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

Dated Lahore, the 12th August 2010

NOTIFICATION

No. SOR-III(S&GAD)1-15/2010:   In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the 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 Management and Professional Development Department (Miscellaneous Posts) Service Rules 2010.

(2)   These shall come into force at once.

2.   Method of recruitment etc:-The method of recruitment, minimum qualification, age limit and other matters related thereto for the posts shall be as given in the Schedule annexed with these rules.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

MUHAMMAD ILYAS
SECRETARY (REGULATIONS), S&GAD

No.SOR-III(S&GAD)1-15/2010   **Dated Lahore, the 18th August, 2010**

A copy is forwarded for information and necessary action to:-
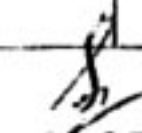
1.   The Secretaries, Government of the Punjab,
   i)   Finance Department.
   ii)   Law & Parliamentary Affairs Department.
   iii)   Management & Professional Development Department.
2.   The Secretary, Punjab Public Service Commission, Lahore.
3.   The Deputy Secretary (Reg), Law & Parliamentary Affairs Department.
4.   The Deputy Secretary (PC), Finance Department, Lahore.
5.   The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the said amendment in the database created in the O&M Wing.
6.   The Private Secretaries to the Governor, Punjab/Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
7.   The Superintendent, Government Printing Press Punjab, Lahore with the request to publish this notification in the official gazette and supply 20 printed copies to the undersigned.

(MUHAMMAD SALEEM)
SECTION OFFICER (R-III)

SCHEDULE
(see rule 2)

Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualification for Appointment		Method of Recruitment	Age for initial Recruitment		Examination Training and other Conditions required for Confirmation
				By initial Recruitment	By Promotion		Min	Max	
1	2	3	4	5	6	7	8	9	10
Management and Professional Development Department	Management and Professional Development Department	Network Administrator (BS-17)	Administrative Secretary	a) Master of Computer Science (MCS)/Master of Information Technology(MIT)/ Master of Science (M.Sc) (Computer Science) (Second Division) from a recognized University; or b) Bachelor of Computer Science (BCS)/ Bachelor of Science (BS) (Computer Science)/Bachelor of Science (BS) (Information Technology) (four years) (Second Division) from a recognized University; and c) one year experience in each case in managing the physical network infrastructure including wired and wireless Local Area Network (LAN) System Administration, Active Directory, Administrating Microsoft (MS)-Exchange Server, Firewalls, Proxy solutions, and Administration of Structured Query Language (SQL) Server. Note. Preference will be given to those possessing Cisco Certified Network Associate (CCNA) Certificate.	-	By initial recruitment	25	35	As may be prescribed by the Government.
-do-	-do-	System Administrator (BS-17)	Administrative Secretary	a) Master of Computer Science (MCS)/Master of Information Technology (MIT)/Master of Science (M.Sc) (Computer Science) (Second Division) from a recognized University; or b) Bachelor of Computer Science (BCS)/Bachelor of Science (BS) (Computer Science)/Bachelor of Science (BS) (Information Technology) (four years) (Second Division) from a recognized University; and c) one year experience in each case in administration of Corporate Management Information System (MIS) System, Microsoft Structured Query Language (MS-SQL) Server, user training, hands on experience standard windows applications (especially Microsoft (MS)-Office), hands on experience using crystal reports and data analysis using Microsoft (MS)-Excel is a pre-requisite and a good knowledge of administration of Local Area Network (LAN) will be a plus point.	-	By initial recruitment	25	35	As may be prescribed by the Government.
-do-	-do-	Data Entry Operator (BS-12)	Administrative Secretary	a) Intermediate in Computer Science (ICS) or equivalent qualification from a recognized Board; and b) Training in Microsoft (MS) Office from a recognized Institute with 30 words per minute typing speed on computer.	-	By initial recruitment	18	25	As may be prescribed by the Government.

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