

**PUNJAB EXCISE, TAXATION AND NARCOTICS CONTROL
DEPARTMENT (DEALERS VEHICLE REGSITRATION
SYSTEM) EMPLOYEES SERVICE RULES 2020**

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

Dated Lahore the 18th January, 2021

NOTIFICATION

No.SOR-III(S&GAD)1-14/2020.- 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 shall be cited as the Punjab Excise, Taxation and Narcotics Control Department (Dealers Vehicle Registration System) Employees Service Rules 2020.

(2) These shall come into force at once.

2. Method of recruitment and other conditions.- The method of recruitment, minimum qualification, age limit and other incidental matters for the posts in the functional unit shall be such as given in the Schedule appended to the rules.

SCHEDULE
(see rule 2)

Name of Department	Functional unit	Name of post with grade	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.	
1	2	3	4	5	6	7	8	9	10
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	1. Oracle Database Admin (BS-18)	Administrative Secretary	(i) Masters degree (second division) in Computer Sciences or Information Technology or Software Engineering or equivalent qualification from a university recognized by the Higher Education Commission; (ii) four years' experience of maintenance and development of a database, data replication, backup and recovery policies and procedures, application tuning and performance monitoring, patch management and version control and implementation of oracle failover technology; and (iii) proficient in Oracle Database MSSQL server and ETL concepts.	-	By promotion on the basis of seniority-cum-fitness from amongst the Sr. Oracle PL/SQL Developers (BS-17) with five years' service. If none is available by promotion then by initial recruitment.	28	35	-
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	2. Sr. Software Engineer (BS-18)	Administrative Secretary	(i) Masters degree (second division) in Computer Sciences or Information Technology or Software Engineering or equivalent qualification from a university recognized by the Higher Education Commission;	-	By promotion on the basis of seniority-cum-fitness from amongst the Software Engineers (BS-17) with five years' service.	28	35	-

				<p>(ii) four years' relevant experience in maintenance and development of software solutions by studying information needs by discussing with end users analysis of system specifications and translate system requirements to task specification for junior programmers; and</p> <p>(iii) proficient in Oracle, Java, CSS, and HTML. ADF knowledge.</p>		If none is available by promotion then by initial recruitment.			
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	3. Sr. Oracle PL/SQL Dev (BS-17)	Administrative Secretary	<p>(i) Masters degree (second division) in Computer Sciences or Information Technology or Software Engineering or equivalent qualification from a university recognized by the Higher Education Commission; and</p> <p>(ii) two years' relevant experience.</p>	-	By initial recruitment.	22	30	-
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	4. Program Officer (BS-17)	Administrative Secretary	<p>(i) Masters degree (second division) in Computer Sciences or Information Technology or Software Engineering or equivalent qualification from a university recognized by the Higher Education Commission;</p> <p>(ii) two years' relevant experience in development of software solutions by studying information needs by discussing with the end user, analysis of system, specifications and translate system requirements to task specifications for Junior Programmers; and</p>	-	By initial recruitment.	22	30	-

				(iii) proficient in technologies like Java, AJAX, CSS, HTML, Oracle forms and reports, TOAD and PL/SQL Developer and in depth knowledge of Oracle 91/10G plus Development.					
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	5. Software Engineer (BS-17)	Administrative Secretary	(i) Masters degree (second division) in Computer Sciences or Information Technology or Software Engineering or equivalent qualification from a university recognized by the Higher Education Commission; and (ii) two years' relevant experience in software development from a reputed IT organization including experience in CN Net, VB Net ASP. NET, Oracle91, 10G, 11G, SAT Scan and EARS ETC.	-	By initial recruitment.	22	30	-
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	6. Graphic Designer (BS-17)	Administrative Secretary	(i) Masters degree (second division) in Fine Arts or Graphic Designing or equivalent qualification from a university recognized by the Higher Education Commission; and (ii) Conversant with required soft skills and MS Office at least two years hands on post qualification experience in Graphic Designing with a reputed organization.	-	By initial recruitment.	22	30	-
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	7. Assistant Director (E&M) (BS-17)	Administrative Secretary	(i) Masters degree (second division) in Business Administration or Public Administration or M.Com. or equivalent qualification from university recognized by the Higher Education	-	By initial recruitment.	22	30	-

				Commission; and (ii) two years' relevant experience.					
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	8. Supervisor (Number Plate, Booklet, T.O Form, Delivery & Receiving) (BS-16)	Director General Excise and Taxation Punjab	(i) BBA or B.com (second division) or equivalent qualification from a university recognized by the Higher Education Commission; and (ii) two years' relevant experience.	-	By initial recruitment.	22	28	-
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	9. Junior Computer Operator (BS-12)	Director General Excise and Taxation Punjab	(i) Intermediate in Computer Science or equivalent qualification from a recognized Board; (ii) forty words per minute typing speed in English; and (iii) Knowledge of MS Office.	-	By initial recruitment.	18	25	-
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	10. Telephone Operator (BS-05)	Director General Excise and Taxation Punjab	Secondary School Certificate (second division) from a recognized Board.	-	By initial recruitment.	18	25	-
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	11. Driver (BS-04)	Director General Excise and Taxation Punjab	(i) Secondary School Certificate (second division) from a recognized Board; (ii) valid light transport vehicle license; and (iii) five years' driving and maintenance experience.	-	By initial recruitment.	18	25	-
Excise, Taxation and Narcotics Control Department	Directorate General, Excise and Taxation Punjab	12. Peon (BS-01)	Director General Excise and Taxation Punjab	(i) Middle pass; and (ii) five years' experience in public or private organization.	-	By initial recruitment.	18	25	-