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

Dated Lahore, the 16th December, 2015

NOTIFICATION

No.SOR-III(S&GAD)1-14/2012. 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 Local Government and Community Development Punjab (MIS Cell) Employees Service Rules 2015.

        (2)   They shall come into force at once.

2.   Method of recruitment.– 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) S&GAD

SCHEDULE

Name of Department	Functional Unit	Name of Post with Basic Pay Scale	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.
Local Government & Community Development Department	Local Government & Community Development Department	1. MIS Manager (BS-18)	Administrative Secretary	(i) Master's degree (first division or grade-B) in Computer Science or Information Technology or Bachelor's degree (four years) (first division or grade-B) in Computer Science or Information Technology from a University recognized by the Higher Education Commission; and (ii) five years' experience in the field of electronic data processing or information technology or computer programming or administration of database or system analysis.	-	By initial recruitment.	25	35	As may be prescribed by the Government.
-do-	-do-	2. System Network Administrator (BS-17)	-do-	(i) Master's degree (first division or grade-B) in Computer Science or Information Technology; or Bachelor's degree (four years) (first division or grade-B) in Computer	-	By initial recruitment.	25	30	As may be prescribed by the Government.

				Science or Information Technology from a University recognized by the Higher Education Commission; and					
				(ii) three years' experience of network or system administration; or troubleshooting.					
-do-	-do-	3. Database Administrator (BS-17)	-do-	(i) Master's degree (first division or grade-B) in Computer Science or Information Technology; or Bachelor's degree (four years) (first division or grade-B) in Computer Science or Information Technology from a University recognized by the Higher Education Commission; and (ii) three years' experience of database administration or troubleshooting.	-	By initial recruitment.	25	30	As may be prescribed by the Government.
-do-	-do-	4. Network System Engineer (BS-16)	-do-	(i) Master's degree (first division or grade-B) in Computer Science or Information Technology; or Bachelor's degree (four years) (first division or grade-B) in Computer Science or Information Technology from a University recognized	-	By initial recruitment.	22	30	As may be prescribed by the Government.

				by the Higher Education Commission; and (ii) one year's experience of network system administration or troubleshooting.					
-do-	-do-	5. Data Entry Operator (BS-12)	-do-	(i) ICS, FA or F.Sc. with a speed of 40 words per minute of typing on computer; (ii) training certificate of computer literacy from a recognized institute; and (iii) have knowledge of MS Office, internet, database management and networking.	-	By initial recruitment.	18	25	As may be prescribed by the Government.

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