

# PUNJAB MINES LABOUR WELFARE ORGANIZATION SERVICE RULES, 1981

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<b>TEXT</b>
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**PUNJAB MINES LABOUR WELFARE ORGANIZATION SERVICE RULES, 1981**

*[29<sup>th</sup> April, 1981]*

*[SOR-III-1-37/79. In exercise of the powers conferred under Section 23 of the Punjab Civil Servants Act, 1974, the following Rules have been made.]*

1. These rules may be called the Punjab Mines Labour Welfare Organization Service Rules, 1981.
2. They shall come into force at once.
3. The method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts shall be as given in the schedule annexed.
4. The West Pakistan Mines Labour Welfare Organization (Gazetted Posts) Recruitment Rules, 1968 are hereby repealed.

### SCHEDULE

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualifications for Appointment by		Method of Recruitment	Age Limit for Initial Recruitment	
				Initial Recruitment or Transfer	Promotion		Min	Max
1	2	3	4	5	6	7	8	9
Labour Department	Mines Labour Welfare Organization	1. Mines Medical Officer.	Government	i. M.B.B.S. from a recognized University, ii. Registered Medical Practitioner. <sup>1</sup> [iii. One year House Job.]	-	By initial recruitment; or by transfer if no suitable person is available by initial recruitment.	25	40
-do-	-do-	<sup>2</sup> [1-A. Deputy Mines Labour Welfare Commissioner.	-do-	-	-	By promotion on seniority-cum-fitness basis from amongst the holders of the posts of Assistant Mines Labour Welfare Commissioner (BS-17) with 5 years service as such.]	-	-
-do-	-do-	2. Assistant Mines Labour Welfare Commissioner.	-do-	-	-	By promotion on the basis of selection on merit from among Mines Labour Welfare Officers with three years experience as such with particular reference to fitness for higher responsibilities.	-	-

<sup>1</sup> Added vide notification No. SOR-III-1-35/94 dated 15.12.1996.

<sup>2</sup> Added vide notification No. SOR-III-1-35/94 dated 13.04.1995.

1	2	3	4	5	6	7	8	9
-do-	-do-	3. Construction Engineer.	-do-	Degree in Civil Engineering or diploma in Civil Engineering from a recognized University with five years experience in civil works.	-	<sup>3</sup> [By promotion from Sub-Engineers with five years experience as such. If none is available, then by transfer.]	21	25
Mines & Minerals Department	-do-	4. <sup>4</sup> [Assistant Director (Administration) (BS-17)]	Administrative Secretary	-	<sup>5</sup> [-]	i. By promotion on seniority-cum-fitness basis from amongst the Superintendents in the functional unit with five years experience in budget, or accounting and Establishment matters.  ii. If none is available for promotion, then by transfer of an officer from S&GAD.	-	-

<sup>3</sup> Substituted vide notification No. SOR-III-1-37/79 dated 07.04.1986.

<sup>4</sup> Nomenclature of the post substituted vide notification No. SOR-III (S&GAD)-1-29/2008 dated 08.04.2009.

<sup>5</sup> Deleted qualification vide notification No.SOR.III-1-37/79 dated 21.08.1987.

1	2	3	4	5	6	7	8	9
Labour Department	-do-	5. Mines Labour Welfare Officers.	-do-	Degree from a recognized University with Economics, Social Welfare, Sociology or Social Work as one of the subjects.	-	<sup>6</sup> [i. 40% by initial recruitment. ii. 20% by promotion from amongst Cess Inspectors who are graduate and have 5 years experience. ii. 20% by promotion from amongst Assistants who are graduate and have 5 years experience. iv. 20% by promotion from amongst Stenographers who are graduates and have 5 years experience as such.]	21	25
-do-	-do-	6. Superintendent.	Mines Labour Welfare Commissioner	-	-	<sup>7</sup> [i. 55% by promotion on the basis of seniority com fitness from amongst Assistants with atleast five years service as such; and ii. 45% by promotion on the basis of seniority cum fitness from amongst Stenographers having five years service as such provided they have passed departmental examination prescribed by the department.]	-	-

<sup>6</sup> Amended vide notification No. SOR-III-1-35/94 dated 26.09.2002.

<sup>7</sup> Amended vide notification No. SOR-III-1-35/94 dated 15.12.1996.

1	2	3	4	5	6	7	8	9
-do-	-do-	7. Assistant.	-do-	B.A. / B.Sc. from a recognized University.	-	<sup>8</sup> [i. 1/3 by initial recruitment.; and ii. 2/3 by promotion from amongst Senior Clerks on the basis of seniority cum fitness with 3 years services as such.]	18	25
-do-	-do-	8. Stenographer.	-do-	i. F.A. or equivalent qualification from the recognized Board; and ii. A speed of 80/35 w.p.m. in shorthand and typewriting (in English) respectively.	-	<sup>9</sup> [i. 50% by initial recruitment.; and ii. 50% by promotion from amongst the official of the Organization possessing prescribed qualification for initial recruitment.]	18	25
-do-	-do-	9. Steno Typist.	-do-	i. Matriculation or equivalent qualifications from a recognized Board; and ii. a speed of 80 w.p.m. in shorthand and 35 w.p.m.in Typewriting.	-	By initial recruitment.	18	25
-do-	-do-	10. Cess Inspector.	-do-	Graduate from a recognized University.	-	<sup>10</sup> [i. 75% by initial recruitment. ii. 25 % by promotion from among Senior Clerks with atleast three service as such.]	18	25

<sup>8</sup> Amended vide notification No. SOR-III-1-35/94 dated 15.12.1996.

<sup>9</sup> Amended vide notification No. SOR-III-1-35/94 dated 15.12.1996.

<sup>10</sup> Amended vide notification No. SOR-III-1-37/79 dated 07.04.1986.

1	2	3	4	5	6	7	8	9
-do-	-do-	11. Senior Clerk.	-do-	-	-	By promotion on the basis of seniority cum fitness from among Junior Clerks with atleast 2 years service as such.	-	-
-do-	-do-	12. Junior Clerk.	-do-	i. Matriculation or equivalent from a recognized Board; and ii. A speed of 25 w.p.m. in type writing.	-	By initial recruitment.	18	25
-do-	-do-	13. Tracer.	-do-	<sup>11</sup> [Matric with drawing.]	-	By initial recruitment.	18	25
-do-	-do-	14. Daftri.	-do-	-	-	By promotion on the basis of seniority cum fitness from among Naib Qasids who are Middle Pass.	-	-
-do-	-do-	15. Naib Qasid.	-do-	Literate.	-	By initial recruitment.	18	25
-do-	-do-	16. Secondary School Teacher/ Teachress.	Mines Labour Welfare Commissioner	B.A. / B.Sc. and B.Ed. from a recognized University or equivalent qualifications in Discipline of Education.	-	<sup>12</sup> [i. 50% By initial recruitment.; and ii. 50% posts shall be filled up by promotion from amongst in service teachers / teachress possessing prescribed qualifications for initial recruitment.  Note: Only those candidates will be eligible for recruitment who are bonafide resident of the districts where the vacancy exists.]	18	35

<sup>11</sup> Substituted vide notification No. SOR-III-1-37/79 dated 07.04.1986.

1	2	3	4	5	6	7	8	9
-do-	-do-	17. Junior English Teacher.	-do-	F.A. / F.Sc. & C.T. from a recognized Board.	-	By initial recruitment.	18	30
-do-	-do-	18. Drawing Master/ Mistress.	-do-	i. Matriculation from a recognized Board; and ii. Diploma in Drawing from a recognized Institute.	-	By initial recruitment.	18	30
-do-	-do-	19. Physical Training Instructor/ Instructress.	-do-	i. Matriculation from a recognized Board; and ii. Junior Diploma in Physical Education from a recognized Institute.	-	By initial recruitment.	18	30
-do-	-do-	20. Senior Vernacular Teacher.	-do-	<sup>13</sup> [F.A. / F.Sc. and C.T.]	-	By initial recruitment.	18	30
-do-	-do-	21. Technical Instructor, Vocational Institute.	-do-	i. Matriculation from a recognized Board; and ii. Diploma in Industrial Arts Education Examination by the Board of Technical Education.	-	By initial recruitment.	18	30
-do-	-do-	22. Junior Vernacular/ P.T.C. Teacher.	-do-	i. Matriculation from a recognized Board; and ii. Certificate in P.T.C. from a recognized Institute.	-	By initial recruitment.	18	30

<sup>12</sup> Amended vide notification No. SOR-III-1-35/94 dated 15.12.1996.

<sup>13</sup> Substituted vide notification No. SOR-III-1-35/94 dated 15.12.1996.

1	2	3	4	5	6	7	8	9
-do-	-do-	23. Teacher Cum- Librarian.	-do-	i. Matriculation; with ii. Certificate in P.T.C. from a recognized Institute.	-	By initial recruitment.	18	30
-do-	-do-	24. Qari.	-do-	Hafiz-e-Quran.	-	By initial recruitment.	25	45
-do-	-do-	25. Laboratory Assistant.	-do-	Matric with Science from a recognized Board.	-	By initial recruitment.	18	25
-do-	-do-	26. Lady Instructor, Vocational Training Institute.	-do-	Matriculation with Diploma in Sewing/Embroidery and knitting work from a recognized Institute with one year trade experience.	-	By initial recruitment.	21	35
-do-	-do-	27. Naib Qasid.	Mines Labour Welfare Commissioner	Literate.	-	By initial recruitment.	18	25
-do-	-do-	28. Chowkidar.	-do-	-	-	By initial recruitment.	21	35
-do-	-do-	29. Leady Health Visitor.	-do-	Registered with the Nursing Council as Lady Health Visitor.	-	By initial recruitment.	20	38
-do-	-do-	30. Sanitary Inspector.	-do-	Registered Sanitary Inspector as Rural Health Inspector with the recognized Medical Faculty.	-	By initial recruitment.	18	25

1	2	3	4	5	6	7	8	9
-do-	-do-	31. Dispenser.	-do-	i. Matric; and ii. Dispenser Certificate from a recognized Medical Faculty.	-	By initial recruitment.	18	25
-do-	-do-	32. X-Ray Operator.	-do-	i. Matric; and ii. Diploma in X-Ray Technician Course from a recognized Institute or two years training in the line.	-	By initial recruitment.	18	25
-do-	-do-	33. Laboratory Assistant.	-do-	i. Matric with Science; and ii. Two years experience in laboratory work.	-	By initial recruitment.	18	25
-do-	-do-	34. Electrician.	-do-	Diploma in Electrician course from a recognized Institute/Board of Technical Education.	-	By initial recruitment.	18	28
-do-	-do-	35. Vaccinator.	-do-	i. Matric; and ii. Vaccinator certificate from a recognized Institute	-	By initial recruitment.	18	25
-do-	-do-	36. Female Attendant.	-do-	i. Dai Certificate from a recognized Medical Institute; and ii. Atleast 5 years experience as Dai.	-	By initial recruitment.	19	38

1	2	3	4	5	6	7	8	9
-do-	-do-	37. Nurse Dai.	-do-	Registered with Nursing Council as Nurse Dai.	-	By initial recruitment.	19	38
-do-	-do-	38. Ward Servant.	-do-	Literate.	-	By initial recruitment.	18	25
-do-	-do-	39. Beldar.	-do-	Proficiency in the trade.	-	By initial recruitment.	18	25
-do-	-do-	40. Mali.	-do-	Experience in the gardening.	-	By initial recruitment.	21	45
-do-	-do-	41. Chowkidar.	-do-	-	-	By initial recruitment.	21	35
-do-	-do-	42. Sweeper.	-do-	-	-	By initial recruitment.	18	25
-do-	-do-	<sup>14</sup> [43. Headmaster.	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from among male S. E. Teachers having 6 years service as such.	-	-
-do-	-do-	44. Headmistress.	-do-	-	-	By promotion on the basis of seniority-cum-fitness from among female S.E. Teachers having 6 years service as such	-	-
-do-	-do-	45. Sub-Engineer.	Mines Labour Welfare Commissioner	Diploma in Civil Engineer from Government Poly-Technic Institute.	-	By initial recruitment. If none is available then by transfer.	18	25]
-do-	-do-	46. Cook.	Mines Labour Welfare Commissioner	Literate.	-	By initial recruitment.	18	35

<sup>14</sup> Added vide notification No. SOR-III-1-37/79 dated 7.04.1986.

1	2	3	4	5	6	7	8	9
-do-	-do-	<sup>15</sup> [47. Oriental Teacher.	-do-	i. Matriculation; and ii. Honour in the relevant subject from a recognized University/ Board.	-	By initial recruitment.	18	30
-do-	-do-	48. Head Dispenser.	-do-	-	-	By promotion from amongst Dispensers with atleast 5 years services as such.	-	-
-do-	-do-	49. Draftsman.	-do-	i. Matric; with ii. Two year certificate of draftsmanship from a recognized institute.	-	i. 50% By initial recruitment. ii. 50% by promotion from amongst the Tracers having 5 years service as such.	18	25
-do-	-do-	50. Driver.	-do-	i. Middle. ii. LTV License; and iii. Five years experience.	-	By initial recruitment.	21	35
-do-	-do-	51. Dark Room Assistant.	-do-	i. Matriculation; and ii. Practical knowledge of photography, developing and printing of films with one year experience in the relevant field.	-	By initial recruitment.	18	25
-do-	-do-	52. Attendant.	-do-	Matriculation.	-	By initial recruitment.	18	25]
-do-	-do-	53. Cleaner.	-do-	Literate.	-	By initial recruitment.	18	35

<sup>15</sup> Added vide notification No. SOR-III-1-35/94 dated 15.12.1996.

1	2	3	4	5	6	7	8	9
-do-	-do-	<sup>16</sup> [54. Orthopedic Surgeon.	Chief Minister	MBBS or equivalent qualification recognized by PMDC with FCPS in Orthopedic Surgery or equivalent qualification with three years experience from a recognized Institute before or after post-graduation.	-	i. By initial recruitment. ii. If none is available by initial recruitment, then by transfer.	30	45
-do-	-do-	55. Anesthesia Specialist.	Administrative Secretary	MBBS with M.S. or FCPS in the relevant subject or other equivalent qualification. OR MBBS with post-graduate qualifications like D.A. or MCPS in the relevant qualification with 2 years experience in relevant subject before or after post-graduation.	-	i. By initial recruitment. ii. If none is available by initial recruitment, then by transfer.	26	45]
-do-	-do-	<sup>17</sup> [56. Senior Mines Medical Officer / Senior Women Mines Medical Officer.	Administrative Secretary	-	-	i. By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Mines Medical Officer (BS-17) with five years service as such, ii. If none is available then by transfer.	-	-

<sup>16</sup> Added vide notification No. SOR-III-1-35/94 dated 26.09.2002.

<sup>17</sup> Added vide notification No. SOR-III-1-35/94 dated 26.09.2002.

1	2	3	4	5	6	7	8	9
-do-	-do-	57. Staff Nurse.	Mines Labour Welfare Commissioner	i. Matric; ii. Registered A Grade Nurse. iii. Registered Mid Wife.	-	i. By initial recruitment. ii. If none is available by initial recruitment, then by transfer.	19	35]
Mines & Minerals Department	-do-	<sup>18</sup> [58. Medical Superintendent. (BS-19)	Chief Minister	-	-	By promotion on seniority-cum- fitness basis from amongst the Senior Mines Medical Officers / Senior Women Mines Medical Officers / Medical Specialists / Lady Gynecologist / Anesthesia Specialists having 12 years service in BS-17 & above of which at least four years service should be in BS-18:  Provided where initial recruitment has taken place in BS-18 the minimum length of service for promotion in BS- 19 is seven years.	-	-

<sup>18</sup> Sr. No. 58 & 59 was added vide notification No. SOR-III (S&GAD)1-29/2008 dated 8.04.2009.

1	2	3	4	5	6	7	8	9
-do-	-do-	59. Medical Specialist. (BS-18)	Administrative Secretary	<ul style="list-style-type: none"> <li>i. MBBS or MD and FCPS (Medicines) or equivalent.</li> <li>ii. If none is available then MBBS and postgraduate qualification like MCPS (Medicine) or equivalent qualification with two years practical experience before or after the post graduation.</li> </ul>	-	<ul style="list-style-type: none"> <li>i. By initial recruitment.</li> <li>ii. If none is available by initial recruitment, then by transfer.</li> </ul>	25	45]
-do-	-do-	<sup>19</sup> [60. Lady Gynecologist.	Administrative Secretary	<ul style="list-style-type: none"> <li>i. MBBS with M.S. or FCPS in Gynecology or other equivalent qualification.</li> <li>ii. If none is available then MBBS or equivalent medical qualification and postgraduate qualification like MCPS/DGO in Gynecology or other equivalent qualification with two years practical experience in recognized Institution before or after post graduation.</li> </ul>	-	<ul style="list-style-type: none"> <li>i. By initial recruitment.</li> <li>ii. If none is available by initial recruitment, then by transfer.</li> </ul>	25	45

<sup>19</sup> Sr. No. 60 to 63 was added vide notification No. SOR-III (S&GAD)1-29/2008 dated 8.04.2009.

1	2	3	4	5	6	7	8	9
-do-	-do-	61. Assistant Director (Budget & Accounts) / Assistant Director MLW.	Administrative Secretary	Master's Degree in Commerce / Statistics / Economics / Mathematics / Sociology / Social Work / Business Administration / Human Resource Management from a recognized University.	-	i. By promotion on seniority-cum- fitness basis from amongst the holders of the post of Administrative Officer in the functional unit having five years experience in dealing with welfare schemes, budget and accounts matter. ii. If none is available by promotion, then by initial recruitment or by transfer.	21	30
-do-	-do-	62. Computer Operator.	Mines Labour Welfare Commissioner	Bachelor of Computer Science from a recognized University.	-	By initial recruitment.	18	25
-do-	-do-	63. Ward Boy.	Mines Labour Welfare Commissioner	Matric.	-	By initial recruitment.	18	25]
-do-	-do-	<sup>20</sup> [64. General Surgeon (BS-18).	Administrative Secretary	MBBS and MS or FCPS (Surgery) or equivalent qualification; or MBBS & Post-Graduate qualification such as MCPS (Surgery) or equivalent qualification with two years practical experience before or after post-graduation.	-	By initial recruitment.	25	45

<sup>20</sup> Sr. No. 64 & 65 was added vide notification No. SOR-III(S&GAD)1-29/2008 dated 30.04.2011.

1	2	3	4	5	6	7	8	9
-do-	-do-	65. Elementary School Teacher (Technical) (BS-9).	Mines Labour Welfare Commissioner	Secondary School Certificate (second division) from a recognized Board with three years Diploma of Associate Engineers in Electrical Technology from a recognized Institute.	-	By initial recruitment.	20	28]