

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

Dated Lahore, the 9th February, 2009

NOTIFICATION

NO. SOR-III(S&GAD)1-27/2002.P: In exercise of the powers conferred by 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 Population Welfare Department Service Rules, 2009.

(2) They shall come into force with immediate effect.

¹[2.] The method of recruitment, minimum qualification, age limit and other matters related thereto for each post are given in the schedule annexed.

²[3.] The Punjab Population Welfare Department Service Rules 2002 are hereby repealed.

**BY ORDER OF THE GOVERNOR OF THE PUNJAB
ADDITIONAL CHIEF SECRETARY**

No. SOR-III(S&GAD)1-27/2002

Dated 14.02.2009

¹Printed in the Notification as "(3)"

²Printed in the Notification as "(4)"

Schedule

Name of Department	Functional Unit	Name of Post with Grade	Appointing Authority	Minimum Qualification for Appointment		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.
Population Welfare Department	Directorate General	(1) Director General (BS-20)	Chief Minister	-	-	(i) By Selection on merit from amongst the Directors /DPWOs/CMOs in BS-19 having at least Seventeen years service in BS-17 and above; or (ii) by posting of an officer in BS-20 from PAS or PMS.	-	-	As may be prescribed by the Government.
NON-TECHNICAL CADRE									
-do-	-do-	(2) Director / District Population Welfare Officer (BS-19)	-do-	-	-	i) 90% by promotion on the basis of selection on merit from amongst Deputy Directors and DPWOs in BS-18	-	-	"

						<p>having 12-years service in BS-17 and above including three years service in BS-18 and in case of direct recruitment in BS-18, at least seven years service as such, and mandatory Public Policy and Governance (PPG) course for promotion from BS-18 to BS-19 from Management and Professional Development Department, Punjab (MPDD); and</p> <p>ii) 10% by posting of officers in BS-19 from PAS or PMS.</p>			
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"	"	(3) Deputy Director /District Population Welfare Officer (BS-18)	Admn. Secretary	Master's degree (first division) in Sociology, Social Work, MPA, MBA, Anthropology, Gender Studies, Economics, Statistics, Population Studies from a recognized University with five years' experience in the line.	-	i) 95 % by promotion on the basis of seniority-cum-fitness basis from amongst Assistant Directors, Deputy. District. Population Welfare Officers, Tehsil Population Welfare Officers or Demographers proportionate to their strength having at least five years' service in BS-17 as such, and mandatory PSMG course for promotion from BS-17 to BS-18 from MPDD; and. ii) 5% by posting of Officers in BS-18 from PMS or PAS.	-	-	-
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-do-	-do-	(4) Assistant Director / Deputy District Population Welfare Officer/ Tehsil Population Welfare Officer (BS-17)	-do-	(i) Master's Degree (2 nd division) in Sociology, Social Work, MPA, MBA, Anthropology, Gender Studies, Economics, Statistics or Population Studies from a recognized University; or (ii) B.A. or B.Sc. (four years' Programme) (second division) with major in Sociology, Social Work, Business Administration, Business Management, Economics, Statistics, Anthropology, Gender Studies or population Studies from a recognized University.	-	i) 85% by initial recruitment; and (ii) 15% by promotion on the basis of seniority-cum-fitness from amongst ADPWOs/ Superintendents having five years' service as such and mandatory training from MPDD for promotion from BS-16 to BS-17..	21	28	-
-do-	-do-	(5) Accounts Officer (BS-17)	-do-	ACMA, M.Com or MBA (Finance) from a recognized University.	-	By promotion on the basis of seniority-cum-fitness from amongst Accountants in BS-16 having at least five years' service as such. If none is available for promotion then by initial recruitment.	21	28	As may be prescribed by the Government.

-do-	-do-	(6) Demographer (BS-17)	-do-	Master's degree (2 nd division) in Statistics, Economics, Population Studies, Gender Studies, Demography or Information Technology (IT) from a recognized University.	-	90% by initial recruitment; and) 10% by promotion on the basis of seniority-cum-fitness from amongst Statistical Investigators in BS-16 having five years' service as such. If none is available for promotion then by initial recruitment.	21	28	-do-
-do-	-do-	(7) Private Secretary (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Senior Scale Stenographers in BS-16 having at least five years' service as such and successful completion of four weeks training from MPDD or any other institute designated by the administrative department.	-	-	"
-do-	-do-	(8) Statistical Investigator (BS-16)	Director General	B.A. or B.Sc. (2 nd division) with Statistics, Mathematics, Economics or Computer Science from a recognized University.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Statistical Assistants in BS-11 having at least seven years' service as such.	21	28	As may be prescribed by the Government.

-do-	-do-	(9) Assistant District Population Welfare Officer/ Superintendent (BS-16)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Assistants in BS-14 having at least five years' service as such and successful completion of four weeks training from MPDD or any other Institute designated by the administrative department.	-	-	-
-do-	-do-	(10) Accountant (BS-16)	-do-	Bachelors' degree (second Division) from a recognized University with three years' experience in accounts matters.	-	(i) 60% by initial recruitment; and (ii) 40% by promotion on the basis of seniority-cum-fitness from amongst Account Assistants having five years' service as such and successful completion of PIFRA Course.	21	28	As may be prescribed by the Government.
-do-	-do-	(11) Senior Scale Stenographer (BS-16)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Stenographers in BS-14 having at least five years' service as such and successful completion of two weeks training from MPDD or any other Institute designated by the administrative	-	-	-

						department.			
-do-	-do-	(12) Assistant (BS-14)	-do-	(i) Bachelors' degree (second division) from a recognized University; and (ii) Computer literate in MS Office.	-	(i) 1/3 rd by initial recruitment; and (ii) 2/3 by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks in BS-9 having at least three years' service as such and successful completion of two weeks mandatory training from MPDD or any other Institute designated by the administrative department.	18	25	Successful completion of four weeks post induction training at MPDD or any other Institute as designated by the administrative department.
-do-	-do-	(13) Stenographer (BS-14)	-do-	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) a speed of 70 words per minute in shorthand in English and 35 words per minute type speed in English on Computer; and Computer literate in MS Office. Note: preference shall be given to those who also have knowledge of Urdu shorthand at a speed of 60 words per minute and 25 words	-	By initial recruitment.	18	25	Successful completion of four weeks post induction training at MPDD or any other institute designated by the administrative department.

				per minute type speed in Urdu.					
do-	-do-	(14) Projectionist (BS-12)	-do-	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) three years diploma in the field of A.V. Instruments or Electronics from a recognized Institute.	-	By initial recruitment.	20	25	"
-do-	-do-	(15) Accounts Assistant (BS-11)	-do-	B.Com. (second division) from a recognized University.	-	(i) 60% by initial recruitment; and (ii) 40% by promotion on the basis of seniority-cum-fitness from amongst Senior Clerks in BS-9 having I.Com or D.Com qualification (second division) with at least five years' service as such.	18	25	"
-do-	-do-	(16) Statistical Assistant (BS-11)	-do-	Graduate (second division) with Statistics, Mathematics, or Commerce from a recognized University.	-	By initial recruitment.	18	25	"
-do-	-do-	(17) Library Assistant (BS-11)	-do-	(i) B.A or B.Sc.. (second division) from a recognized University; and (ii) certificate in Library Science from a recognized Institution.	-	By initial recruitment.	20	25	-

-do-	-do-	(18) Auto Mechanic (BS-11)	-do-	(i) secondary School Certificate (second division) with science from a recognized Board; and (ii) Diploma in Auto-Mechanic from a recognized Institute with three years' experience in the line.	-	By initial recruitment.	20	25	"
-do-	-do-	(19) Electrician (BS-11)	-do-	i) Secondary School Certificate (second division) from a recognized Board; and ii) Diploma in Associate Engineering in Electrical from a recognized Institute with one year experience in the line.	-	By initial recruitment.	20	25	-
-do-	-do-	(20) Senior Clerk (BS-09)	-do-	-	-	By promotion on basis of seniority-cum-fitness from amongst Store Keepers or Junior Clerks proportionate to their strength having at least five years' service as such and successful completion of two weeks training from MPDD or any other	-	-	"

						Institute designated by the administrative department.			
-do-	-do-	21. Store Keeper (BS-07)	Director A & F/DPWO	ICS or Higher Secondary School Certificate (second division) from a recognized Board; and Computer literate.	-	By initial recruitment	18	25	Successful completion of two weeks post induction training at MPDD or any other institute designated by the administrative department.
-do-	-do-	(22) Plumber (BS-07)	Director A&F	Secondary School Certificate (second division) from a recognized Board with two years' experience in the line.	-	By initial recruitment.	20	25	"
"	"	(23) Junior Clerk (BS-7)	[Director General]	i) Secondary School Certificate (SSC) (second division) or equivalent qualification from a recognized Board; ii) A speed of 25 words per minute typing in English on computer; and iii) Proficient in Microsoft Office or any other compatible office application and shall demonstrate such proficiency. Note: preference shall be given to those who also have	-	i) 80% by initial recruitment; and ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the employees of all categories from BS-01 to BS-04 employed in the functional unit who have: (a) Secondary School Certificate (SSC) (second division) or equivalent	18	25	Four week training course for probationers from training institution to be notified by the administrative department.

¹ Substituted Vide Notification No. SOR-III(S&GAD)1-27/2009(P), dated: 20.02.2017.

				knowledge of typing in Urdu at speed of 25 words per minute.		<p>qualification from a recognized Board;</p> <p>(b) At least three years' experience as such; and</p> <p>(c) A speed of 25 words per minute in typing in English on computer.</p> <p>If none is available for promotion then by initial recruitment.</p>			
-do-	-do-	24) Urdu Typist (BS-6)	Director A&F	<p>i) Secondary School Certificate (second division) from a recognized Board; and</p> <p>ii) A speed of 25 words per minute typing in Urdu on computer and knowledge of Urdu software.</p>	-	By initial recruitment.	20	25	"
-do-	-do-	25) Driver BS-4)	Director A&F/DPW O	<p>i) Middle;</p> <p>ii) Having LTV driving license; and</p> <p>iii) Preferably experienced hand.</p>	-	By initial recruitment.	18	25	-
-do-	-do-	26) Dispatch Rider (BS-4)	Director A&F/DPWO	<p>i) Middle;</p> <p>ii) having motor cycle driving license; and</p> <p>iii) preferably experienced hand.</p>	-	By initial recruitment.	18	25	"

² [-do-	-do-	26-A Social Mobilizer (BS-1)	District Population Welfare Officer	Higher Secondary School Certificate (second division) from a recognized Board.		By initial recruitment.	18	40	As may be prescribed by the Government.]
-do-	-do-	27) Naib Qasid (BS-01)	-do-	Literate	-	By initial recruitment.	18	25	"
-do-	-do-	28). Chowkidar (BS-01)	-do-	Literate	-	By initial recruitment.	23	30	
-do-	-do-	29) Mali (BS-01)	-do-	Literate with three years' experience in a nursery.	-	By initial recruitment	20	25	"
-do-	-do-	30) Sweeper (BS-01)	-do-	Literate.	-	By initial recruitment	20	30	"
TECHNICAL CADRE									
³ [-do-	-do-	(31) Director/Chief Medical Officer (BS-19)	Chief Minister	MBBS from an Institute recognized by Pakistan Medical and Dental Council; and, Master's degree (2 nd division) in field of Maternal and Child Health or in Public Health from a University recognized by Higher Education Commission, and twelve years' experience in the relevant field in a reputed organization; or Postgraduate qualification in the field of Family Planning and Reproductive Health from an Institute	-	(i) 30% by initial recruitment; and (ii) 70% by promotion on the basis of selection on merit from amongst the Deputy Directors and Senior Medical Officers in BS-18 having twelve years' service in BS-17 and above and who have successfully completed Public Policy and Governance Course as prescribed for promotion from BS-18 to BS-19 from Management and Professional	30	45	If, appointed through initial recruitment such post-induction training, as may be prescribed by the Government.

² Inserted vide Notification No. SOR-III(S&GAD)1-27/2002(P), dated:28.08.2016.

³ Sr. No.31 & 32 substituted vide Notification No. SOR-III (S&GAD)1-27/2009(P), dated: 20.02.2017.

				recognized by Pakistan Medical and Dental Council; and, twelve years' experience in the relevant field in a reputed organization; and registered with Pakistan Medical and Dental Council; or MBBS from an Institute recognized by Pakistan Medical and Dental Council; and, registered with by Pakistan Medical and Dental Council; and fifteen years' experience in the field of Family Planning and Reproductive Health in a reputed organization.		Development Department.			
-do-	-do-	(32) Deputy Director/Senior Medical Officer (BS-18)	Administrative Secretary	MBBS from an Institute recognized by the Pakistan Medical & Dental Council; and, Master's degree (2 nd division) in Maternal and Child Health or in Public Health from a University recognized by Higher Education Commission; and, three years' experience in the relevant field in a reputed organization. Or Postgraduate qualification in the field	-	i) 30 % by initial recruitment;; and ii) 75 % by promotion on the basis of seniority-cum-fitness from amongst the Women Medical Officers, Medical Officers and Assistant Directors (Technical) with five years' service as such and who have completed Public Sector Management and Governance Course as prescribed for promotion from BS-17 ⁴ to BS-18 ⁵	25	40	-do-]

⁴ Printed in the Notification as "BS-177"

				of Family Planning and Reproductive Health from an Institute recognized by Pakistan Medical and Dental Council; and, registered with Pakistan Medical & Dental Council; and three years experience in the relevant field in the reputed organization. Or MBBS from an Institute recognized by Pakistan Medical and Dental Council; and, registered with Pakistan Medical & Dental Council; and five year experience in the field of Family Planning and Reproductive health in a reputed organization.		from Management and Professional Development Department.			
-do-	-do-	(33) Medical Officer/Assistant Director/Deputy District Population Welfare Officer (BS-17)	-do-	MBBS or equivalent and registered with PMDC.	-	By initial recruitment.	22	35	"
⁶ [-do-	-do-	33-a Psychologist (BS-17)	-do-	M.Sc. or M.S Clinical Psychology (2 nd division) from a University recognized by Higher Education Commission; Or	-	By initial recruitment.	23	35	As may be prescribed.]

⁵ Printed in the Notification as "bd-18"

⁶ Substituted vide Notification No. SOR-III (S&GAD)1-27/2009(P), dated: 20.02.2017.

				M.Sc. in Psychology, Applied Psychology or Behavioral Sciences from a University recognized by Higher Education Commission; Or BS (four years) (second division) from a University recognized by Higher Education Commission; and, Advance Diploma in Clinical Psychology from an Institute recognized by Higher Education Commission.					
-do-	-do-	(34) Field Technical Officer (BS-16)	Director General	i) Higher Secondary school certificate with science (second division) from a recognized Board; and ii) twenty four months course of FWW at RTI having eight years' experience as FWC, TCS or FWW; or iii) LHV diploma with eight years experience as such.	-	i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst FWCs or TCSs in the ratio of 50:50. If none is available for promotion then by initial recruitment.	28	40	"
-do-	-do-	(35) Theatre Nurse (Female) (BS-16)	-do-	BSc. Nursing (second division) from a recognized University.	-	By initial recruitment.	21	30	"

-do-	-do-	(36) Theater Nurse (Vasectomy) (BS-16)	-do-	BSc. Nursing (second division) from a recognized University.	-	By initial recruitment.	21	30	"
-do-	-do-	(37) Family Welfare Councilor (BS-11)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst FWWs having at least five years' service as such and twelve weeks training at Regional Training Institute.	21	30	"
-do-	-do-	(38) Family Welfare Worker (BS-9)	-do-	Secondary School Certificate with science (second division) from a recognized Board and having qualifies PNC Licence for FWWs.	-	i) 75% by initial recruitment; and ii) 25% by promotion on the basis of seniority-cum-fitness from amongst FWA (F) having licence of FWWs from PNC.	18	35	"
-do-	-do-	(39) Theatre Technician (Male/Female) (BS-7)	Director	OTT course from a recognized Institute.	-	By initial recruitment.	18	25	"
[-do-	-do-	39-a Female Assistant (Psychologist) (BS-7)	District Population Welfare Officer	Higher Secondary School Certificate (second division) from a recognized Board having proficiency in computer applications.	-	By Initial recruitment.	18	25	-do-]
-do-	-do-	(40) Family Welfare Assistant (Male/Female) (BS-7)	DPWO	Secondary School Certificate (second division) from a recognized Board.	-	By initial recruitment.	18	25	"

⁷ Substituted vide Notification No. SOR-III (S&GAD)1-27/2009(P), dated: 20.02.2017.

-do-	-do-	(41) Aya/ Female Helper (BS-01)	-do-	Middle	-	By initial recruitment.	20	35	"
⁸ [Procurement Cell									
Population Welfare Department	Directorate General, Population Welfare Punjab	42. Deputy Director / Incharge Procurement and Logistics Cell (BS-18)	Administrative Secretary	(i) Master's degree (first division) in Economics, Statistics, Population Sciences, Pharmacy, MPA or MBA (Supply Chain) from a University recognized by Higher Education Commission; and (ii) at least six years' experience in procurement and supply chain management (local and international) in the public or private sector, including the experience in forecasting and quantification of medicine and family planning commodities.	-	By initial recruitment.	26	35	As may be determined by the Government.

⁸Inserted vide Notification No.SOR-III(S&GAD)1-27/2002(PI), dated: 04.09.2017, published in the Punjab Gazette (Extra Ordinary) 27.09.2017 at pp. 1491-1492.

- do -	- do -	43. Assistant Director Procurement (BS-17)	- do -	(i) Master's degree (second division) in Economics, Statistics, Population Sciences, Pharmacy, MPA, MBA (Supply Chain) from a University recognized by Higher Education Commission; and (ii) at least three years' experience in procurement and supply chain management (local and international) in the public or private sector, including the experience in forecasting and quantification of medicine and family planning commodities.	-	By initial recruitment.	24	33	- do -
- do -	- do -	44. Assistant Director Warehouse & Logistics (BS-17)	- do -	(i) Master's degree (second division) in Economics, Statistics, Population Sciences, Pharmacy, MPA, MBA (Supply Chain) from a University recognized by	-	By initial recruitment.	24	33	- do -

				Higher Education Commission; and (ii) at least three years' experience in monitoring and evaluation activities, development and implementation of trainings specifically in the areas of inventory management, warehousing, logistics and logistics management information system, including the experience in forecasting and quantification of medicine and family planning commodities.					
- do -	- do -	45. Statistical Officer (BS-17)	- do -	(i) Master's degree (second division) in Economics, Statistics, Mathematics, Population Sciences, Geography, Actuarial Science from a University recognized by Higher Education Commission; and (ii) at least three	-	By initial recruitment.	26	35	- do -]

				years' relevant experience in commodity forecasting and quantification of family planning medicines, in supply chain data management and analysis, use of Geographical Information Systems in supply chain management, use of statistical techniques for analyzing and interpreting supply chain data and has knowledge of IBM SPSS Statistics, SAS or any other statistical package for data analysis.					
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