



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

Dated Lahore, the 29th September, 2011

NOTIFICATION

No.SOR-III(S&GAD)1-25/2010. 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 Industries, Commerce and Investment Department (Provincial Consumer Protection Council) Service Rules 2011.

(2) They shall come into force at once.

2. Method of recruitment etc.- 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.

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

**SCHEDULE
(See rule 2)**

Name of Department	Functional Unit	Name of Post with Basic Pay Scale	Appointing Authority	Minimum Qualification for Appointment by		Method of Recruitment	Age Limit for Initial Recruitment		Examination, training and other conditions required for confirmation /promotion
				Initial Recruitment	Promotion		Min.	Max.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	1. Director (BS-19)	Chief Minister	--	--	By posting of an officer from S&GAD	--	--	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	2. Deputy Director (Admn) (BS-18)	Administrative Secretary	i. Master's degree (second division) in Public Administration or Commerce or Business Administration or equivalent qualification from a recognized Institution or University; ii. Seven years Administrative experience in public sector organization; and iii. Proficiency in use of MS Office.	-	By promotion on seniority-cum-fitness basis from amongst Assistant Directors (Admn & Coord) and (Budget & Accounts) having five years experience as such. If none is available for promotion then by initial	30	45	-

						recruitment.			
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	3. Assistant Director (Admn & Coord) / (Budget & Accounts) (BS-17)	Administrative Secretary	<ul style="list-style-type: none"> i. Master's Degree (second division) in Public Administration or Commerce or degree in Chartered Accountancy or equivalent qualification from a recognized Institution or University; and ii. proficiency in use of MS Office. 	-	<ul style="list-style-type: none"> i) 50% by initial recruitment; ii) 50% by promotion on seniority-cum-fitness basis from amongst Superintendents or Private Secretaries in the functional unit having seven years service as such. 	22	30	-

Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	4. Superintendent (BS-16)	Administrative Secretary	--	-	By promotion on seniority-cum-fitness basis from amongst Assistants in the functional unit having five years service as such in the Headquarters or District Offices.	-	-	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	5. Private Secretary to Presiding Officer (BS-16)	-do-	<ul style="list-style-type: none"> i. Graduation (second division) from a recognized University; ii. a minimum speed of 90 w.p.m. in English Shorthand and 45 w.p.m. in Typing; and iii. proficiency in use of MS Office. 	-	<ul style="list-style-type: none"> i) 30% by initial recruitment; ii) 70% by promotion on seniority-cum-fitness basis from amongst the members of the functional unit holding posts of Personal Assistants or Stenographers having three years service as such. 	21	30	-
Industries, Commerce	Directorate of	6. Personal Assistant	Director	-	-	By promotion on seniority-	-	-	-

and Investment Department	Consumer Protection Council	(BS-15)				cum-fitness basis from amongst Stenographers in the functional unit having five years' service as such.			
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	7. Assisant (BS-14)	Director	<p>i) Bachelor's degree (second division) from a recognized University; and</p> <p>ii) Proficiency in use of MS Office.</p>	-	<p>i) 60% by initial recruitment; and ii) 40% by promotion on seniority-cum-fitness basis from amongst Senior Clerks in the functional unit having five years' service as such.</p>	18	25	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	8. Stenographer (BS-12)	Director	<p>i) Intermediate (second division) from a recognized Board;</p> <p>ii) Speed of 80 w.p.m. in shorthand in English and 35 w.p.m. in typing; and</p> <p>iii) Proficiency in use of MS Office.</p> <p>Note: Preference shall be given to those who know Urdu shorthand at a speed</p>	-	By initial recruitment.	18	25	-

				of 60 w.p.m. and typewriting at a speed of 25 w.p.m.					
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	9. Senior Clerk (BS-16)	Deputy Director (Admn)	-	-	By promotion on seniority-cum-fitness basis from amongst members of the functional unit holding posts of Junior Clerks having five years service as such.	-	-	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	10. Junior Clerk (BS-07)	Deputy Director (Admn)	<p>i) Matriculation or equivalent qualification (second division) from a recognized Board; and</p> <p>ii) Speed of 25 w.p.m. in English typewriting on computer.</p> <p>Note: preference shall be given to the candidates who know typewriting in Urdu at a speed of 25 w.p.m. on Computer.</p>	<p>i) Matriculation from a recognized Board; and</p> <p>ii) Speed of 25 w.p.m. in typewriting</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 having three years'</p>	18	25	-

						experience as such. If none is available for promotion then by initial recruitment.			
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	11. Driver (BS-04)	Assistant Director (Adman & Coord)	i) Middle pass having a valid LTV/HTV driving license; and ii) Five years driving experience.	-	By initial recruitment.	25	35	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	12. Dispatch Rider (BS-04)	Assistant Director (Adman & Coord)	(i) Middle pass having a motorcycle driving license; and (ii) Preference shall be given to those who have an experience in motorcycle driving.	-	By initial recruitment	18	25	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	13. Qasid Daftri / (BS-02)	Assistant Director (Adman & Coord)	Middle Pass	-	i) 50% by initial recruitment; and ii) 50% by promotion on seniority-cum-fitness basis from amongst Naib Qasids/ Messengers having five years experience	18	25	-

						as such.			
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	14. Messenger (BS-01)	Assistant Director (Admn & Coord)	Middle pass	-	By initial recruitment	18	25	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	15. Naib Qasid (BS-01)	Assistant Director (Admn & Coord)	Middle pass	-	By initial recruitment	18	25	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	16. Chowkidar (BS-01)	Assistant Director (Admn & Coord)	Middle pass	-	By initial recruitment	25	35	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	17. Sweeper (BS-1)	Assistant Director (Admn & Coord)	Middle pass	-	By initial recruitment	18	45	-

Technical Wing

Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	18. Deputy Director (Legal) (BS-18)	Administrative Secretary	<ul style="list-style-type: none"> i. L.L.B. (second division) from a recognized University; ii. Seven years experience in the relevant field; and iii. proficiency in use of MS Office. 	-	By promotion on seniority-cum-fitness basis from amongst Assistant Directors (Legal) and Registrars having five years service as such. If none is available for promotion then by initial recruitment.	30	40	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	19. Assistant Director (Legal/Registrar)	Administrative Secretary	<ul style="list-style-type: none"> i. L.L.B. (second division) from a recognized university; ii. proficiency in use of MS Office. 	-	By initial recruitment.	22	30	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	20. Deputy Director (Technical) (BS-18)	Administrative Secretary	<ul style="list-style-type: none"> i. M.S.c (Engineering /B.S.c Engineering (second division) from a recognized University; ii. Seven years experience in the relevant field; and iii. Proficiency in use of MS Office. 	-	By promotion on seniority-cum-fitness basis from amongst Assistant Directors (Chemical or Electrical or Mechanical) having five years service as such. If none is available for promotion then by initial recruitment.	30	45	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	21. Assistant Director (Chemical) (BS-17)	Administrative Secretary	<ul style="list-style-type: none"> i. B.S.c Chemical Engineering (second division) from a recognized University; ii. one year experience in the relevant field; and iii. proficiency in use of MS Office. 	-	By initial recruitment.	22	30	-

Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	22. Assistant Director (Electrical) (BS-17)	Administrative Secretary	i. B.S.c Electrical (Engineering) (second division) from a recognized University; ii. one year experience in line; and iii. proficiency in use of MS Office.	-	By initial recruitment.	22	30	-
Industries, Commerce and Investment Department	Directorate of Consumer Protection Council	23. Assistant Director (Mechanical) (BS-17)	Administrative Secretary	i. B.S.c Mechanical Engineering (second division) from a recognized University; and iii. proficiency in use of MS Office.	-	By initial recruitment.	22	30	-

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