



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

Dated Lahore, the 9th April, 2022

NOTIFICATION

No.SOR-III(S&GAD)1-11/2021.- 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 make the following rules:

1. Short title and commencement.- (1) These rules may be cited as the Punjab Solicitor's Department (Ministerial and Miscellaneous Posts) Service Rules 2022.

(2) They shall come into force at once.

2. Method of recruitment.- The method of recruitment, minimum qualification, age limit and other incidental matters for the posts of the functional unit shall be such as are given in the Schedule appended to these rules.

3. Repeal.- The Punjab Solicitor's Department Service Rules, 1985 are hereby repealed.

AHMAD ALI KAMBOH
SECRETARY (REGULATIONS) S&GAD

No.SOR-III(S&GAD)1-11/2021 Dated Lahore, the 13th April, 2022

- 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.
 2. The Accountant General Punjab, Lahore.
 3. The Secretary, Punjab Public Service Commission, Lahore.
 4. The Solicitor, Office of the Solicitor, Government of Punjab.
 5. The Deputy Secretary (PC), Finance Department, Lahore.
 6. The Deputy Director (Legis.), Law & Parliamentary Affairs Department.
 7. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary, Secretary (Services), S&GAD and Secretary (Regulations), S&GAD.
 8. The Section Officer (PP&CM), S&GAD with the request to upload the above mentioned amendment on the official website of the Regulations Wing, S&GAD.

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

(MUHAMMAD NASEER)
SECTION OFFICER (R-III)

SCHEDULE

Name of the Department	Functional Unit	Name of the Post with basic 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
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	1. I.T. Administrator (BS-17)	Administrative Secretary	(i) M.Sc. or BS (Hons.) in Computer Science, Information Technology, Software Engineer or Computer Engineering from a university recognized by Higher Education Commission; and (ii) two years' experience in information technology including handling systems, servers and other allied hardware in a Government, semi-Government or reputed private organization.	-	By initial recruitment.	23	30	Post induction training course from Management and Professional Development Department.
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	2. Librarian (BS-17)	Administrative Secretary	(i) Master's degree (second division) in Library Science or Library and Information Sciences from a university recognized by Higher Education Commission; and (ii) three years' experience in the relevant field.	-	By initial recruitment.	23	30	Post induction training course from Management and Professional Development Department.
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	3. Superintendent (BS-17)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from amongst Assistants/Head Clerks (BS-16) having three years' service as such and who have successfully completed promotion related training from Management and Professional Development Department.	-	-	-
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	4. Assistant/Head Clerk (BS-16)	Solicitor	Bachelor's degree (second division) from a university recognized by Higher Education Commission.	-	i) 33% by initial recruitment; and ii) 67% by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks (BS-14) having three years' service as such and who	21	28	Post induction training course from Management and Professional Development Department.

SECTION OFFICER (P-11)
GOVERNMENT OF THE PUNJAB
BAGAD

						have successfully completed promotion related training from Management and Professional Development Department.			
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	5. Personal Assistant (BS-16)	Solicitor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Stenographers (BS-15) having three years' service as such and who have successfully completed promotion related training from Management and Professional Development Department.	-	-	-
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	6. Stenographer (BS-15)	Solicitor	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) speed of 70 words per minute of shorthand in English and 35 words per minute of typing on computer; (iii) three months' Office Automation Certificate in computer operations covering MS Word, MS Excel, MS Power Point, usage of internet and e-mail from a recognized institute; and (iv) sufficient knowledge of shorthand in Urdu with a speed of 60 words per minute and of typing in Urdu with a speed of 25 words per minute on computer.	-	By initial recruitment.	21	28	Post induction training course from Management and Professional Development Department.
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	7. Accountant (BS-15)	Solicitor	(i) Bachelor of Arts or B.Com (second division) from a university recognized by the Higher Education Commission; (ii) proficient in MS Office or any other compatible office application; and (iii) one year's experience in the relevant field of handling cash and maintaining accounts in public or private organization.	-	By initial recruitment.	21	28	Post induction training course from Management and Professional Development Department.

SECTION OFFICER (G-11)
GOVERNMENT OF PUNJAB
CAGAD

Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	8. Cashier (BS-14)	Solicitor	(i) Bachelor of Arts or B.Com (second division) from a university recognized by the Higher Education Commission; and (ii) proficient in MS Office or any other compatible office application; and (iii) one year's experience in the relevant field of handling cash and maintaining accounts in public or private organization.	-	By initial recruitment.	21	28	Post induction training course from Management and Professional Development Department.
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	9. Senior Clerk (BS-14)	Solicitor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks (BS-1i) and who have successfully completed promotion related training from Management and Professional Development Department.	-	-	-
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	10. Junior Clerk (BS-11)	Solicitor	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) speed of 25 words per minute of typing in English on computer; (iii) proficient in Microsoft Office or any other compatible office application; and (iv) sufficient knowledge of typing in Urdu with a speed of 25 words per minute.	The qualification as prescribed for initial recruitment.	i) 80% by initial recruitment; and ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the employees of all categories in BS-1 to 4 having three years' service as such. If none is available for promotion then by initial recruitment.	18	25	Post induction training course from Management and Professional Development Department.
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	11. Driver (BS-4)	Solicitor	(i) Middle pass; (ii) valid LTV driving license; and (iii) five years' experience in LTV driving.	-	By initial recruitment.	25	35	-
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	12. Dispatch Rider (BS-4)	Solicitor	(i) Secondary School Certificate (second division); and (ii) valid motorcycle driving license.	-	By initial recruitment.	18	25	-
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	13. Daftri (BS-2)	Solicitor	-	Secondary School Certificate (second division) from an Institution	By promotion on the basis of seniority-cum-fitness from amongst Naib Qasids (BS-1).	-	-	-

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

					recognized by Board.				
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	14. Naib Qasid (BS-1)	Solicitor	Literate.	-	By initial recruitment.	18	25	-
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	15. Chowkidar (BS-1)	Solicitor	Literate.	-	By initial recruitment.	18	25	-
Law and Parliamentary Affairs Department	Office of the Solicitor, Government of Punjab	15. Sweeper (BS-1)	Solicitor	Literate.	-	By initial recruitment.	18	25	-

SECTION OFFICER (P.W.)
GOVERNMENT OF THE PUNJAB
SAGD