

**GOVERNMENT OF THE PUNJAB  
SERVICES<sup>1</sup> & GENERAL ADMINISTRATION  
DEPARTMENT  
(REGULATIONS WING)**

Dated Lahore, the 19<sup>th</sup> November, 2013

**NOTIFICATION**

**No.SOR-III(S&GAD)6-12/2013.** 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 make the following rules:

1. **Short title and commencement.- (1)** These rules may be cited as the Punjab Office of the Ombudsperson Employees Service Rules, 2013.
2. They shall come into force at once.
2. **Method of recruitment.-** The method of recruitment, minimum qualifications, age limit and other incidental matters for the post of the functional unit shall be such as given in the Schedule appended to these rules.

**SHAHNAZ NAWAZ  
SECRETARY (REGULATIONS) S&GAD**

**No. SOR-III(S&GAD) 6-12/2013**

Dated Lahore, the 25<sup>th</sup> November, 2013

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<sup>1</sup> Printed in the Notification as "Service"

## SCHEDULE

Name of the 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 <sup>2</sup>
				By Initial recruitment or transfer	By Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Women Development Department	Office of the Ombudsperson Punjab	1. Consultant (BS-19)	Chief Minister	(i) LLM from a recognized University with ten years' experience in the line in a public or reputable private sector organization; or (ii) LLB with fifteen years' experience in the line in a public or reputable private sector organization.	-	(i) By initial recruitment; or (ii) By posting from S&GAD.	34	50	As may be prescribed by the Government.
--do--	--do--	2. Secretary <sup>3</sup> [*] (BS-18)	Ombudsperson	i) LLM from a recognized University with ten years' experience as practicing advocate or ten years' experience in a public or reputable private sector organization; or	-	--do--	28	35	-do-

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

<sup>3</sup>The expression "/Registrar" omitted vide Notification No. SOR-III(S&GAD)6-12/2013, dated: 08.11.2017, published in the Punjab Gazette (Extraordinary), dated: 06.12.2017 at pp.3883-3884.

				(ii) Master's degree (second division) in a Social Work, Economic, Political Science, Business Administration or Public Administration from a recognized University with ten years' experience in the line in a public or reputable private sector organization.					
<sup>4</sup> [I & C Wing	-do-	2A. Registrar (BS-18)	-do-	-	-	By posting of an officer from Services and General Administration Department.	-	-	-]
Women Development Department	-do-	3.Admin Officer (BS-17)	-do-	(i) LLB from a recognized University with five years' experience as practicing advocate or five years' experience in a public or reputable private sector organization; or (ii) Graduate (second division) from a recognized	-	--do--	28	35	

<sup>4</sup>Inserted vide Notification No. SOR-III(S&GAD)6-12/2013, dated: 08.11.2017, published in the Punjab Gazette (Extraordinary), dated: 06.12.2017 at pp.3883-3884.

				University with ten years' experience in the line in a public or reputable private sector organization.					
-	-do-	4. Private Secretary (BS-17)	-do-	-	-	By posting from S&GAD.	-		
--do--	--do--	5. Personal Assistant (BS-16)	--do--	-	-	By promotion on the basis of seniority-cum-fitness from amongst members of the service holding the posts of Stenographers with at least five years' experience as such. If none is available by promotion then by posting from S&GAD.	18	25	-do-

-do-	-do-	6. Assistant (BS-14)	--do--	B.S (second division) or B.Sc. (second division) from a recognized University.	-	By initial recruitment. If none is available by initial recruitment, then by posting from S&GAD.	-do-	-do-	-do-
-do-	-do-	7. Stenographer (BS-14)	--do--	(i) Intermediate (second division) from a recognized Board; (ii) Short hand speed of 70 words per minute in English and typing speed of 35 words per minute; and (iii) computer literate in M.S. Office. Note: Preference shall be given to a candidate who knows Urdu short hand at a speed of 60 words per minute and typing at a speed of 25 words per minute.	-	By initial recruitment. If none is available by initial recruitment, then by posting from S&GAD.	-do-	-do-	--do--
<sup>5</sup> [-do-	-do-	7A. Cashier	-do-	B.Com. (Hons), BBA, B.Com(IT) (second	-	By initial recruitment.	23	28	As the Government

<sup>5</sup> Inserted vide Notification No. SOR-III(S&GAD)6-12/2013, dated: 08.11.2017, published in the Punjab Gazette (Extraordinary), dated: 06.12.2017 at pp.3883-3884.

		(BS-14)		division) from a University recognized by the Higher Education Commission with five year' experience in the field of Finance or Accounts in a public or reputed private sector organization.		Or By posting from Services and General Administration Department.			may determine.]
--do--	--do--	8. Junior Clerk (BS-7)	Secretary/Registrar	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) typing speed of 25 words per minute on computer in English; and (iii) Proficient in Micro soft office or any other compatible office application. Note: Preference shall be given to those who know typing in Urdu at a speed of 25 words per minute.	-	--do--	-do-	-do-	Four week training course for probationers in Office Management at an institution authorized by the administrative department.
--do--	--do--	9. Dispatch Rider (BS-4)	--do--	(i) Middle (ii) Motor cycle driving license; and (iii) Preferably experience hand.	-	By initial recruitment.	-do-	-do-	-
--do--	--do--	10. Driver (B)	--do--	(i) Middle	-	--do--	25	35	--

		S-4)		(ii) LTV driving license (iii) LTV driving with five years' experience for five years.					
--do--	--do--	11. Naib Qasid (BS-01)	--do--	Literate	-	--do--	18	25	-
--do--	--do--	12.Cleaner (BS-01)	--do--	(i) Primary pass or literate.	-	--do--	18	25	-
--do--	--do--	13. Chowkidar(B S-01)	--do--	Literate	-	--do--	25	35	-