



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

Dated Lahore, the 12th July, 2017

NOTIFICATION

131 of 2017

No.SOR-III(S&GAD)1-2/2017. 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 Programme, Monitoring and Implementation Unit, Irrigation Department (Service) Rules 2017.

(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.

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SECRETARY (REGULATIONS) S&GAD

SCHEDULE

Name of the Department	Functional Unit	Name of the post with Basic 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
Irrigation Department	Programme Monitoring and Implementation Unit (PMIU)	1. Chief Monitoring (BS-20)	Chief Minister	(i) M.Sc (second division) in Irrigation Engineering, Hydraulics Engineering, Water Resources Engineering, Water Resources Management, Civil Engineering with qualification of B.Sc. Civil Engineering (second division) from a University recognized by Pakistan Engineering Council and Higher Education Commission; (ii) registered as Engineer with Pakistan Engineering Council; (iii) fifteen years' post B.Sc. Civil Engineering experience including experience of irrigation network, operation management, discharge observation and calibration techniques for surface flow channels and rivers, knowledge of Irrigation Management Information System (IMIS) and Decision Support System, latest management and monitoring techniques of canal flows, knowledge of latest monitoring and management tools (remote sensing and GIS); and (iv) proficiency in Information and Computer Technology (ICT) skills.	-	(i) By posting of a suitable officer from Irrigation Department; or (ii) by initial recruitment; or (iii) by promotion on the basis of selection-on-merit from amongst the Director Gauges with seventeen years' service against the post in BS-17 and above and has successfully undergone four weeks training course of senior executive level.	38	50	In case of initial appointment mandatory four weeks' training course of Senior Executive level for the purpose of confirmation at Government Engineering Academy Punjab.
-do-	-do-	2. Director Gauges (BS-19)	-do-	(i) M.Sc. (second division) in Irrigation Engineering, Hydraulics Engineering, Water Resources Engineering, Water Resources Management or Civil Engineering with the qualification of B.Sc. Civil Engineering (second division) from a University recognized by Pakistan Engineering Council and Higher Education Commission; (ii) registered as Engineer with	-	(i) By posting of a suitable officer from Irrigation Department; or (ii) by initial recruitment; or (iii) by promotion on the basis of selection-on-merit from amongst the Deputy Directors Calibration and Deputy	33	45	In case of initial appointment mandatory six weeks' training course of Senior Engineer level for the purpose of confirmation at Government Engineering Academy Punjab.

				<p>Pakistan Engineering Council.</p> <p>(iii) ten years' experience in civil engineering including experience in irrigation system monitoring, discharge observation and calibration techniques for surface flow channels and rivers, knowledge of Irrigation Management Information System (IMIS), Decision Support System, Real Time Flow Monitoring System and latest monitoring techniques of canal flows including DPR; and</p> <p>(iv) proficiency in Information and Computer Technology (ICT) skills.</p>		<p>Directors Helpline with twelve years' service against the post in BS-17 and above and has successfully undergone six weeks training course of senior engineer level.</p>			
-do-	-do-	3. Deputy Director Helpline (BS-18)	Secretary Irrigation	<p>(i) B.Sc. Civil Engineering (second division) from a University recognized by Pakistan Engineering Council and Higher Education Commission;</p> <p>(ii) registered as Engineer with Pakistan Engineering Council;</p> <p>(iii) five years' experience in irrigation management, operation, regulation and revenue matters under Canal and Drainage laws, conversant with types of complaints of irrigators and fully conversant with the computer aided complaint management system; and</p> <p>(iv) proficiency in Information and Computer Technology (ICT) skills.</p>	-	<p>(i) By posting of a suitable officer from Irrigation Department;</p> <p>or</p> <p>(ii) by initial recruitment;</p> <p>or</p> <p>(iii) by promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors Mobile Monitoring with five years' service against the post in BS-17 and has successfully undergone eight weeks' training course of junior engineer level.</p>	27	40	In case of initial appointment mandatory eight weeks' training course of Junior Engineer level for the purpose of confirmation at Government Engineering Academy Punjab.
-do-	-do-	4. Deputy Director Calibration (BS-18)	-do-	<p>(i) B.Sc. Civil Engineering (second division) from a University recognized by Pakistan Engineering Council and Higher Education Commission;</p> <p>(ii) registered as Engineer with Pakistan Engineering Council;</p> <p>(iii) five years' experience in calibration of gauges, monitoring and evaluation of hydraulics channels, familiar with design and construction of hydraulics structure and discharge observation</p>	-	<p>(i) By posting of a suitable officer from Irrigation Department;</p> <p>or</p> <p>(ii) by initial recruitment;</p> <p>or</p> <p>(iii) by promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors Mobile Monitoring with five years' service against the post in BS-17 and has successfully undergone eight weeks'</p>	27	40	In case of initial appointment mandatory eight weeks' training course of Junior Engineer level for the purpose of confirmation at Government Engineering Academy Punjab.

				<p>techniques, capable of working on Hydraulics Modeling and understanding of Decision Support System and Real Time Flow Monitoring System; and</p> <p>(iv) proficiency in Information and Computer Technology (ICT) skills.</p>		training course of junior engineer level.			
-do-	-do-	5. Assistant Director Mobile Monitoring (BS-17)	-do-	<p>(i) B.Sc. Civil Engineering (second division) from a University recognized by Pakistan Engineering Council and Higher Education Commission;</p> <p>(ii) registered as Engineer with Pakistan Engineering Council;</p> <p>(iii) two years' experience in civil engineering projects or experience of discharge observation, monitoring of channel operations, calibration of gauges and knowledge of computer aided civil engineering tools; and</p> <p>(iv) proficiency in Information and Computer Technology (ICT) skills.</p>	-	By initial recruitment	22	35	Post induction training for a period of sixteen weeks' at Government Engineering Academy Punjab.
-do-	-do-	6. Data Analyst (BS-17)	-do-	<p>(i) Masters in Computer Science (second division) or Bachelors in Computer Science (second division) from a University recognized by Higher Education Commission;</p> <p>(ii) two years' experience in design, development and maintenance of database using SQL-Server and information management system, experience of data extraction techniques and reporting tools (SSRS), conversant with DBMS (SQL-Server), experience of deployment, installation of SMS based reporting system, experience of data collection, compilation and analysis and experience of maintaining and troubleshooting LAN including Ethernet and Wireless Network System.</p>	-	By Initial recruitment.	22	35	As may be determined.

-do-	-do-	7. Software Developer (BS-17)	-do-	<p>(i) Masters in Computer Science (second division) or Bachelors in Computer Science (second division) from a University recognized by Higher Education Commission;</p> <p>(ii) two years' experience in software development in .Net environment and fully conversant with DBMS, SQL Server and Information Management System.</p>	-	By initial recruitment.	22	30	-do-
-do-	-do-	8. Accounts Officer (BS-17)	-do-	<p>(i) Master in Business Administration (Finance) (second division) or BBA (Finance) (second division) (four years) or M.Sc. in Banking and Finance (second division) from a University recognized by Higher Education Commission; and</p> <p>(ii) two years' post qualification experience of preparing, and maintenance of accounts and well aware of budget and accounts standards of the Government.</p>	-	<p>By promotion on the basis of seniority-cum-fitness from amongst the Accounts Assistants in the functional unit with three years' service as such.</p> <p>If none is available for promotion, by initial recruitment.</p>	22	30	-do-
-do-	-do-	9. Steno (BS-14)	Chief Monitoring	<p>(i) Intermediate (second division) or equivalent qualification from a recognized Board;</p> <p>(ii) a speed of 100 words per minute in shorthand in English and 35 words per minute in typing;</p> <p>(iii) proficiency in computer and MS Office; and</p> <p>(iv) two years' experience of office documentation and file management in a Government sector organization.</p> <p>Note: Knowledge of Urdu shorthand and typing shall be considered as an additional qualification.</p>	-	By initial recruitment.	20	30	-do-
-do-	-do-	10. Data Entry Operator (BS-12)	-do-	<p>(i) Intermediate (second division) or equivalent qualification from a recognized Board;</p> <p>(ii) knowledge of typing with speed of 10000 keys depression per hour; and</p>	-	By initial recruitment.	20	30	-do-

				<p>(iii) two years' experience as data entry operator, Office documentation and file management in a Government sector organization; and</p> <p>(iv) proficiency in computer, MS Office and have knowledge of other IT skills including Urdu typing on computer.</p>					
-do-	-do-	11. Accounts Assistant (BS-11)	-do-	<p>(i) B.Com (second division) or BBA (second division) (four years) from a University recognized by Higher Education Commission; and</p> <p>(ii) two years' experience in office documentation and file management in a Government sector organization and capable of handling documentation relating to budget and finance matters.</p>	-	By initial recruitment.	21	30	
-do-	-do-	12. Admin Assistant (BS-11)	-do-	<p>(i) Bachelors' degree (second division) from a University recognized by Higher Education Commission;</p> <p>(ii) two years' experience of Office documentation and file management in a Government sector organization; and</p> <p>(iii) proficiency in computer, MS Office and has knowledge of other IT skills including Urdu typing on computer.</p>	-	By initial recruitment.	21	30	-do-
-do-	-do-	13. Helpline Operator (BS-11)	-do-	<p>(i) Bachelors' degree (second division) or equivalent qualification from a University recognized by Higher Education Commission; and</p> <p>(ii) two years' experience as helpline operator and handling of complaint management system.</p>	-	By initial recruitment.	20	30	-do-
-do-	-do-	14. Office Secretary (BS-11)	-do-	<p>(i) Intermediate (second division) or equivalent qualification from a recognized Board;</p> <p>(ii) two years' experience as a receptionist; and</p>	-	By initial recruitment.	20	30	-do-

				(iii) proficiency in computer and MS Office and having good communication skills.						
-do-	-do-	15. Gauge Reader/ Monitoring Assistant (BS-11)	-do-	(i) Intermediate (second division) or equivalent qualification from a recognized Board; (ii) valid motor cycle licence (LTV); and (iii) two years' experience of monitoring of canals, outlet, gauges and familiar with the use of android applications.	Intermediate (second division) or equivalent qualification from a recognized Board.	(i) 80% by initial recruitment; and (ii) 20% by promotion on the basis of seniority-cum-fitness for amongst the Helpers.	20	35	-do-	
-do-	-do-	16. Helpers (BS-4)	-do-	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) two years' experience of handling and working on discharge observation equipment and installation of the current meter.	-	By initial recruitment.	18	35	-do-	
-do-	-do-	17. Driver (BS-4)	-do-	(i) Middle pass having valid LTV driving license; and (ii) one year experience of driving with a clean driving record as a professional driver in a Government sector organization.	-	By initial recruitment.	25	40	-do-	
-do-	-do-	18. Office Boy (BS-01)	-do-	Middle pass with one year experience in the relevant field.	-	By initial recruitment.	18	30	-do-	
-do-	-do-	19. Security Guard (BS-01)	-do-	Middle pass having one year experience as a security guard in a Government sector organization.	-	By initial recruitment.	18	35	-do-	
							Note: Age relaxation for ex-service man as laid down in S&GAD Notification No. SR-III-9-1/72 dated 01.04.1976 shall be applicable.			

-do-	-do-	20. Sanitary Worker (BS-01)	-do-	Literate	-	By initial recruitment.	18	30	-do-
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