



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

Dated Lahore, the 12<sup>th</sup> March, 2018

**NOTIFICATION**

**NO.SOR-III(S&GAD)1-10/2017.** 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 Services and General Administration Department (Archives Wing) Employees Service Rules 2011, the following further amendments shall be made:

**AMENDMENTS**

In the Punjab Services and General Administration Department (Archives Wing) Employees Service Rules 2011, in the Schedule:

(1) after Sr. No. 6, the following new entry at Sr. No. 6a, in columns 1 to 10 shall be inserted:

Name of Department	Functional Unit	Name of Post with Basic Pay 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.	3.	4.	5.	6.	7.	8.	9.	10.
"Services and General Administration Department	Archives and Libraries Wing, Services and General Administration Department	6a. Junior Programmer (BS-14)	Secretary (Archives)	Bachelor's degree in Computer Science (BCS) (second division) from a University recognized by the Higher Education Commission.  <b>Note:</b> Preference may be given to a candidate having knowledge of Project or System Analysis Design and Implementation Programming such as Database and Oracle.	-	By initial recruitment.	21	25	Such post induction training as the administrative department may determine.";

(2) after Sr. No. 10, the following new entry at Sr. No. 10a, in columns 1 to 10 shall be inserted:

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"Services and General Administration Department	Archives and Libraries Wing, Services and General Administration Department	10a. Data Entry Operator (BS-12)	Secretary (Archives)	(i) Intermediate in Computer Science (ICS) (second division) from a recognized Board;  (ii) three months' Computer Training Course in MS Office from Technical Education and Vocational Training Authority (TEVTA) or any other recognized Institute; and  (iii) a speed of 30 words per minute in typing on Computer.	-	By initial recruitment.	18	25	Such post induction training as the administrative department may determine."; and
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(3) after Sr. No. 18, the following new entry at Sr. No. 18a, in columns 1 to 10 shall be inserted:


"Services and General Administration Department	Archives and Libraries Wing, Services and General Administration Department	18a. Lab Attendant (BS-3)	Director (Archives)	Secondary School Certificate (second division) from a recognized Board.	-	By initial recruitment.	18	25	-.".
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No.SOR-III(S&GAD)1-10/2017

**DR. MUHAMMAD SALEH TAHIR**  
SECRETARY (REGULATIONS) S&GAD  
Dated Lahore, the 21<sup>st</sup> March, 2018

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) Management & Professional Development Department.
  - iv) Archives and Libraries 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 amendments 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.

  
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(MUHAMMAD SALEEM)  
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