



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

Dated Lahore, the 23rd July, 2015

NOTIFICATION

No.SOR-III(S&GAD)6-53/2014.- 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 Planning and Design Directorate, Punjab Highway Department 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 are given in the Schedule appended to these rules.

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

No.SOR-III(S&GAD) 6-53/2014.

Dated Lahore, the 31st July, 2015

SCHEDULE

Name of the Department	Functional unit	Name of the post with Basic Scale	Appointing Authority	Minimum qualification for appointment by		Method of recruitment	Age for initial recruitment		Examination /training and other conditions required for confirmation
				Initial recruitment	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
C&W Department	Directorate of Planning and Design, Punjab Highway Department.	1. Superintendent (BS-16)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from amongst regular Assistants or Stenographers (BS-14) having at least five years' service as such and successful completion of four weeks mandatory training.	-	-	Successful completion of four weeks post induction training at MPDD or any other Institution recognized by the administrative department.

-do-	- do -	2. Assistant / Head Clerk (BS-14)	Director	Graduate (second division) from a recognized University.	-	<ul style="list-style-type: none"> i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness basis from amongst regular Accounts Clerks (BS-11) having at least three years' service as such and successful completion of two weeks mandatory training. 	18	25	-do-
-do-	- do -	3. Stenographer (BS-14)	-do-	<ul style="list-style-type: none"> (i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) The speed of 80 words per minute of shorthand in English and 35 words per minute of typing in 	-	By initial recruitment	18	25	-do-

				English on computer; and (iii) computer literate in M.S. Office.					
- do -	- do -	4. Computer Operator (BS-12)	-do-	Higher Secondary School Certificate (second division) from a recognized Board with one year Diploma in Computer Science from a recognized Institute.	-	By initial recruitment	18	25	As may be prescribed by the Government.
- do -	- do -	5. Accounts Clerk (BS-11)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Senior Clerks or Sub-Divisional Clerks with at least three years' service as such	-	-	- do -
- do -	- do -	6. Senior Clerk / Sub Divisional Clerk (BS-09)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks, Auditors or LBM with at	-	-	Successful completion of two weeks post induction training at MPDD or any other Institution recognized by

						least two years' service as such and successful completion of two weeks mandatory training.			the administrative department.
- do -	- do -	7. Junior Clerk / Auditor / LBM (BS-07)	-do-	<p>(i) Secondary School Certificate (second division) from a recognized Board;</p> <p>(ii) the speed of 25 words per minute of typing on computer in English; and</p> <p>(iii) Proficient in Microsoft Office or any other compatible office application and shall demonstrate such proficiency.</p>	<p>(i) Secondary School Certificate (second division) from a recognized Board with at least three years' experience as such; and</p> <p>(ii) The speed of 25 words per minute of typing on computer in English.</p>	<p>i) 80% by initial recruitment; and</p> <p>ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the members of all categories from BS-1 to BS-5 employed in the functional unit.</p>	18	25	<p>(i) Four-week 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 departmental training institution to be notified by the Administrative Department;</p> <p>(ii) Those who are promoted</p>

									<p>against 20% promotion quota shall attend additional two-week course on Microsoft Office or any other such package.</p> <p>Note: Certificate for successful completion of the course shall be issued after conducting examination.</p>
- do -	- do -	8. Telephone Operator (BS-07)	-do-	Secondary School Certificate (second division) from a recognized Board.	-	By initial recruitment.	18	25	-
- do -	- do -	9. Driver (BS-04)	-do-	(i) Middle pass; and (ii) having LTV driving licence with three years' driving experience as such.	-	By initial recruitment	25	35	-

- do -	- do -	10. Daftri (BS-02)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Naib Qasid in the functional unit.	-	-	-
- do -	- do -	11. Naib Qasid / Frash / Survey Coolie (BS-01)	-do-	Literate.	-	By initial recruitment	18	25	-
- do -	- do -	12. Chowkidar (BS-01)	-do-	-do-	-	By initial recruitment	18	25	-
- do -	- do -	13. Sanitary Worker (BS-01)	-do-	-do-	-	By initial recruitment	18	25	-

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