



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

**Dated Lahore, the 8<sup>th</sup> September, 2011**

**NOTIFICATION**

**No.SOR-III(S&GAD)1-8/2001:** 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 Services & General Administration Department (Archives Wing) Employees Service Rules 2011.

(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 Archives Wing shall be such as given in the Schedule appended to these rules.

**3. Repeal.**— The Punjab Services & General Administration and Information Department (Directorate of Archives), Recruitment Rules, 1975 are hereby repealed.

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

**No.SOR-III(S&GAD)1-8/2001**

**Dated Lahore, the 23<sup>rd</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.


  
23-9-11

**(MUHAMMAD SALEEM)  
SECTION OFFICER (R-III)**



**SCHEDULE**  
**(see rule 2)**

Name of the Department	Functional Unit	Name of the Post	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	3	4	5	6	7	8	9	10
S&GAD	Archives Wing	1. Director (BS-19)	Chief Minister	i) Master's Degree in History or Pak Studies or Political Science or Anthropology or Chemistry or Physics (second division) or equivalent qualification from a recognized University; ii) published work or research in the subject of History or in the subjects relating to Archives; and iii) fifteen years professional experience in Archives Management in BS-17 or seven years of such experience in BS-18 in any Federal or Provincial Government Archives Management.	-	a) By promotion on the basis of selection on merit from amongst the Deputy Directors having seven years service as Deputy Director (BS-18) in the functional unit; or b) If none is available for promotion then, by transfer.	35	45	As may be prescribed by the Government.
S&GAD	Archives Wing	2. Deputy Director (BS-18)	Secretary Archives	-	-	By promotion on the basis of seniority-cum-fitness from amongst holders of the posts of Research Officer, Microfilming Officer, Assistant Director (Records) and Assistant Director (Library) having five years service in BS-17 in the functional unit.	-	-	As may be prescribed by the Government.
S&GAD	Archives Wing	3. Research Officer (BS-17)	Secretary Archives	Master's degree (second division) or equivalent qualification in History or Pakistan Studies or Anthropology from a recognized University having working knowledge of Persian.	-	By initial recruitment	21	30	As may be prescribed by the Government.

  
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S&GAD	Archives Wing	4. Assistant Director (Library) (BS-17)	Secretary Archives	Master's Degree (second division) in Library Sciences or Library & Information Science (second division) or equivalent qualification from a recognized university.	-	By initial recruitment	21	30	As may be prescribed by the Government.
S&GAD	Archives Wing	5. Assistant Director (Records) (BS-17)	Secretary Archives	Master's Degree (second division) in History or Pakistan Studies or Anthropology from a recognized university.	-	By initial recruitment	21	30	As may be prescribed by the Government.
S&GAD	Archives Wing	6. Microfilming Officer (BS-17)	Secretary Archives	M.Sc (second division) in Physics or Chemistry from a recognized University having one year experience in Microfilming or Lamination or Fumigation from a well reputed organization.	-	By initial recruitment	21	30	As may be prescribed by the Government.
S&GAD	Archives Wing	7. Cameraman (Microfilming Unit) (BS-12)	Secretary Archives	Three year diploma of Associate Engineer in; i. Electrical Technology or ii. Electronics from a recognized institute. Preference shall be given to those who have experience in Government Department or Office in the Microfilming.	-	By initial recruitment	18	30	As may be prescribed by the Government.
S&GAD	Archives Wing	8. Processor / Dark Room Assistant (BS-12)	Secretary Archives	Bachelor's degree (second division) or equivalent qualification from a recognized university.	-	By initial recruitment	21	30	As may be prescribed by the Government.
S&GAD	Archives Wing	9. Urdu Stenographer (BS-12)	Secretary Archives	Intermediate (second division) from a recognized Board with a speed of 70 w.p.m. in Shorthand and 40 w.m.p. Urdu typing on typewriter or computer.	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	10. Cameraman (BS-12)	Secretary Archives	i) Intermediate (second division) from a recognized board; and ii) one year experience as a still photographer.	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	11. Translator (BS-11)	Secretary Archives	Bachelor's degree (second division) or equivalent qualification from a recognized University with Persian as one of elective subjects.	-	By initial recruitment	21	25	As may be prescribed by the Government.
S&GAD	Archives Wing	12. Cataloguer Record Office (BS-10)	Secretary Archives	Intermediate (second division) from a recognized Board having a certificate of Library Science or six months experience in any Library.	-	By initial recruitment	18	25	As may be prescribed by the Government.

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S&GAD	Archives Wing	13. Operator for Laminating Machine (BS-09)	Director	Matric (second division) from a recognized Board with three years experience in Lamination from a well reputed organization.	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	14. Duplicator Operator (BS-09)	Director	Intermediate (second division) from a recognized Board with three years experience in the relevant field.	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	15. Assistant Librarian (BS-08)	Director	Intermediate (second division) from a recognized Board having a certificate of Library Science or six months practical experience in any Library.	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	16. Cataloguer (Library) (BS-08)	Director	Intermediate (second division) from a recognized Board having a certificate of Library Science or six months experience in a Library.	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	17. Operator for Reader Printer (BS-08)	Director	i. Matriculation (second division) from a recognized Board; and ii. Knowledge of photographic technique.	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	18. Book Binder (BS-04)	Director	Literate with practical experience in Book Binding.	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	19. Attendant for Microfilming Unit (BS-02)	Director	Primary	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	20. Attendant for Lamination Machine (BS-02)	Director	Primary	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	21. Cleaner (BS-01)	Director	Literate	-	By initial recruitment	18	25	As may be prescribed by the Government.
S&GAD	Archives Wing	22. Museum Attendant (BS-01)	Director	Literate	-	By initial recruitment	18	25	As may be prescribed by the Government.

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