THE PUNJAB EXCISE AND TAXATION DEPARTMENT COMPUTER SERVICE RULES, 1997

[17th March, 1997]

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**GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION &
INFORMATION DEPARTMENT**
The17th March, 1997

NOTIFICATION

No. SOR.III-1-10/79.- In exercise of powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules namely: -

THE PUNJAB EXCISE AND TAXATION DEPARTMENT (COMPUTER) SERVICE RULES, 1997

1) These rules may be called the Punjab Excise and Taxation Department (Computer) Service Rules, 1997.

2) They shall come into force at once.

3) The method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts shall be as given in the schedule annexed.

BY THE ORDER OF THE GOVERNOR OF PUNJAB

TANWIR AHMAD

ADDITIONAL CHIEF SECRETARY

SCHEDULE

1. Name of the Department   :   EXCISE AND TAXATION DEPARTMENT.

2. Functional Unit   :   Directorate of Excise and Taxation, Lahore.

Name of the Post	Appointing Authority	Minimum Qualification for appointment by	Promotion	Method of recruitment	Age for initial recruitment		Examination, training and other conditions required for confirmation
		Initial recruitment or transfer			Min	Max	
System Analyst	Admn. Secy.	M.Sc. (at least 2nd Div. or Grade-C) in Computer Science with three years experience in Programming and System Designing; **OR** M.A/M.Sc./M.B.A.(at least) 2nd Div. or Grade-C) in Statistics/ Mathematics/Economics/ Physics/ Business Administration with 5 years experience in Programming and System Designing. Preference will be given to programmers with: Programming knowledge of at least two languages out of COBOL, Algol, FRG and two Packages and Spreadsheet Packages currently in use.		By Promotion on Seniority-cum-fitness from amongst Programmers, if none is available then by initial recruitment or by transfer.	24	35	
Programmer	-do-	1. Master's degree (at least 2nd Div. or Grade-C) in Computer Science from recognized University; or M.A./M.Sc. (at least 2nd Div, Grade-C) in Statistics/Mathematics/ Economics/Physics from a recognized University.		i) 50% by initial recruitment. ii) 50% by promotion on seniority-com- fitness from amongst Computer Operators having any of the qualifications required for	21	35	

		2. Two years experience of Programme Writing.		initial recruitment.			
Computer Operator	-do-	2nd Class Bachelor degree with Computer Science. Or 2nd class Bachelor degree with Math/Stat./Physics./Econo. from a recognized University with Diploma in Computer Operating.		i. 50% by initial recruitment. ii. 50% by promotion on seniority-cum-fitness basis from amongst the key punch operators/Data Entry operators.	22	28	
Key Punch Operator/ Data Entry Operator	Deputy Secy. (Admn)	1.Intermediate/D.Com./Intermediate (Commerce) or equivalent; 2 .Must qualify data entry test @ 10,000 key depressions per hour or typing speed of 40 WPM. Preference will be given to those having previous Knowledge of Word Processing.		By initial recruitment	18	25	