



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

Dated Lahore, the 20th September, 2015

NOTIFICATION

No.SOR-III(S&GAD)1-12/2013. 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 Home Department (Capacity Building Cell) Service Rules 2015.
(2) They shall come into force at once.
- 2. Method of recruitment etc.**– The method of recruitment, minimum qualification, 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
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT**

SCHEDULE

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualification for Appointment By		Method of Recruitment	Age for Initial Recruitment		Examination, training and other conditions required for confirmation
				Initial Recruitment	Promotion		Min.	Max.	
Home Department	Capacity Building Cell	1. Network Administrator (BS-17)	Administrative Secretary	(i) BE Electrical or Electronics, BCS (four years), MIT, MCS or M.Sc. in Computer Science from a University recognized by Higher Education Commission; and (ii) CCNA certification.	-	By initial recruitment.	22	35	As may be prescribed by the Government.
-do-	-do-	2. Data Base Analyst / Programmer (BS-17)	-do-	(i) BSc (four years), MIT, MCS or M.Sc. in Computer Sciences from a University recognized by Higher Education Commission; and (ii) MCDBA certification.	-	By initial recruitment.	22	35	-do-
-do-	-do-	3. Network System Engineer (BS-17)	-do-	(i) BE Electrical or Electronics, BCS (four years), MIT, MCS or M.Sc. in Computer Science from a University recognized by Higher Education Commission; and (ii) CCNA certification.	-	By initial recruitment.	22	35	-do-
-do-	-do-	4. Data Entry Operator (BS-12)	-do-	(i) ICS, FA or F.Sc. with a speed of 40 words per minute in typing on computer; (ii) training certificate of computer literacy from a recognized institute; and (iii) knowledge of MS Office, internet, database management and networking.	-	By initial recruitment.	18	25	-do-