literate in M.S. Office. Note: Preference shall be given to those who also have knowledge of Urdu shorthand at a speed of 60 words per minute and 25 words per minute type speed in Urdu.	-	By initial recruitment.	18	25	Successful completion of four weeks post induction training at MPDD or any other institute designated by the administrative department
-do-	-do-	14. Projectionist (BS-12)	-do-	i) Secondary School Certificate (second division) from a recognized Board; and ii) three years diploma in the field of A.V Instruments or Electronics from a recognized Institute.	-	By initial recruitment.	20	25	-
-do-	-do-	15. Accounts Assistant (BS-11)	-do-	B.Com. (second division) from a recognized University.	-	(i) 60 % by initial recruitment; and (ii) 40 % by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks in BS-9 having I.Com or D.Com qualification (second division) with at least five years' service as such.	18	25	-
-do-	-do-	16. Statistical Assistant (BS-11)	-do-	Graduate (second division) with Statistics, Mathematics, or Commerce from a recognized University	-	By initial recruitment	18	25	-

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-do-	-do-	17. Library Assistant (BS-11)	-do-	<ul style="list-style-type: none"> i) B.A or B.Sc. (second division) from a recognized University; and ii) Certificate in Library Science from a recognized institution. 	-	By initial recruitment	20	25	-
-do-	-do-	18. Auto Mechanic (BS-11)	-do-	<ul style="list-style-type: none"> i) Secondary School Certificate (second division) with science from a recognized Board; and ii) Diploma in Auto Mechanic from a recognized institute with three years' experience in the line. 	-	By initial recruitment	20	25	-
-do-	-do-	19. Electrician (BS-11)	-do-	<ul style="list-style-type: none"> i) Secondary School Certificate (second division) from a recognized Board; and ii) Diploma in Associate Engineering in Electrical from a recognized institute with one year experience in the line. 	-	By initial Recruitment	20	25	-
-do-	-do-	20. Senior Clerk (BS-09)	-do-	-	-	By promotion on basis of seniority-cum-fitness from amongst Store Keepers or Junior Clerks proportionate to their strength having at least five years' service as such and successful completion of two weeks training from MPDD or any other institute designated by the administrative department.	-	-	-
-do-	-do-	21. Store Keeper (BS-07)	Director A&F/ DPWO	<ul style="list-style-type: none"> i) ICS or Higher Secondary School Certificate (second division) from a recognized Board; and ii) computer literate. 	-	By initial recruitment	18	25	Successful completion of two weeks post induction training at MPDD or any other institute designated by

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									the administrative department
-do-	-do-	22. Plumber (BS-07)	Director A&F	Secondary School Certificate (second division) from a recognized Board with two years' experience in the line.	-	By initial recruitment	20	25	-
-do-	-do-	23. Junior Clerk (BS-7)	Director A&F /DPWO	<p>i) Secondary School Certificate (SSC) (second division) or equivalent qualification from a recognized Board;</p> <p>ii) a speed of 25 words per minute typing in English on computer; and</p> <p>iii) Proficient in Microsoft Office or any other compatible office application and shall demonstrate such proficiency.</p> <p>Note: Preference shall be given to those who also have knowledge of typing in Urdu at a speed of 25 words per minute</p>	-	<p>(i) 80% by initial recruitment; and</p> <p>(ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the employees of all categories from BS-01 to BS-04 employed in the functional unit who have:</p> <p>(a) Secondary School Certificate (SSC) (second division) or equivalent qualification from a recognized Board;</p> <p>(b) at least three years' experience as such; and</p> <p>(c) a speed of 25 words per minute in typing in English on computer.</p> <p>If none is available for promotion then by initial recruitment.</p>	18	25	Four week training course for probationers from training institution to be notified by the administrative department.
-do-	-do-	24. Urdu Typist (BS-6)	Director A&F	<p>i) Secondary School Certificate (second division) from a recognized Board; and</p> <p>ii) a speed of 25 words per minute typing in Urdu on computer and knowledge of Urdu software.</p>	-	By initial recruitment	20	25	-
-do-	-do-	25. Driver (BS-4)	Director A&F /DPWO	<p>i) Middle;</p> <p>ii) having LTV driving license; and</p> <p>iii) Preferably experienced hand</p>	-	By initial recruitment.	18	25	-

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-do-	-do-	26. Dispatch Rider (BS-4)	Director A&F /DPWO	i) Middle; ii) having motor cycle driving license; and iii) Preferably experienced hand.	-	By initial recruitment.	18	25	-
-do-	-do-	27. Naib Qasid (BS-1)	-do-	Literate	-	By initial recruitment.	18	25	-
-do-	-do-	28. Chowkidar (BS-01)	-do-	Literate	-	By initial recruitment.	23	30	-
-do-	-do-	29. Mali (BS-01)	-do-	Literate with three years' experience in a nursery	-	By initial recruitment	20	25	-
-do-	-do-	30. Sweeper (BS-01)	-do-	-	-	By initial recruitment	20	30	-

TECHNICAL CADRE

-do-	-do-	31. Director/ Chief Medical Officer (BS-19)	Chief Minister	-	-	By Promotion on the basis of selection on merit from amongst Deputy Directors or Senior Medical Officers (SMOs) in BS-18 having at least twelve years' service in BS-17 and above including at least four years' service in BS-18.	-	-	As may be prescribed by the Government.
-do-	-do-	32. Deputy Director/ Senior Medical Officer (BS-18)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from amongst Women Medical Officers (WMOs), Medical Officers (MOs), Assistant Directors (Technical) or Deputy District Population Welfare Officers (Technical) having at least five years' service as such in BS-17.	-	-	-do-
-do-	-do-	33. Medical Officer/ Assistant Director /Deputy District Population Welfare Officer (BS-17)	-do-	MBBS or equivalent and registered with PMDC.	-	By initial recruitment	22	35	-do-
-do-	-do-	34. Field Technical Officer (BS-16)	Director General	i) Higher secondary School certificate with science (second division) from a recognized Board; and ii) twenty four months' course of FWW at RTI having eight	-	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst FWCs or TCSs in the ratio of 50:50. If none is available for promotion then by initial recruitment.	28	40	-do-

				years' experience as FWC, TCS or FWW; or iii) LHV diploma with eight years' experience as such.					
-do-	-do-	35. Theatre Nurse (Female) (BS-16)	-do-	B.Sc. Nursing (second division) from a recognized University.	-	By initial recruitment	21	30	-do-
-do-	-do-	36. Theatre Nurse (Vasectomy) (BS-16)	-do-	B.Sc. Nursing (second division) from a recognized University	-	By initial recruitment	21	30	-do-
-do-	-do-	37. Family Welfare Councilor (BS-11)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst FWWs having at least five years' service as such and twelve weeks training at Regional Training Institute.	-	-	-do-
-	-	38. Family Welfare Worker (BS-9)	-do-	Secondary School Certificate with science (second division) from a recognized Board and having qualified PNC License for FWWs.	-	(i) 75% by initial recruitment; and (ii) 25% by promotion on the basis of seniority-cum-fitness from amongst FWA(F) having license of FWWs from PNC.	18	35	-do-
-	-	39. Theatre Technician (Male/Female) (BS-7)	Director	OTT course from a recognized institute.	-	By initial recruitment.	18	25	-do-
-do-	-do-	40. Family Welfare Assistant (Male/Female) (BS-5)	DPWO	Secondary School Certificate (second division) from a recognized Board	-	By initial recruitment	18	25	-do-
-do-	-do-	41. Aya /Female Helper (BS-01)	-do-	Middle	-	By initial recruitment.	20	35	-"



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SECRETARY (REGULATIONS)
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S&GA DEPARTMENT

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

1. The Secretaries, Government of the Punjab,
 - i) Law & Parliamentary Affairs Department.
 - ii) Finance Department.
 - iii) Population Welfare 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 said amendment 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.


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16.5.14
(MUHAMMAD SALEEM)
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