



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

Dated Lahore, the 23rd March, 2014

NOTIFICATION

No.SOR-III(S&GAD)1-11/2013. 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 Planning and Development Department (I.T. WING) Service Rules 2014.
(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 given in the Schedule appended to these rules.

**SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICE & GENERAL ADMINISTRATION
DEPARTMENT**

No.SOR-III(S&GAD) 1-11/2013

Dated Lahore, the 28th March, 2014

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) Agriculture 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 service rules in the database created in the O&M Wing.
7. The Private Secretaries to the Governor Punjab / Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
8. The Superintendent, Government Printing Press Punjab, Lahore with the request to get published this notification in the Official Gazette and supply 20 printed copies thereof to the undersigned.

**(MUHAMMAD SALEEM)
SECTION OFFICER (R-III)**

SCHEDULE
(see rule 2)

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.
Planning and Development Department.	Planning and Development Department.	1. Manager MIS (BS-17)	Administrative Secretary	i). Master's Degree (first division or grade B) in Computer Sciences or Information Technology from a recognized University; or ii) Bachelor's degree (four years) (first division or grade B) in Computer Sciences or Information Technology from a recognized University and iii) Five years' experience in the field of electronic data, Processing, IT, system analysis, Computer Programming or Administration of database. Preference shall be given to those who have certification in modern IT tools and Technologies in software development.	-	By initial recruitment.	25	35	As may be prescribed by the Government.
-do-	-do-	2. IT Professional (BS-17)	-do-	i). Master's Degree (first division or grade B) in Computer Sciences or Information Technology from a recognized University; or ii) Bachelor's degree (four years) (first division or grade B) in Computer Sciences or Information Technology from a recognized	-	- do -	25	35	-do-

				University; and iii) Three years' experience of data base, Administration, troubleshooting, network Administration in a reputed public or private sector organization.					
-do-	-do-	3. System Network Engineer (BS-17)	-do-	i). Master's degree (first division or grade B) in Computer Sciences or Information Technology from a recognized University; or ii) Bachelor's degree (four years) (first division or grade B) in Computer Sciences, Information Technology or equivalent from a recognized University; and iii) Three years' experience in the field of Network Administration or troubleshooting in a reputed public or private sector organization.	-	- do -	25	35	-do-
- do -	- do -	4. Protocol Officer (BS-17)	-do-	i) B.A or B.sc (second division) from a recognized University; and ii) Five years' experience in the line.	-	- do -	25	35	
- do -	- do -	5. Information Officer (BS-17)	-do-	i) Masters' degree or B.S (Hons)(second division) in Mass Communication, Journalism (sixteen years of education), Political Science, Urdu Literature or English Literature from a recognized University; and ii) Two years' experience in the line.	-	- do -	25	35	
- do -	- do -	6. Multimedia Application/ Equipment Expert	-do-	i) Graduation (second division) from a recognized University; ii) Six months certificate or diploma in multimedia presentation from a well reputed institute; and	-	- do -	25	35	

		(BS-16)		iii) Five years' experience of working on multimedia equipment and making presentations in public or private sector.						
- do -	- do -	7. Security Officer (BS-16)	-do-	i) Graduation (second division) from a recognized University; and ii) Six years' experience in the relevant field. Preference shall be given to retired Army officers.	-	- do -	30	40		
- do -	- do -	8. Assistant (BS-14)	Additional Secretary (Admn)	i) Graduation (second division) from a recognized University.	-	- do -	25	35		
- do -	- do -	9. Data Processing Supervisor (BS-13)	-do-	i) ICS (second division) from a recognized Board with three years' experience in; a) General data processing or programming in any programming language; and b) Proficient skills in MS Office especially in MS Access 2007 and 2010.	-	- do -	21	28		
- do -	- do -	10. Photographer (BS-13)	-do-	i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; ii) Practical knowledge of various process of photography; and iii) Five years' experience in photography.	-	- do -	30	40		
- do -	- do -	11. Data Processing Assistant (BS-11)	-do-	i) ICS (second division) from a recognized Board with two years' experience in; a) General data processing or programming in any programming language; and	-	- do -	25	35		

				b) Proficient skills in MS Office especially in MS Access 2007 and 2010.					
- do -	- do -	12. Security Assistant (BS-11)	-do-	i) Higher Secondary School Certificate (second division) from a recognized Board; and ii) Five years' experience in the line.	-	- do -	30	35	
- do -	- do -	13. Driver (BS-04)	-do-	i) Middle pass; and ii) LTV driving license; and iii) LTV driving experience for five years.	-	- do -	30	45	