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GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(113 of 2018)

07 November, 2018

Notification No.SOR-III(S&GAD)1-2/2018, dated 05.10.2018, issued by Government of the Punjab, Services and General Administration Department (Regulations Wing), is hereby published in official Gazette for general information:

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

Dated Lahore, the 07th November, 2018

NOTIFICATION

No.SOR-III(S&GAD)1-2/2018.- 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 Higher Education Department Commerce Stream's Service Rules 2018.

(2) These rules 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 I and Schedule II appended to these rules.

3. Repeal.- The Punjab Education Department (Technical Wing) Service Rules, 1999 to the extent of the posts mentioned in the Schedule at Sr. Nos. 32, 33, 34, 35, 36, 37, 38, 39, 40, 44, 45 and 46, from column 1 to 10, are hereby repealed.

DR. MUHAMMAD SALEH TAHIR
SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL
ADMINISTRATION DEPARTMENT"

SALAH UD DIN
Acting Secretary
Government of the Punjab
Law and Parliamentary Affairs Department

SCHEDULE-I

Name of Department	Functional unit	Name of post with grade	Appointing Authority	Minimum qualification for appointment		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
Higher Education Department	Commerce Wing	1. Principal (BS-20) (Male)	Chief Minister	-	-	By posting from amongst the Professors or Senior Chief Instructors (BS-20).	-	-	-
-do-	-do-	2. Professor / Senior Chief Instructor (BS-20) (Male)	-do-	(I) Ph.D. in relevant subject having twelve years' experience in one or combination of the following: (a) Intermediate to postgraduate teaching; or (b) research experience in a College or a University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization. (II) two research publications as a first author in a journal recognized by the Higher Education Commission.	-	(I) 20% by initial recruitment; and (II) 80% by promotion on the basis of selection-on-merit from amongst the Principals, Vice Principals, Associate Professors or Chief Instructors (BS-19) in functional unit with seventeen years' regular service in BS-17 and above and have successfully completed training course for promotion from an institution	35	48	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.

						prescribed by the Higher Education Department.			
-do-	-do-	3. Principal / Vice Principal (BS-19) (Male)	-do-	-	-	By posting from amongst the Chief Instructors or Associate Professors (BS-19) in functional unit.	-	-	-
-do-	-do-	4. Chief Instructor / Associate Professor (BS-19) (Male)	-do-	(i) Ph.D. or equivalent qualification in relevant subject having nine years' experience in one or combination of the following: (a) Intermediate to postgraduate teaching; or (b) research experience in a College or a University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization. (ii) one research publication as a first author in a journal recognized by the Higher Education Commission. OR (i) M.Phil. in relevant subject; having eleven years' experience in one or combination of the following: (a) teaching experience at graduate level; or	-	(i) 30% by initial recruitment; and (ii) 70% by promotion on the basis of selection-on-merit from amongst the Principals, Vice Principals, Senior Instructors or Assistant Professors (BS-18) in functional unit with twelve years' service in BS-17 and above and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Commission.	30	45	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.

					(b) research experience in a College or a University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization. (ii) one research publication as a first author in a standard journal recognized by the Higher Education Commission.	-	By posting from amongst the Senior Instructors or Assistant Professors (BS-18) in functional unit.	-	-	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	5.	Principal / Vice Principal (BS-18) (Male)	Administrative Secretary	-	-	(i) 20% by initial recruitment, and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Instructors or Lecturers (BS-17) (Male) in functional unit with five years' regular service and have successfully completed a	25	35	Successful completion of post-induction training from an institution prescribed by the Higher Education Commission.
-do-	-do-	6.	Senior Instructor /Assistant Professor (BS-18) (Male)	-do-	Ph.D. or equivalent qualification in relevant subject having three years' experience in one or combination of the following: (a) Intermediate to postgraduate teaching; or (b) research experience in a College or a University recognized by the higher Education Commission; or (c) experience in relevant field in a national or international organization. OR	-				

					(i) M.Phil. in relevant subject having five years' experience in one or combination of the following: (a) teaching experience at graduation level; or (b) research experience in a College or a University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization. OR Masters' degree (second division) in relevant subject having seven years' experience in one or combination of the following: (a) teaching experience at graduate level; or (b) research experience in a College or a University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization.		By initial recruitment.	21		Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
				-do-	(i) Masters' degree (second division) from a University recognized by the Higher Education Commission in relevant subject; i) MBA (Marketing) (Second division or with CGPA 3.00) for the subject of Marketing. (iii) LLM (second division) for						
-do-	-do-	7.	Instructor/ Lecturer English / Urdu / Islamiat / Pakistan Studies / Statistics / Mathematics / Economics / Marketing /								

			Law / Management (BS-17) (Male)			the subject of Law; and (iv) MS (Management) with CGPA 3.00 for the subject of Management.	-	(i) 95% by initial recruitment; and (ii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Junior Instructors (BS-14) (Commerce) with three years' regular service and having qualification prescribed for initial recruitment and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Commission. If none is available, by initial recruitment.	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	8.	Instructor/ Lecturer Commerce (BS-17) (Male)	-do-	(i) Masters' degree (second division) in Commerce from a University recognized by the Higher Education Commission; or (ii) Masters' degree in Business Education (second division) after having Bachelors' degree in Commerce; or (i) Masters' degree in Economics (second division) after having Bachelors' degree in Commerce; or (ii) Masters' degree in Business Administration (second division) after having Bachelors' degree in Commerce; or (iii) Masters' degree in Accounting and Finance (second division) after having Bachelors' degree in Commerce.		-	(i) 95% by initial recruitment; and	21	28	Successful completion of post-induction
-do-	-do-	9.	Instructor/ Lecturer English Shorthand (BS-	-do-	(i) Masters' degree (second division) in any discipline from a University recognized by the Higher		-	(i) 95% by initial recruitment; and	21	28	Successful completion of post-induction

		17) (Male)		Education Commission preferably in English, Urdu, Islamiat, Pakistan Studies, Statistics, Mathematics, Economics, Marketing, Law, Management, Commerce or Information Technology; and (ii) Diploma in Commerce with English shorthand as a subject.		(ii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Junior Instructors (BS-14) (English shorthand) with three years' regular service and having qualification prescribed for initial recruitment and have successfully completed training course for promotion from an institution prescribed by the Higher Education Department. If none is available, by initial recruitment.			training from an institution prescribed by the Higher Education Commission.
-do-	-do-	10. Instructor/ Lecturer Urdu Shorthand (BS-17) (Male)	-do-	(i) Masters' degree (second division) any discipline from a University recognized by the Higher preferably in Education Commission in Urdu, English, Islamiat, Pakistan Studies, Statistics, Mathematics / Economics, Marketing, Law, Management, Commerce or Information Technology;	-	(i) 95% by initial recruitment; and (ii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Junior Instructors	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.

			and (ii) Diploma in Commerce in Urdu shorthand as a subject.			(BS-14) (Urdu shorthand) with three years' regular service and having a qualification prescribed for initial recruitment and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department. If none is available, by initial recruitment.			Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
					Masters' degree (second division) in Computer Science or equivalent qualification from a University recognized by the Higher Education Commission.	-	(i) 95% by initial recruitment; and (ii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Junior Instructors (BS-14) having qualification prescribed for initial recruitment with three years' regular	21	28
				-do-					
		11.	Instructor/ Lecturer Computer Science / I.T (BS-17) (Male)						
	-do-								
-do-									

-do-	-do-	12. Junior Instructor (BS-14) (Male) Commerce/ English Shorthand Typing/Urdu Shorthand Typing/ Information Technology.	Director of Education (Colleges), of concerned Division	(i) Bachelors' degree in Commerce (second division) after having Diploma in Commerce in relevant field from a recognized institute or a University recognized by the Higher Education Commission. (ii) Bachelors' degree (second division) after having Diploma in English shorthand from a recognized institution or a University recognized by the Higher Education Commission. (iii) Bachelors' degree (second division) after having Diploma in Urdu shorthand from a recognized institution or University recognized by the Higher Education Commission. (iv) Bachelors' degree in Computer Science (second division) or equivalent qualification from a University recognized by the Higher Education	-	By initial recruitment.	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.

service and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department.
If none is available, by initial recruitment.

-do-	-do-	13. Chief Librarian (BS-19)	Chief Minister	Commission.	-	-	By promotion on the basis of selection-on-merit from amongst the Senior Librarians (BS-18) with seventeen years' regular service in BS-16 and above and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department.	-	-
-do-	-do-	14. Senior Librarian (BS-18)	Administrative Secretary		-	-	By promotion on the basis of seniority-cum-fitness from amongst the Librarians (BS-17) with twelve years' regular service in BS-16 and above and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department.	-	-
-do-	-do-	15. Librarian (BS-17)	-do-		-	-	By promotion on the basis of seniority-cum-	-	-

						fitness from the amongst the Librarians (BS-16) with five years' regular service in BS-16 and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department.			Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
	-do-	16. Assistant Librarian (BS-16)	Director Public Instruction (Colleges)	(i) Masters' degree (second division) in Library and Information Science from a University recognized by the Higher Education Commission; and (ii) Computer literate.	-	(i) 95% by initial recruitment; and (ii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Librarians (BS-14) with a qualification prescribed for initial recruitment with five years' service and have successfully completed a training course for promotion from an institution prescribed by the Higher Education	21	28	
	-do-								

						Department. If none is available, by initial recruitment.			
-do-	-do-	17. Assistant Librarian (BS-14)	Director of Education (Colleges), of concerned Division	Bachelors' degree (second division) in Library Science having six months' certificate in computer application from an institution 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 Library Assistants (BS-11) having qualification prescribed for initial recruitment with three years' regular service and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department. If none is available, by initial recruitment.	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
	-do-	18. Library Assistant	Deputy Director in	Higher Secondary School Certificate (second division)	-	By promotion on the basis of	18	28	Successful completion of
-do-									

	(BS-11)	respective District	having four months' certificate in computer application from a recognized institution.		seniority-cum-fitness from the amongst Library Assistants (BS-05) or Library Clerks (BS-05) with five years' regular service and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department. If none is available, by initial recruitment.	18	25	post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	19. Library Assistant (BS-5) or Library Clerk (BS-05)	Principal concerned	Secondary School Certificate (second division) from a recognized Board having four months' certificate in computer application from a recognized institution.	-	By initial recruitment.	-	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	20. Senior Chief Director Physical Education (DPE) (BS-20)	Chief Minister	-	-	By promotion on the basis of selection-on-merit from amongst the Chief Director Physical Education (BS-19) with seventeen years' regular service in	-	-

								BS-17 and above have and successfully completed a training course for promotion from an institution prescribed by Higher the Education Department.
-do-	-do-	21. Chief Director Physical Education (DPE) (BS-19)	-do-			By promotion on the basis of selection-on-merit from amongst Directors Physical Education (BS-18) twelve years' regular service in BS-17 and above and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department.	-	-
-do-	-do-	22. Senior Director Physical Education (DPE) (BS-18)	Administrative Secretary	-	-	By promotion on the basis of seniority-cum-fitness from the amongst Directors Physical Education (BS-17) with five years' regular service and have successfully	-	-

							completed a training course for promotion from an institution prescribed by the Higher Education Commission.				
-do-	-do-	23. Director Physical Education (DPE) (BS-17)	-do-		Masters' degree (second division) in Physical Education from a University recognized by the Higher Education Commission.	-	By initial recruitment.	21	28		Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	24. Registrar (BS-17)	-do-		-	-	By promotion on the basis of seniority-cum-fitness from amongst the Superintendents (BS-17) who have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department.	-	-		-
-do-	-do-	25. Superintendent (BS-17)	-do-		-	-	(i) 96% by promotion on the basis of seniority-cum- fitness from amongst the Head Clerks/ Assistants (BS-16) in functional unit with five	-	-		-

years' regular service in respective cadre and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department; (ii) 2% by promotion on the basis of seniority-cum- fitness from amongst Accounts Officers (BS-16) in functional unit with five years' regular service in respective cadre and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department; and (iii) 2% by promotion on the basis of								

						seniority-cum- fitness from amongst Officer or Students Affairs (BS-16) in functional unit with five years' regular service in respective cadre and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department.			
-do-	-do-	26. Accounts Officer (BS-16)	Director (Admin) Directorate of Public Instruction (Colleges)	(i) Masters' degree in Commerce division) or equivalent qualification from a University recognized by the Higher Education Commission; and (ii) one year's experience in relevant field from a recognized institution.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Accountants (BS-11) with five years' regular service and have successfully completed a training course for promotion from an	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.

-do-	-do-	27. Accountant (BS-11)	Deputy Director in respective District		-	By promotion on the basis of seniority-cum-fitness from the amongst Accountants (BS-08) with three years' regular service and have successfully completed a training course for promotion as prescribed by the Higher Education Department.	21	28	-
-do-	-do-	28. Accountant (BS-08)	Deputy Director in respective District	(i) Diploma in Commerce (second division) from a recognized Board; (ii) a speed of twenty five words per minute in English typewriting on computer; and (iii) four months' certificate in computer applications from a recognized institution.	-	By initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	29. Officer Student Affairs (BS-16)	Director Public Instruction (Colleges)	(i) Bachelors' degree (second division) from a University recognized by the Higher Education Commission; (ii) four months' certificate in computer applications	-	By initial recruitment.	21	28	Successful completion of post-induction training from an institution

-do-	-do-	30. Head Clerk /Assistant (BS-16)	-do-	from a recognized institution; and (iii) one year's experience in relevant field from a recognized institution.	-	(i) 8% by promotion on the basis of seniority-cum- fitness from amongst the Stenographers (BS-14) with one year regular service; and (ii) 92% by promotion on the basis of seniority-cum- fitness from amongst the Senior Clerks (BS-14) with one year regular service.	-	-	prescribed by the Higher Education Department.
-do-	-do-	31. Senior Clerk (BS-14)	Director (Admin) Directorate of Public Instruction (Colleges)	-	-	(i) 93% by promotion on the basis of seniority-cum- fitness from amongst the Junior Clerks (BS-11) with five years' regular service and have successfully completed training course for promotion from an	-	-	-

			institution prescribed by the Higher Education Department; (ii) 1% by promotion on the basis of seniority-cum- fitness from amongst the Office Clerks (BS-09) with five years' regular service and have successfully completed training course for promotion from an institution prescribed by the Higher Education Department; (iv) 1% by promotion on the basis of seniority-cum- fitness from amongst the Computer Operators (BS-11) with five years' regular service and have successfully completed training course for promotion from an						

						institution prescribed by the Higher Education Department; and (v) 5% by promotion on the basis of seniority-cum- fitness from amongst the Storekeepers (BS-07) with five years' regular service and have successfully completed training course for promotion from an institution prescribed by the Higher Education Department.				Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
					-	(i) 75% by initial recruitment; (ii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Typists (BS-05) with five years' regular service and have successfully completed a training course for	18	25		
-do-	-do-	32. Junior Clerk (BS-11)	Deputy Director of Education (Colleges) in respective District	(i) Secondary School Certificate preferably in Commerce Diploma (second division) from a recognized Board; (ii) speed of twenty five words per minute in English typewriting on computer; and (iii) four months certificate in computer applications from a recognized institute.						

						promotion from an institution prescribed by the Higher Education Department; and (iv) 20% from amongst the employees of all categories from BS-01 to BS-04 having qualification prescribed for initial recruitment.			
-do-	-do-	33. Stenographer (BS-14)	Director of Education (Colleges), of concerned Division	(i) Secondary School Certificate(second division) from a recognized Board; (ii) speed of ninety words per minute in English short hand and forty words per minute in typing; and (iii) preference shall be given to those having Diploma in Commerce.	-	By initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	34. Computer Technician/ Mechanic (BS-14) OR Computer Laboratory Assistant (BS-14) OR Laboratory Technician (BS-14)	-do-	(i) Bachelors' degree (second division) from a University recognized by the Higher Education Commission; (ii) six months diploma in computer hardware from a recognized Board; and (iii) one year experience in relevant field.	-	By initial recruitment.	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
do-	-do-	35. Computer Operator	Deputy Director of	(i) Higher Secondary School Certificate second	-	(i) 70% by initial recruitment;	18	25	Successful completion of

		(BS-11)	Education (Colleges) in respective District	division) from a recognized Board; (ii) speed of forty words per minute in English typewriting on computer; and (iii) four months certificate in computer applications from a recognized institution.		and (ii) 30% by promotion on the basis of seniority-cum-fitness from amongst the Laboratory Assistants (BS-5 and BS-6) having qualification prescribed for initial recruitment with five years' regular service and have successfully completed a training course for promotion from an institution prescribed by the Higher Education Department. If none is available, by initial recruitment.			post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	36. Dispenser (BS-11)	-do-	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) a diploma of Medical Dispensary from Punjab Medical Faculty; and (iii) two years' post qualification experience.	-	(i) 50% by initial recruitment; and (ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Dispensers	18	30	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.

						(BS-06/05) with five years' regular service as such and have successfully completed a training course for promotion from any institution prescribed by the Higher Education Department; and If none is available, by initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	37. Dispenser (BS-06/05)	Principal Concerned	(i) Secondary School Certificate (second division) from a recognized Board; (ii) one year certificate of Medical Dispensary from Punjab Medical Faculty; and (iii) one year post qualification experience.	-	By initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	38. Office Clerk (BS-09)	Deputy Director in the respective Districts	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) a speed of thirty five words per minute in English typewriting on computer; and (iii) four months certificate in computer applications from a recognized institution.	-	By initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.

-do-	-do-	39. Store Keeper (BS-07)	-do-	(i) Higher Secondary School Certificate (second division) preferably with Diploma in Commerce (Accounts) group from a recognized Board; (ii) four months certificate in computer applications from a recognized institution.	-	By initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	40. Laboratory Assistant (BS-06/05)	Principal Concerned	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) four months' certificate in computer applications from a recognized institution.	-	By initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	41. Typist (BS-05)	-do-	(i) Secondary School Certificate (second division) from a recognized Board; (ii) a speed of twenty five words per minute in English typewriting on computer; and (iii) four months' certificate in computer applications from a recognized institution.	-	By initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	42. Machine Attendant (BS-05)	-do-	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) four months' diploma in Mechanic Application from a recognized institution.	-	By initial recruitment.	18	25	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	43. Electrician (BS-05)	-do-	(i) Secondary School Certificate (second division) from a	-	By initial recruitment.	18	25	Successful completion of post-induction

-do-	-do-	44. Driver Heavy Vehicle/ Light Vehicle (BS-04)	-do-	(i) Middle pass; (ii) a valid HTV driving licence for heavy vehicle; or (iii) a valid LTV driving licence for light vehicle; and (iv) two years' practical experience of driving a heavy or, as the case may be, light vehicle after getting a valid licence.	-	By initial recruitment.	18	30	-
-do-	-do-	45. Naib-Qasid (BS-01)	-do-	Middle pass, preferably having relevant experience.	-	By initial recruitment.	18	40	-
-do-	-do-	46. Security Guard (BS-01)	-do-	(i) Middle pass; and (ii) trained having valid armour licence, preferably retired from Armed Forces.	-	By initial recruitment.	18	25	-
-do-	-do-	47. Tube-Well Operator (BS-01)	-do-	Literate, preferably having relevant experience.	-	By initial recruitment.	18	40	-
-do-	-do-	48. Cook, Chowkidar/ Conductor/ Baildor/Mali/ Sweeper/ Dish Washer/ Laboratory Attendant/ Library Attendant/ /any other post of menial staff (BS-01)	-do-	Literate, preferably having relevant experience.	-	By initial recruitment.	18	40	-

SCHEDULE-II

Name of Department	Functional unit	Name of post with grade	Appointing Authority	Minimum qualification for appointment		Method of recruitment	Age for initial recruitment		Examination, training & other conditions required for confirmation
				Initial recruitment	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10
Higher Education Department	Commerce Wing	1. Principal (BS-20) (Female)	Chief Minister	-	-	By posting from amongst the Professors or Senior Chief Instructors (BS-20).	-	-	-
-do-	-do-	2. Professor / Senior Chief Instructor (BS-20) (Female)	-do-	(i) Ph.D. in relevant subject; (ii) twelve years' experience in one or combination of the following: (a) Intermediate to postgraduate teaching; or (b) research experience in a College or University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization. (ii) two research publications as a first author in a journal recognized		(i) 20% by initial recruitment; and (ii) 80% by promotion on the basis of selection-on-merit from amongst the Principals, Vice Principals, Associate Professors - or Chief Instructors (BS-19) in functional unit with at least seventeen years' regular service in (BS-17) and above and have successfully completed training course for promotion	35	48	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.

-do-	-do-	3. Principal / Vice Principal (BS-19) (Female)	-do-	-	-	By posting from amongst the Chief Instructors or Associate Professors (BS-19) functional unit.	-	-		
-do-	-do-	4. Chief Instructor / Associate Professor (BS-19) (Female)	-do-	(i) Ph.D. or equivalent qualification in relevant subject; (ii) nine years' experience in one or combination of the following: (a) Intermediate to postgraduate teaching; or (b) research experience in a College or University recognized by the Higher Education Commission; or (c) professional experience in relevant field in a national or international organization. (ii) one research publication as a first author in a journal recognized by the Higher Education Commission.	-	(i) 30% by initial recruitment; and (ii) 70% by promotion on the basis of selection-on-merit from amongst the Principals, Vice Principals, Senior Instructors or Assistant Professors (BS-18) in functional unit with at least twelve years' service in BS-17 and above and who have successfully completed training course for promotion from an institution prescribed by the Higher Education Department.	30	45	Successful completion of post- induction training from an institution prescribed by the Higher Education Department.	

				OR (i) M. Phil. in relevant subject; (ii) eleven years' experience in one or combination of the following: (a) teaching experience at graduate level; or (b) research experience in a College or University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization. (iii) one research publication as a first author in a standard journal recognized by the Higher Education Commission.	-	By posting from amongst the Senior Instructors or Assistant Professors (BS-18) in functional unit.	-	-	
-do-	-do-	5. Principal/ Vice Principal (BS-18) (Female)	Administrative Secretary	-	-	(i) 25% by initial recruitment; and (ii) 75% by	25	35	Successful completion of post-induction training from	
-do-	-do-	6. Senior Instructor / Assistant Professor	-do-	(i) Ph.D. or equivalent qualification in relevant subject; or (ii) three years'	-					

		(BS-18) (Female)		experience in one or combination of the following: (a) Intermediate to postgraduate teaching; or (b) research experience in a College or University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization. OR (i) M.Phil. in relevant subject; (ii) five years' experience in one or combination of the following: (a) teaching experience at graduate level; or (b) research experience in a College or a University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international		promotion on the basis of seniority-cum-fitness from amongst the Instructors or Lecturers (BS-17) in functional unit having at least five years' regular service and have successfully completed training course for promotion from an institution prescribed by the Higher Education Department.		an institution prescribed by the Higher Education Department.

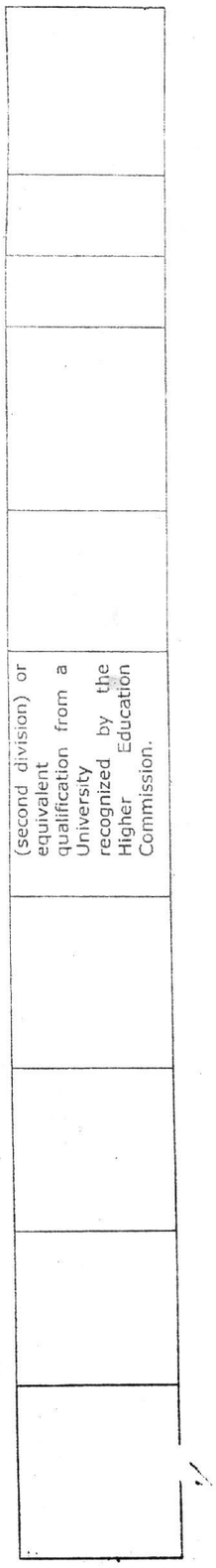
				organization. OR (i) Masters' degree (second division) in relevant subject; (ii) seven years' experience in one or combination of the following: (a) teaching experience at graduate level; or (b) research experience in a College or a University recognized by the Higher Education Commission; or (c) experience in relevant field in a national or international organization.		By initial recruitment.	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	7. Instructor/ Lecturer English /Urdu / Islamiat / Pakistan Studies / Statistics / Mathematics /Economics / Marketing / Law / Management (BS-17) (Female)	-do-	(i) Masters' degree (second division) in the relevant subject from a University recognized by the Higher Education Commission; (ii) MBA (Marketing) (second division or CPGA 3.00) for the subject of Marketing; (iii) LLM (second division) for the subject of Law; and (iv) MS (Management)	-				

				(CGPA 3.00) for the subject of Management.					
-do-	-do-	8. Instructor/ Lecturer Commerce (BS-17) (Female)	-do-	(i) Masters' degree (second division) in Commerce from a University recognized by the Higher Education Commission; or (ii) Masters' degree in Business Education (second division) after having Bachelors' degree in Commerce; or (iii) Masters' degree in Economics (second division) after having Bachelors' degree in Commerce; or (iv) Masters' degree in Business Administration (second division) after having Bachelors' degree in Commerce; or (v) Masters' degree in Accounting and Finance (second division) after having Bachelors' degree in Commerce.	-	(i) 95% by initial recruitment; and (ii) 5% by promotion from amongst the Junior Instructors (BS-14) (Commerce) with three years' regular service and having qualification prescribed for initial recruitment and have successfully completed training course for promotion from an institution prescribed by the Higher Education Department. If none is available, by initial recruitment.	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.
-do-	-do-	9. Instructor/ Lecturer English Shorthand (BS-17) (Female)	-do-	(i) Masters' degree (second division) in any discipline from a University recognized by the Higher Education Commission preferably in	-	(i) 95% by initial recruitment; and (ii) 5% by promotion on the basis of seniority-cum-fitness	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education

				English, Urdu, Islamiat, Pakistan Studies, Statistics, Mathematics, Economics, Law, Marketing, Management, Commerce or Information Technology; and (ii) Diploma in Commerce in English shorthand as a subject.			from amongst the Junior Instructors (BS-14) (English Shorthand) with three years' regular service and having qualification prescribed for initial recruitment and have successfully completed training course for promotion from an institution prescribed by the Higher Education Department. If none is available, by initial recruitment.			Department.
	-do-	10. Instructor/ Lecturer Urdu Shorthand (BS-17) (Female)	-do-	(i) Masters' degree (second division) in any discipline from a University recognized by the Higher Education Commission preferably in Urdu, English, Islamiat, Pakistan Studies, Statistics, Mathematics, Economics, Marketing, Management, Commerce or Information	-	(i) 95% by initial recruitment; and (ii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Junior Instructors (BS-14) (Urdu shorthand) with three years' regular service and	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.	
-do-										

				Technology; and (ii) Diploma in Commerce in Urdu shorthand as a subject.		have qualification as prescribed for initial recruitment and have successfully completed training course for promotion from an institution prescribed by the Higher Education Department; and If none is available, by initial recruitment.			
-do-	-do-	11. Instructor/ Lecturer Computer Science / I.T (BS-17) (Female)	-do-	Masters' degree (second division) in Computer Science or equivalent qualification from a University recognized by the Higher Education Commission.	-	(i) 95% by initial recruitment; and (ii) 5% by promotion on the basis of seniority-cum-fitness from amongst the Junior Instructors (BS-14) having qualification prescribed for initial recruitment with three years' regular service and have successfully completed	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Commission.

-do-	-do-	12. Junior Instructor Commerce/ English Shorthand Typing/ Urdu Shorthand Typing/ Information Technology (BS-14) (Female)	Director of Education (Colleges), concerned Division	(i) Bachelors' degree in Commerce (second division) after having Diploma in Commerce relevant field from a recognized institute or a University recognized by the Higher Education Commission. (ii) Bachelors' degree (second division) after having Diploma in English shorthand from a recognized institution or a University recognized by the Higher Education Commission. (iii) Bachelors' degree (second division) after having Diploma in Urdu shorthand from a recognized institution or University recognized by the Higher Education Commission. (iv) Bachelors' degree in Computer Science	-	By initial recruitment.	21	28	Successful completion of post-induction training from an institution prescribed by the Higher Education Department.


(second division) or equivalent qualification from a University recognized by the Higher Education Commission.