



GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT

(REGULATIONS WING)

Dated Lahore, the 9th March, 2016

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, in columns Nos. 1 to 10:

(1) for the existing entries at Sr. Nos. 6, 8, 9, 10 and 14, 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	6. Superintendent (BS-17)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from amongst Assistants in the functional unit having five years' service as such and who have successfully completed four weeks training at Management and Professional Development Department.	-	-	-
- do -	- do -	8. Personal Assistant (BS-16)	Prosecutor General Punjab	-	-	By promotion on the basis of seniority-cum-fitness from amongst Stenographers in the functional unit having five years' service as such and who have successfully completed two weeks training course at Management and Professional Development Department.	-	-	-

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-do-	-do-	9. Assistant (BS-16)	Prosecutor General Punjab/ District Public Prosecutor concerned.	(i) Graduate (second division) from a University recognized by Higher Education Commission; and (ii) is proficient in MS Office.	-	(i) 1/3 rd by initial recruitment; and (ii) 2/3 rd by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks in the functional unit having three years' service as such and who have successfully completed two weeks' mandatory training at Management and Professional Development Department.	18	25	Successfully completion of four weeks post induction training at MPDD.
-do-	-do-	10. Stenographer (BS-14)	-do-	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) a speed of 70 words per minute in shorthand in English and a speed of 35 words per minute in typing in English; and (iii) computer literate and proficient in M.S. Office.	-	By initial recruitment	18	25	-
-do-	-do-	14. Junior Clerk (Bs-11)	-do-	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) a speed of 25 words per minute in typing on computer in English and proficient in Microsoft Office or any other compatible office application, and	-	(i) 80% by initial recruitment; and (ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the employees working in BS-1 to BS-4 in the functional unit and who have: (a) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (b) at least three years' experience as such;	18	25	Four-week training course for probationers (appointment by initial recruitment as well as those promoted against 20% quota) in Office Management at Management and Professional Development Department or from Technical Education and Vocational Training Authority (TEVTA) or any other

				shall demonstrate such proficiency.		and (c) a speed of 25 words per minute in typing on computer in English. If none is available for promotion then by initial recruitment.			departmental training institution to be notified by the administrative department concerned. Those who are promoted against 20% promotion quota shall successfully complete additional two week course on Microsoft Office or other equivalent software applications."; and
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(2) after Sr. No. 9, the following entries at Sr. No. 9A shall be inserted:

1. Name of Department	2. Functional Unit	3. Name of Post with Basic Pay Scale	4. Appointing Authority	5. Minimum Qualification for Appointment by		7. Method of Recruitment	8. Age for Initial Recruitment		10. Examination, Training and other conditions required for confirmation
				Initial Recruitment	Promotion		Min.	Max.	
				5.	6.		8.	9.	
"Public Prosecution Department	Prosecutor General Punjab	9A. Senior Clerk (BS-14)	Prosecutor General Punjab/ District Public Prosecutor concerned.	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks in the functional unit having at least two years' service as such and who have successfully completed two weeks' mandatory training at Management and Professional Development Department.	-	-	-




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SECRETARY (REGULATIONS)
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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.
 - iv) Management & Professional Development 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.


14.3.16
(MUHAMMAD SALEEM)
SECTION OFFICER (R-III), S&GAD