



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

Dated Lahore, the 20th February, 2018

NOTIFICATION

No.SOR-III(S&GAD)1-17/2002(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 Local Government and Community Development Department Employees Service Rules 2018.**

(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 - The Punjab Local Government and Rural Development Department Service Rules, 1981 is hereby repealed.


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

No.SOR-III(S&GAD)1-17/2002(P)

Dated Lahore, the 26th February, 2018

A copy is forwarded for information and necessary action to:-

1. The Secretaries, Government of the Punjab,
 - i) Finance Department.
 - ii) Law & Parliamentary Affairs Department.
 - iii) Management & Professional Development Department.
 - iv) LG&CD Department.
2. The Accountant General, Punjab, Lahore.
3. The Secretary, Punjab Public Service Commission, Lahore.
4. The Deputy Secretary (Reg.), Law & Parliamentary Affairs Department.
5. The Deputy Secretary (PC), Finance Department, Lahore.
6. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned amendments in the database created in the O & M Wing, S&GAD.
7. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary and Secretary (Services), S&GAD.


(MUHAMMAD SALEEM)
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SCHEDULE

Name of the Department	Functional Unit	Name of the Post with Basic Scale	Appointing Authority	Minimum qualification for appointment by		Method of recruitment	Age for initial recruitment		Examination / Training and other condition required for Confirmation.
				Initial recruitment	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Local Government and Community Development Department	Directorate General and Field Formation	1. Director General (BS-20)	Chief Minister	-	-	By posting from amongst the PAS or PMS officers of equivalent rank.	-	-	-
-do-	-do-	2. Superintending Engineer (BS-19)	-do-	-	-	By promotion on the basis of selection-on-merit from amongst the Executive Engineers (BS-18) in the functional unit with twelve (12) years regular service in BS-17 and above and who have successfully completed in-service mandatory training prescribed for promotion as Superintending Engineer at Government Engineering Academy Punjab Lahore. If none is available for promotion, by posting of a suitable officer from the relevant Department of the Government.	-	-	-
-do-	-do-	3. Director (BS-19) PLGA	-do-	M.Phil or M.Sc (Hons) in Social Sciences, Local Governance, Urban Development or Public Policy from a University recognized by the Higher Education Commission and twelve years' experience in the relevant field in any training institute.	-	(i) By initial recruitment; or (ii) by posting from amongst the departmental officers of BS-19.	40	50	In case of initial recruitment, successful completion of post induction training from Management and Professional Development Department or any other institute as determined by the Administrative Department.
-do-	-do-	4. Director (BS-19)	-do-	-	-	(i) 65% by promotion on the basis of selection-on-merit from amongst the Deputy Directors (BS-18) with	-	-	-

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						<p>twelve years' regular service in Basic Scale 17 and above and who have successfully completed the prescribed promotion training from BS-18 to BS-19 from Management and Professional Development Department; and</p> <p>(ii) 35% by posting from amongst the PAS or PMS officers of equivalent rank.</p>			
-do-	-do-	5. Director (Tech) (BS-19)	-do-	-	-	By posting of an officer of equivalent rank from the administrative Department.	-	-	-
-do-	-do-	6. Deputy Director (BS-18)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors (BS-17), with five years' regular service as such and who have successfully completed the prescribed promotion training from Punjab Local Government Academy Lalamusa.	-	-	-
-do-	-do-	7. Executive Engineer (BS-18)	-do-	-	The qualifications as prescribed for initial recruitment for the post of Assistant Engineer.	By promotion on the basis of seniority cum-fitness from amongst the Assistant Engineers (BS-17) with five years' regular service as such and who have passed Departmental Professional Examination prescribed in the PWD Code and have successfully completed the in-service mandatory training course for junior engineers at Government Engineering Academy, Punjab, Lahore.	-	-	-
-do-	-do-	8. Assistant Director (BS-17)	-do-	Master's degree (second division) in Sociology, Social Work, Public Administration Economics, Psychology or L.L.B from a University recognized by the Higher Education Commission.	Graduate (second division)	<p>(i) 70% by initial recruitment;</p> <p>(ii) 25% by promotion on the basis of seniority-cum-fitness from amongst the Project Assistants (BS-11) with ten years' service as such and who have successfully completed the prescribed promotion training from Punjab Local Government Academy Lalamusa; and</p> <p>(iii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Superintendents (BS-17) and Senior Scale Stenographers (BS-16) at the ratio of 8:1 respectively and five years' regular service as such</p>	21	28	In case of initial recruitment, successful completion of prescribed post-induction training from Punjab Local Government Academy Lalamusa.

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						and have successfully completed the prescribed promotion training from Punjab Local Government Academy Lalamusa.			
-do-	-do-	9. Assistant Engineer (BS-17)	-do-	(i) BSc. Engineering (Civil) or Bachelor of Engineering (Civil) from a University recognized by the Pakistan Engineering Council; and (ii) registered as a professional engineer with Pakistan Engineering Council except in a case where section 28(b) of the Pakistan Engineering Council Act, 1976 (V of 1976) is applicable.	-	(i) 65% by initial recruitment; (ii) 10% by promotion on the basis of seniority-cum-fitness from amongst the Sub-Engineers (BS-14) possessing qualification of Bachelor of Engineering (Civil), BSc Engineering (Civil) or Associate Member of Institution of Engineers (AMIE) from a University recognized by the Higher Education Commission and three years' service as such; and who have successfully completed the prescribed promotion training at Government Engineering Academy Punjab Lahore or B.Tech (Hons) from an Institute recognized by the Pakistan Engineering Council and five years' service as such; and who have successfully completed the prescribed promotion training at Government Engineering Academy Punjab Lahore; and (iii) 25% by promotion on the basis of seniority-cum-fitness from amongst the Senior Sub-Engineers (BS-16) having diploma of Associate Engineer (three years) in the relevant discipline or such other equivalent qualification from a recognized Institute as the Government may determine, with ten years' service and who have passed the prescribed departmental professional examination. If none is available for promotion, by initial recruitment.	21	28	-do-
-do-	-do-	10. Superintendent (BS-17)	-do-	-	-	By promotion on the basis of joint seniority list of the Assistants, Statistical Assistants, Research Assistants and Publicity Assistants, working at the	-	-	-

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						Provincial Headquarter and Field Formations with five years' regular service and who have successfully completed the prescribed promotion training from Punjab Local Government Academy Lalamusa.			
-do-	-do-	11. Senior Scale Stenographer (BS-16)	-do-	-	-	By promotion on the basis of joint seniority of the Stenographers in Provincial Headquarter, Punjab Local Government Academy Lalamusa and in Field Formations with five years' service and who have successfully completed the prescribed promotion training from Punjab Local Government Academy Lalamusa.	-	-	-
-do-	-do-	12. Assistant/Head Clerk (BS-16)	-do-	Bachelor's degree (second division) from a University recognized by the Higher Education Commission.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks with five years' regular years' service as such and who have successfully completed the prescribed promotion training from Punjab Local Government Academy Lalamusa.	20	25	In case of initial recruitment successful completion of prescribed post-induction training from Punjab Local Government Academy Lalamusa.
-do-	-do-	13. Senior Sub-Engineer (BS-16)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Sub-Engineers (BS-14) with ten years' service as such and who have passed the prescribed Departmental Professional Examination and successfully completed the prescribed promotion training from Government Engineering Academy Punjab Lahore.	-	-	-
-do-	-do-	14. Circle Head Draftsman (BS-16)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Draftsmen (BS-13) with five years' regular service as such and who have passed the Departmental Examination prescribed by the Directorate General and have successfully completed the prescribed promotion training from Punjab Local Government Academy Lalamusa.	-	-	-
-do-	-do-	15. Stenographer (BS-15)	Director General/ Director PLGA/	(i) Intermediate (second division) from a	-	By Initial recruitment	18	25	Successful completion of post induction


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			Director	<p>recognized Board;</p> <p>(ii) a speed of 70 words per minute in shorthand in English; and</p> <p>(iii) three months' certification in Microsoft office from an institution recognized by Punjab Information Technology Board.</p> <p>Note: The Candidate who has a speed of 35 words per minute in typing in Urdu on computer may be given preference.</p>					training from Management and Professional Development Department or any other institute as determined by the Administrative Department.
-do-	-do-	16. Accountant (BS-14)	Director/ Director (at Divisional Level)	B.Com (second division) from a University recognized by the Higher Education Commission.	-	By initial recruitment.	20	25	-do-
-do-	-do-	17. Senior Clerk (BS-14)	Director General/ Director PLGA/ Director	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Junior Clerks (BS-11) who have seven years' regular service and have successfully completed the prescribed promotion training from Punjab Local Government Academy Lalamusa.	-	-	-
-do-	-do-	18. Sub-Engineer (BS-14)	Director (at Divisional level)	<p>(i) Secondary School Certificate (second division) from a recognized Board; and</p> <p>(ii) Diploma in Civil Technology (three years) from a recognized Institution.</p>	-	By initial recruitment.	18	25	-do-
-do-	-do-	19. Draftsman (BS-13)	Superintendent Engineer, PHQ/XEN (at Divisional level)	<p>(i) Secondary School Certificate (second division) from a recognized Board;</p> <p>(ii) Diploma for draftsman (Civil) (two years) from an Institution recognized by Board of Technical Education; and</p> <p>(iii) Certificate in AutoCAD or equivalent (six</p>	-	<p>(i) 50% by initial recruitment; and</p> <p>(ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Tracers (BS-09) with five years' regular service as such and who have passed the departmental examination prescribed by the Directorate General and has successfully completed the prescribed promotion training from Engineering Wing at Punjab Local Government Academy Lalamusa.</p>	18	25	In case of initial recruitment, successful completion of post induction training prescribed by Engineering Wing at Punjab Local Government Academy

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				months) from Institute recognized by Board of Technical Education.					Lalamusa.
-do-	-do-	20. Computer Operator (BS-12)	Director PLGA/ Director	Intermediate in Computer Science (second division) from a recognized Board with a speed of 30 words per minute in typing on Computer; or (i) F.A./F.Sc. (second division) from a recognized Board; (ii) Certificate (three months) in MS Office from Technical Education and Vocational Training Authority or any other recognized institute; and (iii) a speed of 30 words per minute in typing on Computer.	-	By initial recruitment.	18	25	Successful completion of post induction training from Punjab Local Government Academy Lalamusa.
-do-	-do-	21. Accounts Clerk (BS-11)	Director	B.Com (second division) from a University recognized by the Higher Education Commission.	-	By initial recruitment.	20	25	Successful completion of post induction training in Financial Management from Punjab Local Government Academy Lalamusa.
-do-	-do-	22. Caretaker (BS-11)	Director PLGA	Bachelor's degree (second division) from a University recognized by the Higher Education Commission.	-	By initial recruitment.	20	30	Successful completion of post induction training from Tourism Department.
-do-	-do-	23. Junior Clerk (BS-11)	Director (at Divisional Level)/ Director/ Director PLGA	(i) Higher Secondary Certificate (second division) from a recognized Board; (ii) a speed of 25 words per	The qualification as prescribed for initial recruitment.	(i) 80% by initial recruitment; and (ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the employees of all categories from BS-1 to BS-4 who have successfully	18	25	In case of initial recruitment, successful completion of post


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				minute of typing on computer in English; and (iii) proficient in Microsoft Office or any other compatible office application.		completed the prescribed promotion training from Punjab Local Government Academy Lalamusa.			Induction training from Management and Professional Development Department.
-do-	-do-	24. Project Assistant (BS-11)	Director (at Divisional Level)	(i) Bachelor's degree (second division) from a University recognized by the Higher Education Commission; (ii) certificate in Microsoft Office (three months) from an institution recognized by the Punjab Board of Technical Education or Technical Education and Vocational Training Authority.	-	By initial recruitment.	20	25	Successful completion of post Induction training from Punjab Local Government Academy Lalamusa.
-do-	-do-	25. Assistant Accounts (BS-11)	-do-	B.Com (second division) from a University recognized by the Higher Education Commission.	-	By initial recruitment.	20	25	-do-
-do-	-do-	26. Statistical Assistant (BS-11)	-do-	(i) Bachelor's degree (second division) with (Mathematics, statistics or economics as one of the elective subjects) from a recognized Board; and (ii) certificate in Microsoft Office (three months) from institution recognized by Punjab Board of Technical Education or Technical Education and Vocational Training Authority.	-	By initial recruitment.	20	25	-do-
-do-	-do-	27. Research Assistant (BS-11)	-do-	(i) Bachelor's degree (second division) with (Mathematics, Statistics or Economics as elective subject) from a University recognized by the Higher Education	-	By initial recruitment.	20	25	-do-

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				Higher Education Commission; and (ii) certificate in Microsoft Office (three months) from institution recognized by Punjab Board of Technical Education or Technical Education and Vocational Training Authority.					
-do-	-do-	28. Publicity Assistant (BS-11)	-do-	(i) Bachelor's degree (second division) with (Mass Communication or Journalism as an elective subject) from a University recognized by the Higher Education Commission; and (ii) certificate in Microsoft Office (three months) from an institution recognized by Punjab Board of Technical Education or Technical Education and Vocational Training Authority.	-	By initial recruitment.	20	25	-do-
-do-	-do-	29. Tracer (BS-09)	-do-	(i) Secondary School Certificate (second division) from a recognized Board; (ii) Certificate in drawing from a recognized institution.	-	By initial recruitment.	18	25	-
-do-	-do-	30. Audio Visual Operator (BS-08)	Director PLGA	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) diploma in Computer Hardware (one year) from an institution recognized by Board of Technical Education.	-	By initial recruitment.	18	25	Successful completion of post induction training from Punjab Local Government Academy Lalamusa.
-do-	-do-	31. Telephone Operator (BS-07)	Director	Secondary School Certificate (second division) from a recognized Board.	-	By initial recruitment.	18	25	-do-

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- do -	- do -	32. Storekeeper (BS-07)	Director PLGA	Higher Secondary School Certificate (second division) from a recognized Board.	-	By initial recruitment.	18	25	-do-
-do-	-do-	33. Calligraphist (BS-06)	Director/ Director PLGA	Secondary School Certificate (second division) with two years' experience in calligraphy both in Nasq and Nastalique.	-	By initial recruitment.	18	25	-
-do-	-do-	34. Imam Masjid (BS-05)	Director PLGA	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) Certificate as Qari and Hafiz-e-Quran from recognized and registered Madirsah.	-	By initial recruitment.	20	25	-
-do-	-do-	35. Tractor Driver (BS-05)	-do-	(i) Middle with HTV Licence; and (ii) five years' experience of HTV driving.	-	By initial recruitment.	25	35	-
-do-	-do-	36. Driver (BS-4)	Director (at Divisional Level)/ Director	(i) Middle with LTV Licence; and (ii) five years' experience of LTV driving.	-	By initial recruitment.	25	35	
-do-	-do-	37. Jeep Driver (BS-4)	Director PLGA	(i) Middle with LTV License (ii) five years' experience of LTV driving.	-	By initial recruitment.	25	35	
-do-	-do-	38. Blacksmith/ Carpenter (BS-04)	-do-	Secondary School Certificate (second division) from a recognized Board and has five years' practical experience in the line.	-	By initial recruitment.	18	25	-
-do-	-do-	39. Daftri (BS-02)	-do-	-	Secondary School Certificate (second division) from a recognized Board.	By promotion on the basis of seniority-cum-fitness from amongst the Naib Qasids with three years' service as such.	-	-	-
-do-	-do-	40. Head Cook (BS-01)	-do-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Cooks (BS-1) working in Punjab Local Government Academy Lalamusa	-	-	-



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-do-	-do-	41. Head Mali/ Mali (BS-01)	-do-	Primary pass having five years' experience as Mali in any Government or private nursery.	-	By initial recruitment.	20	35	-
-do-	-do-	42. Mali (BS-01)	-do-	Primary pass having five years' experience as Mali in any Government or private nursery.	-	By initial recruitment.	20	35	-
-do-	-do-	43. Cook (BS-01)	-do-	Primary pass having two years' experience in the cooking of Pakistani as well as Chinese, European and Italian dishes.	-	By initial recruitment.	20	35	Successful completion of post induction training from College of Tourism and Hotel Management.
-do-	-do-	44. Dak Runner (BS-01)	Director	(i) Middle Pass; and (ii) Motorcycle driving Licence.	-	By initial recruitment.	18	25	-
-do-	-do-	45. Frash (BS-01)	-do-	Literate.	-	By initial recruitment.	18	25	-
-do-	-do-	46. Sanitary Worker (BS-01)	Director (at Divisional Level) / Director / Director PLGA	Literate.	-	By initial recruitment.	18	35	-
-do-	-do-	47. Naib Qasid (BS-01)	-do-	Literate.	-	By initial recruitment.	18	25	-
-do-	-do-	48. Chowkidar (BS-01)	-do-	(i) A Middle pass ex-service man from any disciplined force with at least one year experience in the line; or (ii) a Middle pass employee of a registered security company having valid licence, and at least one year experience in the line.	-	By initial recruitment.	23	30	-
-do-	-do-	49. Balldar (BS-01)	-do-	Literate.	-	By initial recruitment.	21	35	-


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