

THE PROSECUTOR GENERAL PUNJAB (MISCELLANEOUS POSTS) SERVICE RULES, 2011

[15th March, 2011]

CONTENTS

1. **Short title and commencement**
2. **Method of recruitment**
3. **Schedule**

TEXT

**The Prosecutor General Punjab (Miscellaneous Posts) Service
Rules, 2011**

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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), read with section 16 of the Punjab Criminal Prosecution Service (Constitution, Functions and Powers) Act, 2006, 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 Prosecutor General Punjab (Miscellaneous Posts) 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 incidental 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 with Basic Scale	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age of Initial Recruitment		Examination training and other conditions required for confirmation
				By Initial Recruitment or Transfer	By Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Public Prosecution Department	Prosecutor General Punjab	1. Director Human Resource (BS-18)	Administrative Secretary	(i) Master's degree in Business Administration or Public Administration or Human Resource or Economics or Commerce (second division) from a recognized University; and (ii) five years experience of administration in public or private sector.	-	By Initial Recruitment	26	35	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	2. Law Officer (BS-17)	Administrative Secretary	(i) L.L.B (second division) from a recognized University; and (ii) two years experience as law officer in any public sector organization. Note: Preference will be given to computer literates.	-	-do-	23	35	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	3. Personal Staff Officer (BS-17)	Administrative Secretary	(i) Master's degree in Business Administration or Public Administration or Human Resource or Economics or Commerce (second division) from a recognized University; and (ii) four months certification in Microsoft or equivalent. OR L.L.B (second division) from a recognized University.	-	-do-	21	30	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	4. Assistant Director Human Resource (BS-17)	Administrative Secretary	(i) Master's degree in Business Administration or Public Administration or Human Resource or Economics or Commerce (second division) from a recognized University; and (ii) three years experience of administration in public or private sector.	-	-do-	24	30	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	5. Senior Data Processor (BS-16)	Administrative Secretary	(i) Bachelor's degree in Computer Science (BCS) from a recognized University; and (ii) three years experience of administration in public or private sector.	-	-do-	21	28	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	6. Superintendent (BS-16)	Administrative Secretary	i) Graduate (second division) from a recognized University; and ii) seven years experience in Budget or Accounts or establishment. Note: Preference will be given to Computer Literates.	-	i) 50% By initial recruitment; and ii) 50% Promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Assistant with at least seven years experience	25	35	As may be prescribed by the Government

						as such.			
Public Prosecution Department	Prosecutor General Punjab	7.private Secretary (BS-16)	Administrative Secretary	i)Graduate (second division) from a recognized University; ii)a speed of 100 words per minute in shorthand in English and 40 words per minutes in typing on computer; and iii)five years experience as stenographer. Note: Preference will be given to computer literates.	-	By Initial Recruitment	25	35	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	8. Personal Assistant (BS-15)	Prosecutor General	i)Graduate (second division) from a recognized University; and ii)a speed of 100 words per minute in shorthand in English and 40 words per minutes in typing on computer. Note: Preference will be given to computer literates.	-	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 four years service as such.	21	30	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	9. Assistant (BS-14)	Prosecutor General	Graduate (second division) from a recognized University. Note: Preference will be given to computer literates.	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	10. Stenographer (BS-12)	Prosecutor General	i)Intermediate (second division) or equivalent qualification from a recognized Board; and ii)a speed of 80 words per minute in shorthand in English and 35 words per minute in typing. Note: Preference will be given to computer literates.	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	11.Data Entry Operator (BS-12)	Prosecutor General	i)Intermediate in Computer Science (ICS) or equivalent qualification from a recognized Board; and ii) Computer training in MS Office from a recognized institute with 30 words per minute typing speed on computer.	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	12.Cashier (BS-11)	Prosecutor General	i)Graduate (second division) from a recognized University; and ii) one year experience in relevant field.	-	By Initial Recruitment	18	25	As may be prescribed by the Government

Public Prosecution Department	Prosecutor General Punjab	13.Accountant (BS-11)	Prosecutor General	B.com (second division) from a recognized University.	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	14.Junior Clerk (BS-07)	Prosecutor General	i)Matriculation (second division) or equivalent qualification from a recognized Board; and ii)a speed of 25 words per minute in typing. Note: Preference will be given to computer literates.	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	15.Driver (BS-05)	Director Human Resource	i)Middle Pass; and ii)LTV driving license having two years experience.	-	By Initial Recruitment	25	35	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	16.Dispatch Rider (BS-04)	Director Human Resource	i)Middle pass; and ii) Motorcycle driving license.	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	17.Naib Qasid (BS-01)	Director Human Resource	Literate	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	18. Mali (BS-01)	Director Human Resource	Literate having two years experience in a Nursery or as Mali.	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	19.Chowkidar (BS-01)	Director Human Resource	Literate having five years experience as Chowkidar.	-	By Initial Recruitment	18	25	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	20.Sweeper (BS-01)	Director Human Resource	Literate	-	By Initial Recruitment	18	25	As may be prescribed by the Government