



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

Dated Lahore, the 28th April, 2018

NOTIFICATION

No.SOR-III(S&GAD)1-9/2018.- 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 Special Education Department (Devolved Employees Non-Teaching Cadre Posts) Service Rules 2018.**

(2) They shall come into force at once.

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

3. Repeal. – The rules issued vide S.R.O. 1025(I)/2008, dated 25.09.2008, published in the Gazette of Pakistan (Extraordinary) dated 27.09.2008, pp.3829-3838 amendments, are hereby repealed, to the extent of the posts mentioned in the Schedule.


**DR. MUHAMMAD SALEH TAHIR
SECRETARY (REGULATIONS) S&GAD**


No.SOR-III(S&GAD)1-14/08(PI)

Dated Lahore, the 10th May, 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) Special Education Department.
2. The Accountant General, Punjab, Lahore.
3. The Director Special Education Department Punjab, Lahore.
4. The Secretary, Punjab Public Service Commission, Lahore.
5. The Deputy Secretary (Reg:), Law & Parliamentary Affairs Department.
6. The Deputy Secretary (PC), Finance Department, Lahore.
7. 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.
8. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary and Secretary (Services), S&GAD.


(MUHAMMAD SALEEM)
SECTION OFFICER (R-III)


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SCHEDULE

Name of the Department	Functional unit	Name of 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
Special Education Department	Special Education (Federal Functional Unit)	1. Director (BS-19)	Chief Minister	(i) Masters' degree or equivalent qualification (second class or grade c) in Special Education, Education, Social Work, Sociology, Anthropology or Psychology from a University recognized by the Higher Education Commission; and (ii) twelve years' experience in planning, administration, supervision or teaching in the field of Special Education. Note: Diploma or certificate in Special Education shall be considered as an additional qualification for the degree holders other than Special Education.	-	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of selection-on-merit from amongst the Deputy Directors (BS-18) with twelve years' service in BS-17 and above or seven years' service in BS-18.	35	40	-
-do-	-do-	2. Deputy Director (BS-18)	Administrative Secretary	(i) Masters' degree or equivalent qualification (second class or grade c) in Special Education, Education, Social Work, Sociology, Anthropology or Psychology from a University recognized by the Higher Education Commission; and (ii) five years' experience in planning, administration, supervision or teaching in	-	(i) 25% by initial recruitment; and (ii) 75% by promotion from amongst the Social Case Workers, Physiotherapists, Medical Officers, Speech Therapists, or Occupational Therapists (BS-17) with five years' service in	25	35	-


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				the field of Special Education. Note: Diploma or certificate in Special Education will be considered as an additional qualification for the degree holders other than Special Education.					
-do-	-do-	3. Senior Physiotherapist (BS-18)	-do-	(i) B.Sc. in Physiotherapy from a University recognized by the Higher Education Commission; and (ii) five years' experience in BS-17 in the relevant field.	-	By initial recruitment.	20	28	-
-do-	-do-	4. Social Case Worker (Bs-17)	-do-	Masters' degree or equivalent qualification (second class or grade C) in Special Education, Social Work, Sociology or Anthropology from a University recognized by the Higher Education Commission.	-	By initial recruitment.	20	28	-
-do-	-do-	5. Occupational Therapist (BS-17)	-do-	(i) Bachelors' degree in Occupational Therapy (second class or grade C) from a University recognized by the Higher Education Commission; and (ii) three years' experience in the relevant field.	-	By initial recruitment.	20	28	-
-do-	-do-	6. Speech Therapist (BS-17)	-do-	Bachelor's degree (second class or grade C) from a University recognized by the Higher Education Commission with one year diploma in Speech and Language Therapy from a recognized institute.	-	By initial recruitment.	20	28	-
-do-	-do-	7. Medical officer (BS-17)	-do-	MBBS or equivalent qualification from an institute recognized by Pakistan Medical and Dental Council.	-	By initial recruitment.	20	28	-


-do-	-do-	8. Physiotherapist (BS-17)	-do-	B.Sc. in Physiotherapy from a University recognized by the Higher Education Commission. Note: Preference shall be given to those who have experience in the relevant field.	-	By initial recruitment.	20	28	-
-do-	-do-	9. Audiologist (BS-17)	-do-	MBBS or equivalent qualification from a University or Institute recognized by Pakistan Medical and Dental Council.	-	By initial recruitment.	20	28	-
-do-	-do-	10. Administrative Officer (BS-16)	-do-	(i) Bachelors' degree (second class or grade C) from a University recognized by the Higher Education Commission; and (ii) five years' experience in administration, budget and accounts.	-	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Assistants (BS-14) with five years' service as an Assistant.	20	28	-
-do-	-do-	11. Librarian (BS-16)	-do-	Bachelors' degree in Library Science (second class or grade C) or equivalent qualification from a University recognized by the Higher Education Commission; or Bachelors' degree (second class or grade C) from a University recognized by the Higher Education Commission and one year diploma in Library Science from a recognized institute.	-	By initial recruitment.	20	28	-
-do-	-do-	12. Warden (BS-16)	-do-	(i) Bachelors' degree (second class or grade C) from a University recognized by the Higher Education Commission; and (ii) one year diploma in Hotel Management from a	-	By initial recruitment.	20	28	-

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				recognized institute.					
-do-	-do-	13. Staff Nurse (BS-16)	-do-	Secondary School Certificate from a recognized Board and three years' diploma in Nursing or one year's diploma in Midwifery from an institution recognized by Pakistan Nursing Council.	-	By initial recruitment.	20	28	-
-do-	-do-	14. Male Nurse (BS-16)	-do-	Secondary School Certificate from a recognized Board with one year Specialization diploma from an Institute recognized by Pakistan Nursing Council.	-	By initial recruitment.	18	25	-
-do-	-do-	15. Stenographer (BS-15)	-do-	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) the speed of 100 words per minute in shorthand and 50 words per minute in typing. Note: Preference shall be given to a computer literate.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Steno-typists (BS-12) with three years' service as such.	18	25	-
-do-	-do-	16. Assistant (BS-14)	-do-	Bachelors' degree (second division) from a University recognized by the Higher Education Commission.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Upper Division Clerks (UDCs) (BS-9) with three years' service as such.	18	25	-
-do-	-do-	17. Steno-typist (BS-12)	-do-	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) the speed of 80 words per minute in shorthand and 40 words per minute in typing. Note: Preference shall be given to a computer literate.	-	By initial recruitment.	18	25	-


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-do-	-do-	18. Workshop Technician (BS-11)	-do-	Secondary School Certificate (second division) from a recognized Board with three years' diploma in the field of Electrical, Mechanical, Welding or Sewing.	-	By initial recruitment.	18	25	-
-do-	-do-	19. Lab Assistant (BS-11)	-do-	Bachelors' degree (second division) in Physics, Chemistry or Biology as one of the subjects from a University recognized by the Higher Education Commission. Note: Preference shall be given to those who have experience in the relevant field.	-	By initial recruitment.	18	25	-
-do-	-do-	20. Assistant/Data Entry Operator (BS-11)	-do-	(i) Bachelor's degree (second division) from a University recognized by the Higher Education Commission; (ii) three months certificate in office automation; and (iii) the speed of 30 words per minute in typing on Computer. Note: Preference shall be given to those who have experience in relevant field.	-	By initial recruitment.	18	25	-
-do-	-do-	21. Upper Division Clerk (U.D.C) (BS-9)	-do-	Higher Secondary School Certificate (second division) from a recognized Board.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Lower Division Clerks. (BS-7) with three years' service as such.	18	25	-
-do-	-do-	22. Lower Division Clerk (L.D.C.) (BS-07)	-do-	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) the speed of 30 words per minute in typing on	-	(i) 90% by initial recruitment; and (ii) 10% by promotion on the basis of seniority-cum-fitness from amongst the employees of Bs-01 to	18	25	-


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				Computer.		BS-04.			
-do-	-do-	23. Cook (BS-4)	-do-	Middle and two years' cooking experience.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Cooks (BS-1) and Helper Cook (BS-1) with three years' service as such.	18	25	-
-do-	-do-	24. Dispatch Rider (BS-04)	-do-	Middle pass and has a valid Motorcycle driving licence.	-	By initial recruitment.	18	25	-
-do-	-do-	25. Driver (BS-04)	-do-	Middle pass and has a valid LTV driving licence.	-	By initial recruitment.	18	25	-
-do-	-do-	26. Ayas (BS-03)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	27. Mali ((BS-02)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	28. Attendant/Aya (BS-2)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	29. Naib Qasid (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	30. Chowkidar (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	31. Sanitary worker (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	32. Helper (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	33. Attendant (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-

-do-	-do-	34. Cook (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	35. Helper Cook (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	36. Washer (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	37. Frash (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	38. Sweeper (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-
-do-	-do-	39. Conductor (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-


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