



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

Dated Lahore, the 3rd April, 2017

NOTIFICATION

No.SOR-III(S&GAD)2-52/2015. 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 Directorate of Computerization of Land Titles and Records (CLTR) of the Cooperatives Housing Societies, Punjab Employees Service Rules, 2017.**

(2) They shall come into force at once.

2. Method of recruitment.— The method of recruitment, minimum qualifications, 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.

**DR. MUHAMMAD SALEH TAHIR
SECRETARY (REGULATIONS) S&GAD**


No.SOR-III(S&GAD)2-52/2015

Dated Lahore, the 11th April, 2017

A copy is forwarded for information and necessary action to:-

1. The Secretaries, Government of the Punjab,
 - i) Finance Department.
 - ii) Law & Parliamentary Affairs Department.
 - iii) Cooperatives Department.
 - iv) Management & Professional Development Department.
2. The Accountant General, Punjab, Lahore.
3. The Secretary, Punjab Public Service Commission, Lahore.
4. The Deputy Secretary (Reg:), Law & Parliamentary Affairs Department.
5. The Deputy Secretary (PC), Finance Department, Lahore.
6. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned amendments in the database created in the O&M Wing, S&GAD.
7. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary and Secretary (Services), S&GAD.
8. The Superintendent, Government Printing Press Punjab, Lahore with the request to get published this notification in the Official Gazette and supply 20 printed copies thereof to the undersigned.


(MUHAMMAD SALEEM)
SECTION OFFICER (R-III)


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SCHEDULE

Name of Department	Functional Unit	Name of Post with Basic Pay Scale	Appointing Authority	Minimum Qualification for Appointment by		Method of Recruitment/ Appointment	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.
Cooperatives Department	Director of Computerization of Land Titles and Records of Cooperative Societies (CLTR)	1. Project Director (BS-19)	Chief Minister	M.Sc. in Computer Sciences or Information Technology (second division) from a University recognized by Higher Education Commission and has fifteen years' experience in the line.	-	(i) By initial recruitment; or (ii) by posting of a suitable officer of equivalent rank in the Cooperatives Department;	38	45	As determined by the Government from time to time.
-do-	-do-	2. Director (Technical) (BS-18)	Administrative Secretary	-	-	By posting of a suitable officer of the Cooperatives Department.	-	-	-
-do-	-do-	3. Network Administrator (BS-17)	-do-	(i) BS (Computer Sciences) or Masters in Computer Science (second division) from a University recognized by Higher Education Commission; and (ii) proficient in ICT skills.	-	By initial recruitment.	20	35	-
-do-	-do-	4. Database Administrator (BS-17)	-do-	(i) BS (Computer Sciences) or Masters in Computer Science (second division) from a University recognized by Higher Education Commission; (ii) Database Certificate; and (iii) proficient in ICT skills.	-	-do-	20	35	-

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-do-	-do-	5. Town Planner (BS-17)	-do-	(i) B.Sc. (Town Planning) from a University recognized by the Higher Education Commission with three years' experience in town planning; and (ii) proficient in ICT skills.	-	-do-	20	35	-
-do-	-do-	6. Stenographer (BS-14)	Project Director	(i) Intermediate (second division) from a recognized Board; (ii) a speed of 70 words per minute in shorthand in English and 35 words per minute in typing on Computer; (iii) computer literate; and (iv) proficient in ICT skills.	-	-do-	18	25	-
-do-	-do-	7. Accountant (BS-14)	-do-	(i) B.Com (second division) from a University recognized by the Higher Education Commission; (ii) computer literate; and (iii) proficient in ICT skills.	-	-do-	18	25	-
		8. Assistant (BS-16)	-do-	(i) Bachelor's degree from University recognized by the Higher Education Commission; (ii) computer literate; and (iii) proficient in ICT skills.	-	-do-	18	25	-
		9. Surveyor (BS-14)	-do-	Secondary School Certificate (second division) with three years' Diploma in civil engineering from a recognized Board.	-	-do-	20	35	-
		10. Computer Operator (BS-12)	-do-	Intermediate in Computer Science (ICS) (second division) from a recognized Board with at least 30 words per minute typing speed on Computer.	-	-do-	20	35	-
		11. Draftsman (BS-11)	-do-	Secondary School Certificate (second division) from a recognized Board along with two or three years' Diploma in the relevant field.	-	-do-	18	25	-

		12. Driver (BS-4)	-do-	(i) Middle Pass; (ii) has valid L.T.V driving license; and (iii) LTV driving experience of five years.	-	-do-	18	25	-
		13. Dak Rider (BS-4)	-do-	Middle having valid LTV License.	-	-do-	18	25	-
		14. Naib Qasid (BS-1)	-do-	Literate.	-	-do-	18	25	-
		15. Chowkidar (BS-1)	-do-	Literate.	-	-do-	18	25	-
		16. Sweeper (BS-1)	-do-	Literate.	-	-do-	18	25	-


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