



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

Dated Lahore, the 6th June, 2015

NOTIFICATION

No.SOR-III(S&GAD)8-1/2015. 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 Overseas Pakistanis Commission Punjab (Service) Rules 2015.

(2) They shall come into force at once.

2. Method of recruitment.- The method of recruitment, minimum qualification, 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.

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

SCHEDULE

| Name of Department | Functional ¹ 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 Recruitment | By promotion | | Min. | Max. | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
| S&GAD | Overseas Pakistanis Commission, Punjab | 1. Overseas Pakistanis Commissioner, Punjab | Chief Minister | ACCA, CA or MBA from a University recognized by Higher Education Commission with fifteen years' experience in the line. | - | By initial recruitment or by posting. | 35 | 50 | As may be prescribed by the Government. |
| -do- | -do- | 2. Director General (BS-20) | -do- | CA, MBA (Human Resource or Finance) or LLM from a University recognized by Higher Education Commission with fifteen years' experience in the line from a public or private sector organization. | - | By initial recruitment or by posting. | 35 | 45 | -do- |
| -do- | -do- | 3. Director (BS-19) | -do- | CA, MBA (Human Resource) or LLM from a University recognized by Higher Education Commission with twelve years' experience in the line from a public or private sector organization. | - | By initial recruitment or by posting. | 35 | 45 | -do- |
| -do- | -do- | 4. Deputy Director (BS-18) | Additional Chief Secretary | MBA (Human Resource), LLB or Master's degree in Mass Communication or Computer Science from a University recognized by Higher Education | - | By initial recruitment or by posting. | 28 | 40 | -do- |

¹ Printed in the Gazette Notification as "Function"

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|------|------|-----------------------------------|-------|---|---|---------------------------------------|-----------------|-----------------|------|
| | | | | Commission with seven years' experience in the line from a public or private sector organization. | | | | | |
| -do- | -do- | 5. Assistant Director (BS-17) | -do- | MBA (Finance or Human Resource), M.Com or Master's degree in Economics (second division) from a University recognized by Higher Education Commission with three years' experience in the line from public or private sector organization. | - | By initial recruitment or by posting. | 25 | 35 | -do- |
| -do- | -do- | 6. Personal Staff Officer (BS-17) | -do- | ² [Bachelor's degree (second division) from a University recognized by Higher Education Commission with three years' experience in the relevant area in a public or private sector organization.] | - | By initial recruitment or by posting. | ³ 22 | ⁴ 30 | -do- |
| -do- | -do- | 7. Private Secretary (BS-17) | - do- | Bachelor's degree (second division) from a University recognized by Higher Education Commission with a speed of 80 words per minute of shorthand in English and 35 words per minute of typing on computer. | - | By initial recruitment or by posting. | 25 | 35 | -do- |

² Substituted by No. SOR-III(S&GAD)8-1/2015, dated 3 June, 2017.

³ Substituted by No. SOR-III(S&GAD)8-1/2015, dated 3 June, 2017

⁴ Substituted by No. SOR-III(S&GAD)8-1/2015, dated 3 June, 2017

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|------|------|------------------------------------|-----------------------------|--|---|--|----|----|------|
| -do- | -do- | 8. ⁵ [Assistant (BS-16) | Additional Chief Secretary] | Bachelor's degree (second division) from a University recognized by Higher Education Commission. | - | By initial recruitment. | 18 | 25 | -do- |
| -do- | -do- | 9. Stenographer (BS-14) | -do- | (i) Higher Secondary School Certificate or equivalent qualification (second division) from a recognized Board; and (ii) a speed of 70 words per minute of shorthand in English and 35 words per minute of typing in English; and (iii) computer literate in M.S. Office. | - | By initial recruitment. | 18 | 25 | -do- |
| -do- | -do- | 10. Senior Clerk (BS-9) | -do- | - | - | i) By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks of the functional unit having two years' service as such; or ii) by posting. | - | - | -do- |

⁵ Substituted by No. SOR-III(S&GAD)8-1/2015, dated 3 June, 2017.

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| -do- | -do- | 11. Junior Clerk (BS-7) | -do- | (i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) a speed of 25 words per minute of typing on computer in English; and (iii) proficient in Microsoft Office or any other compatible office application and must demonstrate such proficiency. | - | By initial recruitment | 18 | 25 | -do- |
| -do- | -do- | 12. Driver (BS-4) | -do- | (i) Middle pass; and (ii) L.T.V. driving licence ⁶ ; and (iii) five years' L.T.V. driving experience. | - | By initial recruitment. | 25 | 35 | - |
| -do- | -do- | 13. Naib Qasid (BS-01) | -do- | Literate. | - | By initial recruitment. | 18 | 25 | - |

**SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
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DEPARTMENT**

⁶ Printed in the Gazette Notification n as "license"

⁷ Printed in the Gazette Notification as "Administrative"