



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

Dated Lahore, the 22<sup>nd</sup> January, 2014

**NOTIFICATION**

**No.SOR-III(S&GAD)1-26/2010.** 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 Sub-Project Management Unit (C&W) Service Rules 2013.

(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 given in the Schedule appended to these rules.

**SHAHNAZ NAWAZ  
SECRETARY (REGULATIONS), S&GAD**

**No.SOR-III(S&GAD)1-26/2010**

Dated Lahore, the 29<sup>th</sup> January, 2014

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) Communication & Works 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 service rules 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.
8. 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.

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

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

SCHEDULE

Name of the Department	Functional Unit	Name of the Post with basic pay scale	Appointing Authority	Minimum Qualification for appointment		Method of recruitment	Age for Initial recruitment		Examination training and other conditions required for conformation.
				By initial recruitment	By promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Communication & Works Department	Sub Project Management Unit	1. Superintendent (BS-16)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from amongst Assistants with at least five years' service as such or stenographers with at least ten years' service as such	-	-	Six weeks training course as prescribed by the administrative department.
-do-	-do-	2. Assistant (BS-14)	Project Manager	Graduate (second division) from a recognized university.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks with at least three years' service as such.	18	25	-do-
-do-	-do-	3. Stenographer (BS-14)	-do-	(i) Intermediate or equivalent qualification (second division) from a recognized Board; (ii) the speed of 80 words per minute in shorthand in English and 35 words per minute in type writing (English) on computer; and (iii) Computer literate in M.S. Office. Preference shall be given to a candidate who also knows Urdu shorthand at a speed of 60 words per minute and typing (Urdu) at a speed of 25 words per minute on computer.	-	By initial recruitment	-do-	-do-	-do-
-do-	-do-	4. Draftsman (BS-11)	-do-	(i) Matric (second division) from a recognized Board; and (ii) Diploma or Certificate in any Engineering or Technical Draftsmanship from a recognized institute.	-	By initial recruitment	-do-	-do-	As may be prescribed by Government

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

-do-	-do-	5. Senior Clerk (BS-9)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior clerks with at least two years' service as such.	-	-	-do-
-do-	-do-	6. Junior Clerk (BS-7)	-do-	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) the speed of 25 words per minute in typing on Computer in English; and (iii) Proficient in Microsoft Office or any other compatible office application and shall demonstrate such proficiency. Preference shall be given to those who also know typing in Urdu at a speed of 25 words per minute.	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board with at least three years' experience as such; and (ii) having a speed of 25 words per minute in typing on Computer in English.	i) 80% by initial recruitment; ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the members of all categories from (BS-1 to BS-4) employed in the functional unit.  If none is available for promotion then by initial recruitment.	-do-	-do-	Four week training Course as may be prescribed by the administrative department.
-do-	-do-	7. Driver (BS-04)	-do-	(i) Middle pass; and (ii) LTV driving License with three years' driving experience as such.	-	By initial recruitment	25	35	-
-do-	-do-	8. Naib Qasid (BS-01)	-do-	Literate	-	-do-	18	25	-
-do-	-do-	9. Chowkidar (BS-01)	-do-	-do-	-	-do-	-do-	-do-	-
-do-	-do-	10. Sanitary Worker (BS-01)	-do-	-do-	-	-do-	-do-	-do-	-

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