



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

Dated Lahore, the 7<sup>th</sup> November, 2012

**NOTIFICATION**

**No.SOR-III(S&GAD)1-23/2004(P).**- 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 Chief Minister's Secretariat Household Staff Service Rules 2012.

(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 posts of the functional unit shall be such as given in the Schedule appended to these rules.

**3. Repeal.**- (1) The Punjab Civil Secretariat/Comptroller/Assistant Comptroller Recruitment Rules, 1991 and S&GA Department/Chief Minister's Secretariat and House Staff Service Rules, 2003 are hereby repealed to the extent of posts mentioned in the Schedule.

(2) The posts existing in the Welfare Wing of S&GAD, 90-Shahrah-e-Quaid-e-Azam and VVIP Guest House shall continue to be governed under the S&GA Department/Chief Minister's Secretariat and House Staff Service Rules, 2003.

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

## SCHEDULE

Name of Department	Functional Unit	Name of the post with Grade	Appointing Authority	Minimum Qualification for Appointment	Method of Recruitment		Age for initial Recruitment		Examination, Training & Conditions required for conformation
					By initial Recruitment	By Promotion	Min.	Max.	
1	2	3	4	5	6	7	8	9	10
S&GA Department	CM's Secretariat	1. Chief Comptroller (BS-19)	Chief Minister	-	Graduate from a recognized University	By promotion on the basis of selection on merit from amongst the Comptroller (BS-18) working in the functional unit on regular basis with at least twelve years' service in BS-17 and above; or  By transfer from amongst DMG/ex-PCS/ex-PSS (BS-19) Officers.	-	-	As may be prescribed by the Government.
-do-	-do-	2. Protocol Officer (BS-18)	Additional Chief Secretary	-	-	By promotion on seniority-cum-fitness basis from amongst the Deputy Protocol Officers (BS-17) working in the functional unit on regular basis having five years' service as Deputy Protocol Officer.	-	-	-do-
-do-	-do-	3. Comptroller (BS-18)	-do-	Bachelor's degree (second division) from a recognized University with five years' experience	-	By promotion on seniority-cum-fitness basis from amongst the Deputy Comptroller working in the functional unit on regular	25	45	-do-

				in a large Hotel or Club or Government Hostel.		basis having five years' service as such  If none is available for promotion then by initial recruitment.			
-do-	-do-	4. Senior Medical Officer (BS-18)	-do-	MBBS; and twelve years' experience as a Medical Officer in a Government Hospital	-	By transfer from Health Department.	-	-	-do-
-do-	-do-	5. Network Administrator (BS-18)	-do-	<p>i) Master's degree (second division or grade-B) in Computer Science or Information Technology or four years Bachelor's degree (second division or grade-B) in Computer Science or Information Technology from a recognized University; and</p> <p>ii) five years' experience in the filed Network System Administration.</p> <p>Note: Preference shall be given to those who have certification in</p>	-	<p>By promotion on the basis of seniority-cum-fitness from amongst the Network System Engineers having five years' service as such.</p> <p>If none is available for promotion then by initial recruitment.</p>	30	40	-do-

				modern IT tools and technologies in Network System Administration.					
<sup>1</sup> [-do-	-do-	5-A. Personal Staff Officer (BS-18)	Additional Chief Secretary	Masters' degree or LLB. (second division) from a recognized University having three years' experience in relevant field.	-	i) 1/3 <sup>rd</sup> by initial recruitment; and ii) 2/3 <sup>rd</sup> by posting from S&GAD.	25	35	As may be prescribed by the Government.
-do-	-do-	5-B. Chief Coordinator of Security (BS-18)	-do-	Bachelors' degree (second division) from a recognized University and retired personnel from armed services in the rank of Major or equivalent having fifteen years of qualified service with relevant courses of security.	-	By initial recruitment or by posting.	34	45	-do-]
-do-	-do-	6. Assistant Director (Complaints) (BS-17)	-do-	Graduate (second division) from a recognized University.	-	By initial recruitment; Or By posting of a Bs-17 Officer from S&GAD.	21	30	-do-
-do-	-do-	7. Deputy Protocol	-do-	-	-	By promotion on seniority-cum-fitness basis from	-	-	-do-

<sup>1</sup> Sr. Nos 5-A & 5-B inserted via Notification No.SOR-III(S&GAD)1-23/2004(P), dated 02.01.2014.

		Officer (BS-17)				amongst the Assistant Protocol Officers (BS-16) working in the functional unit having five years' experience as such.			
-do-	-do-	8. Deputy Comptroller (BS-17)	-do-	Bachelor's degree (second division) from a recognized University having four years' experience in management at four-star Hotel or Government Hostel.	-	By promotion on seniority-cum-fitness basis from amongst the Assistant Comptrollers working in the functional unit on regular basis having four years' experience as such; and  If none is available for promotion than by initial recruitment.	25	45	-do-
-do-	-do-	9. Programmer (BS-17)	-do-	i) Master's degree (second division or grade-B) in Computer Science or Information Technology or four years Bachelor's degree (second division or grade-B) in Computer Science or Information Technology from a recognized University and three years' experience of	-	<sup>2</sup> [By promotion on the basis of seniority-cum-fitness from amongst the Composers having ten years' service as such including five years programming experience in SQL or ASP Net, C. Sharp Net, SQL or Crystal Reporting and Visual Fox Pro.  If none is available by promotion, then by initial recruitment.]	25	35	-do-

<sup>2</sup> Substituted vide Notification No.SOR-III(S&GAD)1-23/2004(P), dated:02.01.2014

				computer programming. <b>Note:</b> Preference shall be given to those who have experience of modern IT tools and technologies in software development.					
-do-	-do-	10. Network System Engineer (BS-17)	-do-	Master's degree (second division or grade-B) in Computer Science or Information Technology or four years Bachelor's degree (second division or grade-B) in Computer Science or Information Technology from a recognized University. <b>Note:</b> Preference shall be given to those who have certification in modern IT tools and technologies in Network System Administration or the Bachelor's	-	<sup>3</sup> [Masters' degree (second division or grade-B) in Computer Science or Information Technology or four years Bachelor's degree (second division or grade-B) in Computer Science or Information Technology from a recognized University; or  Three years Bachelors' degree (second division or grade-B) in computer Science or Information Technology from a recognized University with Microsoft or CSICO Certification and three years' experience in Network Administration or trouble shooting <sup>4</sup> .  <b>Note:</b> Preference shall be given to those who have	25	35	-do-

<sup>3</sup> Substituted vide Notification No.SOR-III(S&GAD)1-23/2004(P), dated:02.01.2014

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

				degree (first division or grade-B) in Computer Science or Information Technology from a recognized University and have Microsoft CISCO Certification with three years' experience of Network Administration or troubleshooting.		certification in modern IT Tools and Technologies in Network System Administration.]			
-do-	-do-	11. Assistant Protocol Officer (BS-16)	-do-	Bachelor's degree (second division) from a recognized University having three years' experience in protocol duties.	-	By promotion on seniority-cum-fitness basis from amongst Protocol Assistants working in the functional unit on regular basis having Bachelor's degree (second division) and six years' experience as such: or  If none is available for promotion then by initial recruitment.	25	45	-do-
-do-	-do-	12. Assistant Comptroller (BS-16)	-do-	Bachelors' degree (second division) from a recognized University having three years' experience in managing capacity in a well-known Hotel, Club or	-	By promotion on seniority-cum-fitness basis from amongst Stewards working in the functional unit on regular basis having Bachelors' degree (second division) from a recognized University and four years' experience as	23	45	-do-

				Government Hostel.		such. If none is available for promotion then by initial recruitment.			
-do-	-do-	13. Additional Garage Officer (BS-16)	-do-	-	-	By transfer from amongst Head Drivers working in the functional unit having three years' experience as Driver of VVIP/Hi Security Vehicles.	-	-	-do-
-do-	-do-	14. Chef (BS-15)	Additional Secretary (Welfare)	Matriculation (second division) from a recognized Board having seven years' experience in any five star or reputed Hotel, Restaurant or Government Organization as Chef.	-	By promotion on seniority-cum-fitness basis from amongst the Head Cooks (BS-9) working in the functional unit or regular basis having seven years' experience;  If none is available for promotion then by initial recruitment.	25	45	-do-
-do-	-do-	15. Composer (BS-15)	-do-	i. Bachelor's degree (second division) from a recognized University or equivalent;  ii. must qualify typing test at a minimum speed of 40 W.P.M or data entry test @10000 key depressions per hour; and	-	50% by initial recruitment; and  50% by promotion on seniority-cum-fitness basis from amongst the Data Entry Operators working in the functional unit on regular basis having four years' experience as such.  If none is available for promotion then by initial recruitment.	18	25	-do-



				iii. must have certificate from a recognized Institution in word processing (English, Urdu), Spread Sheet, Windows SP, Graphic Software i.e. Corel Draw or Photoshop etc.					
-do-	-do-	16. Bakery Sauce Chef (BS-15)	-do-	Matriculation (second division) from a recognized Board having five years' experience in any five star or reputed Hotel, Restaurant or Government Organization as Sauce Chef.	-	By promotion on seniority-cum-fitness basis from amongst regular Bakery Cooks (BS-9) working in the functional unit having five years' experience.  If none is available for promotion then by initial recruitment.	21	40	-do-
-do-	-do-	17. Video Conferencing Facilitator (BS-15)	-do-	Intermediate (second division) in Science or Computer Science from a recognized Board and Diploma in Hardware from a recognized Institution with three years' experience in the relevant field.	-	By initial recruitment.	21	35	-do-

<sup>5</sup> [-do-	-do-	17-A. Networking Technician (BS-14)	-do-	Intermediate (second division) in Pre-Engineering or General Science from a recognized Board with diploma in computer hardware from a recognized Board and three years' experience in that field.	-	By initial recruitment.	21	30	As may be prescribed by the Government.]
-do-	-do-	18. Protocol Assistant (BS-12)	-do-	Intermediate (second division) from a recognized Board having three years' experience of protocol duties.	-	-do-	23	32	-do-
-do-	-do-	19. Data Entry Operator (BS-12)	-do-	i. Intermediate (second division) from a recognized Board' ii. training in MS Office (Word, Excel, Power Point);and iii. Knowledge of typing with speed of 40 WPM or 10000 keys depression per hour.	-	-do-	18	25	-do-

<sup>5</sup> Inserted vide Notification No. SOR-III(S&GAD)1-4/2016, dated: 18.05.2016.

				<b>Note:</b> Preference shall be given to those who have certification in modern IT tools and technologies in Network/ System Administration.					
-do-	-do-	20. Computer Hardware Technician (BS-12)	-do-	Intermediate (second division) in Science or Computer Science from a recognized Board having three years Diploma in Hardware or Electronics (second division) from a recognized Institution with certification in A+ and three years' experience in the relevant field.	-	-do-	21	30	-do-
<sup>6</sup> [-do-	-do-	20-A. Multimedia Assistant <sup>7</sup> [(BS-12)]	-do-	Intermediate (second division) in Pre-Engineering or General Science from a recognized Board with diploma in Computer Hardware from a recognized Board and three years'	-	By initial recruitment.	21	30	As may be prescribed by the Government.]

<sup>6</sup> Inserted vide Notification No. SOR-III(S&GAD)1-4/2016, dated: 18.05.2016.

<sup>7</sup> Substituted vide Notification No.SOR-III(S&GAD)1-4/2016, dated: 07.02.2017

				experience in that field.					
-do-	-do-	21. Sound System Assistant (BS-12)	-do-	Matriculation (second division) from a recognized Board having two years Diploma in Electronics from a recognized Institution and three years' experience in the relevant field.	-	-do-	21	35	-do-
-do-	-do-	22. Telex Operator (BS-12)	-do-	i. Intermediate (second division) from a recognized Board; ii. three years' experience as Telex Operator; and iii. minimum typing speed of 30 WPM. on Telex Machine.	-	-do-	18	25	-do-
-do-	-do-	23. Telephone Cum Computer Operator (BS-12)	-do-	Intermediate (second division) from a recognized Board having one year Diploma in IT from a recognized Institution and three years' experience in the relevant field.	-	-do-	21	35	-do-
-do-	-do-	24. Khateeb	-do-	i. Sanad Shadat-ul-	-	By transfer	25	35	-do-

		(BS-12)		<p>Almia (Jayad) of <sup>8</sup>Wafaq-ul-Madaris (Hanfi) Tanzeem-ul-Madaris (Ahle-Sunnat);</p> <p>or</p> <p>ii. equivalent qualification as recognized by the Higher Education Commission.</p> <p>or</p> <p>iii. Sanad Dars-e-Nazami from any registered Institution with Fazl-e-Arabi (second division) from any recognized Board or University and having Sanad of Qirat from the recognized Institution along with Khitabat experience of five years.</p>		<p>Or</p> <p>By initial recruitment.</p>			
-do-	-do-	25. Caretaker (BS-11)	-do-	<p>Bachelor's degree (second division) from a recognized University having three years'</p>	-	<p>By promotion on seniority-cum-fitness basis from amongst regular Store Keepers (BS-7) working in the</p>	25	35	-do-

<sup>8</sup> Printed in the Notification as "Waqaf-ul-Madaris"

				experience in caretaking.		functional unit having five years' experience. If none is available by promotion then by initial recruitment.			
-do-	-do-	26. Steward (BS-10)	-do-	-	-	By promotion on seniority-cum-fitness basis from amongst regular Assistant Steward (BS-07) working in the functional unit having five years' experience.	-	-	-do-
-do-	-do-	27. Hair Cutter (BS-10)	-do-	Primary pass having seven years' experience in relevant field.	-	By initial recruitment.	18	35	-do-
-do-	-do-	28. Head Cook (BS-09)	-do-	Primary pass having five years' experience in the relevant field in any Government Hostel or Guest House or reputed Hotel.	-	By promotion on seniority-cum-fitness basis from amongst Cooks (BS-6) working in the functional unit on regular basis having five years' experience. Or If none is available for promotion then by initial recruitment.	20	35	-do-
-do-	-do-	29. Assistant Garage Officer (BS-9)	-do-	-	-	By transfer from amongst Drivers working in the functional unit on regular basis having two years driving experience of VIP	-	-	-do-

						vehicles.			
-do-	-do-	30. Bakery Cook (BS-9)	-do-	Primary pass having five years' experience in the five star or reputed Hotel or Government organization as Bakery Cook.	-	By initial recruitment	20	35	-do-
-do-	-do-	31. Crockery Cutlery Linen Supervisor (BS-9)	-do-	Matriculation (second division) from a recognized Board having five years' experience in five star or reputed Hotel or Government organization or any commercial organization.	-	By promotion on seniority-cum-fitness basis working in the functional unit on regular basis according to the following ratio:  i. 50% from amongst Crockery Cutlery Incharge (BS-5); and  ii. 50% from amongst Linen/Cutlery Incharge (BS-5) having five years' service.  If none is available for promotion then by initial recruitment.	20	35	-do-
-do-	-do-	32. Assistant Steward (BS-7)	-do-	-	-	By promotion on seniority-cum-fitness basis from amongst the Bearers / Waiters (BS-5) working in the functional unit on regular basis having five years' experience as such.	-	-	-do-
-do-	-do-	33. Store	-do-	Intermediate (second division)	-	By initial recruitment	21	35	-do-

		Keeper (BS-7)		from a recognized Board having five years' experience in five star or reputed hotel or Government organization or any commercial organization.					
-do-	-do-	34. Cook (BS-6)	-do-	Primary pass having two years' experience in the cooking of Pakistani as well as Chinese, European and Italian dishes.	-	By promotion on seniority-cum-fitness basis from amongst Misalchi (BS-1) working in the functional unit or regular basis having seven years' experience as such.  If none is available for promotion then by initial recruitment.	20	35	-do-
-do-	-do-	35. Dispenser (BS-6)	-do-	i. Matriculation (second division) with Science from a recognized Board; or  ii. Diploma or Certificate in Dispenser Course or Pharmacy Assistant Course from Punjab Medical Faculty Lahore or equivalent qualification from other recognized	-	By initial recruitment.	18	25	-do-



				Institute.					
-do-	-do-	36. Telephone Operator (BS-6)	-do-	Matriculation (second division) from a recognized Board having three months training as Telephone Operator.	-	-do-	18	25	-do-
-do-	-do-	37. Bearer/ Waiter (BS-5)	-do-	Middle pass having five years' experience in the relevant field.	-	-do-	20	35	-do-
-do-	-do-	38. Tandoorchi (BS-5)	-do-	Middle pass having five years' experience in the relevant field.	-	-do-	25	35	-do-
-do-	-do-	39. House Man (BS-5)	-do-	Matriculation (second division) from a recognized Board having five years' experience.	-	-do-	18	35	-do-
-do-	-do-	40. Flower Mali (BS-5)	-do-	Primary pass having ten years' experience as Mali in any Government or private nursery.	-	-do-	20	35	-do-
-do-	-do-	41. Dhobi/ Press Man (BS-5)	-do-	Primary pass having experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	42. Kitchen	-do-	Middle pass having five years'	-	-do-	25	35	-do-

		Cleaner (BS-5)		experience in the relevant field.					
-do-	-do-	43. Washer Man (BS-5)	-do-	Middle pass with five years' experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	44. A/C Mechanic (BS-5)	-do-	Matriculation (second division) from a recognized Board having three years Diploma in Refrigerating & Air- Conditioning from a recognized Institution with two years' experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	45. Generator Operator (BS-5)	-do-	Matriculation (second division) from a recognized Board having one year Electrical Diploma from a recognized Institution.	-	-do-	18	35	-do-
-do-	-do-	46. Janitorial Machine Operator (BS-5)	-do-	Middle pass having five years' experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	47. Porch Orderly (BS-4)	-do-	Middle pass having five years relevant experience in five star or reputed	-	-do-	18	35	-do-

				Hotel or Government Organization.					
-do-	-do-	48. Florist (BS-4)	-do-	Middle pass having five years' experience in the relevant field	-	-do-	18	35	-do-
-do-	-do-	49. Electrician (BS-3)	-do-	Middle pass having five years' experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	50. Carpenter (BS-3)	-do-	Middle pass having five years' experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	51. Plumber (BS-3)	-do-	Middle pass having five years' experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	52. Gift Packer (BS-1)	-do-	Middle pass having five years' experience in the relevant field.	-	-do-	18	45	-do-
-do-	-do-	53. Dish washer (BS-1)	-do-	Primary pass having five years' experience in five star or reputed hotel or Government organizations.	-	-do-	18	35	-do-
-do-	-do-	54. Brass Man	-do-	Primary pass	-	-do-	18	35	-do-

		(BS-1)		having five years' experience in the relevant field					
-do-	-do-	55. Sewer Man (BS-1)	-do-	Primary pass having five years' experience in the relevant field	-	-do-	18	35	-do-
-do-	-do-	56. Sweeper (BS-1)	-do-	Primary pass.	-	-do-	18	35	-do-
-do-	-do-	57. Khalasi (BS-1)	-do-	Primary pass having experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	58. Misalchi (BS-1)	-do-	Primary pass having experience in the relevant field.	-	-do-	18	35	-do-
-do-	-do-	59. Cycle Sawar (BS-1)	-do-	Primary pass having experience in the relevant field.	-	-do-	18	35	-do-
<sup>9</sup> [-do-	-do-	60.Khateem-cum-Imam (BS-9)	Additional Secretary (Welfare)	i) Sanad Shadat-ul-Almia (Jayad) of Wafaq-ul-Madaris (Hanfi) or equivalent qualification duly recognized by the Higher Education Commission; or ii) Sanad Dars-e-Nizami from any registered	-	By initial recruitment.	25	35	-

<sup>9</sup> Sr. 60 & 61 inserted vide Notification No. SOR-III(S&GAD)1-23/04(P), dated 05.11.2014.

				<p>institution with Fazal-e-Arbi (second division) duly recognized by a recognized Board or University;</p> <p>iii) Sanad of Qirat from a recognized Institution; and</p> <p>iv) Three years' experience of Khitabat.</p> <p>Preference shall be given to those who have;</p> <p>i) Bachelor degree with Fazal-e-Arbi from an institute recognized by a recognized Board or University;</p> <p>ii) Hafiz-e-Quran; and</p> <p>iii) Adequate knowledge of other religions.</p>					
-do-	-do-	61. Moazan/ Khadim	-do-	<p>i) Primary pass with Nazra Quran; and</p> <p>ii) has basic</p>	-	-do-	18	30	-]

		(BS-4)		knowledge of Islam and dedication to and observance of Islamic ibadat.					
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