

SCHEDULE

Name of Department	Function Unit	Name of the Post Grade with	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.
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 and 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 and fifteen years' experience in the line in 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 and twelve years' experience in the line in 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 Commission and seven years' experience in the line in a public or private sector organization.	-	By initial recruitment or by posting.	28	40	-do-
-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 and 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-	Master's degree in Social Sciences (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-	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 in shorthand in English and 35 words per minute in typing on computer.	-	By initial recruitment or by posting.	25	35	-do-
-do-	-do-	8. Assistant (BS-14)	Director General	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 in shorthand in English and 35 words per minute of (iii) typing in English; and (iv) 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-
-do-	-do-	11. Junior Clerk (BS-7)	-do-	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and	-	By initial recruitment	18	25	-do-

				(ii) a speed of 25 words per minute in typing on computer in English; and (iii) proficient in Microsoft Office or any other compatible office application and must demonstrate such proficiency.					
-do-	-do-	12. Driver (BS-4)	-do-	(i) Middle pass; and (ii) L.T.V. driving license; 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
SERVICES & GENERAL ADMINISTRATIVE
DEPARTMENT**