



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

Dated Lahore, the 13th March, 2019

NOTIFICATION

No.SOR-III(S&GAD)1-13/2016.- 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 direct that the following rules shall be made:

1. Short title and commencement.— (1) These rules may be called as the Home Department (Directorate of Monitoring) Service Rules 2019.

(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 given in the Schedule appended to the rules.


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

No.SOR-III(S&GAD)1-13/2016

Dated Lahore, the 20th March, 2019

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) Management & Professional Development Department.
 - iv) Home Department.
2. The Accountant General, Punjab, Lahore.
3. The Secretary, Punjab Public Service Commission, Lahore.
4. The Director General, Directorate of Monitoring Punjab, Lahore.
5. The Deputy Secretary (Reg:), Law & Parliamentary Affairs Department.
6. The Deputy Secretary (PC), Finance Department, Lahore.
7. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary, Secretary (Services) and Secretary (Regulations), S&GAD.
8. PA to System Analyst (O&M Wing), S&GA Department, Lahore with the request to upload the said amendments on the official website of the Regulations Wing, S&GAD.


(MUHAMMAD SALEEM)
Deputy Secretary (Regulations)

SCHEDULE

(see rule 2)

Name of the Department	Functional unit	Name of the post with basic scale	Appointing Authority	Minimum qualifications 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
Home Department	Directorate of Monitoring	1. Director General (BS-20)	Chief Minister	(i) Retired officer not below the rank of Brigadier or equivalent rank from Armed Forces having Bachelor's degree (second division) or equivalent qualification from an institution or a university recognized by the Higher Education Commission; and (ii) five years' service in intelligence setup. <b style="text-align: center;">OR (i) Master's degree in Sociology or Criminology or Strategic Study or Project Management or Political Science or Public Policy or Mass Communication or Information Technology or Business or Public Administration (second division) from an institution or a university recognized by the Higher Education Commission; and (ii) fifteen years' leadership and management experience in a public sector organization.	-	By promotion on selection-on-merit basis from amongst the Additional Directors (BS-19) having five years' service in the functional unit and have successfully completed the senior management course for BS-19 to BS-20. If none is available for promotion then by initial recruitment. <b style="text-align: center;">OR By posting of a suitable officer in BPS-20 from Services and General Administration Department.	45	55	-


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-do-	-do-	2. Additional Director (BS-19)	Chief Minister	<ul style="list-style-type: none"> (i) Master's degree in Sociology or Criminology or Strategic Study or Project Management or Political Science or Public Policy or Mass Communication or Information Technology or Business or Public Administration (second division) from an institution or a university recognized by the Higher Education Commission; (ii) ten years' management and leadership experience in a public sector organization out of which seven years' related to Monitoring and Evaluation; and (iii) proficiency in MS Office. 	-	<ul style="list-style-type: none"> (i) 50% by initial recruitment; and (ii) 50% by promotion on selection-on-merit basis from amongst the Deputy Directors (BS-18) with five years' service in the functional unit and have successfully completed the training course for promotion from BS-18 to BS-19 from Management and Professional Development Department. <p>If none is available, then by posting of a suitable officer in BPS-19 from Services and General Administration Department.</p>	42	52	-
-do-	-do-	3. Deputy Director (BS-18)	Additional Chief Secretary (Home)	<ul style="list-style-type: none"> (i) Master's degree in Sociology or Criminology or Strategic Study or Project Management or Political Science or Public Policy or Mass Communication or Information Technology or Business or Public Administration (second division) from an institution or a university recognized by the Higher Education Commission; (ii) seven years' management and leadership experience in a public sector organization out of which five years' related to Monitoring and Evaluation; and (iii) proficiency in MS Office. 	-	<p>By promotion on seniority-cum-fitness basis from amongst the Assistant Directors (BS-17) with seven years' service in the functional unit and have successfully undergone the training for BS-17 to BS-18 from Management and Professional Development Department.</p> <p>If none is available for promotion, then by initial recruitment.</p> <p style="text-align: center;">OR</p>	35	45	-

						By posting of a suitable officer in BPS-18 from Services and General Administration Department.			
-do-	-do-	4. Assistant Director (BS-17)	-do-	(i) Master's degree in Sociology or Criminology or Strategic Study or Project Management or Political Science or Public Policy or Mass Communication or Information Technology or Business or Public Administration (second division) from an institution or a university recognized by the Higher Education Commission; (ii) five years' management and leadership experience in a public sector organization out of which three years related to Monitoring and Evaluation; and (iii) proficiency in MS Office.	-	By initial recruitment.	28	40	-
-do-	-do-	5. Private Secretary (BS-17)	-do-	(i) Bachelor's degree (second division) from an institution or a university recognized by the Higher Education Commission; (ii) five years' relevant work experience; (iii) thirty-five words per minute typing speed in English and eighty words per minute speed in shorthand; and (iv) proficiency in MS Office.	-	By promotion on seniority-cum-fitness basis from amongst the Personal Assistants (BS-16) with five years' service in the functional unit and have successfully undergone four weeks' training at Management and Professional Development Department. If none is available, then by initial recruitment.	25	45	-
-do-	-do-	6. Superintendent (BS-17)	-do-	(i) Bachelor's degree (second division) from an institution or a university recognized by the Higher Education Commission; (ii) five years' relevant work experience;	-	By promotion on seniority-cum-fitness basis from amongst the Accountants (BS-16) or Assistants (BS-16) having five years'	25	50	-

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				(iii) thirty words per minute typing speed in English; and (iv) proficiency in MS Office.	service in the functional unit and have successfully undergone four weeks' training at Management and professional Development Department. If none is available, then by initial recruitment.			
-do-	-do-	7. Business / System Analyst (BS-17)	-do-	(i) M.Sc. in Computer Science or Master's degree in Computer Science or Business Administration (Information Technology) or M.Sc. in Electronics or Telecom (first division) from an institution or a university recognized by the Higher Education Commission; (ii) five years' work experience in a public or private sector regarding management of Networks Operation Center (NOC), Very Small Aperture Terminal (VSAT) related systems, development and integration of information management system and troubleshooting; (iii) certification of Project Management Professional (PMP) or Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) or Microsoft Certified Solutions Expert (MCSE) or Cyber Security Operations; and (iv) knowledge of preparation of project documents, bid proposals, technical assessment and evaluation will be an added advantage.	By promotion on seniority-cum-fitness basis from amongst the Data Base Administrators (BS-16) and Senior Programmers (BS-16) having five years' service in the functional unit. If none is available then by initial recruitment.	28	40	-
-do-	-do-	8. Network Manager (BS-17)	-do-	(i) M.Sc. in the field of Information Technology, Computer Science, Electronics or Telecom (first division)	By promotion on seniority-cum-fitness basis from amongst the Network	28	40	-

				<p>from an institution or a university recognized by the Higher Education Commission;</p> <p>(ii) five years' work experience in a public or private sector organization with regard to designing, managing and maintenance of Microsoft servers, Cisco routers and VSAT modem configuration, routing, switching and commissioning of networks using LAN or WAN solutions and VSAT system;</p> <p>(iii) certification of CCNP or CCNA, training of Asterisk PBX and knowledge of Voice over Internet Protocol (VOIP) integration; and</p> <p>(iv) experience in Cyber Security Operations, evaluation of RFQs and bid proposals for technical assessment will be an added advantage.</p>		<p>Administrators (BS-16) with five years' service in the functional unit.</p> <p>If none is available, then by initial recruitment.</p>			
-do-	-do-	9. Senior Programmer (BS-16)	Director General	<p>(i) M.Sc. in the field of Information Technology or Computer Science, or Software Engineering (first division) from an institution or a university recognized by the Higher Education Commission; and</p> <p>(ii) three years' of work experience in any public or private sector organization with regard to working in PHP, Java Script, GIS, Boot Strap, Asp.net, My SQL, MS-SQL server on Windows/Linux and configuration of Asterisk on Linux server.</p>	-	By initial recruitment.	25	35	-

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-do-	-do-	10. Database Administrator (BS-16)	-do-	<p>(i) M.Sc. in the field of Information Technology or Computer Science or Software Engineering (first division) from an institution or a university recognized by the Higher Education Commission; and</p> <p>(ii) three years' work experience in any public or private sector organization with regard to working in Oracle, My SQL or MS-SQL server on Windows or Linux and Relational Database Management Systems (RDBMS).</p>	-	By initial recruitment.	25	35	-
-do-	-do-	11. Network Administrator (BS-16)	-do-	<p>(i) M.Sc. in the field of Information Technology or Computer Science or Electronics or Telecom (first division) from an institution or a university recognized by the Higher Education Commission;</p> <p>(ii) three years' work experience in any public or private sector organization related to management of data networks, managing and troubleshooting of Microsoft servers, routers, network topologies, protocols, techniques and tools with regard to Local Area Network (LAN), Wide Area Network (WAN), Very Small Aperture Terminal (VSAT) and configuration of VSAT modems; and</p> <p>(iii) certification of CCNP or CCNA, training of Asterisk PBX and knowledge of VOIP integration.</p>	-	<p>By promotion on seniority-cum-fitness basis from amongst the Network Maintenance Staff with five years' service in the functional unit.</p> <p>If none is available, then by initial recruitment.</p>	25	35	-
-do-	-do-	12. Accountant (M&I) (BS-16)	-do-	<p>(i) Bachelor's degree in Economics or Finance or B.B.A or B.Com (second division) or equivalent qualification from an institution or a university recognized by the Higher Education Commission;</p>	-	By initial recruitment.	25	40	-

				(ii) five years' relevant work experience; and (iii) proficiency in MS Office.					
-do-	-do-	13. Personal Assistant (BS-16)	-do-	(i) Bachelor' (second division) from an institution or a university recognized by the Higher Education Commission; (ii) forty words per minute typing speed in English and eighty words per minute speed in shorthand; (iii) five years' relevant work experience as a Stenographer or Typist or Data Entry Operator; and (iv) proficiency in MS Office.	-	By promotion on seniority-cum-fitness basis from amongst the Stenographers with five years' service in the functional unit and have undergone four weeks' training at Management and Professional Development Department. If none is available, then by initial recruitment.	25	35	-
-do-	-do-	14. Assistant (BS-16)	-do-	(i) Bachelor's degree (second division) from an institution or a university recognized by the Higher Education Commission; (ii) five years' relevant work experience; (iii) forty words per minute typing speed in English; and (iv) proficiency in MS Office.	-	By promotion on seniority-cum-fitness basis from amongst the Junior Clerks (BS-11) with five years' service in the functional unit and have successfully undergone four weeks' training from management and Professional Development Department. If none is available, then by initial recruitment.	25	35	-
-do-	-do-	15. Stenographer (BS-15)	-do-	(i) Bachelor's degree or equivalent qualification (second division) from an institution or a university recognized by the Higher Education Commission; (ii) thirty-five words per minute typing speed in English and seventy words per minute speed in shorthand; and (iii) proficiency in MS Office.	-	By initial recruitment.	18	25	-


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-do-	-do-	16. System Operator (BS-12)	-do-	<ul style="list-style-type: none"> (i) Bachelor's degree (second division) from an institution or a university recognized by the Higher Education Commission; (ii) fifty words per minute typing speed in English; and (iii) proficiency in MS Office. 	-	By promotion on seniority-cum-fitness basis from amongst the Call Center Representatives (BS-09) with three years' service in the functional unit. If none is available, then by initial recruitment.	18	30	-
-do-	-do-	17. Network Maintenance Staff (BS-11)	-do-	<ul style="list-style-type: none"> (i) Bachelor's degree in any field of Information Technology or Computer Science or Electronics or Telecom (first division) from an institution or a university recognized by the Higher Education Commission; and (ii) one year's work experience in any public or private sector organization related to managing data networks (LAN, WAN, VSAT), maintenance of network equipment related to Data Center or Network Operations Center (NOC), configuration and troubleshooting of network applications and VSAT remote sites. 	-	By initial recruitment.	18	30	-
-do-	-do-	18. Junior Clerk (BS-11)	-do-	<ul style="list-style-type: none"> (i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) thirty words per minute typing speed in in English; and (iii) proficiency in MS Office. 	-	By initial recruitment.	18	25	-
-do-	-do-	19. Call Center Representative (BS-09)	-do-	<ul style="list-style-type: none"> (i) Higher Secondary School Certificate (second division) from a recognized institution or Board; (ii) one year's work experience in any call center or as telephone operator or as customer support representative or as a front desk official in public or private sector organization; (iii) forty words per minute typing 	-	By promotion on seniority-cum-fitness basis from amongst the Telephone Operators (BS-07) with five years' service in the functional unit. If none is available, then by initial recruitment.	18	30	-

				speed in English; and (iv) proficiency in MS Office.					
-do-	-do-	20. Network Technician/ Electrician (BS-09)	-do-	(i) Diploma of Associate Engineer in Electrical or Electronics (second division) from a recognized institution or Board; (ii) two years' relevant work experience of maintaining Electrical and Electronic Network System in a public or private organization; and (iii) knowledge of solar power system will be an added advantage.	-	By initial recruitment.	18	30	-
-do-	-do-	21. Telephone Operator (BS-07)	-do-	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) proficiency in use of Fax Machine, Photocopier and Scanner.	-	By initial recruitment.	18	30	-
-do-	-do-	22. Driver (BS-04)	-do-	(i) Middle pass; (ii) valid light transport vehicle or heavy transport vehicle driving license; and (iii) five years' driving experience after having valid driving license in any public or private organization.	-	By initial recruitment.	25	35	-
-do-	-do-	23. Chowkidar (BS-01)	-do-	Middle pass.	-	By initial recruitment.	25	40	-
-do-	-do-	24. Sweeper (BS-01)	-do-	Literate.	-	By initial recruitment.	18	30	-
-do-	-do-	25. Office Boy/Helper (BS-01)	-do-	Middle pass.	-	By initial recruitment.	18	25	-

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