

NOTIFICATION

Dated 18th August, \_\_\_\_\_ 1982.

No. SORIII-1-18/72. In exercise of the powers conferred on him by Section-23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules namely :-

- 1) These rules may be called the Punjab Secretariat (Ministerial Posts) Service Rules, 1982.
- 2) They shall come into force at once.
- 3) The method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts shall be as given in the Schedule annexed.
- 4) The following Rules and Notification are hereby repealed :-
  - (I) The West Pakistan Secretariat Ministerial Service Rules, 1963.
  - (ii) Services General Administration & Information Department's Notification No. SORIII-1-21/76, dated 24th September, 1977.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

SAJJAD-UL-HASAN  
ADDITIONAL CHIEF SECRETARY.

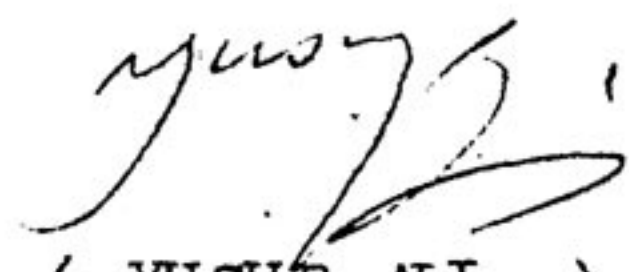
No. SORIII-1-18/72, dated Lahore, the 23rd August, 1982.

Copies are forwarded for information and necessary action to :-

1. All Administrative Secretaries to Government of the Punjab.
2. The Additional Secretary (Services), S&G AD.
3. The Secretary, Punjab Public Service Commission, Lhr.
4. The Secretary, Governor's Inspection Team, Lahore.

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5. The Registrar, Lahore High Court, Lahore.
6. The C.O.S. to M.L.A., Punjab, Lahore.
7. The Brig: M.L. HQ M.L., Lahore.
8. The, Brig: (Civil Affairs), HQ M.L., Lahore.
9. Private Secretaries to Ministers/Chief Secretary/  
Additional Chief Secretary, SGA&ID.
- 10 The Accountant General, Punjab, Lahore.
11. All District Accounts Officers in the Punjab.
12. The Superintendent, Govt. Printing Press, Punjab,  
Lahore with the request to publish this notification  
in the Punjab Gazette at an early date. Before  
its publication in the Official Gazette, a proof  
copy should be sent to the undersigned for  
scrutiny. It is further requested that 1000 printed  
copies of the notification may be supplied to  
the undersigned.

  
( YUSUF ALI )  
SECTION OFFICER( R-III )  
SGA & I DEPARTMENT.

SCHEDULE

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 & other conditions required for confirmation.
				Initial recruitment or transfer.	Promotion.		Min. Yrs.	Max. Yrs.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
SGA & I Department.	Secretariat (Ministerial Posts)	(1) Superintendent.	Government.	-	-	By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Assistants with at least 5 years service as such.	-	-	-
-do-	-do-	(2) Private Secretary.	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Personal Assistants.	-	-	-
-do-	-do-	(3) Incharge Secy, Chief Minister's Secretariat.	-do-	-	-	By transfer from among the members of the functional unit holding the posts of Superintendents having experience of secret/confidential work as Superintendent/Assistant.	-	-	-
-do-	-do-	(4) Personal Assistant.	Secretary/ Addl. Secretary (Services), SGA&ID.	-	-	By promotion on the basis of seniority-cum-fitness from among the members of the functional unit holding the posts of Senior Scale Stenographers.	-	-	-
-do-	-do-	(5) Assistant.	-do-	Degree from a recognized University.	-	i) One third by initial recruitment; and ii) Two third by promotion on the basis of seniority-cum-fitness	18	25	-

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
						from among members of the functional unit holding the posts of Senior Clerks with atleast three years experience as such.			
SGA&ID. Secretariat (Ministerial Posts)	(6)	Librarian of the Law Department Library.	Government.	Law Degree with Diploma in Library Science. OR Law Degree with three years experience as Librarian preferably in some law library.	-	By initial recruitment.	21	45	-
-do-	-do-	(7) Senior Scale Stenographer	Secretary/ Addl. Secy. (Services) SGA&ID.	i) Intermediate or equivalent qualification from a recognised Board; and ii) A speed of 120 w.p.m. in Shorthand in English and 40 w.p.m. in Typewriting.	-	i) 25% by initial recruitment, and ii) 75% by promotion on the basis of seniority-cum-fitness from among members of the functional unit holding the posts of Stenographers with atleast three years experience as such.	18	25	-
-do-	-do-	(8) Stenographer.	-do-	i) Intermediate or equivalent qualification from a recognised Board; and ii) A speed of 100 w.p.m. in Shorthand in English and 40 w.p.m. in Typewriting. Note: Preference shall be given to the candidates who know Urdu Shorthand at a speed of 60 w.p.m. and Typewriting at a speed of 25 w.p.m.	-	By promotion from among the existing incumbents of the posts of Stenotypists who qualify the test with a minimum speed of 100 w.p.m. in Shorthand in English and 40 w.p.m. in Typewriting. If none is available by promotion then by initial recruitment. Their inter se seniority has to be maintained in case they qualify the test in two attempts or in two years whichever is earlier failing which they shall loose their seniority.	18	25	-

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
SGA&ID	Secretariat (Ministerial Posts)	(9) Stenotypist.	Secretary/ Addl: Secy: (Services) SGA&ID.	<p>i) Matriculation or equivalent qualification from a recognised Board; and</p> <p>ii) A speed of 80 w.p.m. in Shorthand in English &amp; 35 w.p.m. in typewriting.</p> <p>Note: Preference shall be given to the candidates who know Urdu Shorthand at a speed of 60 w.p.m. and typewriting at a speed of 25 w.p.m.</p>	-	By initial recruitment.	18	25	-
-do-	-do-	(10) Senior Clerk.	-do-	-	-	By promotion on the basis of seniority-cum-fitness from among members of the functional unit holding posts of Junior Clerks with at least two years experience as such.			
-do-	-do-	(11) Junior Clerk.	-do-	<p>i) Matriculation or equivalent qualification from a recognized Board; and</p> <p>ii) A speed of 25 w.p.m. in typewriting.</p> <p>Note: Preference shall be given to the candidates who know typewriting in Urdu at a speed of 25 w.p.m.</p>	-	By initial recruitment	18	25	-
						<p>provided that not more than 10% vacancies or 30% of the vacancies whichever is less, every year shall be filled by promotion on the basis of seniority-cum-fitness from among persons holding posts of Restorers/ Dafties, in the functional unit who are-</p> <p>a) Matriculates;</p> <p>b) Under 45 years of age;</p> <p>c) Have at least 3 years experience as such; and</p> <p>d) Have a speed of 25 w.p.m. in typewriting.</p>			

1.	2.	3.	4.	5.	5	6.	7.	8.	9.	10.
SGA & I Department.	Secretariat (Ministerial Posts)	(12) Daftri.	Deputy Secre- tary Incharge of Administration in the Deptt. concerned.	-	-	-	By promotion on the basis of seniority-cum-fitness from among Naib-Qasids, Frashes & Chowkidars, who are Matriculate.	-	-	-
-do-	-do-	(13) Qasid.	-do-	-	-	-	By promotion on the basis of seniority-cum-fitness from among Naib Qasids who have 5 years service as such.	-	-	-
-do-	-do-	(14) Naib- Qasid.	-do-	Literate.	-	-	By initial recruitment.	18	25	-
-do-	Welfare Wing.	(15) Dhobi.	Deputy Secre- tary (Welfare) SGA & ID	Should be fully conv- ersant with the job of washerman.	-	-	By initial recruitment.	18	45	-
-do-	-do-	(16) Frash	-do-	-	-	-	By initial recruitment.	18	25	-
-do-	-do-	(17) Cycle Mistry.	-do-	Knowledge to repair cycle to be tested.	-	-	By initial recruitment.	18	45	-
-do-	-do-	(18) Mali/ Water Carrier.	-do-	Ten years experience in a Nursery in the case of Mali.	-	-	By initial recruitment.	18	45	-
-do-	-do-	(19) Head Mali.	-do-	-	-	-	By promotion on the basis of seniority cum fitness from among Malies with 8 years experience as such in the Secretariat.	-	-	-
-do-	-do-	(20) Chowkidar.	-do-	-	-	-	By initial recruitment.	18	25	-
							Note: Relaxable for ex-servicemen as laid down in S&GAD's notification No. SORIII- 9-1/72, dated 1st April, 1976.			
-do-	-do-	(21) Sweeper.	-do-	-	-	-	By initial recruitment.	18	45	-
-do-	-do-	(22) Jamadar of Sweepers.	-do-	-	-	-	By promotion from among Sweepers with 10 years service as such in the Secretariat.	-	-	-
-do-	-do-	(23) Gate Messenger.	-do-	-	-	-	By initial recruitment.	18	25	-
							Note: Preference may be given to ex-servicemen			
-do-	-do-	(24) Gatekeeper.	-do-	-	-	-	By promotion from among Gate-Messenger.	-	-	-