



**PUNJAB BUREAU OF STATISTICS**  
**RECRUITMENT RULES- 1985**

**( UPDATED TILL 2004 )**

<b>SR. NO.</b>	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
<b>1.</b>	<b>PUNJAB BUREAU OF STATISTICS RECRUITMENT RULES, 1985</b>	<b>01-08</b>
<b>2.</b>	<b>APPENDIX AMENDMENTS (ORIGINAL VERSIONS)</b>	<b>01-12</b>

**GOVERNMENT OF THE PUNJAB  
SERVICES, GENERAL ADMINISTRATION &  
INFORMATION DEPARTMENT**

The 5th November, 1985

**NOTIFICATION**

No.SOR-III-1-28/80(P).- In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act. 1974, the Governor of the Punjab is pleased to make the following rules, namely:-

**PUNJAB BUREAU OF STATISTICS RECRUITMENT RULES - 1985**

- 1) These rules may be called the Punjab Bureau of Statistics Recruitment Rules, 1985.
- 2) They shall come into force at once.
- 3) The method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts are given in the annexed Schedule.
- 4) The following rules are hereby repealed:
  - i) The West Pakistan Planning & Development Department (Non-Gazetted Technical Posts) Recruitment Rules, 1963; and
  - ii) The Punjab Bureau of Statistics (Ministerial/Subordinate Posts) Recruitment Rules, 1980.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

**SAJJAD-UL-HASAN**  
Additional Chief Secretary

## SCHEDULE

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualifications for appointment by		Method of Recruitment	Age for Initial Recruitment		Examination, Training and other conditions for confirmation
				Initial Recruitment or Transfer	Promotion		Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9	10
Planning & Development Department	Bureau of Statistics	1. * Director General	Government	-	-	<p>***</p> <p>“ i) By posting/transfer of a suitable officer from other Government Departments. OR ii) By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Director.</p> <p>Note:- The Government may employ a person on contract on such terms and conditions and for such period as it deems proper.”</p>	-	-	-

-do-	-do-	2. * Director	-do-	-	-	By promotion from amongst Officers in Grade-18	-	-	-
-do-	-do-	3. Deputy Director	-do-	<p>i) 2nd Class Master's Degree from a recognized University in Statistics or Mathematics with Statistics or Economics with Statistics; and</p> <p>ii) 5 years' experience in planning and conducting Statistical enquiries, Tabulation &amp; Statistical Analysis of data so collected and preparation of Statistical publications, Graphs and Charts and Survey Reports;</p> <p align="center">OR</p> <p>i) Master's Degree from a foreign recognized University (other than an Indian University) or 1st Class Master's Degree in Statistics, Mathematics or Economics with Statistics; and</p> <p>ii) Three years' experience in planning &amp; conducting Statistical enquiries, Tabulation and Statistical Analysis of data so collected and preparation of Statistical Publications, Graphs and Charts and Survey Reports.</p> <p align="center">OR</p> <p>iii) Ph.D. from foreign recognized University (other than an Indian University) in Statistics or Mathematics.</p>	Same as in Column (5)	** i) 25% by initial recruitment ii) 75% by promotion from amongst the holders of the post of Assistant Director with at least one year experience as such. If none is available then by transfer.	30	40 (45 years for Departmental Candidates)	-

\* Substituted vide Notification No. SOR.III-I-14/91 dated 26.02.1992 (original version at Appendix-II)  
 \*\* Substituted vide Notification No. SOR.III-I-25/90 dated 08.03.1993 (original version at Appendix-III)  
 \*\*\* Substituted vide Notification No. SOR.III-I-14/91 dated 20.11.1998 (original version at Appendix-V)

1	2	3	4	5	6	7	8	9	10
Planning & Development Department	Bureau of Statistics	**4. Assistant Director (BPS-17+ Rs. 150/- Special Pay)	Admn. Secretary	<p>i) Master's Degree (2<sup>nd</sup> Class) in Statistics or in Mathematics with special paper on Statistical Methods or Economics with special paper on Statistical Methods from a recognized University.</p> <p>ii) 3 years experience in the collection and Tabulation of Statistics.</p>	<p>i) Master's Degree (2<sup>nd</sup> Class) in Statistics or in Mathematics/Economics with special paper on Statistical Methods from a recognized University and</p> <p>ii) Three years experience in the collection and Tabulation of Statistics.</p>	50% by initial recruitment. 50% by promotion from amongst the holders of the post of Statistical Officers with at least one year experience as such. If none is available for promotion then by initial recruitment.	25	35	-
-do-	-do-	*5. Statistical Officer	-do-	<p>i) Master's Degree (2<sup>nd</sup> Class) in Statistics or Mathematics with an Optional/Special paper in Statistics or Economics with an Optional/Special paper in Statistics from a recognized University.</p> <p>ii) Experience in collection, tabulation and analysis of data or application of Statistical methods preferable.</p>	-	<p>i) 75% by initial recruitment.</p> <p>ii) 25% by promotion from amongst the holders of the post of Statistical Assistants with at least 7 years experience as such.</p> <p>iii) If no Statistical Assistant is available for promotion then by initial recruitment.</p>	21	28	-

-do-	-do-	*6.Statistical Investigator	-	-	-	It would be a dying cadre. No recruitment shall be made either by initial recruitment or by promotion to this post.	-	-	-
-do-	-do-	*7.Statistical Assistant	Director General	<p>i) Graduate (B.A/B.Sc.) from a recognized University with Statistics and Economics as Elective subjects.</p> <p>ii) Must qualify a Statistical Aptitude Test to be conducted by the Bureau of Statistics.</p>	-	<p>i) 75% by initial recruitment.</p> <p>ii) 25% by promotion from amongst the holders of the post of Statistical Computer-cum-Typist having at least 5 years experience as such.</p>	20	25	-
-do-	-do-	8.Statistical Computer-Cum-Typist	-do-	<p>i) Matriculation or Equivalent qualification from a recognized Board.</p> <p>ii) Must qualify Arithmetic Aptitude &amp; Statistical Typing Test.</p>	-	By initial Recruitment	18	25	-

\*Entries at Sr. No. 5, 6 & 7 substituted vide Notification No. SOR-III-I-25/90 dated 10.03.1991 (Original version at Appendix- I)

\*\*Existing entries against Sr. No. 4 substituted vide Notification No. SOR-III-I-14/91 dated 10.12.1994 (Original version at Appendix- IV)

Contd.....P/4

1	2	3	4	5	6	7	8	9	10
Planning & Development Department	Bureau of Statistics	*9.Senior Systems Analyst (BPS-18)	Admn. Secretary	<p>i) M.Sc. (2<sup>nd</sup> Class) in Computer Science from a recognized University.</p> <p>ii) 3 years experience in Programming/ System designing in a Govt./Semi Govt. or a Private Foreign Organization.</p> <p style="text-align: center;">OR</p> <p>i) M.Sc./M.A. (2<sup>nd</sup> Class) in Statistics or Economics with Statistics or Mathematics with Statistics from a recognized University.</p> <p>ii) Certificate of Training (minimum 12 weeks) covering at least 2 Computer languages i.e. COBOL,C, BASIC, FORTRAN, RPG from a recognized Board/University, Govt. or Semi Govt. International Computer Organization.</p> <p>iii) 5 years experience of Systems Designing/Computer Programming in Govt. or Semi Govt. or a Private Foreign Organization.</p>	<p>i) M.A./M.Sc. (2<sup>nd</sup> Class) in Computer Science or Mathematics with Special paper on Statistical Methods or Economics with special paper on Statistical Methods from a recognized University.</p> <p>ii) 5 years experience as System Analyst/Programmer.</p>	By promotion from amongst the holders of the post of System Analyst/Programmer. If none is available by promotion then by initial recruitment.	25	40	-



-do-	-do-	*10 Systems Analyst/ Programmer (BPS-17)	-do-	<p>i) M.Sc. (2<sup>nd</sup> Class) in Computer Science from a recognized University. OR i) M.Sc./M.A. (2nd Class) in Statistics or Economics with Statistics or Mathematics with Statistics. ii) Certificate of Training (minimum 12 weeks) covering at-least 2 Computer languages i.e. COBOL, C, BASIC, FORTRAN, RPG from a recognized University/Board/Govt. or Semi Govt. Organization or a recognized International Computer Organization. iii) One year experience of Computer Programming preferably in a Govt./Semi Govt. Organization or a Private Foreign Organization.</p>	<p>i) M.Sc. (2<sup>nd</sup> Class) in Computer Science from a recognized University; OR i) M.Sc./M.A. (2<sup>nd</sup> Class) in Statistics or Economics with Statistics or Mathematics with Statistics. ii) Certificate of Training (minimum 12 weeks) covering at least 2 Computer languages i.e. COBOL, C, BASIC, FORTRAN, RPG from a recognized Board/University/Govt. or Semi Govt. Organization or a recognized International Computer Organization.</p>	<p>i) 50% by initial recruitment. ii) 50% by promotion from amongst the holders of the post of Data Processing Officer.</p>	25	35	-
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\*Existing entries against Sr. No. 9 and 10 substituted vide No. SOR-III-I-14/91 dated 10.12.1994 (Original version at Appendix- IV)

1	2	3	4	5	6	7	8	9	10
					<p>iii) One year experience of Computer Programming preferably in a Govt./Semi Govt. Organization or a Private Foreign Organization.</p> <p>OR</p> <p>i) B.A./B.Sc. (2<sup>nd</sup> Class) in Statistics with Mathematics or Statistics with Economics.</p> <p>ii) Certificate of Training (minimum 12 weeks) covering at-least 2 Computer languages i.e. COBOL, C, BASIC, FORTRAN, RPG, from a recognized Board/University/Govt. or Semi-Govt. Organization or a recognized International Computer Organization.</p> <p>iii) 3 years experience of Programming in a Govt./ Semi Govt. Organization or a Private Foreign Organization.</p>				

Planning & Development Department	Bureau of Statistics	* 11. Data Processing Officer (BPS-16)	Admn. Secretary	<p>i) 2<sup>nd</sup> Class Bachelor's Degree in Statistics with Economics or Statistics with Mathematics from a recognized University.</p> <p>ii) Certificate of Training in any of the Computer Programming Languages or Data Base Packages Programme (D-Base, Lotus or Word Star) from any Institute recognized by any Board of Technical Education in Pakistan or equivalent foreign qualifications.</p> <p>iii) Should qualify Programming Aptitude Test to be given by the Bureau of Statistics.</p> <p>iv) One year experience in General Data Processing preferably in Computer Programming.</p>	-	<p>50% by initial recruitment.</p> <p>50% by promotion from amongst Data Processing Assistants, Machine Operators &amp; Supervising Assistants with due regard to seniority with 2 years experience as such.</p>	21	25	-
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\*Existing entries against Sr. No. 11 substituted vide No. SOR-III-I-14/91 dated 10.12.1994 (Original version at Appendix- IV)

1	2	3	4	5	6	7	8	9	10
Planning & Development Department	Bureau of Statistics	12. Operation Officer	Admn. Secretary	The post was retrenched by the Finance Department w.e.f. 01-07-1989 due to economy cut.	-	-	-	-	-
-do-	-do-	13. Data Processing Assistant	Director General	<p>i) Graduate with Statistics and Economics or Statistics and Mathematics from a recognized University.</p> <p>ii) Must qualify a Programming Aptitude Test to be conducted by Bureau of Statistics.</p>	-	By initial recruitment	20	25	-
-do-	-do-	14. Supervising Assistant	-do-	-	-	By promotion from among those holding the posts of Key Punch Operator/Verifier Operator/Control Clerk having two year's experience as such.	-	-	-

-do-	-do-	15. Machine Operator	-do-	-	-	By promotion from among those holding the posts of Key Punch Operator/Verifier Operator/ Control Clerk.	-	-	-
-do-	-do-	16. Key Punch Operator/ Verifier Operator/ Control Clerk	-do-	i) Matriculation or equivalent qualification from a recognized Board; ii) Must qualify Key Punching Test on Data Entry Machines to be conducted by the Bureau of Statistics. The minimum acceptable speed would be 10,000 key Depressions per hour. Only candidates with certificates of training and experience on Data Entry Machines will be admitted to the test.	-	By promotion from amongst Statistical Computer-cum-Typist/Typist/Senior & Junior Clerks in the Bureau of Statistics on the basis of a Data Entry Test to be conducted by the Bureau of Statistics. The minimum acceptable speed would be 10,000 Key Depressions per hour.  OR By initial recruitment if no suitable person is available.	18	25	-
-do-	-do-	17. Chief Compositor	-do-	-	-	By promotion from amongst the persons holding the posts of Compositor with at-least 3 year's experience as such.	-	-	-
-do-	-do-	* 18. Compositor (BPS-12)	-do-	i) Intermediate or equivalent qualification from a recognized Board with at least 3 years experience as Typist or Clerk or Statistical Computer-cum-Typist with typing experience on an Electric Typewriter. ii) Must qualify a test to be conducted by the Bureau of Statistics of manuscript composing of Statistical/Technical Publications on an Electric Typewriter.	-	By initial recruitment	18	30	-
-do-	-do-	19-Librarian	-do-	i) Graduate from a recognized University. ii) Certificate in Library Science from a recognized University/Institute.	-	-do-	18	30	-

\*Existing entries against Sr. No. 18 substituted vide No. SOR-III-I-14/91 dated 10.12.1994 (Original version at Appendix- IV)

Contd.....P/7

1	2	3	4	5	6	7	8	9	10
Planning & Development Department	Bureau of Statistics	20. Offset Machine Operator	Director General	i) Literate who can read Urdu & English having at-least one year's experience of operating an Offset Duplicating Machine or at-least two year's experience of operating of Cyclostyling or Tradle Machine. ii) Must qualify Offset Machine Operating test to be conducted by Bureau of Statistics	-	By initial recruitment	18	35	-
-do-	-do-	21. Machine Man	-do-	i) Literate who can read English & Urdu with one year's experience in Letter Block Composing and Operating a Tradle Machine. ii) Must qualify a test in Letter Block Composing and operating the Machine to be conducted by Bureau of Statistics.	-	-do-	18	35	-
-do-	-do-	22. Book Binder	Deputy Director (Admn.)	i) Literate having one year's experience of binding. ii) Must qualify a test of book binding to be conducted by the Bureau of Statistics.	-	-do-	18	35	-
-do-	-do-	23. Head Draftsman	Director General	-	-	By promotion from amongst the holders of post of Draftsman with at least two year's experience.	-	-	-
-do-	-do-	24. Draftsman	-do-	i) Matriculation or equivalent qualification from a recognized University or Board. ii) Three year's Diploma in Civil Draftsmanship from a recognized Institute. iii) Must qualify a test of preparation of Statistical Charts, Graphs, Diagrams and Maps to be conducted by the Bureau of Statistics.	-	50% by initial recruitment and 50% by promotion from amongst the Tracers with at-least five year's experience as such.	18	25	-
-do-	-do-	25. Tracer	-do-	i) Matriculation with Drawing or equivalent qualification from a	-	By initial recruitment	18	25	-

				recognized Board. ii) Must qualify a tracing test to be conducted by the Bureau of Statistics.					
-do-	-do-	26. Superintendent	Admn. Secretary	-	-	By promotion from amongst the holders of the post of Assistant with at-least 5 year's experience as such.	-	-	-

1	2	3	4	5	6	7	8	9	10
Planning & Development Department	Bureau of Statistics	27. Assistant	Director General	Graduate from a recognized University with one year experience in Accounts.	-	75% by promotion from amongst the holders of the posts of Senior Clerks in the Bureau of Statistics with 3-year's experience as such and 25% by initial recruitment.	18	25	-
-do-	-do-	28. Senior Clerk	-do-	-	-	By promotion from amongst the holders of the post of Junior Clerk/Typist with two year's experience as such and with due regard to seniority.	-	-	-
-do-	-do-	29. Junior Clerk/Typist	-do-	i) Matriculation or equivalent qualification from a recognized Board; and ii) A speed of 25 W.P.M. in typewriting.	-	By initial recruitment	18	25	-
-do-	-do-	* 30. Senior Scale Stenographer (BPS-15)	-do-	i) Graduate or equivalent qualification from a recognized University. ii) A speed of 100 W.P.M. in Shorthand in English and 40 W.P.M.in Typewriting.	-	By promotion on the basis of Seniority- cum-fitness from amongst members of the functional unit holding the post of Stenographer. If none is available for promotion then by initial recruitment.	18	25	-
-do-	-do-	31. Stenographer (BPS-12)	-do-	i) Intermediate or equivalent qualification from a recognized Board; and ii) A speed of 80 W.P.M. in Shorthand in English and 35 W.P.M. in Typewriting. <b>Note:-</b> Preference shall be given to the candidates who also know Urdu Shorthand at a speed of 60 W.P.M. and Urdu Typewriting at a speed of 25 W.P.M.	-	By initial recruitment	18	25	-
-do-	-do-	32. Steno-Typist	-do-	All entries against the post of	-	-	-	-	-

				Steno-typist shall be deleted.					
-do-	-do-	33. Electrician	Deputy Director (Admn)	Literate having 2 years' experience of electrical fittings and removal of their defects.	-	By initial recruitment.	18	25	-
-do-	-do-	34. Daftri	-do-	-	-	By promotion from amongst Naib Qasids having Middle Standard Educational Qualification.	-	-	-
-do-	-do-	35. Naib Qasid/Frash	-do-	Literate	-	By initial recruitment	18	25	-
-do-	-do-	36. Sweeper/ Sanitary Worker	-do-	-	-	-do-	18	35	-
-do-	-do-	37. Chowkidar	-do-	-	-	-do-	21	35	-
-do-	-do-	* 38. Driver (BPS-4)	-do-	i) Middle Pass ii) Holder of LT Vehicle Driving Licence. iii) Five years experience as Driver.	-	-do-	25	35	-
-do-	-do-	* 39. Personal Assistant	Director General	-	-	By promotion on the basis of seniority- cum-fitness from amongst Senior Scale Stenographer in the functional unit.	-	-	-

\*Existing entries against Sr. No. 30, 38 and 39 substituted vide No. SOR-III-I-14/91 dated 10.12.1994 (Original version at Appendix- IV