



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

Dated Lahore, the 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) They 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.

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

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

Dated Lahore, the 4th May, 2011

A copy is forwarded for information and necessary action to :-

1. The Secretaries, Government of the Punjab,
 - i) Finance Department.
 - ii) Law & Parliamentary Affairs Department.
 - iii) Public Prosecution Department.
2. The Secretary, Punjab Public Service Commission, Lahore.
3. The Director General (Inspection), Public Prosecution Department.
4. The Accountant General, Punjab, Lahore.
5. The Deputy Secretary (Reg.), Law & Parliamentary Affairs Department.
6. The Deputy Secretary (PC), Finance Department, Lahore.
7. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned service rules in the database created in the O&M Wing.
8. The Private Secretaries to the Governor Punjab/Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
9. The Superintendent, Government Printing Press Punjab, Lahore with the request to publish this notification in the Official Gazette and supply 20 printed copies thereof to the undersigned.

Muhammad Saleem
64-05-11

(MUHAMMA D SALEEM)
Section Officer (Reg-III), S&GAD

SCHEDULE

No. of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualification for Appointment By		Method of Recruitment	Age for Initial Recruitment		Examination Training and other conditions required for confirmation
				Initial Recruitment or Transfer	Promotion		Min.	Max.	
1	2	2	4	5	6	7	8	9	10
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.			
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. on computer with five years experience as stenographer in typing. 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-12)	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


 SECTION OFFICER (R-III)
 GOVERNMENT OF THE PUNJAB
 S&GAD