

**THE PUNJAB COMMUNICATION AND WORKS
DEPARTMENT (ARCHITECTURAL MINISTERIAL &
SUBORDINATE POSTS) SERVICE RULES 1982.**

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**Government of the Punjab
Services General Administration &
Information Department**

Dated: 3^d April, 1982

Notification

No.SORIII-1-24/78.- In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act,1974, the Governor of the Punjab is pleased to make the following rules namely:-

**THE PUNJAB COMMUNICATION AND WORKS DEPARTMENT
(ARCHITECTURAL MINISTERIAL & SUBORDINATE POSTS) SERVICE RULES
1982.**

- 1) These rules may be called the Punjab Communications and Works Department (Architectural Ministerial and Subordinate Posts) Service Rules, 1982.
- 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.

**BY ORDER OF THE GOVERNOR PUNJAB
ADDITIONAL CHIEF SECRETARY PUNJAB**

SCHEDULE

Name of Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualification for appointment by		Method of recruitment	Age for initial recruitment		Examination/ Training and other conditions required for confirmation.
				Initial recruitment or transfer	Promotion		Min. years	Max. Years.	
1	2	3	4	5	6	7	8	9	10
Communication & Works Department	Architectural (Ministerial)	¹ 1) Administrative Officer (BS-16)	Administrative Secretary	-	-	² [a. One-third by promotion on the basis of seniority-cum-fitness from amongst Senior Scale Stenographers/stenographers having five years' experience as Senior Scale Stenographers/stenographers; and b. Two-third by promotion on the basis of seniority-cum-fitness from amongst Assistants/Head Clerks with five years experience as Assistant/Head Clerk.]	-	-	-

¹ Added vide Notification No.SO(R-III) 1-24/78 dated 13.04.1989

² Substituted vide Notification No.SOR-III(S&GAD)1-3/2015, dated 22.04.2016.

--do--	--do--	2) Superintendent (NPS-15)	Chief Architect.	-	-	³ By promotion on the basis of seniority-cum-fitness from amongst persons holding the posts of Assistants / Head Clerks with at least five years' experience as such and Senior Scale Stenographers /Stenographers with at least five years' experience as such at the ratio of 50:50.	-	-	-
--do--	--do--	3) Assistant/Head Clerk (NPS-10)	--do--	Degree from a recognized University.	-	i) By promotion on the basis of seniority-cum-fitness from among Accounts Clerk/Senior Clerk with 3-years service as such in the functional unit. ii) If no suitable Accounts Clerk and Senior Clerk is available for promotion then by initial recruitment.	18	25	-
--do--	--do--	4) Senior Scale Stenographer (NPS-12)	--do--	i) Intermediate from a recognized Board & ii) A speed of 120 w.p.m in short-hand & 40 w.p.m. in Typewriting.	-	i) By promotion on the basis of seniority-cum-fitness from among Stenographer (NPS-10) in the functional unit. ii) If no suitable official is available for promotion then by initial recruitment.	18	25	-
--do--	--do--	5) Stenographer (NPS-10)	Do	i) Intermediate from a recognized Board; and	-	i) By promotion on the basis of seniority-cum-fitness from among Steno typists with a speed of 100 w.p.m. in	18	25	-

³ Substituted vide Notification NO. SO(R-III) 1-13/97 dated 28.05.1998

				ii) A speed of 100 w.p.m.in short-hand & 40 w.p.m in Typewriting		shorthand and 40 w.p.m. in Typewriting. ii) If no suitable official is available for promotion than by initial recruitment.			
--do--	--do--	6) Steno typist (NPS-8)	Director (Architecture)	i) Matriculation from a recognized Board & ii) A speed of 80 w.p.m in shorthand and 35 w.p.m Typewriting.	-	By initial recruitment.	18	25	-

		7) Accounts Clerk (NPS-7)	Do	---	-	i) By promotion on the basis of seniority-cum-fitness from among Senior Clerks in the functional unit with 2 years services as such.	-	-	-
		8) Senior Clerk (NPS-6)	Do	---	-	i) By promotion on the basis of seniority-cum-fitness from among Senior Clerks in the function unit with 2 years services as such.	-	-	-
		9) Junior Clerk (NPS-5)	Do	i) Matriculation from a recognized Board; and ii) A speed of 25 w.p.m in typewriting. <i>Note:</i> preference shall be give to those who know Urdu typewriting.	-	By initial recruitment.	18	25	-
		⁴ 10) Qasid (BS-2)	Director Architecture	-	-	By promotion on seniority-cum-fitness basis from amongst Naib Qasids of functional units.	-	-	-
		11) Naib Qasid	-do-	Literate	-	By initial recruitment.	18	25	-
		12) Chowkidar	-do-	---	-	-do-	21	35	-
		13) Mali	-do-	5 year experience in gardening.	-	-do-	21	45	-
		14) Sweeper	-do-	-	-	-do-	18	35	-
		15) Farash (NPS-1)	-do-	-	-	-do-	18	25	-

⁴ Added vide Notification No.SO(R-III) 1-24/78 dated 13.04.1989