



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

Dated Lahore, the 22nd August, 2011

NOTIFICATION

No.SOR-III(S&GAD)1-11/97.- 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 Punjab Official Language Committee, S&GAD Employees 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 incidental matters of the posts of the functional unit shall be such as given in the Schedule appended to these rules.

3. Repeal.— The Punjab Official Language Committee (Ministerial Posts) Recruitment Rules, 1978 are hereby repealed.

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

No. SOR -III(S&GAD) 1-11/97

Dated Lahore, the 12th September, 2011

SCHEDULE
(See Rule 2)

Name of the Department	Functional Unit	Name of the Post with Basic Scale	Appointing Authority	Minimum Qualification for Appointment By		Method of Recruitment	Age for Initial Recruitment		Examination Training and other conditions required for confirmation
				Initial Recruitment	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
S&GAD	Official Language Committee	1. Head Translator (BS-17)	Secretary (Archives)	Master's degree (second division) in Urdu or English from a recognized University.	-	By promotion on the basis of seniority-cum-fitness from amongst the holders of posts of senior translators in the functional unit having five years experience as such. If none is available for promotion, then by	21	30	As may be prescribed by the Government.
S&GAD	Official Language Committee	2. Editor (Urdu Nama) (BS-17)	Secretary (Archives)	Master's degree (second division) in Mass Communication or Development Journalism or Urdu Literature from a recognized University.	-	By promotion on the basis of seniority- cum-fitness from amongst Sub-Editors having five years' experience as such. If none is available for promotion then by initial recruitment.	21	30	As may be prescribed by the Government

S&GAD	Official Language Committee	3. Instructor (Urdu Shorthand & Typing) (BS-17)	Secretary (Archives)	Master's degree (second division) in Urdu from a recognized University with a speed of 80 words per minute in Urdu shorthand and Urdu Typewriting speed of 40 w.p.m. on typewriter or	Bachelor's degree (second division) from a recognized University.	By promotion on the basis of seniority-cum-fitness from amongst Senior Scale Urdu Stenographers having five years experience as such If none is available for promotion, then by initial recruitment.	21	30	As may be prescribed by the Government
S&GAD	Official Language Committee	4. Administrative Officer (BS-16)	Secretary (Archives)	Bachelor's degree (second division) from a recognized University having five years experience in administration or supervisory capacity in Government Department or autonomous bodies or establishment of repute.	Bachelor's degree (second division) from a recognized University.	By promotion on the basis of seniority-cum-fitness from amongst Assistants in the functional unit having five years experience as such. If none is available for promotion, then by initial recruitment	25	30	As may be prescribed by the Government
S&GAD	Official Language Committee	5. Senior Translator (BS-16)	Secretary (Archives)	Master's degree (second division) in Urdu or English from a recognized University or Bachelor's degree having three years experience in the relevant field.	-	By promotion on the basis of seniority-cum-fitness from amongst translators having three years experience as such. If none is available for promotion, then by initial recruitment.	21	30	As may be prescribed by the Government.

S&GAD	Official Language Committee	6. Sub Editor (Urdu Nama) (BS-14)	Secretary (Archives)	Bachelor's degree (second division) with Urdu or Journalism as one of the elective subject from a recognized University.		By initial recruitment	21	30	As may be prescribed by the Government
S&GAD	Official Language Committee	7. Senior Scale Urdu Stenographer (BS-15)	Secretary (Archives)	Bachelor's degree (second division) or equivalent qualification from a recognized University with a speed of 100 w.p.m. in Urdu shorthand and 45 w.p.m. in Urdu typing on Typewriter or Computer.		By Promotion on the basis of seniority-cum-fitness from amongst Urdu Stenographers having five years' experience as such. If none is available for promotion, then by initial recruitment.	21	30	As may be prescribed by the Government
S&GAD	Official Language Committee	8. Assistant (BS-14)	Secretary (Archives)	Bachelor's degree (second division) from a recognized University.		i) 1/3rd by initial recruitment; and ii) 2/3rd by promotion on the basis of seniority-cum-fitness from amongst members of the functional unit holding the posts of Senior Clerks having three years experience as such.	18	25	As may be prescribed by the Government
S&GAD	Official Language Committee	9. Urdu Stenographer (BS-12)	Secretary (Archives)	Intermediate (second division) from a recognized Board with a speed of 70 w.p.m. in Urdu shorthand and 35		By initial recruitment	18	25	As may be prescribed by the Government

				w.p.m. in Urdu Typewriting on Typewriter or Computer.					
S&GAD	Official Language Committee	10. Computer Operator (BS-12)	Secretary (Archives)	i) Intermediate (second division) from a recognized Board; ii) Proficient in Word Processing; and iii) Data Entry Test in Urdu @ 10000 key depressions per hour.		By initial recruitment	18	25	As may be prescribed by the Government
S&GAD -	Official Language Committee	11. Translator (BS-11)	Secretary (Archives)	Bachelor's degree (second division) from a recognized University with Urdu as one of the elective subjects.	-	By initial recruitment.	21	30	As may be prescribed by the Government
S&GAD	Official Language Committee	12. Senior Clerk (BS-9)	Secretary (Archives)			By promotion on the basis of seniority cum fitness from amongst members of the functional unit holding posts of Junior Clerks having two years experience as such.			As may be prescribed by the Government .
S&GAD	Official Language Committee	13. Senior Clerk/ Urdu Typist (BS-7)	Secretary (Archives)	Matric (second division) from a recognized Board with a speed of 35 w.p.m. in Urdu typewriter / computer.	-	By initial recruitment.	18	25	As may be prescribed by the Government

				Preference shall be given to those who possess a speed of 25 w.p.m. in English typewriting on typewriter or computer.					
S&GAD	Official Language Committee	14. Junior Clerk (BS-7)	Secretary (Archives)	<p>Matric (second division) from a recognized Board with a speed of 25 w.p.m. in English typewriting on typewriter or computer.</p> <p>Preference shall be given to those who know typing in Urdu at a speed of 25 w.p.m. on typewriter / computer.</p>		By initial recruitment.	18	25	As may be prescribed by the Government
S&GAD	Official Language Committee	15. Daftri (BS-2)	Secretary (Archives)	-	Matric from a recognized Board.	By promotion on the basis of seniority cum fitness from amongst Naib Qasids of the functional unit.			As may be prescribed by the Government
S&GAD	Official Language Committee	16. Naib Qasid (BS-1)	Secretary (Archives)	Literate		By initial recruitment.	18	25	As may be prescribed by the Government