



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

Dated, Lahore, the 20<sup>th</sup> June, 2013

**NOTIFICATION**

**No.SOR-III(S&GAD)1-29/2002.** 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 Energy Department (Power Wing) 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.
- 3. Repeal.**— The Irrigation and Power Department (Power Wing) Service Rules, 1990 are hereby repealed.

**SECRETARY (REGULATIONS), S&GAD**

**No.SOR-III(S&GAD)1-29/2002.**

Dated, Lahore, the 26<sup>th</sup> June, 2013

## SCHEDULE

Name of the Department	Functional Unit	Name of the Post with basic scale	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age for Initial Recruitment		Examination, training and other conditions required for confirmation
				By Initial recruitment	By Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Energy Department	Power Zone	1. Chief Engineer Power (BS- 20)	Chief Minister	<p>i) Ph.D. in Electrical Engineering from a recognized institution having ten years' experience in the relevant field in a public or private sector Organization of repute;</p> <p>or</p> <p>M.Sc. in Electrical Engineering (second division) from a recognized University with fifteen years' experience in the relevant field in a public or private sector</p>	-	<p>By promotion on the basis of selection on merit from amongst Directors Technical in the functional unit having seventeen years' regular service in BS-17 and above.</p> <p>In case no suitable person is available for promotion, by transfer, and if none is available by transfer, by initial recruitment.</p>	38	45	Successful completion of mandatory training at Government Engineering Academy, Lahore.

				Organization of repute; and ii) Registration as professional Engineer with Pakistan Engineering Council.					
-do-	-do-	2) Director Technical (BS-19)	-do-	i) M.Sc. in Electrical Engineering (second division) from a recognized University with ten years' experience in the relevant filed in a public or private sector Organization of repute; or ii) B.Sc. in Electrical Engineering (second division) from a recognized University with fifteen years' experience in the relevant filed in a public or private sector	-	By promotion on the basis of selection on merit from amongst Electric Inspectors having at least twelve years' service in the functional unit as Electric Inspector.  In case no suitable person is available for promotion, by transfer, and if none is available by transfer, by initial recruitment.	35	45	Successful completion of eight weeks mandatory training at Government Engineering Academy, Lahore.

				Organization of repute; and  iii) Registration as professional Engineer with Pakistan Engineering Council.					
-do-	-do-	3) Electric Inspector (BS-18)	Administrative Secretary	i) M.Sc in Electrical Engineering (second division) from a recognized University with five years' experience in the relevant filed in a public or private sector Organization of repute;  or  B.Sc. in Electrical Engineering (second division) from a recognized University having ten years' experience in the relevant filed in a public or private sector	-	By promotion on the basis of selection on merit from amongst Assistant Electric Inspectors possessing B.Sc. degree in Electrical, from a recognized Institution having five years' regular service in the functional unit as such.  In case no suitable person is available for promotion, by transfer, and if none is available by transfer, by initial recruitment.	30	40	Successful completion of eight weeks mandatory training at Government Engineering Academy, Lahore.

				Organization of repute; and  ii) Registration as professional engineer with Pakistan Engineering Council.					
-do-	-do-	4) Assistant Electric Inspector (BS-17)	-do-	Bachelor's degree in Electrical Engineering (second division) from a recognized University or an equivalent qualification and registration as professional Engineer with the Pakistan Engineering Council	-	i) 65% by initial recruitment; and  ii) 15% by promotion on seniority-cum-fitness basis from amongst the Electric Sub-Inspectors possessing qualification of BE/B.Sc. Engineering or AMIE in the relevant discipline or B.Tech. (Hons.):  Provided that those with the B.E/BSc. Engineering or AMIE degree shall have three years' experience while those who possess B.Tech (Hons.) degree	21	30	The recruited AEs shall undergo eight weeks pre-service training Government Engineering Academy, Lahore.

						<p>shall have five years' experience as such.</p> <p>If none is available by promotion, by initial recruitment.</p> <p>iii) 20% by promotion on seniority-cum-fitness basis from amongst Electric Sub-Inspectors who possess the minimum qualification prescribed for initial recruitment as Electric Sub-Inspector and have ten years' service as Electric Sub-Inspector in the functional unit and has passed the Electric Sub-Inspector professional examination.</p>			
-do-	-do-	5) Accounts Officer (BS-17)	-do-	M.Sc., M.B.A. (Finance), ICMA or equivalent qualifications (second division) from a	-	By initial recruitment	21	30	-

				<p>recognized institution with three years' experience in the relevant field;</p> <p>or</p> <p>B.Com. (second division) from a recognized Institution with seven years' experience in relevant field.</p>					
-do-	-do-	<p>6) Administrative Officer  (BS-16+Rs.100 Special Pay)</p>	-do-	-	-	<p>By promotion on seniority-cum-fitness basis from amongst Superintendents in the functional unit having five years' service as such.</p>	-	-	-
-do-	-do-	<p>7) Superintendent (BS-16)</p>	-do-	-	-	<p>By promotion on seniority-cum-fitness basis from amongst Assistants or Head Clerks and Senior Scale Stenographers</p>	-	-	-

						with five years' regular service as such: Provided that Senior. Scale Stenographers have passed departmental examination prescribed by the administrative department.			
-do-	-do-	8) Circle Head Draftsman (BS-16)	-do-	-	-	By promotion on seniority-cum-fitness basis from amongst Head Draftsmen of the functional unit with five years' regular service as such.	-	-	-
-do-	-do-	9) Senior Scale Stenographer (BS-15)	Chief Engineer (Power)	Graduate (second division) from a recognized University having speed of 100 W.P.M. in shorthand and a speed of 40 W.P.M. in typewriting.	-	By promotion on seniority-cum-fitness basis from amongst Stenographers with four years' service as such in the functional unit. If none is available for promotion, by initial	18	25	-

						recruitment.			
-do-	-do-	10) Assistant / Head Clerk  (BS-14)	-do-	Graduate (second division) from a recognized University.	-	33% by initial recruitment; and  ii) 67% by promotion on seniority-cum-fitness basis from amongst members of the service in the functional unit holding the posts of Senior Clerks with at least three years' service as such; or by transfer.	18	25	-
-do-	-do-	11) Head Draftsman  (BS-13)	-do-	-	-	By promotion on seniority-cum-fitness basis from amongst Draftsmen in the functional unit with two years' service as such.	-	-	-

-do-	-do-	12) Stenographer (BS-12)	-do-	<p>i) Intermediate or equivalent qualification (second division) from a recognized Board;</p> <p>ii) a speed of 70 W.P.M. in shorthand of English and 35 W.P.M. in typing of English; and</p> <p>iii) computer literate in M.S. Office.</p> <p>Note: Preference shall be given to a candidate who knows Urdu shorthand at a speed of 60 W.P.M. and typing (Urdu) at a speed of 25 W.P.M.</p>	-	By initial recruitment.	18	25	-
-do-	-do-	13) Composer (BS-12)	-do-	<p>i) Intermediate or D.Com. (second division) from a recognized Institution or equivalent qualification;</p> <p>ii) qualifies data entry</p>	-	By initial recruitment.	18	25	-

				<p>test @ 10000 key depressions per hour or typing at a minimum speed of 40 W.P.M.; and</p> <p>iii) six months diploma in computers basics including MS office from a reputed Institution.</p>					
-do-	-do-	14) Computer Operator (BS-12)	-do-	<p>Intermediate in Computer Science (second division) from a recognized Board with at least 30 W.P.M. typing speed on computer; or</p> <p>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 institute with 30 W.P.M.</p>	-	By initial recruitment.	18	25	-

				typing speed on computer.					
-do-	-do-	15) Electric Sub-Inspector (BS-11)	-do-	Diploma of Associate Engineering in Electrical (second division) from Board of Technical Education.	-	By initial recruitment	18	25	-
-do-	-do-	16) Draftsman (BS-11)	-Do-	Matriculation (second division) from a recognized Board having three years' diploma from Technical Board in any Engineering/Technical draftsman.	-	i) 80% by initial recruitment; and ii) 20% by on seniority-cum-fitness basis from amongst the Tracers in the functional unit with ten years' service experience as Tracer.	18	25	-
-do-	-do-	17) Senior Clerk (BS-9)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks with at least two years' service as such.	-	-	-
-do-	-do-	18) Junior Clerk	-do-	Matriculation (second division) from a recognized Board with	-	i) 80% by initial recruitment; and	18	25	Four-week training course for

		(BS-7)		<p>a speed of 25 words per minute in typewriting.</p> <p>Note: Preference shall be given to the candidates who also know Urdu typewriting at a speed of 25 words per minute.</p>		<p>ii) 20% by promotion on seniority-cum-fitness basis from amongst the employees holding the posts in BS-1 to BS-4 and are:</p> <p>a) matriculate;</p> <p>b) have at least three years' experience as such; and</p> <p>c) have a speed of 40 W.P.M.in typing of English on computer.</p> <p>If none is available for promotion, by initial recruitment.</p>			<p>probationers (appointment by initial recruitment as well as those promoted against 20% quota) in office management at Management and Professional Development Department or Technical Education and Vocational Training Authority or any other departmental training institution to be notified by the</p>
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									<p>administrative department.</p> <p>Those who are promoted against 20% promotion quota shall attend additional two-week course on Microsoft Office or any other such package. Certificate for successful completion of the course shall be issued after conduct of examination.</p>
-do-	-do-	19) Laboratory Assistant	-do-	Matriculation with Science (second	-	By initial recruitment.	18	25	-

		(BS-6)		division) from a recognized Board.					
-do-	-do-	20) Tracer (BS-5)	-do-	Matriculation with Science (second division) from a recognized Board with drawing as one of the subject.	-	-do-	18	25	-
-do-	-do-	21) Driver (BS-4)	Administrative Officer	i) Middle pass; ii) LTV driving licence; and iii) LTV driving experience of three years.	-	By initial recruitment.	25	35	-
-do-	-do-	22) Dak Runner (BS-4)	-do-	i) Middle pass; and ii) Motor cycle driving licence.  Preference shall be given to a person who has previous experience as Dispatch Rider.	-	By initial recruitment.	18	25	-

-do-	-do-	23) Ferro Printer (BS-2)	-do-	Literate	-	By promotion on seniority-cum-fitness basis from amongst Naib Qasids with two years' experience as such.	-	-	-
-do-	-do-	24) Daftri (BS-2)	Admn.Office r/ E.I. in region where vacancy occurs	-	-	By promotion on seniority-cum-fitness basis from amongst Naib Qasids with two years' experience as such.	-	-	-
-do-	-do-	25) Laboratory Attendant (BS-1)	Administrative Officer	Literate	-	By initial recruitment	18	25	-
-do-	-do-	26) Chowkidar (BS-1)	Admn. Officer/ E.I in region where vacancy occurs	Literate	-	By initial recruitment.	25	30	-

-do-	-do-	27) Sanitary Worker (BS-1)	-do-	Literate	-	By initial recruitment.	25	28	-
-do-	-do-	28) Naib Qasid (BS-1)	-do-	Literate	-	By initial recruitment.	22	28	-