



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

Dated Lahore, 17<sup>th</sup> August, 2016.

**NOTIFICATION**

**No.SOR-III(S&GAD)1-7/2010.-** 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 Punjab Directorate of Land Records Posts Service Rules 2016.  
(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 are given in the Schedule appended to these rules.
- 3. Repeal.**— The Land Records Ministerial Service Rules, 1963 and the Punjab Directorate of Land Records Posts Service Rules, 2010 are hereby repealed.

**SECRETARY (REGULATION)  
GOVERNMENT OF THE PUNJAB  
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DEPARTMENT**

## SCHEDULE

Name of Department	Functional Unit	Name of the post with Basic Pay 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
Revenue Department	Directorate of Land Records, Punjab	1. Director Land Records (BS-19)	Chief Minister	-	-	By posting of a PAS or PMS officer by S&GAD.	-	-	As prescribed by S&GAD
-do-	-do-	2. Assistant Director, Land Records (Headquarters) (BS-17)	Additional Chief Secretary	-	-	By posting of a PAS or PMS officer by S&GAD.	-	-	As may be prescribed by S&GAD
-do-	-do-	3. Assistant Director Land Records (BS-17)	Member (Revenue) Board of Revenue Punjab	(i) MBA (second division) from a University recognized by Higher Education Commission; or  (ii) M.Sc. (second division) in Computer Science from a University recognized by Higher Education Commission; or  (iii) Master's Degree (second division) in Economics,	Bachelor's Degree (second division) from a University recognized by Higher Education Commission.	(i) 75% by initial recruitment through Punjab Public Service Commission; and  (ii) 15% by selection on merit through Punjab Public Service Commission from amongst the Tehsildars, Naib Tehsildars, Qanungos and Patwaris having five years' service in the	21	28	Successful completion of training from Management & Professional Development Department or any other training institution of the Government.

				<p>Mathematic, Statistics<sup>1</sup> or Commerce from a University recognized by Higher Education Commission; or</p> <p>(iv) LLB (second division) from a University recognized by Higher Education Commission.</p>		<p>Revenue Department; and</p> <p>(iii) 10% by selection on merit through Punjab Public Service Commission from amongst the Private Secretaries, Superintendents, Personal Assistants, Assistants, Stenographers, Senior Scale Stenographers, Head Vernacular Clerks, Inspector of Stamps, Revenue Auditors, Colony Auditors, Senior Clerks and Junior Clerks having five years' service in the Board of Revenue.</p>			
-do-	-do-	4. Land Record Officer (BS-16)	-do-	<p>(i) Bachelor's degree (second division) in Computer Science, Information Technology or Business Administration from a University recognized by Higher Education Commission; or</p>	Bachelor's Degree (second division) from a University recognized by Higher Education Commission.	<p>(i) 75% by initial recruitment through Punjab Public Service Commission; and</p> <p>(ii) 15% by selection on merit through Punjab Public</p>	21	28	As may be prescribed by the Government.

<sup>1</sup> Printed in the Gazette Notification as "statistics"

				<p>ii) LLB (second division) from a University recognized by Higher Education Commission; or</p> <p>iii) Bachelor's degree (second division) with Economics, Mathematics, or Statistics (as an elective subject) from a University recognized by Higher Education Commission; and having knowledge of Computer.</p>		<p>Service Commission from amongst the Tehsildars, Naib Tehsildars, Qanungos and Patwaris having three years' service in the Revenue Department; and</p> <p>(iii) 10% by selection on merit through Punjab Public Service Commission from amongst the Private Secretaries, Superintendents, Personal Assistants, Assistants, Stenographers, Senior Scale Stenographers, Head Vernacular Clerks, Inspector of Stamps, Revenue Auditors, Colony Auditors, Senior Clerks and Junior Clerks having three years' service in the Board of Revenue</p>			
-do-	-do-	5. Assistant Director, Land Records (Admn) (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum- fitness from amongst the Superintendents	-	-	-

						having five years' service in functional unit and who have successfully completed four weeks training from Management and Professional Development Department.			
-do-	-do-	6. Assistant Director, Land Records (Budget) (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Superintendents having five years' service in the functional unit and who have Successfully completed four weeks training from Management and Professional Development Department.	-	-	-
-do-	-do-	7. Superintendent (BS-17)	Director Land Records, Punjab		-	By promotion on the basis of seniority cum fitness in the ratio of 3:1 from amongst the Assistants and Personal Assistants having five years' services in functional unit and who have successfully completed four weeks training from Management and Professional Development	-	-	-

						Department.			
-do-	-do-	8. Assistant (BS-16)	-do-	Bachelor's Degree (second division) from a University recognized by Higher Education Commission.	-	(i) 1/3 <sup>rd</sup> by initial recruitment; and  (ii) 2/3 <sup>rd</sup> by promotion on the basis of seniority-cum- fitness from amongst the Senior Clerks having three years' service in the functional unit and who have successfully completed four weeks training from Management and Professional Development Department.	18	25	Successful completion of four weeks post induction training at Management and Professional Development Department after appointment by initial recruitment.
-do-	-do-	9. Senior Clerk (BS-14)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks having two years' service in the functional unit and who have successfully completed two weeks training from Management and Professional Development Department.	-	-	Successful completion of two weeks training at Management and Professional Development Department.

-do-	-do-	10. Junior Clerk (BS-11)	-do-	<p>(i) Higher Secondary School Certificate (second division) from a recognized Board; and</p> <p>(ii) a speed of 35 words per minute in typing on Computer</p>	-	<p>(i) 80% by initial recruitment; and</p> <p>(ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the employees of all categories from BS-01 to BS-04 in the functional unit and who fulfill the prescribed conditions.</p> <p>Note: If none is available for promotion then by initial recruitment.</p>	18	25	<p>(i) Four weeks training course for probationers from Management and Professional Development Department; or</p> <p>(ii) Technical Education and Vocational Training Authority (TEVTA); or</p> <p>(iii) any other departmental training notified by concerned Administrative Department.</p>
-do-	-do-	11. Personal Assistant (BS-16)	-do-		-	By promotion on the basis of seniority-cum-fitness from amongst the Stenographers having five years' service in the functional unit and who have successfully completed four weeks training at Management and Professional Development Department.	-	-	-

-do-	-do-	12. Stenographer (BS-14)	-do-	(i) Higher Secondary School Certificate or equivalent qualification from a recognized Board;  (ii) The speed of 70 words per minute in shorthand in English and 35 words per minute in typing on computer; and  (iii) Proficient in (MS Office).	-	By initial recruitment	18	25	Successful completion of four weeks post induction training at Management and Professional Development Department
-do-	-do-	13. Tehsildar/ Reader to DLR (BS-16)	Member (Revenue) Board of Revenue Punjab	-	-	By posting by the Board of Revenue.	-	-	-
-do-	-do-	14. Naib Tehsildar (Reader) (BS-14)	Commissioner of the Division	-	-	By posting from the Division by the Board of revenue.	-	-	-
-do-	-do-	15. Kanungo (BS-11)	District Collector	-	-	By posting from the Division by the Board of revenue.	-	-	-
-do-	-do-	16. Mapper (BS-11)	Director Land Records, Punjab	Secondary School Certificate with Diploma of Draftsman from a recognized Poly Technical Institute; and having computer skill in AutoCAD & Graphics.	-	By initial recruitment	18	25	As may be prescribed by the Government.
-do-	-do-	17. Driver (BS-04)	-do-	Middle Pass having L.T.V. driving license with five year experience in LTV driving.	-	By initial recruitment	25	35	-
-do-	-do-	18. Daftri (BS-04)	-do-	-	Middle Pass	By promotion on the basis of seniority-cum- fitness basis	-	-	-

						from amongst the Naib Qasids, Malis and Chowkidars having three years' service as such.			
-do-	-do-	19. Naib Qasid (BS-01)	-do-	Literate	-	By initial recruitment	18	25	-
-do-	-do-	20. Mali (BS-01)	-do-	Literate with three years' experience in a nursery.	-	By initial recruitment	18	25	-
-do-	-do-	21. Chowkidar (BS-01)	-do-	Literate	-	By initial recruitment	18	25	-
-do-	-do-	22. Sweeper (BS-01)	-do-	Literate	-	By initial recruitment	18	25	-

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