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GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(06 of 2019)

08 February, 2019

Notification No. AD (A&C) PIC 1-60/2018, dated: 21.12.2018, issued by Government of the Punjab, Punjab Information Commission, is hereby published in official Gazette for general information:

"GOVERNMENT OF THE PUNJAB
PUNJAB INFORMATION COMMISSION

Dated Lahore, the 21st December, 2018

NOTIFICATION

No. AD (A&C) PIC 1-60/2018.- In exercise of the powers conferred under section 20 of the Punjab Transparency and Right to Information Act, 2013 (*XXV of 2013*), and Rule 10 (1) (a) of the Punjab Transparency and Right to Information Rules, 2014, the Punjab Information Commission is pleased to make the following regulations.

1. Short title, extent and commencement.- (1) These regulations shall be called the Punjab Information Commission Employees (Appointment and Conditions of Service) Regulations, 2018.

(2) These regulations shall be applicable to the employees of the Punjab Information Commission.

(3) They shall come in force at once.

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2. **Definitions**.- (1) In the regulations:

(a) "Act" means the Punjab Transparency and Right to Information Act 2013 (*XXV of 2013*);

(b) "appointing authority" means the authority mentioned in column 4 of the Schedule;

(c) "Commission" means the Punjab Information Commission;

(d) "Committee" means a Committee constituted under regulation 5.

(e) "employee" means an employee of the Commission;

(f) "Government" means Government of the Punjab;

(g) "post" means a post of the Commission approved by the Government; or by the Commission from time to time.

(h) "Regulations" means the Punjab Information Commission Employees (Appointment and Conditions of Service) Regulations, 2018;

(i) "Rules" means the Punjab Transparency and Right to Information Rules 2014; and

(j) "Schedule" means a Schedule appended to the regulations.

(2) An expression used but not defined in the regulations, shall have the meanings as assigned to it in the Act and the Rules made thereunder.

(3) Where the provisions of these Regulations clash with the provisions of Act or Rules, the provisions of Act and Rules shall prevail.

3. **Method of recruitment.**- The method of recruitment, minimum qualification, age and other incidental matters for a post shall be such as given in the Schedule.

4. **Procedure for selection.**- (1) If Commission opts to process for selection of a candidate against the post mentioned in the Schedule, the Commission shall invite applications from the general public through an advertisement published in at least two leading

national newspapers, one in Urdu and one in English as well as on the website of the Commission.

(2) The closing date shall not be less than fifteen days after the publication.

(3) Incomplete applications shall be rejected.

(4) The committee shall process the applications and hold written examination and interviews of the candidates.

(5) The Committee, if considers necessary, may engage its staff for administrative support in the selection process.

(6) The Commission may opt to entrust the selection process to the Punjab Public Service Commission to make recommendations of suitable candidates.

(7) The Commission may opt to assign to a reputable and recognized private organization for holding selection process and recommending the suitable candidates securing minimum sixty percent marks in written examination to the Commission for holding interviews and final selection against a post.

(8) In any case, the Commission reserves the right to withhold the process of recruitment at any stage without assigning any reason.

5. Selection committees.- (1) Except under sub-regulation (6) of regulation 4, the selection for a post in BS-11 and above shall be made by the committee comprising the Chief Information Commissioner and Information Commissioners.

(2) The Chief Commissioner shall be the Chairman of the Committee and Information Commissioners shall be the members of the Committee.

(3) The selection for a post below BS-11 shall be made by the committee comprising the Executive Director, Deputy Director (Admn & Finance) and the officer concerned. The Commission may modify the committee as per the requirement of the posts and their qualifications.

(4) The Committee, if considers necessary, may co-opt a technical member.

6. **Appointment by deputation.**- (1) The Commission may, in public interest, appoint a person on deputation to a post meant for initial recruitment subject to the conditions that the incumbent possesses the qualification and experience prescribed for initial recruitment.

(2) The Commission may hire the services of an incumbent serving with the Government, autonomous bodies, semi-autonomous bodies or company owned by the Government on deputation for a period of three years on such terms and conditions as may be settled between the Commission and the lending body.

7. **Verification of educational degrees.**- (1) The appointment of all incumbents shall be subject to verification of the educational degrees and testimonials from the concerned boards, institutions or universities, as the case may be.

(2) The appointment shall be liable to be terminated in case any educational degree or testimonial is found bogus.

(3) The employee whose educational degrees have already been verified in his previous service under a Government Department or body or organization, a copy of the same shall be obtained from his previous employer and kept in his service records. However, the Commission, if considers necessary, reserves the right to opt to direct verification.

(4) Appointment shall also be subject to good character verification.

8. **Termination from service.**- (1) The appointing authority may at any time, after giving one months' prior notice in writing or on payment of one month's' salary in lieu thereof, terminate the services of an employee.

(2) The employee, during the notice period mentioned under sub-regulation (1), shall:

(a) hold domicile of the province of Punjab.
(b) continue to serve the Commission; and
(c) not absent himself from duty without prior approval of the appointing authority.

(3) In case a post is abolished, the junior most employee in that category shall be terminated on one months' prior notice in writing or one month's pay in lieu thereof.

9. Resignation.- An employee may resign from his service by giving one month's prior notice in writing addressed to the appointing authority or payment of one month's pay in lieu thereof.

10. Miscellaneous.- (1) If any matter not provided in the Regulations, the provisions of the Government rules for the time being in force, in so far as they are not inconsistent with these regulations shall *mutatis mutandis* apply, unless the Commission formulates its own regulations.

(2) If any difficulty arises in the implementation or interpretation of these regulations, the Commission may give appropriate directions to remove such difficulty.

CHIEF INFORMATION COMMISSIONER
GOVERNMENT OF THE PUNJAB
PUNJAB INFORMATION COMMISSION

Secretary
Government of the Punjab
Law and Parliamentary Affairs Department

SCHEDULE

(see regulation 3)

Name of the Department	Functional unit	Name of the post with BS	Appointing Authority	Minimum qualification and experience for appointment by		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
Information and Culture Department	Punjab Information Commission	1. Executive Director (BS-19)	Punjab Information Commission	(i) LLM (second division) from a university recognized by the Higher Education Commission; (ii) Five years' experience in the field of Law, or in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office. **OR** (i) LLB (second division) from a university recognized by the Higher Education Commission; (i) Seven years' experience in the field of Law, or in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and	-	By initial recruitment on contract basis. If none available, then by deputation.	35	55	-

				Proficiency in MS Office.					
-do-	-do-	2. Deputy Director (Admn and Finance) (BS-18)	-do-	(i) Masters' degree (second division) in Business Administration or Public Administration or Finance or Economics or Banking and Finance from a university recognized by the Higher Education Commission; and (ii) Five years' experience in relevant field in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office.	-	-do-	30	45	-
-do-	-do-	3. Deputy Director (Programme) (BS-18)	-do-	(i) M.Phil. or MS (second division) in Media and Mass Communication or Public Relations or International Relations or Sociology or Social Work from a university recognized by the Higher Education Commission; and (ii) Five years' relevant experience in Government or private national or international	-	-do-	30	45	

				organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office. **OR** (i) Sixteen years' education in Media and Mass Communication or Public Relations or International Relations(second division) from a university recognized by the Higher Education Commission; and (ii) Seven years' post qualification experience in relevant field in Government or private national or international organizationor autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office.					
-do-	-do-	4. Manager MIS (BS-18)	-do-	(i) M.Phil. or BS (second division) in Information Technology or M.Sc. in Computer Science or Software Engineering or Information. Technology from a university	-	-do-	30	45	-

				recognized by the Higher Education Commission; and (ii) Five years' relevant experience in the field of management in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government. **OR** (I) Sixteen years' education in Computer Science or Software Engineering or Information Technology (second division) from a university recognized by the Higher Education Commission; and (II) Seven years' relevant experience in Government or private national or International Organizationor autonomous or semi-autonomous body or special institution of the Government.					
-do-	-do-	5. Assistant Director, (Law and Complaint)	-do-	(I) LLM (second division) from a university recognized by the Higher Education Commission;	-		25	35	

		(BS-17)		and (ii) Three years' relevant experience in the field of Law or in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office. **OR** (i) LLB (second division) from a university recognized by the Higher Education Commission; (ii) Five years' relevant experience in the field of Law or in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office.					
-do-	-do-	6. Assistant Director, (Research and Publications) (BS-17)	-do-	(i) Masters' degree (second division) in Public Administration or Business Administration or Journalism from a university recognized by the Higher Education	-	-do-	25	35	-

				Commission; and (ii) Three years' post qualification experience in the relevant field in the Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office.					
-do-	-do-	7. Assistant Director, (Awareness and Training) (BS-17)	-do-	(i) LLB (second division) from a university recognized by the Higher Education commission; and (ii) Three years' post qualification relevant experience in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iv) Proficiency in MS Office.	-	-do-	25	35	-
-do-	-do-	8 Private Secretary (BS-17)	-do-	(i) Masters' degree (second division) in Commerce from a university recognized by the Higher Education Commission; (ii) Three years' post	-	By initial recruitment on contract basis.	25	35	-

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-do-	-do-	9. Network Administrator (BS-17)	-do-	qualification relevant in experience in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office.	(i) M.Sc. (second division) in Network Administration or Management from a university recognized by the Higher Education Commission; (ii) Three years' post qualification relevant experience in Government or private national or International organization or autonomous or semi-autonomous body or special institution of the Government; and (iv) Proficiency in MS Office.	-do-	25	35	-
-do-	-do-	10.Webmaster (BS-17)	-do-		(i) MSc. in Computer Science with specialization in Web Development or Web Management (second division) from a university recognized by the Higher education	-do-	25	35	-

				Commission; and (ii) Three years' post qualification relevant experience in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government.					
-do-	-do-	11. Superintendent (BS-17)	-do-	(i) Masters' degree (second division) in Human Resource Management or Public Administration from a university recognized by the Higher Education Commission; and (ii) Three years' post qualification relevant experience in Government of private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office.	-	-do-	25	35	-
-do-	-do-	12. Accountant (BS-14)	-do-	(i) Bachelors' degree (second division) Economics as a major subject from a university recognized by the Higher	-	-do-	23	30	-

				(ii) Seventy words per minute speed on short hand and forty words per minute speed on computer in English or Urdu; and (iii) Proficiency in MS office.					
-do-	-do-	15. Data Entry Operator (BS-12)	-do-	(i) Bachelors' degree (second division) in Computer Science from a university recognized by the Higher Education Commission; and (ii) Forty words per minute speed on computer. **OR** (i) Intermediate (Second division) in Computer Science from a recognized Board; (ii) Three months computer training course from a recognized institute; and (iii) Forty words per minute typing speed on computer.	-	-do-	20	28	-
-do-	-do-	16. Junior Clerk (BS-11)	-do-	(i) Bachelor's degree (second division) from a university recognized by the Higher Education Commission; and (ii) Twenty five words per minute typing speed in English on computer.	-	-do-	20	28	-
-do-	-do-	17. Driver (BS-4)	Executive Director	(i) Middle pass; (ii) Valid light transport	-	-do-	21	35	-

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				vehicle driving licence; and (iii) Three years' light transport vehicle driving experience after having valid licence.					
-do-	-do-	18. Dispatch Rider (BS-4)	Executive Director	(i) Middle pass; and (ii) Valid light transport vehicle driving licence.	-	-do-	20	35	-
-do-	-do-	19. Naib Qasid (BS-1)	Executive Director	Middle pass.	-	-do-	18	25	-
-do-	-do-	20. Chowkidar (BS-1)	Executive Director	Middle pass.	-	-do-	20	30	-
-do-	-do-	21. Sweeper (BS-1)	Executive Director	Literate.	-	-do-	20	30	-