



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

Dated Lahore, the 15<sup>th</sup> March, 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), 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) They 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.

**SECRETARY (REGULATIONS)  
S&GAD**

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

Dated: 25<sup>th</sup> March, 2011

## SCHEDULE

(see rule 2)

Name of 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 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	Prosecutor	3. Personal Staff Officer	Administrative	(i) Master's	-	-do-	21	30	As may be

Prosecution Department	General Punjab	(BS-17)	Secretary	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.					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

1[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.
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 Literate.	-	(i) 50% by initial recruitment; and (ii) 50% by 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 as such.	25	35	As may be prescribed by the Government
Public Prosecution Department	Prosecutor General Punjab	7. Private Secretary (BS-17)	Administrative Secretary	i)Graduate (second division) from a recognized University; ii) a speed of 100 words per minute in	-	By initial recruitment.	25	35	As may be prescribed by the Government

<sup>1</sup> Substituted vide Notification No.SOR-III (S&GAD)6-2/2007(P) dated 6<sup>th</sup> July, 2014

				shorthand in English and 40 words per minute <sup>2</sup> in typing on computer; and iii) five years experience as stenographer. Note: preference will be given to computer literate <sup>3</sup> .					
Public Prosecution Department	Prosecutor General Punjab	8. Personal Assistant (BS-15)	Prosecutor General Punjab	(i) Graduate (second division) from a recognized University; (ii) Speed of 100 words per minute in shorthand in English and forty words per minute <sup>4</sup> 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 Stenographer having five years service as such.	18	25	-do-
Public Prosecution Department	Prosecutor General Punjab	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-
Public	Prosecutor	10. Stenographer	-do-	(i) Higher		-do-	18	25	-do-

<sup>2</sup> Printed in the Notification as "minutes"

<sup>3</sup> Printed in the Notification as "literate"

<sup>4</sup> Printed in the Notification as "minutes"

Prosecution Department	General Punjab	(BS-12)		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.	-				
Public Prosecution Department	Prosecutor General Punjab	11. Data Entry Operator (BS-12)	Prosecutor General Punjab	(i) Intermediate in Computer Science (ICS) from a recognized Board <sup>5</sup> ; and (ii) Computer training in MS Office from a recognized institute with thirty words per minute typing speed on computer.	-	-do-	18	25	-do-
Public Prosecution Department	Prosecutor General Punjab	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-
Public Prosecution Department	Prosecutor General Punjab	13. Accountant (BS-11)	-do-	B.com (second division) from a recognized	-	-do-	18	25	-do-

<sup>5</sup> Printed in the Notification as "board"

				University.					
Public Prosecution Department	Prosecutor General Punjab	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 <sup>6</sup> , Excel and Power Point.	-	-do-	18	25	-do-
Public Prosecution Department	Prosecutor General Punjab	15. Driver (BS-05)	Director Human Resource	(i) Middle pass; and (ii) LTV driving licence <sup>7</sup> 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 <sup>8</sup> .	-	By initial recruitment	18	25	As may be prescribed by the Government
9[-do-	-do-	17. Naib Qasid (BS-01)	-do-	Literate	-	-do-	18	25	-
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	Prosecutor General	19. Chowkidar (BS-01)	Director Human Resource	Literate having five years experience as	-	-do-	25	35	-

<sup>6</sup> Printed in the Notification as "word"

<sup>7</sup> Printed in the Notification as "license"

<sup>8</sup> Printed in the Notification as "license"

<sup>9</sup> Substituted vide Notification No.SOR-III (S&GAD)6-2/2007(P) dated 6<sup>th</sup> July, 2014

Department -	Punjab			Chowkidar. Note: Relaxation for Ex-Serviceman as laid down in S&GAD's Notification No. SOR-III-9-1/72 dated 01.04.1976.					
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

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

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

Dated Lahore, the 17th July, 2014