



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

Dated Lahore, the 14st April, 2011

NOTIFICATION

No.SOR-III(S&GAD)1-13/2009.- In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974) and, in supersession of the existing rules, the Governor of the Punjab is pleased to make the following rules:-

1. Short title and commencement.- (1) These rules may be called as the Law & Parliamentary Affairs Department (Professional & Technical Posts) 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 matters related to the posts shall be given in the Schedule annexed with these rules.

3. Other terms & conditions.- The other terms & conditions of service of the holders of the posts mentioned in the Schedule shall be regulated in accordance with the terms and conditions laid down in the offer of appointment issued to such person(s).

SECRETARY (REGULATIONS), S&GAD

SCHEDULE

(see rule 2)

Name of the Department	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 Recruitment		Min	Max	
1.	2.	3.	4.	5.	6.	7.	8.
S&GAD	Secretary Law (MP-I – Negotiable)	Chief Minister	<p>(a) Ph.D (Law), or LL.M or Bar-at-Law, or LL.B (50% marks on the aggregate) or equivalent qualification from a reputed University / Institution, recognized by the Higher Education Commission.</p> <p>(b) In case of LL.B., and Bar-at-Law, twenty five years; in case of LL.M., twenty three years; and, in case of Ph.D., eighteen years (i) practice as Advocate High Court or Supreme Court; or (ii) experience as judicial officer; or (iii) experience as Law Officer in public or private sector of repute; or (iv) the aggregate of experiences at (i), (ii) and (iii); or (iv) ten years' experience as Director or Solicitor in the Law and Parliamentary Affairs Department.</p> <p style="text-align: center;">OR</p> <p>A former / retired District and Sessions Judge.</p> <p>Note(1):- Preference shall be given to a person who: (a) has at least ten years' experience in the Law and Parliamentary Affairs Department or Federal Ministry of Law, including six years' experience of drafting of substantive and delegated legislation and other legal instruments; and (b) has at least six years administrative experience.</p> <p>Note (2):- No age limit shall be applicable in case of a former / retired District and Sessions Judge.</p>	By initial recruitment (on contract) on the recommendations of the Selection Committee constituted by the Chief Minister.	48	58	

LEGISLATION AND PARLIAMENTARY AFFAIRS WING

Name of the Department	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 Recruitment		Min	Max	
1.	2.	3.	4.	5.	6.	7.	8.
Law & Parliamentary Affairs Department	1. Director (MP-II – Negotiable)	Chief Minister	<p>(a) Ph.D., (Law), LL.M., or Bar-at-Law, or LL.B (50% marks in the aggregate), or equivalent qualification from a reputed University/Institution, recognized by the Higher Education Commission.</p> <p>(b) in case of LL.B., and Bar-at-Law fifteen years; in case of LL.M., thirteen years; and, in case of Ph.D., ten years (i) active practice as Advocate High Court; or (ii) experience as judicial officer; or (iii) experience as Law Officer or experience in drafting of substantive and delegated legislation and other legal instruments in public or private sector of repute; or (iv) the aggregate of experiences at (i), (ii) and (iii); or (v) six years' experience of drafting/vetting of substantive and delegated legislation and legal instruments as Additional Director (Legislation and Parliamentary Affairs) in the Law and Parliamentary Affairs Department.</p> <p align="center">OR</p> <p>A former/retired District and Sessions Judge having at least six years' experience of drafting of substantive and delegated legislation and other legal instruments in the Law and Parliamentary Affairs Department or Federal Ministry of Law.</p> <p>Note (1): Preference shall be given to a person who: (a) also possesses the recognized qualification of legislative drafting; or who has at least five years practical experience of drafting/vetting of substantive and delegated legislation and legal instruments; (b) has satisfactory knowledge of Microsoft office and other related computer applications.</p> <p>Note (2):- No age limit shall be applicable in case of a former / retired District and Sessions Judge.</p>	By initial recruitment (on contract) on the recommendations of the Selection Committee constituted by the Chief Minister.	40	55	

Law & Parliamentary Affairs Department	2. Additional Director (MP-III - Negotiable)	Chief Minister	<p>(a) LL.M., or Bar-at-Law or LL.B (50% marks in the aggregate), or equivalent qualification from a reputed University/Institution, recognized by the Higher Education Commission; and</p> <p>(b) in case of LL.B., and Bar-at-Law, ten years; and, in case of LL.M., eight years (i) active practice as Advocate High Court; or (ii) experience as judicial officer; or (iii) experience in drafting of substantive and delegated legislation and other legal instruments in public or private sector of repute; or (iv) the aggregate of experience at (i), (ii) and (iii); or (v) five years' experience drafting/vetting of substantive and delegated legislation and legal instruments as Deputy Director (Legislation and Parliamentary Affairs) in the Law and Parliamentary Affairs Department.</p> <p>Note: Preference shall be given to a person who: (a) also possesses the recognized qualification of legislative drafting; or who has at least three years practical experience of drafting/vetting of substantive and delegated legislation and legal instruments of legislative drafting; and (b) has satisfactory knowledge of Microsoft office and other related computer applications.</p>	By initial recruitment (on contract) through Punjab Public Service Commission.	32	50	As may be prescribed by the Government.
Law & Parliamentary Affairs Department	3. Deputy Director (lump sum)	Administrative Secretary	<p>¹[(a) LL.M., or Bar-at-Law, LL.B (50% marks in the aggregate) or equivalent qualification from a University or Institution, recognized by the Higher Education Commission;</p> <p>(b) in case of LL.B and Bar-at-law; four years and, in case of LL.M; two years:</p> <p>(i) active practice as Advocate High Court;</p> <p>(ii) experience as judicial officer;</p> <p>(iii) experience as a law officer or experience in drafting of substantive and delegated legislation and other legal² instruments in public or private sector;</p> <p>(iv) experience of legal research in general or research in international law; or</p> <p>(v) the aggregate of experiences at (i), (ii), (iii) and (iv); and</p> <p>(c) having knowledge of Microsoft Office and other related</p>	By initial recruitment (on contract) through Punjab Public Service Commission.	25	45	As may be prescribed by the Government.

¹Substituted vide Notification No. SOR-III (S&GAD)1-13/2009, dated 23rd June, 2015.

²Printed in the Notification as "legally"

			computer applications.]				
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RESEARCH AND AUTOMATION UNIT

Name of the Department	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 Recruitment		Min	Max	
1.	2.	3.	4.	5.	6.	7.	8.
Law & Parliamentary Affairs Department	4) Administrator (Automation/ Online Legislation) (BS-18)	Administrative Secretary	(a) M.Sc. /B.S. (Hons) / M.S. (second division) in Computer Science. OR M.Sc. (second division) in Information Technology or BE degree (second division) in Computer Engineering / Telecommunication / Information Technology from a ³ reputed University / Institute recognized by the Higher Education Commission; and (b) Four years professional experience in case of M.Sc. / B.S. (Hons) / M.S. / M.Sc. in Information Technology and two years professional experience in case of BE, in system designing, programming and operation of computer systems.	By initial recruitment (on contract) through Punjab Public Service Commission.	22	30	As may be prescribed by the Government.
	5) Research Officer (BS-17) + NPA	Administrative Secretary	(a) LL.M., or equivalent qualification from a reputed University/Institution, recognized by the Higher Education Commission; (b) Bar-at-Law, or LL.B (50% marks in the aggregate), or equivalent qualification from a reputed University/Institution, recognized by the Higher Education Commission; and at least two years active practice as Advocate High Court, or as Law Officer ^{*4} in private or public sector of repute, or has proven research	By initial recruitment (on contract) through Punjab Public Service Commission.	22	30	As may be prescribed by the Government.

³Printed in the Notification as "recognized"

⁴The word "or" omitted vide Notification No. SOR-III(S&GAD)6-3/2016, dated 20th September, 2016.

			experience. Note: knowledge of Microsoft office and other related computer applications is essential in either case.				
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5[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 and other conditions required for confirmation
				Initial Recruitment	By Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Law & Parliamentary Affairs	Legislation and Parliamentary Affairs	6. Assistant Director (BS-16)	Administrative Secretary	LL.B from a University or institution recognized by Higher Education Commission	-	By Initial recruitment (on contract)	21	30	As may be prescribed by the Government
-do-	-do-	7.Chief Translator (BS-18)	-do-	(a) M.Phil. in Translation Studies from a University recognized by Higher Education Commission or M.Phil. in English with specialization in translation from a University recognized by Higher Education Commission; and (b) two years' practical experience of translation form English to Urdu.		By initial recruitment (on contract).	25	45	As may be prescribed by the Government
-do-	-do-	8. Translator (BS-17)	-do-	(a) Master's degree (first division) in Translation Studies from a University recognized by Higher Education Commission; or (b) Master's degree (second division) in English with specialization in translation from a University recognized by Higher Education Commission; or (c) Graduate (second division) from a University recognized by Higher Education Commission with Diploma in Translation (at least six months) from English to Urdu from an Institute or University recognized by Higher Education Commission and two years' practical experience of translation		By initial recruitment (on contract).	23	33	As may be prescribed by the Government]

⁵Inserted vide Notification No. SOR-III (S&GAD)1-13/2009, dated 23rd June, 2015.

				from English to Urdu.					
⁶ [-do-	-do-	9. Network Administrat or (BS-17)	-do-	(I) M.Sc., B.S. (Hons) (second division) Or Equivalent Qualification in Computer Science, Information Technology, Soft Ware Engineering Or Computer Engineering From A University Or Institute Recognized By Higher Education Commission; and (ii) two years' experience in the field of Information Technology, including the experience of handling switches, routers, access points, configuration and management with allied network devices in a Government, semi-Government or reputed private organization.	-	By initial recruitment	23	30	As may be determined.
-do-	-do-	10. System Administrat or (BS-17)	-do-	(i) M.Sc., B.S. (Hons) (second division) or Equivalent Qualification in Computer Science, Information Technology, Soft Ware Engineering Or Computer Engineering From A University Or Institute Recognized By Higher Education Commission; and (ii) two years' experience in the field of Information Technology, including the experience of handling systems, servers and other allied hardware in a Government, semi-Government or reputed private organization.	-	By initial recruitment	23	30	-do-
-do-	-do-	11. Data Base Administrat or (BS-17)	-do-	(i) M.Sc., B.S. (Hons) (second division) or Equivalent Qualification in Computer Science, Information Technology, Soft Ware Engineering Or Computer Engineering From A University Or Institute Recognized By Higher Education Commission; and (ii) two years' experience in database management including the experience of working with SQL server. Database operations, relation database management	-	By initial recruitment	23	30	-do-]

⁶Mistakenly printed Sr. Nos. 6, 7 & 8 incorporated in the rules as Sr. Nos. 9, 10 & 11, same Inserted vide Notification No. SOR-III (S&GAD)1-5/2016, dated 27th September, 2017, published in the Punjab Gazette(Extraordinary), dated:19.10.2017, pp.2475-2476.

				system (RDBMS), object oriented database management system (OODBMS) and XML database management system in a Government, semi-Government or reputed private organization.					
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LIBRARY UNIT

7[Name of Department	Functional Unit	Name of the Post with Basic Pay Scale	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age for Initial Recruitment		Examination/Training and other conditions required for confirmation
				Initial Recruitment	By Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Law & Parliamentary Affairs	Legislation and Parliamentary Affairs	1.Senior Librarian (BS-18)	Administrative Secretary	i) Ph.D. in Library Science or Library and Information Science from a University recognized by Higher Education Commission with two years' professional experience of administering the library of a national or international organization or institution; or ii) M.Phil. in Library Science or Library and Information Science from a University recognized by Higher Education Commission with five years' professional experience of administering the library of a national or international organization or institution; or iii) Master's degree (second division) in Library Science or Library and Information Science from a university recognized by Higher Education Commission with seven years' experience of administering the library of a national or international organization or institution.	-	By promotion on the basis of seniority-cum-fitness from amongst Librarians having at least five years' experience as such. If none is available for promotion then by initial recruitment.	28	45	As may be prescribed by the Government
-do-	-do-	2.Librarian (BS-17)	-do-	Master's degree (second division) in Library Science or Library and Information Science form a University recognized by Higher Education Commission with three years' relevant experience.	-	By promotion on the basis of seniority-cum-fitness from amongst Assistant Librarians having three years' experience as such.	21	35	As may be prescribed by the Government

⁷Inserted vide Notification No. SOR-III (S&GAD)1-5/2016, dated 22nd April, 2016.

						If none is available for promotion then by initial recruitment.			
-do-	-do-	3.Assistant Librarian (BS-16)	-do-	Master's degree (second division) in Library Science or Library and Information Science form a University recognized by Higher Education Commission.	-	By initial recruitment	20	30	As may be prescribed by the Government]

ADVISORY WING

Name of the Department	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 Recruitment		Min	Max	
1.	2.	3.	4.	5.	6.	7.	8.
Law & Parliamentary Affairs Department	1. Director (MP-II – Negotiable)	Chief Minister	<p>(a) Ph.D., (Law), LL.M., or Bar-at-Law, or LL.B (50% marks in the aggregate), or equivalent qualification from a reputed University/Institution, recognized by the Higher Education Commission.</p> <p>(b) in case of LL.B., and Bar-at-Law fifteen years; in case of LL.M., thirteen years; and, in case of Ph.D., ten years (i) active practice as Advocate High Court; or (ii) experience as judicial officer; or (iii) experience as Law Officer in public or private sector of repute; or (iv) experience of legal research; or (v) the aggregate of experiences at (i), (ii), (iii) and (iv); or (v) six years' experience as Additional Director (Advisory Wing) in the Law and Parliamentary Affairs Department or as Additional Solicitor.</p> <p align="center">OR</p> <p>A former/retired District and Sessions Judge with twelve years judicial experience.</p> <p>Note (1): Preference shall be given to a person who: (a) has six years' experience of working in the Law Department, Solicitor's office or Federal Law Division; and (b) has satisfactory knowledge of Microsoft office and other related computer applications.</p> <p>Note (2):- No age limit shall be applicable in case of a former / retired District and Sessions Judge.</p>	By initial recruitment (on contract) on the recommendations of the Selection committee constituted by the Chief Minister.	40	55	
Law & Parliamentary Affairs Department	2. Additional Director (MP-III - Negotiable)	Chief Minister	<p>(a) LL.M., or Bar-at-Law or LL.B (50% marks in the aggregate), or equivalent qualification from a reputed University/Institution, recognized by the Higher Education Commission; and</p> <p>(b) in case of LL.B., and Bar-at-Law, ten years; and, in case of</p>	By initial recruitment (on contract) through Punjab Public Service	32	50	As may be prescribed by the Government.

			<p>LL.M., eight years (i) active practice as Advocate High Court; or (ii) experience as judicial officer; or (iii) experience as Law Officer in a public or private sector of repute; or (iv) experience of legal research; or (v) the aggregate of experiences at (i), (ii), (iii) and (iv); or (v) five years' experience as Deputy Director (Advisory Wing) in the Law and Parliamentary Affairs Department, or as Deputy Solicitor.</p> <p>Note: Preference shall be given to a person who: (a) has four years advisory experience in the Law and Parliamentary Affairs Department or three years practical experience of drafting of legal instruments and pleadings; and (b) has satisfactory knowledge of Microsoft office and other related computer applications.</p>	Commission.			
Law & Parliamentary Affairs Department	3.Deputy Director (lump sum)	Administrative Secretary	<p>(a) LL.M., or Bar-at-Law, or LL.B (50% marks in the aggregate), or equivalent qualification from a reputed University/Institution, recognized by the Higher Education Commission.</p> <p>(b) in case of LL.B., and Bar-at-law, four years; and, in case of LL.M., two years (i) active practice as Advocate High Court; (ii) experience as judicial officer; (iii) experience as Law officer in public or private sector of repute; or (iv) experience of legal research; or (v) the aggregate of experiences at (i), (ii), (iii) and (iv).</p> <p>Note: Preference shall be given to a person who: (a) has two years advisory experience in the Law and Parliamentary Affairs Department or has practical experience of drafting of legal instruments and pleadings; and (b) has satisfactory knowledge of Microsoft office and other related computer applications.</p>	By initial recruitment (on contract) through the Punjab Public Service Commission.	25	45	As may be prescribed by the Government.