



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

Dated Lahore, the 3rd June 2017

NOTIFICATION

121 of 2017

No.SOR-III(S&GAD)1-30/2002(P). 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 Disaster Management Authority (Service) Rules 2017.

(2) They shall come into force at once.

2. Method of recruitment.– The method of recruitment, minimum qualification, 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.

DR. MUHAMMAD SALEH TAHIR
SECRETARY (REGULATIONS) S&GAD

SCHEDULE

Name of the 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	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Disaster Management Department	PDMA	(1) Director (BS-19)	Chief Minister	-	-	By promotion on the basis of selection-on-merit from amongst the Deputy Directors South (BS-18) and the Procurement Officers (BS-18) in the functional unit with twelve years' regular service in (BS-17) and above and who have successfully completed ten weeks Public Policy and Governance course from <u>Management and Professional Development Department.</u> If none is available for promotion, by posting of an officer (BS-19) from S&GAD.	-	-	-
-do-	-do-	(2) Deputy Director (South) (BS-18)	Administrative Secretary	-	-	By promotion on the basis of seniority cum fitness from amongst the Assistant Directors (BS-17) in the functional unit with five years' regular service in (BS-17) and who have successfully completed eight weeks' Public Sector Management and Governance course from <u>Management and Professional Development Department.</u> If none is available for promotion, by posting of an officer (BS-18) from S&GAD.	-	-	-

-do-	-do-	(3) Executive Engineer/ Civil Engineer Officer (BS-18)	-do-	-	-	By posting from Irrigation Department of an officer who has the qualification of B.Sc Engineering or equivalent (second division) from a University recognized by Higher Education Commission.	-	-	-
-do-	-do-	(4) Senior Accounts Officer (BS-18)	-do-	-	-	By posting from the office of the Auditor General of Pakistan, Disaster Management Audit, Islamabad	-	-	-
-do-	-do-	(5) Procurement Officer (BS-18)	-do-	-	-	By posting of a suitable officer of the Government.	-	-	-
-do-	-do-	(6) Assistant Director (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Superintendents and Private Secretaries (BS-17) in the functional unit with five years' regular service as such and who have successfully completed six weeks' Provincial Management Services course from <u>Management and Professional Development Department.</u> If none is available for promotion, by posting of an officer of (BS-17) from DMD/S&GAD.	-	-	-
-do-	-do-	(7) Private Secretary (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Senior Data Processors (BS-15) in the functional unit with five years' regular service as such and who have successfully completed six weeks' training course from <u>Management and Professional Development Department.</u>	-	-	-

-do-	-do-	(8) Superintendent (BS-17)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Assistants (BS-16) in the functional unit with five years' regular service as such and who have successfully completed four weeks' training from <u>Management and Professional Development Department</u> . If none is available for promotion, by posting of an officer of the Government.	-	-	-
-do-	-do-	(9) Assistants (BS-16)	-do-	Bachelor's degree (second division) from a University recognized by Higher Education Commission.	-	By initial recruitment.	18	25	Post induction Four Weeks' Training from <u>Management and Professional Development Department</u>
-do-	-do-	(10) Senior Data Processor (BS-15)	-do-	-	-	By Promotion on the basis of seniority cum fitness from amongst the Computer Operators (BS-12) in the functional unit with five years' regular service as such and who have successfully completed four weeks' training from <u>Management and Professional Development Department</u> .	-	-	-
-do-	-do-	(11) Computer Operator (BS-12)	-do-	(i) Higher Secondary School Certificate or equivalent qualification from a	-	By initial recruitment.	18	25	Post induction Four Weeks' Training from <u>Management</u>

				<p>recognized Board;</p> <p>(ii) one year's Diploma in Computer software or hardware from a recognized institution; and</p> <p>(iii) a speed of 25 words per minute in typing on computer.</p>						<u>ent and Professional Development Department</u>
-do-	-do-	(12) Electrician-cum-Mechanic (BS-09)	Director	<p>(i) Secondary School Certificate with science (second division) from a recognized Board; and</p> <p>(ii) one year Certificate or diploma in mechanical field from a recognized institution.</p>	-	By Initial recruitment.	18	25	-	
-do-	-do-	(13) Electrician-cum-Technician (BS-09)	-do-	<p>(i) Secondary School Certificate with science (second division) from a recognized Board; and</p> <p>(ii) one year Certificate or diploma in electrical field from a recognized institution.</p>	-	By Initial recruitment.	18	25	-	
-do-	-do-	(14) Driver (BS-04)	-do-	Literate having valid LTV or HTV driving license with five years' driving experience as such.	-	By Initial recruitment.	21	35	-	
-do-	-do-	(15) Naib Qasid (BS-01)	Assistant Director (F&P)	Middle Pass	-	By Initial recruitment.	18	25	-	
-do-	-do-	(16) Chowkidar (BS-01)	-do-	Middle Pass	-	By Initial recruitment.	18	25	-	
-do-	-do-	(17) Sanitary Worker/Sweeper (BS-01)	-do-	Middle pass	-	By Initial recruitment.	18	25	-	

