



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

Dated Lahore, the 16th January, 2014

NOTIFICATION

No.SOR-III(S&GAD)1-2/2013. 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 Governor's Secretariat (IT Cell Posts) Service Rules, 2013.

(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 given in the Schedule appended to these rules.


**SHAHNAZ NAWAZ
SECRETARY (REGULATIONS), S&GAD**

No.SOR-III(S&GAD)1-2/2013

Dated Lahore, the 21st January, 2014

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

1. The Principal Secretary to Governor, Punjab, Lahore.
2. The Secretaries, Government of the Punjab,
 - i) Finance Department.
 - ii) Law & Parliamentary Affairs Department.
3. The Accountant General, Punjab, Lahore.
4. The Secretary, Punjab Public Service Commission, Lahore.
5. The Additional Secretary (Admn), S&GAD.
6. The Deputy Secretary (Personnel), S&GAD.
7. The Deputy Secretary (Reg:), Law & Parliamentary Affairs Department.
8. The Deputy Secretary (PC), Finance Department, Lahore.
9. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned service rules in the database created in the O&M Wing.
10. The Private Secretaries to the Governor Punjab / Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
11. 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.


21-1-14
(MUHAMMAD SALEEM)
SECTION OFFICER (R-III)


SECTION OFFICER (R-III)
GOVERNMENT OF THE PUNJAB
S&GAD

SCHEDULE

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	Minimum qualification for appointment		Method of recruitment	Age for initial recruitment		Examination, Training & other conditions required for confirmation	
				By Initial recruitment	By Promotion		Min	Max		
1	2	3	4	5		6	7	8	9	10
Governor Secretariat.	I.T Cell	1. Network Administrator (BS-17)	Secretary to Governor	(i)	Master's degree (first division or grade-B) in computer science or Information Technology from a recognized University; or B.Sc (Hons) (four years) (first division or grade-B) in Computer Science or Information Technology from a recognized University; and	-	By initial recruitment or by posting.	25	35	As may be prescribed.
-do-	-do-	2. Data Entry Operator (BS-12)	-do-	(ii)	three years experience of Network Administration, Network Infrastructure or network performance monitoring in a reputable public / private sector organization.					
				(i)	Intermediate in Computer Science (ICS) (second division) from a recognized Board;	-	By initial recruitment or by posting.	18	30	-do-
				(ii)	three months' computer training in MS Office, A ⁺ and computer graphics from TEVTA or any other recognized or reputable public or private institute; and					
				(iii)	typing speed @ forty words per minute in English on computer.					


 SECTION OFFICER (R-II)
 GOVERNMENT OF THE PUNJAB
 S&GAD