



**GOVERNMENT OF THE PUNJAB
SERVICES¹ AND GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS WING)**

Dated Lahore, the 20th November, 2012

NOTIFICATION

No.SOR-III(S&GAD)1-5/2011. 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 Communication and Works Department (IT Cell Posts) Service Rules 2012.

(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
S&GAD**

No.SOR-III(S&GAD)1-5/2011

Dated Lahore, the 5th December, 2012

¹ Printed in the Notification as "Service"

SCHEDULE

Name of the Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age for Initial Recruitment		Examination, Training and other Conditions required for confirmation.
				By Initial Recruitment	By Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
C & W Department	I.T. Cell.	1. System Network Administrator (BS-18)	Administrative Secretary	<p>i) Master's Degree (first division or grade-B) in Computer Science or Information Technology or four years Bachelor's Degree (first division or grade-B) in Computer Science or Information Technology from a recognized University; and</p> <p>ii) five years experience in the field of Electronic Data Processing, IT, system analysis, computer programming or administration of database.</p> <p>Note: Preference shall be given to those who have experience of modern IT tools and technologies in software</p>	-	By initial recruitment	25	35	As may be prescribed by the Government.

				development.					
-do-	-do-	2. System Network Engineer (BS-17)	-do-	<p>i) Master's Degree (first division or grade-B) in Computer Science or Information Technology or four years Bachelor's Degree (first division or grade-B) in Computer Science or Information Technology or equivalent from a recognized University; and</p> <p>ii) three years experience of network administration or troubleshooting in a reputable public / private sector organization.</p> <p>Note: Preference shall be given to those who are MSCE, CCNA certified.</p>	-	By initial recruitment	25	30	-do-
-do-	-do-	3. Database Administrator (BS-17)	-do-	<p>i) Master's Degree (first division or grade-B) in Computer Science or Information Technology or four years Bachelor's Degree (first division or grade-B) in Computer Science or Information Technology from a recognized University; and</p> <p>ii) three years experience of database</p>	-	By initial recruitment	25	30	-do-

				administration or troubleshooting. Note: Preference shall be given to those who are MSCE, CCNA certified.					
-do-	-do-	4. Data Entry Operator (BS-12)	-do-	i) Intermediate in Computer Science (ICS) or equivalent qualification from a recognized Board; and ii) at least three months computer training in MS Office from TEVTA or any other recognized institute with 30 words per minute typing speed on computer.	-	By initial recruitment	18	25	-do-