



**GOVERNMENT OF THE PUNJAB
SERVICES¹ & GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS WING)**

Dated Lahore, the 30th November, 2012

NOTIFICATION

No.SOR-III(S&GAD)2-28/2012. 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 Home Department Miscellaneous Posts (Kidnapping for Ransom Cell) 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 in the functional unit shall be such as given in the Schedule appended to these rules.

SECRETARY (REGULATIONS), S&GAD

No.SOR-III(S&GAD)2-28/2012

Dated Lahore, the 8th December, 2012

¹ Printed in the Gazette Notification as "Service"

SCHEDULE

Name of the Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age for Initial Recruitment		Examination, Training and other Conditions required for confirmation
				By Initial Appointment	By Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Home Department	Home Department	1) Office Administrator (BS-17)	Administrative Secretary	i) Master's degree in Social Sciences (second division) or LL. B. from a recognized University; and ii) Proficient in use of MS Office.	-	By initial recruitment.	25	35	As may be prescribed by the Government.
-do-	-do-	2). Office Assistant (BS-14)	Additional Secretary	Bachelor's degree (second division) from a recognized University.	-	-do-	18	25	-do-
-do-	-do-	3) System 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-	4) Driver (BS-4)	-do-	i) Middle pass; ii) LTV Driving License; along with experience of LTV driving for three years.	-	-do-	25	35	-do-
-do-	-do-	5) Office Boy (BS-1)	Deputy Secretary (General)	Literate	-	-do-	18	25	-do-