

**PUNJAB HIGHER EDUCATION DEPARTMENT
(MANAGEMENT AND INFORMATION SYSTEM
EMPLOYEES) SERVICE RULES 2022**

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

Dated Lahore, the 13th February, 2023

NOTIFICATION

No.SOR-III(S&GAD)1-10/2018.- 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 Punjab Higher Education Department (Management and Information System Employees) Service Rules 2022.

(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 are given in the Schedule appended to these rules.

SCHEDULE

Name of the Department	Functional Unit	Name of the post with basic 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
Higher Education Department	Management & Information System	1. Monitoring Officer (BS-17)	Administrative Secretary	M.Sc or B.S or B.Sc (Hons.) (second division) in Computer Science or Information Technology or Software Engineering from a university recognized by Higher Education Commission.	-	By initial recruitment.	21	28	Post induction training from Management and Professional Development Department.
Higher Education Department	Management & Information System	2. Network Database Administrator (BS-17)	Administrative Secretary	(i) M.Sc or B.S or B.Sc (Hons.) (second division) in Computer Science or Information Technology or Bachelor of Engineering or BSc. in Electrical Engineering or Electronic Engineering or Telecommunication Engineering or Software Engineering from a university recognized by Higher Education Commission; and (ii) in case of engineer, valid registration with Pakistan Engineering Council.	-	By initial recruitment.	21	28	-
Higher Education Department	Management & Information System	3. Junior Computer Operator (BS-12)	Administrative Secretary	(i) (a) Intermediate (second division) from a recognized Board with three months diploma in MS Office from a recognized institute; or (b) ICS (second division) from a recognized Board; and (ii) speed of 40 words per minute of typing in English on computer.	-	By initial recruitment.	18	25	-