PUNJAB EXCISE, TAXATION AND NARCOTICS CONTROL DEPARTMENT (MOTOR TRANSPORT MANAGEMENT INFORMATION SYSTEM) EMPLOYEES SERVICE RULES 2020

CONTENTS

Dated Lahore the 18th January, 2021

NOTIFICATION

No.SOR-III(S&GAD)1-5/2012.- 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 rule:

1.   Short title and commencement.- (1) These rules may be cited as the Punjab Excise, Taxation and Narcotics Control Department (Motor Transport Management Information 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 Basic Pay Scale	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	Motor Transport Management Information System (MTMIS)	1. Network Manager (BS-18)	Administrative Secretary	(i)M.Sc. (second division) in Computer Sciences or equivalent qualification from a university recognized by the Higher Education Commission. **OR** B.Sc. (second division) (four years) in Computer Sciences or BCS (second division) (four years) or BS Computer Sciences (second division) from a University recognized by the Higher Education Commission; and (ii) five years' post qualification experience in computer networking including three years' experience as Network Engineer or Network Administrator or Network Manager.	-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Network Administrators (BS-17) or Network/System Engineers (BS-17) with five years' service. If none is available by promotion then by initial recruitment.	28	35	-
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	2. Database Manager (BS-18)	Administrative Secretary	(i) M.Sc. (second division) in Computer Sciences or equivalent qualification from a university recognized by the Higher Education Commission. **OR** B.Sc. (second division)	-	By promotion on the basis of seniority-cum-fitness from amongst the Software Developers (BS-17) with five years' service. If none is available by promotion then by	28	35	-

				(four years) in Computer Sciences or BCS (four years) (second division) from a university recognized by the Higher Education Commission;		initial recruitment.			
				(ii) five years' post qualification experience in the field of Database Administration or Programming including three years' experience as DBA;					
				(iii) Certified Database Administrator; and					
				(iv) proficient in Oracle or Teradata or MS or SQL on Solaris or Windows or Linux based environments.					
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	3. Assistant Network Administrator (BS-17)	Administrative Secretary	(i) M.Sc. (second division) in Computer Sciences or equivalent qualification from a university recognized by the Higher Education Commission. **OR** B.Sc. (second division) (four years) in Computer Sciences or Electrical Engineering or Electronic Engineering or BCS (second division) (four years) from a university recognized by the Higher Education Commission; (ii) two years' post qualification experience in computer networking including one year's experience as Assistant Network Manager or Assistant Network Administrator or Network Database Administrator; (iii) CCNA Certification; and	-	By initial recruitment.	28	35	-

				(iv) proficient in MCSE.					
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	4. Software Developer (BS-17)	Administrative Secretary	(i) M.Sc. (second division) in computer Science or equivalent qualification from a university recognized by the Higher Education Commission. **OR** Master's degree (second division) in Information Technology or Bachelor's degree (second division) in Engineering or BS Computer Sciences (four years) (second division) or equivalent qualification from a university recognized by the Higher Education Commission; and (ii) two years' post qualification experience with a wide variety of operating systems including Linux and configuring we-servers such as IIS, Apache and in web-development languages and tools. **Note**: Experience of oracle and Java based software development shall be given additional marks.	-	By initial recruitment.	28	35	-

Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	5. Embossing Facility Engineer (BS-17)	Administrative Secretary	(i) B.Sc. (second division) in Mechanical Engineering or equivalent qualification from a university recognized by the Higher Education Commission; (ii) five years' post qualification experience with two years' experience specific to production management; and (iii) certification of internationally accepted standards in relevant specialty and have good analytical and presentation skills.	-	By promotion on the basis of seniority-cum-fitness from amongst the Embossing Facility Technicians (BS-15) with five years' service. If none is available by promotion, then by initial recruitment.	28	35	-
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	6. Network/System Engineer (BS-17)	Administrative Secretary	(i) M.Sc. (second division) in Computer Science or Master's degree (second division) in Information Technology from a university recognized by the the Higher Education Commission. **OR** B.Sc. (second division) (four years) in Computer Sciences or BCS (four years) or BSc Electrical Engineering or BSc Electronic Engineering (second division) from a university recognized by the Higher Education Commission; (ii) two years post qualification experience in the field of Computer Networking Including one year's experience as Network Engineer or Network Administrator; and (iii) CCNA certification and	-	By initial recruitment.	25	35	-

				MCSE.				
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	7. Quality Assurance Engineer (BS-17)	Administrative Secretary	(i) M.Sc. (second division) in Computer Science or MBA Information Technology or BS (second division) in Engineering or Bachelor of Computer Sciences from a university recognized by the Hgher Education Commission; (ii) three years' post qualification experience in the field of computer or two years' Quality Engineering in the automotive or electronics mfg. industry; (iii) knowledge of OEM quality systems and ISO 9000; (iv) good analytical and presentation skills; and (v) CCNA certification and MCSE.	-	By initial recruitment.	25	35	-
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	8. Assistant (BS-16)	Director General, Excise & Taxation, Punjab	(i) Bachelor's degree (second division) from a university recognized by the Higher Education Commission. **OR** Higher Secondary School Certificate (second division); and (ii) ten years' post qualification experience.	-	By initial recruitment.	18	25	-
Excise, Taxation and Narcotics	Motor Transport Management Information	9. Embossing Facility Technician (BS-15)	Director General, Excise & Taxation, Punjab	(i) Diploma in Associate Engineering (three years) (second division) from a	-	By promotion on the basis of seniority-cum-fitness from	18	25	-

Control Department	System (MTMIS)			recognized Board; (ii) three years' post qualification experience out of which one year's experience in production; and (iii) certification of internationally accepted standards in relevant specialty and have good analytical and presentation skills.		amongst the Embossing Facility Labours (BS-12) and Embossing Facility Helpers (BS-12) with five years' service. If none is available by promotion, then by initial recruitment.			
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	10. Junior Computer Operator (BS-12)	Director General, Excise & Taxation, Punjp[ab	(i) Intermediate in Computer Science (second division) from a recognized Board; (ii) Proficient 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	Motor Transport Management Information System (MTMIS)	11. Hardware Technician (BS-12)	Director General, Excise & Taxation, Punjab	(i) Higher Secondary School Certificate (second division) with DCS or DCH (second division) from a recognized Board; (ii) three year's post qualification experience; and (iii) good command of computer installation., hardware, trouble shooting.	-	By initial recruitment.	18	25	-
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	12. Embossing Facility Labour (BS-12)	Director General, Excise & Taxation, Punjab	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) three years' post qualification experience out of which one year's experience must be in production.	-	By initial recruitment.	18	25	-

Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	13. Embossing Facility Helper (BS-12)	Director General, Excise & Taxation, Punjab	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) three years' post qualification experience out of which one year's experience must be in production.	-	By initial recruitment.	18	25	-
Excise, Taxation and Narcotics Control Department	Motor Transport Management Information System (MTMIS)	14. Driver (BS-04)	Director General, Excise & Taxation, Punjab	(i) Middle pass; (ii) valid light transport vehicle driving license; and (iii) five years' experience.	-	By initial recruitment.	25	35	-