



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

Dated Lahore, the 18th December, 2013

NOTIFICATION

No. SOR-III(S&GAD)1-4/2011. 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, extent and commencement.– (1) These rules may be cited as the Punjab Agriculture (Economics and Marketing Wing) Employees Service Rules 2013.

(2) They shall come into force at once.

2. Method of recruitment.– The method of recruitment, minimum qualifications, 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), S&GAD
GOVERNMENT OF THE PUNJAB**

SOR-III(S&GAD)1-4/2011.

Dated Lahore, the 1st January, 2014

Annex-I**SCHEDULE**

Name of Department	Functional unit	Name of post with basic scale	Appointing Authority	Minimum qualification for appointment		Method of recruitment	Age for initial recruitment		Examination , training and other conditions* ¹ required for confirmation
				By Initial recruitment	By promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Agriculture Department	Agriculture Marketing Wing	1. Director Agriculture (E&M)/Director PIAM (BS-19)	Chief Minister	-	-	By promotion on the basis of selection on merit from amongst Deputy Directors Agriculture (E&M) having twelve years' service against posts in BS-17 and above.	-	-	Eight weeks training in financial & administrative management from MPDD or any other training institute notified by the administrative department.
- do -	- do -	2. Deputy Director	Administrati	-	B.Sc. (Hons)	By promotion on the	-	-	Four weeks

¹ The word "for" has been omitted being mistakenly printed in the Gazette Notification

		Agriculture (E&M) (BS18+165 S.P)	ve Secretary		with Agri. Economics or Marketing & Agribusiness	basis of seniority-cum-fitness from amongst Extra Assistant Directors of Agri. (E&M), Project Manager (AMIS), Agriculture Economist, Marketing Specialist and Program Coordinator working in the functional unit with at least five years' experience in the line.			training in financial & administrative management from MPDD or any other training institute notified by the administrative department.
- do -	- do -	3. EADA (E&M)/ Project Manager (AMIS)/ Agriculture Economist/ Marketing Specialist/ Program Coordinator (BS-18)	- do -	M.Sc. (Hons.) Agri: (second division) in Agri. Economics or Agri. Marketing or MBA (Marketing and Agribusiness) (second division) from a recognized University after	B.Sc. (Hons) in Agri. Economics, Marketing and Agribusiness, or Agricultural and Resource Economics with seven years' experience as such or M.Sc.	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Agriculture Officers (E&M) or Instructors.	21	35	- do -

				obtaining B.Sc. (Hons) Agri. Economics, (Hons.) & Agri. Marketing or (Agricultural & Agri. Marketing or Resource Economics). MBA (Marketing and Agribusiness) with three years' experience as such.					
- do -	- do -	4. Agriculture Officer/ Instructor (BS-17)	- do -	B.Sc. (Hons.) in Agriculture, Agri. Economics or Marketing and Agribusiness; or B.Sc. (Hons.) (second division) (Agricultural & Resource Economics) from a recognized University.	-	By initial recruitment.	21	35	-
- do -	- do -	5. Web Master/	- do -	(i) Master' degree	-	do	25	32	-

		Database Administrator/ Computer Programmer (BS-17)		(first division or grade-B) in Computer Science or Information Technology; or (ii) Bachelor's degree (first division or grade-B) in Computer Science or Information Technology from a recognized University; and (iii) Three years' experience of networking in a public or private sector organization. Preference shall be given to those who are MSCE or CCNA certified.					
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- do -	- do -	6. Librarian (BS-17)	- do -	Master's degree (second division) in Library Science or Information Science from a recognized University.	-	do	21	35	-
- do -	- do -	7. Assistant Director Accounts/ Hostel Warden (BS-17)	- do -	Bachelor' degree in Commerce (second division) from a recognized University having at least three years' experience in accounts matters.	-	do	21	30	-
- do -	- do -	8. Junior Statistician (BS-17)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Economics Statistical Investigators with five years' experience as such.	-	-	-

- do -	- do -	9. Economics Statistical Investigator (BS-16)	- do -	Master's degree (second division) in Statistics, Mathematics or Economics from a recognized University.	-	By initial recruitment.	21	30	-
- do -	- do -	10. Superintendent (BS-16)	Director of Agriculture (E&M)	-	-	By promotion on the basis of seniority-cum-fitness from amongst Assistants and Senior Scale Stenographers with five years' experience as such.	-	-	-
- do -	- do -	11. Senior Scale Stenographer (BS-16)	Director concerned	-	-	By promotion on the basis of seniority-cum-fitness from amongst stenographers with three years' experience as such.	-	-	-
- do -	- do -	12. Assistant (BS-14)	- do -	Bachelor' degree (second division) from a recognized		i) 1/3 rd by initial recruitment; and ii) Two-third by promotion on the basis	18	25	-

				University.		of seniority-cum-fitness from amongst the members of the service holding posts of Senior Clerks with three years' experience as such.			
- do -	- do -	13. Stenographer (BS-14)	- do -	(i) Intermediate or equivalent qualification from a recognized Board; and (ii) knowledge of English shorthand at the speed of 70 words per minute and English typing at the speed of 30 words per minute. Preference shall be given to those who know Urdu	-	By initial recruitment.	-do-	-do-	-

				shorthand at the speed of 60 words per minute and Urdu typing at the speed of 25 words per minute.					
- do -	- do -	14. Computer Operator (BS-12)	- do -	Intermediate in Computer Science (second division) from a recognized Board with at least 30 words per minute typing speed on Computer; or F.A./F.Sc.(second division) from a recognized Board and at least three months Computer training in MS Office from TEVTA or any other recognized	-	do	-do-	-do-	-

				institute with 30 words per minute typing speed on computer.					
- do -	- do -	15. Senior Clerk (BS-09)	- do -	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks of the functional unit having at least two years' service as such.	-	-	-
- do -	- do -	16. Cook (BS-8)	- do -	Middle pass having five years' experience in the cooking of Pakistani as well as Chinese, European and Italian dishes in a leading hotel.	-	By initial recruitment	25	35	-
- do -	- do -	17. Junior Clerk (BS-07)	- do -	(i) Secondary School Certificate (SSC) (second division) or equivalent	i) Secondary School Certificate (second division) or	i) 80% by initial recruitment; and ii) 20% by promotion on the basis of seniority-cum-fitness	18	25	Four-week training course for probationers (appointment

				<p>qualification from a recognized Board;</p> <p>(ii) The speed of 25 words per minute in typing on Computer in English; and</p> <p>(ii) Proficient in Microsoft Office or any other compatible office application and shall demonstrate such proficiency.</p> <p>Preference shall be given to those who also know typing in Urdu at a speed of 25 words per minute.</p>	<p>equivalent qualification from a recognized Board;</p> <p>ii) three years' experience as such; and</p> <p>iii) the speed of 25 words per minute in typing on Computer in English.</p>	<p>from amongst the employees of all categories from (BS-1 to BS-4) employed in the functional unit. a</p> <p>If none is available for promotion then by initial recruitment.</p>		<p>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</p>
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									the administrative department.
- do -	- do -	18. Driver (BS-4)	- do -	(i) Middle Pass; (ii) having LTV driving License with three years' experience.	-	By initial recruitment.	25	35	-
- do -	- do -	19. Daftri (BS-1)	- do	Literate	Secondary School Certificate from a recognized Board.	By promotion on seniority-cum-fitness from amongst Naib Qasids or Hostel Attendants.	-	-	-
- do -	- do -	20. Naib Qasid/ Hostel Attendant (BS-1)	- do	Literate	-	By initial recruitment.	18	25	-
- do -	- do -	21. Chowkidar (BS-1)	- do	Literate	-	do	23	30	-
- do -	- do -	22. Sanitary Worker (Sweeper) (BS-1)	- do	-	-	do	18	25	-