



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

Dated Lahore, the 26<sup>th</sup> August, 2011

**NOTIFICATION**

**NO.SOR-III(S&GAD)1-12/2011:** In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to direct that in the Punjab Secretariat (Miscellaneous Posts) Recruitment Rules 1986, the following amendments shall be made:

**AMENDMENTS**


In the said Rules, in the Schedule:

- all the existing entries at Serial No. 4 (Publication Officer), No. 8 (Library Assistant), No. 9 (Draftsman), No. 10 (Proof Reader) & No. 11 (Book Binder), shall be omitted;
- at serial No. 5 (Statistical Officer) & No. 6 (Research Assistant), in Column-4, for the words 'Director General (O&M)', the words 'Secretary Regulations (S&GAD)', shall be substituted; and
- after Serial No. 32, the following new entries in Columns No. 1 to 10 shall be inserted:-

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/promotion
				Initial Appointment	Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Services & General Administration Department.	O & M Wing	32-A. Superintendent (BS-16)	Secretary Regulations	-	-	By posting from S&GAD.	-	-	-
Services & General Administration Department.	O & M Wing	33. Composer (BS-15)	Secretary Regulations	i) Bachelor's degree (second division) from a recognized University; ii) Typing speed @ of 40 words per minute on computer (English or Urdu); and iii) Certificate from a recognized Institute in M.S. Office.	-	By initial recruitment or by posting from S&GAD.	24	25	-
Services & General Administration Department.	O & M Wing	34. Assistant (BS-14)	Secretary Regulations	Bachelor's degree (second division) from a recognized University.	-	By initial recruitment; or by posting from S&GAD.	18	25	-
Services & General Administration Department.	O & M Wing	35. Stenographer (BS-12)	Secretary Regulations	i) Higher Secondary School Certificate or equivalent qualification (second division) from a recognized Board. ii) a speed of 70 w.p.m. in shorthand (English) and 35 w.p.m. in typing (English); and iii) operational knowledge of M.S. Office. <b>Note:-</b> Preference shall be given to the candidates who also know Urdu Shorthand at a speed of 60 w.p.m. and typing (Urdu) at a speed of 25 w.p.m.	-	By initial recruitment or by posting from S&GAD.	18	25	-

SECTION OFFICER (R-III)  
GOVERNMENT OF THE PUNJAB  
S&GAD

Services & General Administration Department.	O & M Wing	36. Senior Clerk (BS-9)	Secretary Regulations	-	-	By posting from S&GAD.	-	-	-
Services & General Administration Department.	O & M Wing	37. Junior Clerk (BS-7)	Secretary Regulations	i) Secondary School Certificate (second division) from a recognized Board; and ii) a speed of 25 words per minute in typing (English).  <b>Note:-</b> Preference shall be given to the candidates who also know typewriting in Urdu at a speed of 25 w.p.m.	-	i) 80% By initial recruitment; ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the members of the service in the O & M Wing holding the posts in (BS-1 to BS-4) and who: a) possess Secondary School Certificate from a recognized Board; b) have at least three years experience as such; and c) have a speed of 25 w.p.m. in typing (English).  If none is available for promotion, then by initial recruitment; or by posting from S&GAD.	18	25	-
Services & General Administration Department.	O & M Wing	38. Driver (BS-5)	Secretary Regulations	(i) Middle; (ii) possesses a valid LTV driving license; and (iii) three years experience.	-	By initial recruitment; or by posting from S&GAD.	25	35	-
Services & General Administration Department	O & M Wing	39. Dak Runner (BS-5)	Secretary Regulations	(i) Middle; (ii) possesses a valid motorcycle driving license.  <b>Note:-</b> Preference shall be given to the candidates who have previous experience relevant to the job.	-	By initial recruitment; or by posting from S&GAD.	18	25	-
Services & General Administration Department.	O & M Wing	40. Naib Qasid (BS-01)	Secretary Regulations	Literate	-	By initial recruitment; or by posting from S&GAD.	18	25	-

  
 SECTION OFFICER (R-III)  
 GOVERNMENT OF THE PUNJAB  
 S&GAD

MUHAMMAD II.YAS  
 SECRETARY (REGULATIONS), S&GAD

No. SOR-III(S&GAD)1-12/2011

Dated Lahore, the 20<sup>th</sup> September, 2011.

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.
2. The Secretary, Punjab Public Service Commission, Lahore.
3. The Accountant General, Punjab, Lahore.
4. The Additional Secretary (PP&CM), Regulations Wing, S&GAD.
5. The Deputy Secretary (Reg.), Law & Parliamentary Affairs Department.
6. The Deputy Secretary (FC), Finance Department, Lahore.
7. 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.
8. The Private Secretaries to the Governor, Punjab/Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
9. 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.



20-9-11

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