



**GOVERNMENT OF THE PUNJAB  
SERVICE & GENERAL ADMINISTRATION  
DEPARTMENT  
(Regulations Wing)**

**Dated Lahore the 25<sup>th</sup> March, 2014**

**NOTIFICATION**

**NO.SOR-III(S&GAD)1-9/2013.** 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 Human Rights and Minorities (Human Rights Cell) Employees Services Rules 2014.  
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 given in the Schedule appended to these rules.

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

**No.SOR-III(S&GAD)1-9/2013**

**Dated Lahore, the 3<sup>rd</sup> April, 2014**

## SCHEDULE

Name of the Department	Functional Unit	Name of the Post with basic pay scale	Appointing Authority	Minimum Qualification for appointment		Method of recruitment	Age of Initial recruitment		Examination training and other conditions required for conformation.
				By Initial recruitment	By promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Human Rights & Minorities Affairs Department	Human Rights & Minorities Affairs	1. Assistant Director (Human Rights) (BS-17)	Administrative Secretary	(i) Master's degree (second division) in Social Work, Sociology, Political Science, Anthropology or International Relations; or (ii) LL.B from a recognized University; and (iii) two years' experience in the field of human rights protection social sciences research or social work.		By initial recruitment	23	30	Eight weeks post induction training at the institution prescribed by the administrative department.
-do-	-do-	2. Research Officer (BS-17)	-do-	(i) Master's degree (second division) in Social Work, Sociology, Political Science, Anthropology or International Relations; or (ii) LL.B from a recognized University; and (iii) two years research experience in the field of human rights.		By initial recruitment.	23	30	-do-
-do	-do-	3. Social Counseling Officer (BS-17)	-do-	Master's degree (second division) in Social Work, Sociology or Psychology from a recognized University with two years' experience in the field of Social Work or		By initial recruitment	23	30	-do-

				Counseling.					
-do-	-do-	4. Social Support Officer (BS-17)	-do-	(i) Master's degree (second division) in Social Work, Sociology or Human Rights; or (ii) LL.B from a recognized University; and (iii) two years' experience in the field of Social Work or Social Protection.		By initial recruitment	23	30	-do-
-do-	-do-	5. Social Mobilization Officer (BS-17)	-do-	Master's degree (second division) in Social Work, Sociology or Human Rights from a recognized University with two years' experience in the field of Social Work or Mass Communication.		By initial recruitment	23	30	-do-
-do-	-do-	6. Librarian (BS-17)	-do-	Master's degree (second division) in Library Sciences from a recognized University with two years' experience in the field of Library Sciences.		By initial recruitment	23	30	-do-
-do-	-do-	7. Assistant (BS-14)	-do-			By posting from S&GAD	-	-	-
-do-	-do-	8. Junior Clerk (BS-07)	-do-			By posting from S&GAD	-	-	-
-do-	-do-	9. Dispatch Rider (BS-04)	-do-	i) Middle pass; and ii) having motorcycle driving license. Preference shall be given to		(i) By initial recruitment; or (ii) By	20	25	-

				those who have previous experience in the field.		posting from S&GAD.			
-do-	-do-	10. Naib Qasid (BS-01)	-do-	Literate	-	By initial recruitment	18	25	-
-do-	-do-	11. Sweeper (BS-01)	-do-	-	-	-do-	18	25	-
<sup>1</sup> [Human Rights & Minorities Affairs Department	Human Rights & Minorities Affairs	12. Deputy Director (HR) BS-18	Administrative Secretary	(i) Master's degree (second division) in Social Work, Sociology, Political Science, Human Rights International Relations, or LL.B (second division) from a recognized University; and (ii) five years' experience in field of Human Rights Protection, Social Science Research or Social Work.		By initial recruitment.	25	35	Eight weeks post induction training at MPDD.]
<sup>2</sup> [Human Rights & Minorities Affairs Department	Human Rights & Minorities Affairs	<sup>3</sup> 12-A. Senior Law Officer (BS-18)	Administrative Secretary			By posting from Law & PA Department	-	-	-
-do-	-do-	13. Law Officer (BS-17)	-do-	-	-	By posting from Law & PA Department.	-	-	
-do-	-do-	14. Composer (BS-14)	-do-	i) B.A/B.Sc./B.Com at least (second division) from a recognized University:		i) 50% by initial recruitment; and	18	25	As may be prescribed by the Government.

<sup>1</sup>Inserted vide Gazette Notification No. NO.SOR-III(S&GAD)1-9/2013, dated: 13<sup>th</sup> June 2014

<sup>2</sup>Inserted vide Gazette Notification No. NO.SOR-III(S&GAD)1-9/2013, dated: 4<sup>th</sup> September 2015

<sup>3</sup>Printed as "12" in Gazette Notification No. NO.SOR-III(S&GAD)1-9/2013, dated: 4<sup>th</sup> September 2015

				<p>ii) Minimum speed of 40 W.P.M on computer or data entry test @ 10000 key depression per hour; and</p> <p>iii) Certificate from a recognized Institution in word processing (English, Urdu) Spread Sheet, Window XP, Graphic Software that is Corel Draw or Photo Shop etc.</p>		<p>ii) 50% by promotion on seniority-cum-fitness basis from amongst Data Entry Operators with at least five years' experience as such.</p>			
-do-	-do-	15. Data Entry Operator (BS-12)	-do-	<p>Intermediate in Computer Science (second division) from a recognized Board with typing speed on Computer @ 30 words per minute; 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 typing speed on computer @ 30 words per minute.</p>	-	By initial recruitment.	18	25	-do-]
<sup>4</sup> [Human Rights and Minorities Affairs Department	Human Rights and Minorities Affairs Department	16. Driver (BS-4)	Additional Secretary	<p>(a) Middle pass;</p> <p>(b) Valid LTV driving license; and</p> <p>(c) Five years' experience of LTV driving.</p>	-	By initial recruitment.	25	35	As prescribed by the Government.]

<sup>4</sup> Inserted vide Notification No. SOR-III(S&GAD)1-9/2013, dated: 3<sup>rd</sup> September 2016.