

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

Dated Lahore, the 10<sup>th</sup> March, 2013

**NOTIFICATION**

**No.SOR-III(S&GAD)1-11/2012.** 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 Directorate of Women Development Service Rules, 2013.

(2) They shall come into force at once.

**2. Method of recruitment and qualifications.-** The method of recruitment, minimum qualification, age limit and other incidental matters for the posts of the Directorate of Women Development shall be such as given in the Schedule appended to these rules

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

**No.SOR-III(S&GAD)1-11/2012**

Dated Lahore, the 16<sup>th</sup> March, 2013

## SCHEDULE

Name 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	3	4	5	6	7	8	9	10
Women Development Department Punjab	Directorate of Women Development	1. Director (BS-19)	Chief Minister	-	-	By promotion on the basis of selection on merit from amongst the members of the functional unit holding posts of the Deputy Directors with at least twelve years' service against the posts in BS-17 and above. If none is available by promotion then by posting.	-	-	Training as prescribed for promotion of BS-18 to BS-19 from an institution recognized by the Administrative Department.
--do--	--do--	2. Deputy Director (BS-18)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of the Assistant Directors with at least five years' service as such. If none is available by promotion then by posting.	-	-	Training as prescribed for promotion of BS-17 to BS-18 from an institution recognized by the Administrative Department <sup>1</sup> .
--do--	--do--	3. Assistant Director	--do--	MPA, MBA or Master's Degree	-	By initial recruitment	21	28	Training as may be

<sup>1</sup> Printed in the Notification as "administrative department"

		(BS-17)		(2 <sup>nd</sup> division) in Economics, Public Policy or Development Economics from recognized University.					prescribed by the Administrative Department <sup>2</sup> .
--do--	--do--	4. Law Officer (BS-17)	--do--	-	-	By posting from Law & Parliamentary Affairs Department	-	-	-
--do--	--do--	5. Superintendent <sup>3</sup> [(BS-17)]	--do--	-	-	<sup>4</sup> [By promotion on the basis of seniority-cum-fitness from amongst the Assistants with five years' service as such and who have successfully completed four weeks training at Management and Professional Development Department.]	-	-	As may be prescribed by the Government.
--do--	--do--	6. Personal Assistant (BS-15)	Director	-	-	By promotion on the basis of seniority-cum-fitness from amongst Stenographers having at least five years' service as such.	-	-	--do--
--do--	--do--	7. Assistant <sup>5</sup> [(BS-16)]	<sup>6</sup> [Administrative Secretary]	Bachelor's Degree (2 <sup>nd</sup> division) from recognized University.	-	<sup>7</sup> [(i) 50 % by initial recruitment; and (ii) 50 % by promotion on the basis of seniority-cum-fitness	18	25	--do--

<sup>2</sup> Printed in the Notification as "administrative department"

<sup>3</sup> The figure "16" substituted vide Notification No.SOR-III(S&GAD)1-11/2012(P), dated: 09.11.2017, published in the Punjab Gazette(Extraordinary), dated: 06.12.2017, at pp.3887-3888.

<sup>4</sup> Substituted vide Notification No.SOR-III(S&GAD)1-11/2012(P), dated: 09.11.2017, published in the Punjab Gazette(Extraordinary), dated: 06.12.2017, at pp.3887-3888.

<sup>5</sup> The figure "14" substituted vide Notification No.SOR-III(S&GAD)1-11/2012(P), dated: 09.11.2017, published in the Punjab Gazette(Extraordinary), dated: 06.12.2017, at pp.3887-3888.

<sup>6</sup> Substituted vide Notification No.SOR-III(S&GAD)1-11/2012(P), dated: 09.11.2017, published in the Punjab Gazette(Extraordinary), dated: 06.12.2017, at pp.3887-3888.

<sup>7</sup> *ibid*

						from amongst Senior Clerks with least three years' regular service as such and who have successfully completed two weeks mandatory training at Management and Professional Development Department.]			
--do--	--do--	8. Stenographer (BS-12)	--do--	(i) Higher Secondary School (second division) or equivalent qualification from a recognized Board; (ii) A speed of 80 W.P.M <sup>8</sup> . in short hand in English and 35 W.P.M <sup>9</sup> . in typing <sup>10</sup> (English) on Computer; and (iii) Computer literate in M.S. Office Note: Preference shall be given to a candidate who	-	By initial recruitment	18	25	--do--

<sup>8</sup> Printed in the Notification as "w.p.m."

<sup>9</sup> Printed in the Notification as "w.p.m."

<sup>10</sup> Printed in the Notification as "Typing"

				knows Urdu shorthand <sup>11</sup> and speed of 60 W.P.M <sup>12</sup> . and typing (Urdu) at the speed of 25 W.P.M <sup>13</sup> .					
--do--	--do--	9. Computer Operator (BS-12)	--do--	ICS (second division); or Intermediate (second division) with one year Diploma in Computer Science from a recognized institute.	-	--do--	18	25	--do--
--do--	--do--	10. Accountant (BS-11)	--do--	B.COM (second division) from a recognized University.	-	--do--	18	25	--do--
--do--	--do--	11. Senior Clerk <sup>14</sup> [(BS-14)]	--do--	-	-	<sup>15</sup> [By promotion on the basis of seniority-cum-fitness from amongst the Junior Clerks with two years' regular service as such and who have successfully completed two weeks training at Management and Professional Development	-	-	--do--

<sup>11</sup> Printed in the Notification as "Short hand"

<sup>12</sup> Printed in the Notification as "w.p.m."

<sup>13</sup> Printed in the Notification as "w.p.m."

<sup>14</sup> The figure "9" substituted vide Notification No.SOR-III(S&GAD)1-11/2012(P), dated: 09.11.2017, published in the Punjab Gazette(Extraordinary), dated: 06.12.2017, at pp.3887-3888.

<sup>15</sup> Substituted *ibid*.

--do--	--do--	12.Junior Clerk <sup>16</sup> [(BS-11)]	--do--	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) A speed of 25 W.P.M <sup>17</sup> .in typing (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 know typing in Urdu at a speed of 25 W.P.M <sup>18</sup> .	<sup>19</sup> [(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) minimum three years' experience as such; and (iii) a speed of 25 words per minute in typing on computer in English.]	Department.] <sup>20</sup> [(i) 80 % by initial recruitment; and (ii) 20 % by promotion on the basis of seniority-cum-fitness from amongst the eligible employees in (BS-1 to BS-4) in the functional unit. If none is available for promotion, then by initial recruitment.]	18	25	Four weak training course for probationers (appointment by initial recruitment as well as those promoted against 20 % quota) in office management at Management and Professional Development Department (MPDD) or Technical Education and Vocational Training Authority (TEVTA) or any other department training institution to be notified by the Administrative Department <sup>21</sup> .
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<sup>16</sup> The figure "7" substituted vide Notification No.SOR-III(S&GAD)1-11/2012(P), dated: 09.11.2017, published in the Punjab Gazette(Extraordinary), dated: 06.12.2017, at pp.3887-3888.

<sup>17</sup> Printed in the Notification as "w.p.m."

<sup>18</sup> Printed in the Notification as "w.p.m."

<sup>19</sup> Inserted vide Notification No.SOR-III(S&GAD)1-11/2012(P), dated: 09.11.2017, published in the Punjab Gazette(Extraordinary), dated: 06.12.2017, at pp.3887-3888.

<sup>20</sup> Substituted *ibid*.

<sup>21</sup> Printed in the Notification as "administrative department"

									Those who are promoted against 20 % promotion quota shall attend additional two week course on Microsoft Office or any other such package. Certificate for successful completion of the course shall be issued after conducting examination.
--do--	--do--	13.Driver (BS-4)	--do--	(i) Middle pass; (ii) LTV driving licence <sup>22</sup> ; and (iii) LTV driving experience for three years.	-	By initial recruitment	25	35	-
--do--	--do--	14.Dispatch Rider (BS-4)	--do--	(i) Middle pass; and (ii) Motor cycle driving licence <sup>23</sup> . Note: Preference shall be given to a person who has previous experience as Dispatch Rider.	-	By initial recruitment. If none is available for initial recruitment then by transfer.	20	25	-

<sup>22</sup> Printed in the Notification as "license"

<sup>23</sup> Printed in the Notification as "license"

--do--	--do--	15.Daftri (BS-02)	--do--	-	-	By promotion on the basis of seniority-cum-fitness from amongst members of the service in the functional unit holding the posts of Naib Qasid or Farash or Chowkidar <sup>24</sup> with least three years' service as such.	-	-	-
--do--	--do--	16.Naib Qasid (BS-01)	--do--	Middle pass;	-	By initial recruitment	18	25	-
--do--	--do--	17.Mali (BS-1)	--do--	Middle pass with at least five years' experience in a botanical nursery of repute.	-	By initial recruitment	24	30	
--do--	--do--	18.Sweeper (BS-1)	--do--	-	-	By initial recruitment	18	25	
Women Development Department Punjab	Directorate of Women Development	19) Manager (BS-17)	Administrative Secretary	Master or Bachelor degree (sixteen years of education) (second division) in Public Administration, Economics or Social Sciences from a recognized University.	-	I) 80 % By Initial Recruitment; And li) 20% by promotion on the Basis Of Seniority-cum-Fitness From Amongst The Wardens (BS-14) having twelve years' regular service as such.	21	28	As may be prescribed by the Government.
-do-	-do-	20) Warden	Director	Bachelor degree	-	By initial recruitment.	21	28	-do-

<sup>24</sup> Printed in the Notification as "Chokidar"



		(BS-14)		(second division) from a recognized University.					
-do-	-do-	21) Cook (BS-1)	-do-	Middle pass with practical experience as Cook in a public sector or private organization.	-	By initial recruitment.	18	25	-do-
-do-	-do-	22) Security Guard (BS-1)	-do-	Literate and physically sound. Preference shall be given to a retired Army Personnel <sup>25</sup> .	-	By initial recruitment.	25	50	-do-

SECRETARY (REGULATIONS), S&GAD

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<sup>25</sup> Printed in the Notification as "army personnel"