

**THE PUNJAB EDUCATION DEPARTMENT (SCHOOL WING  
MINISTERIAL POSTS) SERVICE RULES, 1989**

**CONTENTS**

NOTIFICATION  
SCHEDULE

**TEXT**

**THE PUNJAB EDUCATION DEPARTMENT (SCHOOL WING MINISTERIAL POSTS) SERVICE RULES, 1989**

[12<sup>th</sup> January, 1990]

**NOTIFICATION**

No. SOR III - I - 23 / 87, In exercise of the powers conferred on him under section 23 of the Punjab, Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules, namely:-

1. These rules shall be called the Punjab Education Department, (School Education) Recruitment Rules, 1989.
2. They shall come into force at once.
3. The method of recruitment, minimum qualifications, age limits and other matters relates there to for the posts are shown in the schedule annexed.
4. The West Pakistan Education Department (Ministerial and Sub-ordinance) Service Rules, 1963 shall stand repealed to the extent of being inconsistent with these rules.

BY ORDER OF THE GOVERNOR OF THE PUNJAB,  
PERVAIZ MASOOD  
ADDITIONAL CHIEF SECRETARY

**No. SOR III-I-23/87**

DATED Lahore the 20<sup>th</sup> January, 1990

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

1. The Secretary to Government of the Punjab.
  - i) Law & P.A. Department.
  - ii) Finance Department.
  - iii) Education Department.
2. The Secretary, Punjab, Public Service, Commission, Lahore.
3. The Registrar, Lahore High Court, Lahore.
4. The Private Secretaries to:-  
The Chief Secretary / Addl. Chief Secretary / Secretary (Services) SGA & I Department.
5. The Accountant General Punjab, Lahore.
6. The District Accounts Officer in the Punjab.
7. The Section Officer / Under Secretaries (R-I, R-II & (R-IV) SGA&I Department.
8. The Director (C) (O&M) SGA&I Department.
9. The Superintendent, Govt. Printing Press, Punjab, Lahore with the request to publish this notification in the official gazette at an early date and to supply 200 printed copies to the undersigned.

Sd/-----  
(MUHAMMAD ABDULLAH SHAHID)  
SECTION OFFICER R-III  
GOVERNMENT OF THE PUNJAB  
EDUCATION DEPARTMENT

**ENDST. NO.** Edu: E&A-5-34/86(P-I), Dated Lahore the 11<sup>th</sup> Feb: 1990

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

1. The Director Public Instruction (Schools), Punjab, Lahore.
2. The Director Public Instructions (Colleges), Punjab, Lahore.
3. The Director of Education (Schools), in the Punjab.
4. The Director of Education (Colleges), in the Punjab.

5. The Section Officer (R-III), Government of the Punjab, SGA&I Department, with reference his notification No. SOR-III-1-23/87, Dated 12-01-1990.

Sd/----  
(NOOR MUHAMMAD SHAH)  
UNDER SECRETARY (GENERAL)  
EDUCATION DEPARTMENT

**SCHEDULE**

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Qualifications for appointment / transfer	Promotion	Method of recruitment	Age for initial recruitment		Exam/Transfer required for confirmations
							Min. Years	Max. Years	
01	02	03	04	05	06	07	08	09	10
Education Department	School Education Ministerial Posts	Assistant Director	Admn Secy.		-	i) 30% by promotion on seniority – cum-fitness basis from amongst EADAs/R against (Department Examination)/ Officer Incharge of B&A/Students Welfare Officer / Progress Officers in the functional unit, and ii) 70% by posting of officers of equivalent status from amongst the teaching cadre of school wing”			
		Extra Assistant Director / Registrar Departmental Examination / officer Incharge (B&A) Progress Officer/ Student Welfare Officer. Superintendent			-	By promotion on Seniority Cum fitness basis from amongst Superintendents in the O/o DPI (S) / Sub-ordinate offices / Institutions in the “Schools” Functional Unit.			
			Dy. Director – Admn, for posts in o/o DPI (S) / Dy. Director (Admn) concerned for posts in respective Division		-	By Promotion on seniority cum-fitness basis from amongst Asstt. / Head Clerks and Sr. Scale Stenographers with 5 years service as such: provided that Sr. Scale Stenographer have passed Departmental Examination prescribed for Assistants by the Department.			

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Note:

- 1 For the post of Supdt: in DPI (S) the Assistants / Head Clerks and Sr. Scale Stenos working in the O/o DPI (S) only shall be eligible.
- 2 For the post of Superintendent in Divisions, Assistants / Head Clerks and Sr. Scale Stenographers working in their respective Divisions shall be eligible.
  - a) In case of post of Sr. Clerk in DPI (S) office from amongst Jr. Clerks/Store keepers in DPI (S) office: and
  - b) In case of post of Sr. Clerk in a Div: from amongst Jr. Clerks/Store Keepers in the respective Div: with at least Two years services as such.

Junior Clerk

Deputy Director (Admn) for posts in DPI (SE) by Dy. Director (Admn)

1. Matric
2. A speed of 25 Minutes in English Typewriting. Preference shall be given to those who know Urdu type-writing

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By initial Recruitment

18

25

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		at a speed of 25 WPM		
Senior Scale Steno-Graphers.	-do-	1. Graduate or equivalent qualification from a recognized University 2. A speed of 100/40 WPM in English Shorthand / typing respectively.	-	By Promotion 18 25 Seniority cum fitness basis as under  a) In the case of post of Sr. Scale Stenographer in DPI (S) office, from amongst Stenographer in the DPI (S) officer, and b) In the case of post of Sr. Scale Stenographer in Division from amongst Stenographer in the respective Div:- If no suitable official is available than by initial recruitment.
Assistant / Head Clerk	-do-	Degree from a recognized University	-	i) 25% by initial 18 25 ii) 75% by promotion on seniority – cum fitness as under:- a) In case of post of Assistant/Head Clerk in DPI (S) office from amongst Sr. Clerks of DPI (S) office: and b) In case of post of Assistant /Head Clerk in Div: from amongst Sr. Clerks in the respective Div: with at least 3 years service as such.
Senior Clerk	-do-	-do-	-	By promotion on seniority cum fitness basis as under:- a) In case of post of Sr. Clerk in DPI (S) office from amongst. Jr. Clerks / Store keepers in DPI (S) office: and b) In case of post of Sr. Clerk in a Div: from amongst Jr. Clerks / Store keepers in the respective Div: with at least Two years

Stenographer	Dy. Director (Admn) for posts in DPI (S) office / Dy. Directorate (Admn) concerned for posts in respective Div.	1. Intermediate or equivalent qualification from a recognized board. 2. A speed of 90/40 WPM in English Shorthand/Type-writing respectively.				service as such.
		Note:				
		Preference shall be given to those who know Urdu shorthand / Type – writing at a speed of 60/25 WPM respectively.				
Store-Keeper	-do-	-	-			By promotion on seniority cum fitness basis from amongst Assistant Store Keepers in the functional Unit.
Assistant Store Keeper	-do-	Matriculation	-		18	25 - Recruitment
Librarian	-do-	1. Degree from a recognized University. 2. Diploma in Library Science	-		18	25 - Seniority cum fitness From assistant having Diploma in Lib: Science, if none is available them by initial recruitment.
Assistant Librarian	-do-	1. F.A. / F.Sc from a recognized Board	-		18	25 - Recruitment i. 90% by initial ii. 10% by promotion on seniority cum-fitness basis

Library Clerk	-do-	1. Matric 2. Certificate in Library Science	-	-	from amongst Library Clerks in the functional unit with 3 years service as such. By initial Recruitment	18	25	
Daftri in DPI (S) / Division	Extra Assistant Director (Estt:) concerned in DPI (S) / Respective Division	-	-	-	By promotion on Seniority cut fitness Basis from amongst Naib Qasida (Middle Pass) in respective office i.e. DPI (S)/Div: If none is available for promotion then by initial recruitment .	18	25	
Daftri in District Office	District Education Officer, concerned	-	-	-	By Promotion on Seniority cum fitness Basis from amongst Naib Qasida working in District offices. If none is available for promotion then by initial recruitment .	18	25	
Naib Qasid/ Beldar Chowkidar/ Water-man Mali(B-I) or equivalent concerned posts in Div:/ DPI (S) office.	Extra Asstt: Director (Estt) concerned in DPI (S) / Division concerned.	-	-	-	By initial Recruitment	18	40	-
Mali/Sanitary Worker/ Beldar/Chowkidar/Mali/ (BS-I) and other equivalent posts in District offices	District Education Officer concerned.	-	-	-	-do-	18	40	-
Naib Qasid/ Sanitary Worker/ Beldar / Chowkidar/Water man/ Mali/Security Guards (BS-I) and other equivalent posts in Higher Secondary School/Comprehensive H/s, Central Model School/Pilot Secondary School/Junior Model	Officer, concerned	-	-	-	By initial recruitment	18	40	-

School/Elementary Colleges /  
High Schools  
Naib Qasid / Sanitary Worker /  
Chowkidar / Security Guard /  
Mali / Waterman /Beldars (BS-I)  
and other equivalent posts in  
Middle School / Primary  
School.

Dy. District Education  
Officer, concerned.

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By initial  
recruitment

18

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<sup>i</sup> Amended vide Notification No. SOR-III-I-23/87 dated 15-04-1991