

**THE PUNJAB DIRECTORATE OF MONITORING &
EVALUATION PLANNING & DEVELOPMENT DEPARTMENT
SERVICE RULES, 2011**

[29th August, 2011]

CONTENTS

1. **Short Title and Commencement**
2. **Method of recruitment etc**
3. **Repeal**

TEXT

**GOVERNMENT OF THE PUNJAB
SERICES AND GENERAL ADMINISTARTION
DEPARTMENT
(REGULATIONS WING)**

Dated Lahore, the 29th August, 2011

NOTIFICATION

No.SOR-III(S&GAD)/1-8/2010. In exercise of the power's 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 Directorate of Monitoring & Evaluation, Planning & Development Department (Service) Rules, 2011.

(2) They shall come into force at once.

2- Method of recruitment etc.- The Method of recruitment and other matters related to the appointment to various posts shall be such as are given in the appended Schedule.

3- Repeal.- The Punjab Directorate of Monitoring & Evaluation, Planning & Development Department, Service Rules 2010, are hereby repealed.

Secretary (Regulations), S&GAD

No.SOR-III(S&GAD)1-8/2010

Dated Lahore, the 12th September 2011

SCHEDULE									
Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum Qualification for Appointment by ¹		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
Planning & Development Department	Directorate General Monitoring & Evaluation	1) Director General (BS-20)	Chief Minister	<p>Ph.D in Engineering or Engineering Management from HEC recognized University having five years experience in Monitoring & Evaluation of Project or Program Management; or</p> <p>Masters degree (Second Division) in Engineering Management or Project *² Management or Economics from HEC recognized University having ten years experience in Monitoring & Evaluation of Projects or Program Management.</p> <p>Preference shall be given to those having strong technical background in project management with a high degree of proficiency in use of modern</p>	-	<p>By initial recruitment.</p> <p>If none is available by initial recruitment then by transfer from amongst (BS-20) officers from other Government Departments having minimum qualification and experience prescribed for initial recruitment.</p>	35	50	As may be prescribed

¹ Printed in the Gazette Notification as "By"

² The preposition "of" omitted being unnecessarily printed in the Gazette notification

				project management systems.					
--	--	--	--	-----------------------------	--	--	--	--	--

Planning & Development Department	Directorate General Monitoring & Evaluation	2) Director Coordination (BS-19)	Chief Minister	<p>Master's Degree (second division) in Engineering or Engineering Management or Economics or Construction Management from HEC recognized University having eight years experience in project planning & coordination; or</p> <p>B.Sc (second division) in Engineering or Master's Degree (second division) in Economics or Public Administration or Business Administration from HEC recognized University having ten years Project Planning & Coordination experience preferably in public sector.</p> <p>Preference shall be given to those having;</p> <p>i) Monitoring & Evaluation Experience.</p> <p>ii) Strong management skills (HR, Financial, General)</p> <p>(iii) Knowledge of working of Government³ departments; and</p> <p>iv) Excellent interpersonal and report writing skills.</p>	-	<p>By initial recruitment.</p> <p>If none is available by initial recruitment then by transfer from amongst (BS-19) officers from other Government Departments having minimum qualification and experience prescribed for initial recruitment.</p>	30	45	As may be prescribed
-----------------------------------	---	----------------------------------	----------------	--	---	--	----	----	----------------------

³ Printed in the Gazette Notification as "government"

Planning & Development Department	Directorate General Monitoring & Evaluation	3) Director Project Management (BS-18)	Administrative Secretary	<p>Master's Degree (second division) in Civil Engineering or Engineering Management or Project Management or Economics from HEC recognized University having five years experience; or</p> <p>Master's Degree (second division) in Public Administration or Business Administration or B.Sc (second division) in Civil Engineering from HEC recognized University having seven years experience of large infrastructure projects.</p> <p>Preference shall be given to those having;</p> <p>i) PMP/ PgMP Certification.</p> <p>ii) Demonstrated or Proven Experience as Project Manager in large infrastructure projects; and</p> <p>iii) Proficiency in use of project management software⁴ and</p>	-	<p>By initial recruitment.</p> <p>If none is available by initial recruitment then by transfer from amongst (BS-18) officers from other Government Departments having minimum qualification and experience prescribed for initial recruitment.</p>	30	45	As may be prescribed
-----------------------------------	---	--	--------------------------	--	---	--	----	----	----------------------

⁴ Printed in the Gazette Notification as "softwares"

				computer applications.					
Planning & Development Department	Directorate General Monitoring & Evaluation	4) Senior Specialist R&D (BS-18)	Administrative Secretary	<p>Master's Degree (second division) in Economics or Statistics or Mathematics or Public Administration or Project Management from HEC recognized University having five years of experience in the relevant field.</p> <p>Preference shall be given to those having;</p> <p>i) Monitoring and Evaluation</p>	-	<p>By initial recruitment.</p> <p>If none is available by initial recruitment then by transfer from amongst (BS-18) officers from other Government</p>	28	40	As may be prescribed

				<p>Experience;</p> <p>ii) Proficiency in use of qualitative and quantitative research methods.</p> <p>iii) Demonstrated/Proven experience of public sector project planning & control; and</p> <p>iv) Proficiency with modern project management tools and computer applications.</p>		<p>Departments having minimum qualification and experience prescribed for initial recruitment.</p>			
<p>Planning & Development Department</p>	<p>Directorate General Monitoring & Evaluation</p>	<p>5) Project Manager (BS-17)</p>	<p>Administrative Secretary</p>	<p>M.Sc (second division) in Civil Engineering from HEC recognized university; or</p> <p>B.Sc. (second division) in Civil Engineering from HEC recognized University having three years project management experience of civil infrastructure.</p> <p>Preference shall be given to those having;</p> <p>i) PMP / PgMP Certification.</p> <p>ii) Demonstrated or Proven</p>		<p>By initial recruitment.</p> <p>If none is available by initial recruitment then by transfer from amongst (BS-17) officers from other Government Departments having</p>	<p>28</p>	<p>35</p>	<p>As may be prescribed</p>

				<p>experience as Project Manager in large infrastructure projects; and</p> <p>iii) Proficiency in use of project management software⁵ and computer applications.</p>		<p>minimum qualification and experience prescribed for initial recruitment.</p>			
<p>Planning & Development Department</p>	<p>Directorate General Monitoring & Evaluation</p>	<p>6) Evaluation Specialist (BS-17)</p>	<p>Administrative Secretary</p>	<p>Master's Degree (second division) in Economics or Business Administration or Project Management from HEC recognized University having three years' experience in relevant field.</p> <p>Preference shall be given to those having;</p> <p>i) Experience in evaluation of public sector infrastructure.</p> <p>ii) Proficiency in the use of quantitative / qualitative methods of project evaluation and engineering economy.</p> <p>iii) Proficiency in use of computer</p>	-	<p>By initial recruitment.</p> <p>If none is available by initial recruitment then by transfer from amongst (BS-17) officers from other Government Departments having minimum qualification prescribed for</p>	<p>25</p>	<p>40</p>	<p>As may be prescribed</p>

⁵ Printed in the Gazette Notification as "softwares"

				applications; and iv) Excellent presentation & report writing skills.		initial recruitment.			
Planning & Development Department	Directorate General Monitoring & Evaluation	7) Information & Communication Technology ⁶ Specialist (BS-17)	Administrative Secretary	Master's Degree or BCS (Hons.) (second division) in IT or Computer Science ⁷ from HEC recognized University having three years experience in Communication Technology or Software Development and MIS. Preference shall be given to those having; i) Demonstrated or Proven experience in the design, development and implementation of software application for large corporate or public sector projects using MS.NET architecture. ii) Proficiency in MS Operating and Networking environment including Active Directory, Security	-	By initial recruitment. If none is available by initial recruitment then by transfer from amongst (BS-17) officers from other Government Departments having minimum qualification and experience meant for initial recruitment.	25	40	As may be prescribed

⁶ Printed in the Gazette Notification as "ICT"

⁷ Printed in the Gazette Notification as "Sciences"

				and Management; and iii) Domain experience in engineering environment including project management information system, engineering design packages, engineering simulation packages, etc.					
Planning & Development Department	Directorate General Monitoring & Evaluation	8) Business Process Re-Engineering ⁸ Specialist (BS-17)	Administrative Secretary	Master's Degree or B.S (Hons) - (second division) in Economics or Total Quality Management or Project Management from HEC recognized University having five years' experience in the relevant field. Preference shall be given to those having; i) Experience in Business Process Analysis and Supply Chain and Operation Research; ii) Demonstrated proficiency in technical writing or research work; and iii) Proficient in use of computer applications.		i) By initial recruitment. ii) If none is available by initial recruitment then by transfer from amongst (BS-17) officers from other Government Departments having minimum qualification and	25	35	As may be prescribed

⁸ Printed in the Gazette Notification as "BPR"

						experience prescribed ⁹ for initial recruitment.			
Planning & Development Department	Directorate General Monitoring & Evaluation	9) Accounts Officer (BS-17)	Administrative Secretary	CA Inter or M.Com or MBA - Finance (second division) from HEC recognized University having three years relevant experience in Accounts; or B.Com or Graduation with SAS (second division) from HEC recognized University having ten years of relevant experience in accounts matter. Preference shall be given to those having; i) Proficiency in the use of computer applications; ii) Good writing skills; and iii) Understanding and working of the Government's General, Financial and Procurement Rules & Regulations etc.		By initial recruitment. If none is available by initial recruitment then by transfer from amongst (BS-17) officers from other Government Departments having minimum qualification and experience prescribed for initial recruitment.	21	35	As may be prescribed

⁹ The word "prescribed" added being missing in the Gazette Notification

Planning & Development Department	Directorate General Monitoring & Evaluation	10) Research Analyst (BS-17)	Administrative Secretary	<p>Master's Degree (second division) in Economics or Statistics or Public Administration or Business Administration or IT from HEC recognized University or equivalent qualification with two years' experience of Monitoring & Evaluation or Project Management or Project Evaluation or Business Process re-engineering.</p> <p>Preference shall be given to those having:</p> <p>i) Strong skills in quantitative/qualitative analysis methods;</p> <p>ii) Strong research conducting abilities;</p> <p>iii)¹⁰ Excellent verbal and written communication skills.</p> <p>iv)¹¹ Proficiency in the use of computer application.</p>	-	By initial recruitment	21	30	As may be prescribed
Planning & Development Department	Directorate General Monitoring & Evaluation	11) Assistant Project Manager	Administrative Secretary	B.Sc Civil Engineering ¹² or Architectural Engineering (second division) from HEC recognized University.	-	By initial recruitment	21	30	As may be prescribed

¹⁰ Printed in the gazette Notification as "iv"

¹¹ Printed in the gazette Notification as "iv"

¹² The word "Engineering" added being missing in the Gazette Notification

		(BS-17)		<p>Preference shall be given to those having;</p> <p>i) One to two years' experience of project management;</p> <p>ii) Proficiency in Primavera Project Management Software; and</p> <p>iii) Excellent interpersonal skills and report writing skills.</p>					
Planning & Development Department	Directorate General Monitoring & Evaluation	12) System Administrator (BS-17)	Administrative Secretary	<p>Master's Degree in IT or Computer Science¹³ (second division) from HEC recognized University with three years' experience in the relevant field.</p> <p>Preference shall be given to those having;</p> <p>i) Proficiency in MS Operating and Networking Environment including Active Directory, Security and Management; and</p> <p>ii) Certification in networks.</p>	-	By initial recruitment	21	30	As may be prescribed
Planning & Development Department	Directorate General Monitoring & Evaluation	13) Personal Assistant (BS-15)	DG (M&E)	<p>Graduate (second division) from HEC recognized University with English Shorthand speed of 80 words per minutes, typing speed of 35 words per minute and having two years relevant experience.</p> <p>Preference shall be given to those</p>	-	By initial recruitment	18	25	As may be prescribed

¹³ Printed in the Gazette Notification as "Sciences"

				having; i) Written or verbal skills; and ii) Proficiency in M.S. Office.					
Planning & Development Department	Directorate General Monitoring & Evaluation	14) Data Entry Operator (BS-12)	DG (M&E)	BCS (second division) from HEC recognized institution and typing speed of 10,000 key depressions per hour or Graduate (second division) from HEC recognized University and six months diploma in computer application from HEC recognized institution with typing speed of 10,000 key ¹⁴ depressions per hour. Preference shall be given to those having; i) Proficiency in M.S. Office; and ii) Good verbal or writing skills.	-	By initial recruitment	18	25	As may be prescribed
Planning & Development Department	Directorate General Monitoring & Evaluation	15) Driver (BS-4)	Director Coordination	Middle with valid Motor Car or LTV driving licence ¹⁵ and five years experience as driver	-	By initial recruitment	23	35	As may be prescribed
Planning & Development Department	Directorate General Monitoring & Evaluation	16) Naib Qasid (BS-1)	Director Coordination	Literate	-	By initial recruitment	18	30	As may be prescribed

¹⁴ The word "key" added being missing in the Gazette Notification

¹⁵ Printed in the Gazette notification as "license"

Planning & Development Department	Directorate General Monitoring & Evaluation	17) Chowakidar (BS-1)	Director Coordination	Literate	-	By initial recruitment	18	35	As may be prescribed
Planning & Development Department	Directorate General Monitoring & Evaluation	18) Sanitary Worker (BS-1)	Director Coordination	Literate	-	By initial recruitment	18	35	As may be prescribed