

THE PUBLIC PROSECUTION (DIRECTORATE GENERAL INSPECTION SERVICE RULES, 2011

[15th March, 2011]

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**The Public Prosecution (Directorate General Inspection) Service
Rules, 2011**

[24th April, 2011]

NOTIFICATION

No.SOR-III (S&GAD)6-2/2007. In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to make the following rules:

1. **Short title and commencement.-** (1) These rules may be cited as the Public Prosecution (Directorate General Inspection) Service Rules, 2011

(2) These shall come into force at once.

2 **Method of recruitment etc.-** The method of recruitment, minimum qualification, age limit and other matters related thereto for the posts shall be as given in the Schedule annexed with these rules.

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualification for Appointment By		Method of Recruitment	Age of Initial Recruitment		Examination Training and other conditions required for confirmation
				Initial Recruitment or Transfer	Promotion		Min	Max	
				1	2		3	4	
Public Prosecution Department	Directorate General Inspection	1. Director General (BS-20)	Chief Minister			By transfer			
Public Prosecution Department	Directorate General Inspection	2. Director (BS-19)	Chief Minister			By transfer			
Public Prosecution Department	Directorate General Inspection	3. Deputy Director (BS-18)	Administrative Secretary			By Promotion on the basis of seniority-cum-fitness from amongst Assistant Directors having five years service as such in the functional unit. If none is available by promotion then by transfer of an officer of BS-18 having LLB degree.	25	35	
Public Prosecution Department	Directorate General Inspection	4. Assistant Director (BS-17)	Administrative Secretary	LLB (second division) from a recognized University with two years experience in public or private sector as an Advocate.		By Initial recruitment If none is available by initial recruitment then by transfer of an officer of BS-17 having LLB degree.	25	35	
Public Prosecution Department	Directorate General Inspection	5. Private Secretary (BS-16)	Administrative Secretary	Bachelor's degree (second division) from a recognized University with a speed of 100 w.p.m in shorthand in English and 40 w.p.m in typing on computer with five years experience as stenographer. Preference will be given to Computer Literate.		By Initial recruitment If none is available by initial recruitment then by transfer	25	35	
Public Prosecution Department	Directorate General Inspection	6. Senior Data Processor (BS-16)	Administrative Secretary	BCS(Hons) from a recognized University with one Year experience in the relevant field.		By initial recruitment	22	28	
Public Prosecution Department	Directorate General Inspection	7. Personal Assistant (BS-15)	Director General	Bachelor's degree (second division) from a recognized University with a speed of 100 w.p.m in shorthand in English and 40 w.p.m in typing on computer. Preference will be given to computer literate.		By initial recruitment	21	25	
Public Prosecution Department	Directorate General Inspection	8. Assistant (BS-14)	Director General	Bachelor's degree (second division) from a recognized University. Preference will be given to computer literate.		By initial recruitment	20	25	
Public Prosecution Department	Directorate General Inspection	9. Stenographer (BS-12)	Director General	Intermediate (second division) or equivalent qualifications from a recognized Board with a speed of 80 w.p.m in shorthand in English and 35 w.p.m in typewriting. Preference will be given to computer literate.		By initial recruitment	18	25	
Public Prosecution Department	Directorate General Inspection	10. Data Entry Operator (BS-07)	Director General	Intermediate in Computer Science (ICS) from a recognized Board and training in MS Office from a recognized institute with typing ability on computer.		By initial recruitment	18	25	
Public Prosecution Department	Directorate General Inspection	11. Clerk (BS-07)	Director General	Matriculation (second division) or equivalent qualification from a recognized Board with type writing ability on computer.		By initial recruitment	18	25	
Public Prosecution Department	Directorate General Inspection	12. Driver (BS-05)	Director	Middle having valid LTV driving license with two years experience.		By Initial recruitment	25	35	

Public Prosecution Department	Directorate General Inspection	13.Dispatch Rider (BS-05)	Director	Middle having valid Motorcycle driving license with one year experience.		By Initial recruitment	18	25	
Public Prosecution Department	Directorate General Inspection	14.Naib Qasid (BS-02)	Director	Literate		By Initial recruitment	18	25	
Public Prosecution Department	Directorate General Inspection	15.Mali (BS-02)	Director	Literate having two years experience in the relevant field.		By Initial recruitment	20	25	
Public Prosecution Department	Directorate General Inspection	16.Chowkidar (BS-02)	Director	Literate having five years experience as Chowkidar.		By Initial recruitment	23	30	
Public Prosecution Department	Directorate General Inspection	17. Sanitary Worker (BS-02)	Director	Literate		By Initial recruitment	23	30	