



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

Dated Lahore, the 6th July, 2014

NOTIFICATION

NO.SOR-III(S&GAD)6-2/2007(P). 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 direct that in the Prosecutor General Punjab (Miscellaneous Posts) Service Rules, 2011, the following amendments shall be made:


AMENDMENTS

In the said rules, in the Schedule, for the existing entries at Sr. Nos. 5, 7, 8, 9, 10, 11, 12, 13, 14, 17 and 19, in columns Nos. 1 to 10, the following shall be substituted:

Name of Department	Functional Unit	Name of Post with Basic Pay Scale	Appointing Authority	Minimum Qualification for Appointment By		Method of recruitment	Age for initial recruitment		Examination/ training and other conditions required for confirmation
				Initial Appointment	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Public Prosecution Department	Prosecutor General Punjab	5. Senior Data Processor (BS-16)	Administrative Secretary	-	Bachelor's degree from a recognized University.	By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding post of Data Entry Operator with ten years' regular service as such.	-	-	Four weeks training course as per job description from an institute recognized by the department.
- do -	- do -	7. Private Secretary (BS-17)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding post of Personal Assistant with five years' regular service as such.	-	-	- do -
- do -	- do -	8. Personal Assistant (BS-15)	Prosecutor General Punjab	(i) Graduate (second division) from a recognized University; (ii) speed of hundred words per minute in shorthand in English and forty words per minute in typing on computer; and (iii) proficiency in MS Office is mandatory.	-	(i) 60% by initial recruitment; and (ii) 40% by promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Stenographers having five years' service as such.	18	25	- do -
- do -	- do -	9. Assistant (BS-14)	Prosecutor General Punjab / District Public Prosecutor concerned	(i) Graduate (second division) from a recognized University; and (ii) proficiency in MS Office is mandatory.	-	By initial recruitment.	18	25	- do -

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- do -	- do -	10. Stenographer (BS-12)	- do -	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) a speed of seventy words per minute in shorthand in English and thirty five words per minute in typing; and (iii) proficiency in MS Office is mandatory.	-	- do -	18	25	- do -
- do -	- do -	11. Data Entry Operator (BS-12)	Prosecutor General Punjab	(i) Intermediate in Computer Science (ICS) from a recognized board; and (ii) Computer training in MS Office from a recognized institute with thirty words per minute typing speed on computer.	-	- do -	18	25	- do -
- do -	- do -	12. Cashier (BS-11)	- do -	(i) Graduate (second division) from a recognized University; and (ii) one year experience in relevant field.	-	- do -	18	25	- do -
- do -	- do -	13. Accountant (BS-11)	- do -	B.com (second division) from a recognized University.	-	- do -	18	25	- do -
- do -	- do -	14. Junior Clerk (BS-07)	Prosecutor General Punjab / District Public Prosecutor concerned	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) a speed of twenty five words per minute in typing. Note: preference shall be given to those who are expert in using MS word, Excel and Power Point.	-	- do -	18	25	- do -
- do -	- do -	17. Naib Qasid (BS-01)	- do -	Literate	-	- do -	18	25	-
- do -	- do -	19. Chowkidar (BS-01)	Director Human Resource	Literate having five years experience as Chowkidar. Note: Relaxation for Ex-Service man as laid down in S&GAD's notification No. SOR-III-9-1/72 dated 01.04.1976.	-	- do -	25	35	-


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SHAHNAZ NAWAZ
 SECRETARY (REGULATIONS), S&GAD


No. SOR-III(S&GAD)6-2/2007(P)

Dated Lahore, the 17th July, 2014

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.
 - iii) Public Prosecution Department.
2. The Secretary, Punjab Public Service Commission, Lahore.
3. The Deputy Secretary (Reg.), Law & Parliamentary Affairs Department.
4. The Deputy Secretary (PC), Finance Department, Lahore.
5. 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.
6. The Private Secretaries to the Governor, Punjab/Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
7. 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.


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(MUHAMMAD SALEEM)
SECTION OFFICER (R-III), S&GAD