

GOVERNMENT OF BALOCHISTAN
LABOUR & MANPOWER DEPARTMENT

|
4 Dated Juctta, the 8 August, 2023

No. NO. 3-7/ S 0. @ EV: eM 228 | wers conferred by section 17(1)
read pia 22 Training Authority (B-TEVTA)
histan, is pleased to make the
ae to 20) Services, and

, namely:-

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sdleing rules' alain the wn |to the Are

prescribing ebndit ions of service 'for the persons appoint the

nt 'an PTERI
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1. Shor Tite Application a d fect I These rules may be called "the
Balochistan' "echnical Education Vocational Trainin, Auth y (BPS-1 to 20) Service Rules,

hey shal come into force at once and shall bool to all the employees appointed
ino

ik services 'of the Authority: | i

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| Provided that' the, petsons em oved as acibia dr\$ or consultants, or contingent
paid/daily wages/c ual work-charged basis or on deputation with the Authority,
notwithstanding an ing contrary to the provisia of these rules shall be governed
by the terms and conditions of their appointment of deputation or the wages, as the
case may be.

a | Defin tions. (1); In theo} tules, unless there is anythi
c ntext: lta :

i: , | | (a) "Act" ans. the | alochistan Tec cal Education and Vocational
i A 'Training Authority 'Act, 2022 (Act No} XXXVII of 2022);

g|repugnant in the subject or

| Feo Bs tl \ (b) toons sHeaal the appar ap nded to these rules;
oir i fAbnoutiag Authority" means the mpetent authority as specified
'for sppyinneat in inl 11 of these ;

idol |
| i / @ Usd ority" 'means the! tal Technical Education and
i i Vv eases st Authority establi shed under section 3 of the Act;

the members of Board

constituted | under section 4 of ct;

|
st | or BPS? m hs pay scale prescribed by the
ent of Bal lochistan fr bin

Gove: o time;
(g) *Chair erso ithe c ical of the Authority as defined in
section: (g) ey id ine th section of the Act;

| | | (e) Let ssa poe
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Gove ma sds the a t of Balochistan;
| j ! ‘

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(i) "Hierarchical Structure" means the nomenclature of the posts of the Authority and hierarchical reporting of the employees of the Authority as placed at Appendix — B.

(j) "Managing Director" means the executive head of the Authority as defined in section 2(p) read with section 8 of the Act;

(k) "Prescribed" means the rules or regulations to be prescribed under the provisions of the Act or these oe |

(1) "Officer" is an regular employee of -TEVTA holding a position of BPS-17 and above and any other seal prescribed by the Authority;

(m)"Selection/Recruitment and Prom tion Committees" means the committees constituted under rule 12 of these rules for the purpose of making recommendations for appointment by initial recruitment or

"... promotion to posts in BPS-1 to BPS-19 in the Authority;

(n) "B-TEVTA Employee" means an employee who has been employed against a regular vacancy created by the Authority as specified in rule 5 of these rules; and

(0) "TVET" means Technical and Vocational Education and Training.

(2) All words and expressions used but not defined in sub-rule (1) above, unless the context otherwise requires shall have the same meanings as assigned to them in the Act.

CHAPTER II

i | MANAGEMENT AND COMPOSITION

| 3. Management. (1) The general management and administration over the

personnel of|the Authority and all' other affairs ancillary thereto, shall vest with the Managin Director, who shall exercise all powers and do all acts which may be exercised or done by the Authority in this regard, with the provisions of the Act and these rules.

(2) e Managing Director shall be the Chief Executive of the Authority and shall issue necessary orders, instructions and directives from time to time with the purpose to conduct thi organization business and maintenance of its efficiency and discipline.

(3) {If the Managing Director faces any difficulty due to any conflicting or ambiguous implications during 'implementation of these rules, it may be referred to the Authority Board or Chairperson for issuing clarifications or ruling, as the case may be.

4, Arrangement of Services and Organizational Structure.(1) | The service of the Authority shall comprise of the posts as specified in Appendix and of such other posts as may consider necessarily to be created and sanctioned by the Authority from time to time.

(2) | The nomenclature and grade of the posts of officers and staff in service, shall be

such as sie in the Appendix to these rules.

(3) | The age relaxation for initial recruitment, shall belas specified by the Governmen
for civil servants from time to time.

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(4) | Initially there shall be mentioned' below Wings of the Authority which may be amended with the approval of the Authority Board:--

- (a) | Operations Wing;
- (b) Admin & Finance Wing; and..
- (c) Planning & Research Wing.

(5) | The Wings of the Authority are headed by Director for each assigned wing and ; F

shall be directly responsible to Managing Director.

i}
(6) | The Authority Board may create, modify and are d the Wings, branches, sections, offices, pay & allowances, organizational structure, Appendix an Hierarchical Structure as it may nsidered necessary in view of the functions of the Authority and such shall be prescribed by

gulations of rules as the case may be framed with the approval pf Government.

| CHAPTER II

| APPOINTMENTS, PROMOTIONS AND TRANSFERS

Appointments. (1) Appointments to posts in the Authority as specified in the ppendix — A shall be made by any of the following methods:--

- (a) By Initial Recruitment;
- (b) By Promotion; and
- (c) By. Transfer, in case of requirement. for any Wing/Organization within the Authority.

(2) Composition . of Selection/Recruitment and Promotion Committees for commendati ion of appointment and promotion to various posts in the Authority as specified in

ection 12 of|these rules, shall be liable for appointments or promotions as the case may be.

Initi | Recruitment. (1) _ Initial recruitment to the posts of BPS-1 till BPS-19 ll be made on the basis of criteria specified under rule 7 and on recommendations of the

spective D. I Le Selection/Recruitment and Promotion Committee(s).

~ A candidate for initial appointment to a post, must possess the educational

ualifications and experience as provided in columh 3 of the Appendix - A.

|

(3) | A candidate for appointment shall be a local/ddmicile of Balochistan.

(4) | A candidate for appointment must be in good mental and bodily health and free

om any me

tal disorder likely to interfere with the discharge of his duties. A candidate who after lez

uch medical! examination as Authority may prescribes is found not to satisfy these requirements,

shall not be appointed.

(5) \ No person who is less than the prescribed age of Government shall be appointed to post by initial recruitment. The Balochistan Government's initial appointment to civil service post (Age and relaxation Rules as amended from time to time of upper age limit) 2012 are adopted. There is no authority against the posts in BPS-1 to 19,

(6) | No! [Person shall be substantively appointed to a permanent post without Medical certificate of health in a manner prescribed by the Authority. Provided that quota for disabled

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persons, women, minorities and deceased quota as prescribed by the Government of Balochistan would be adhered while recruitment against the sanctioned posts.

(7)

service rules}framed by the Authority and same is notified/endorsed by the Authority Board, in

No person shall be appointed against any post unless, the said post is created and exception to the provision of section 10.

7. Selection Criteria for Initial Recruitment. (1) The criteria for selection of

candidates in BPS-17 and above for initial recruitment shall be made on the following terms and

on the recommendation of the respective appointing authority:

(a) | Screening Test 40%

(b) | Qualification and Experience 40%

Interview 20%

Provided that the Selection Committees as constituted under sub-rule (2) (a) (b) o rule 12 may opt for heterogenous methods for Screening Test that may include from one of them or a) combination of written tests, group discussions, writin assignments and research proposals etcetera, as the case may be for determining the | potentiality of suitable candidate for the specified vacancy.

oe—5-2;

(2) ° The criteria for selection of candidates in BPS-5 to 16 for initial recruitment shall

be made on| the following terms and on the recommendation of the respective appointin,

Required Qualification including 20 Marks
Additional/Technical Qualification isi

Screening Test | 50 Marks

20 Marks

| 4| [Interview —s—SCid 10 Marks

| | Total 100 Marks

(3) | The criteria for selection for candidates in BPS-1 to 4 for initial recruitment s

be made on| the literacy requirement of the candidates to be determined by the mi appointing authority or as specified! in column 3 of Appendix.

8. Appointment by Promotion. (1). Appointment by promotion to posts shall be

(2) | The Promotion Committee shall be competent:

(a) To make recommendation for promotion of the eligible employees;

(b) _ Recommend deferment for promotion ofthe employees whose cases ar

* incomplete or whose conduct is under enquiry or whose seniority is disputed. They will be reconsidered when the cause of deferment is

removed;

(c) Those found unfit for promotion in the light of service record shall be recommended for supersession. Consequent upon supersession the supersede shall lose seniority to the junior, person who is to be promoted in the vacancy}

(d) An employee who is superseded for promotion for the first time shall be considered after one year having earned report of adverse free performance evaluation of one year and removed the deficiency caused his supersession;

(e) An employee is 'superseded twice shall be reconsidered after two years from the date of supersession and the one who is superseded thrice shall be deemed to have been superseded; and

(f) An employee on promotion: will get financial benefit of at least one premature increment in the high pay scale with fixation of pay at the next above stage in the new pay scale.

(3) Promotion shall be granted from the date of approval of Departmental Promotion forms meeting and promotion shall be actualized from the date of assumption of charge of

post to which promotions are approved, and shall in no case be granted from the date of

(4) Pro forma promotion policy 2011 as amended from time to time by the Government is adopted.

i: of post reserved for promotion.

(5) A retired employee shall not be eligible for grant of pro forma promotion except in

exceptional cases as mentioned in the pro forma promotion policy, 2011.

Posting by Transfer/Deputation. Posting by transfer/deputation shall be made by respective appointing authority in light of Balochistan Civil Servants Deputation Policy 2012 as

amended from time to time or any other rules of Provincial and Federal Government at the time in force, provided that:

(a) Only such persons who possess the minimum required qualifications and meet the conditions laid down for the post shall be considered for transfer/deputation; and

(b) The appointment shall be made with the consent of the lending

agency on such terms and conditions as may be determined by the

appointing authority in consultation with the lending agency and in accordance with deputation policy.

0. Temporary/Contractual Appointments. (1) When the Managing Director considers it is significant in the organizational interest to fill a post of BPS-17 & below urgently, may proceed to fill it on temporary basis for a period not exceeding six months. However, under special circumstances, the Authority Board may extend the time period for another definite period. Contractual staff may be subject to drawing of fixed monthly salary to be defined by Authority in its offer letter. The contract employee shall not be liable to transfer to any other section of the Authority.

(2) Appointments on contract under the budget head "Contingent Paid staff" shall be

made by the Managing Director as per terms and conditions to be laid down in the offer letter.

1. Appointing Authority. The following authorities on the recommendation of

concerned committee shall be competent to make appointment for initial recruitment or approve

commendations of respective Departmental Promotion Committee for promotion to the various
|

sts in the Authority against specified positions mentioned in the Appendix:-

ple | BPS-19 and above Chief Minister Balochistan

2. | BPS 16 to 18 Chief Secretary Balochistan
BPS 1 to 15 Managing Director

made on th

Promotion Committees for each Grade/category.

shall be as follows:-

Selection/Recruitment and Promotion Committees.

(1)

All appointments and promotions to the sanctioned posts in the service shall be

recommendation of the respective Departmental Selection/Recruitment and

|
|

(2) The Composition of the department Selection/Recruitment & Promotion Committees

|
) |

(a) Departmental Selection Committee/ Recruitment and Promotion Committee for

1 |

BPS-19 i

[\$.No|Designation Sid Authority

Pen

d Secretary Labour and Manpower Department! |Member |

Em Secretary Law and Parliamentary Affairs Department

reo Tet fre

5. | Managing Director B-TEVTA

(b) Departmental Selection Committee/ Recruitment and Promotion Committee for

BPS-17 & 18.

ft. Secretary Labour and Manpower Department

| Msg Der TEVR [Meter

| Representative of S&GAD not below the rank of

BPS-19 |

Representative of Finance Department not below the

rank of BPS-19 |

Member/Secretary

| ; |

[\$.No| Designation Authority

a Representative of S&GAD not below the rank of

BPS-17 |

Representative of Finance Department not below the | Member

rank of BPS-17_ |
Representative of Labour Department not below the | Member
rank of BPS-17 |

Assistant Director B-TEVTA Member/Secreta

Provided that the Chairman of the Departmental Selection/Recruitment or Promotio
Committees may co- opt any other person as a technical member where in his opinion
expertise of the relevant field should have to assist the Committees in recruitment or
promotion of candidates. However, such nomination shall be notified in an office order
issued by Managing Director well before tie date fixed for interviews.

(3) | The recommendations of the Departmental Selection/Recruitment and Promotion Committee for appointment or promotion to BPS-1 and above would be referred to the concerned

Appointing Authority for endorsement of the proposal of the respective committee.

BY ORDER OF GOVERNOR
BALOCHISTAN

SECRETARY
Labour & Manpower Department

The Chief Controller,
Government Printing and Stationery
Department, Quetta,

No Even Dated Even
A Copy is forwarded to: -

A eoRy is forwarded to: -

The Principal Secretary Chief Minister Balochistan, Quetta.

The Principal Secretary to Governor Balochistan. 'Low

All Administrative Secretaries in Balochistan.

The Managing director B-TEVTA Balochistan, Quetta.

All Head of Attached Department in Balochistan_____ -

All the Divisional Commissioner/ Deputy Commissioners in Balochistan.
Director General Public Relations Balochistan.

The Director General Labour Welfare Balochistan, Quetta.

The Additional Secretary (Staff) to Chief Secretary Balochistan, Quetta.
10. PS to Minister for Labour & Manpower Department Balochistan, Quetta.

11. PS to Secretary Labour & Manpower Department. Quetta.
G) 5y / 8-8-2022

12. Master File.
(ABDUL MALIK KAKAR)
Section Officer (Dev:)

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Bette PME Res eh AT
|

| 'APPENDIX-A_ |
{See Rule 6, 7, and 11}

. Method of recruitment

Minimum qualification for initial
recruitment |

By transfer on deputation
basis from BCS, BSS and
Federal Occupational Groups'
officers holding the post of
BPS- 19 or BPS-20.

70% by promotion on
combined ___ seniority
from amongst the

Administration or
Sciences from a recognized

University; and i members of _ the

| Service holding the
having five years of work post of Deputy
experience, distinctly | in Director (BPS-18)
TVET sector. | (Academics),

(Operations) & (ICT),
having at least twelve
(12) years' service in
BPS-17 and above or
five (5) years' service
as such, on seniority
cum fitness basis; and
have successfully
completed MCMC;
and

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|

30% by initial
recruitment.

(a)

Master's Degree (at least in 70% by promotion on
Second Division) | in combined seniority
commerce or in Business from amongst the
Administration (BBA | 4- members of the Service
years') or Sines holding the post of
qualification in the relevant Deputy Director (BPS-
field! from a recognized 18) (F&A) and Deputy
University; or i Director (BPS-18)

(Admin and HRM)
having at least twelve
(12) years' service in
BPS-17 and above or

Degree in Chart 7
Accountancy (CA) fro:
recognized Institute

\

Chartered Accounts | of five (5) years' service
Pakistan; or i as such, on seniority
cum fitness basis; and
Degree in Cost d have successfully
Management Accounting completed MCMC;

(CMA) from a recognized
Institute of Cost Managenjent
Accounts of Pakistan; or

and

30% by initial
recruitment.

Minimum qualification for initial
recruitment

Serial | Nomenclature

No. and basic pay
scale (BPS) of

the post____

|

2

|

(d) ACCA qualification from a
recognized Association | of
Chartered Certified

Accountants/Institute;

(ce) having five years of work
experience, distinctly | in
TVET sector. |

Administration or Public
Policy or Social Sciences or
Education from a recognized
University; and

(b) having five years of work
experience, distinctly in
TVET sector.

Master's Degree in Business
Administration or Social
Sciences from a recognized
University; and

(b) having five years of work
experience, distinctly in
TVET sector.

6. Deputy Director |(a) — Master's Degree in Business
(Operations), Administration or Social
(BPS-18). Sciences from a recognized

| University; and

(b) having five years of work
experience, distinctly — in
ee ee | _ TVET sector.

Master's Degree in Business | (a)

(a)

— (Operations) —

3 Se cae

70% by promotion on combined _ seniority from amongst the members of the Service holding the post of Deputy Director (BPS-18) (IC), Deputy Director (BPS-18) (P&P) and Deputy Director (BPS-18) (M&E) having at least twelve (12) years' service in BPS-17 and above or five (5) years' service as such, on seniority cum fitness basis; and have successfully completed MCMC; and

30% by initial recruitment.

50% by promotion on from amongst the members of the Service holding the post of Assistant Director (BPS-17) (Academics) having at least five (5) years' service as such, on seniority cum fitness basis; and

50% by recruitment.

70% by promotion on combined _ seniority from amongst _ the members of _ the Service holding the post of Assistant Director (BPS-17) and

initial

Serial | Nomenclature

No. 1 basic pay
scale (BPS) of

ts Deputy Director | (a)
(Information
Communication
Technology)

(b)

(c)

8. Deputy Director | (a)

(Finance &
Accounts)
(F&A),
(BPS-18).

, (b)

(c)

(d)

Minimum qualification for initial

recruitment

Bachelor's Degree in
Computer Science (BCS) (4
years) from a_ recognized
University; or

Master's Degree at least in
Second Division in Computer
Science or IT or equivalent
qualification in the relevant
subject from a recognized
University; or

(i) Master's Degree in
Computer Software
Engineering from a

recognized University; and

(ii) having registration with
Pakistan Engineering
Council;

having five years of work
experience, distinctly in
TVET sector.

Master's Degree (at least in Second Division) in Commerce (M.Com) from a recognized University; or

Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or

ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute; or

Master's Degree at least in Second Division in Business Administration (MBA) from a recognized University: or |

10

Method of recruitment

(b)

(a)

(b)

Assistant Director (BPS-17) (M&E) having at least five (5) years' service as such, on seniority cum fitness basis; and

30% by initial recruitment.
50% by promotion on from amongst — the members of _ the Service holding the post of Assistant Director (BPS-17) (MIS) having at least five (5) years' service as such, on seniority cum fitness basis; and

50% by recruitment.

initial

70% by promotion on

combined seniority
from amongst the
members of the
Service holding the
post of Assistant
Director (BPS-17)
(Accounts) and
Internal Auditor (BPS-
17) having at least five
(5) years' service as
such, on seniority cum
fitness basis; and

30% by initial
recruitment.

eae PP oe eee

Method of recruitment

Minimum qualification for initial recruitment

Nomenclature
and basic pay
scale (BPS) of
the post

Serial
No.

Master's Degree at least in
Second Division in
Economics or equivalent
qualification from a
recognized University;

having five years of work
experience, distinctly in
TVET sector.

(a) Master's Degree in Business
Administration (HR or

70% by promotion
from amongst _ the

Deputy Director
(Admin &

HRM), Administration) or Social members of the Service
(BPS-18). Sciences from a recognized holding the post of
University; or Assistant Director

(BPS-17) (Admin) and

(b) having five years of work Assistant Director
experience, distinctly in (BPS-17) (HRM)
TVET sector. having at least five (5)
years' service as such,
on seniority cum
fitness basis; and

(b) 30% by initial
recruitment.

(a) 50% by promotion
from amongst _ the
members of the Service

holding the post of
Assistant Director
(BPS-17) (IC) having
at least five (5) years'
service as such, on

seniority cum fitness

basis; and

(a) | Master's Degree in Business
Administration or Social
Sciences from a recognized
University;

Deputy Director
(Industrial
Coordination)
(IC),

(BPS-18).

(b) Certification in Industrial
Coordination;

(c) having five years of work
experience, distinctly in
TVET sector.

(b) 50% by initial
recruitment.

50% by promotion
from amongst the
members of the Service
holding the post of
Assistant Director
(BPS-17) (P&P)
having at least five (5)
years' service as such,
on — seniority cum
fitness basis; and

(a) Master's Degree in Business
Administration or Social
Sciences from a recognized
University; and

Deputy Director
(Planning &
Policy) (P&P),
(BPS-18).

(b) having five years of work
experience, distinctly in

TVET sector.

50% by initial
recruitment.

Nomenclature

and basic pay

scale (BPS) of
the post

(Monitoring &
Evaluation)
(M&E),

(B jS-18)

Assistant
Director
(Academics),
(BPS-17).

Assistant
Director
(Operations),
(BPS-17).

Assistant
Director
(Monitoring &
Evaluation)
(M&E),
(BRS-17)

Assistant
Director
(Management
Information
System) (MIS),
(BPS-17)

a Director | (a)

Minimum qualification for initial
recruitment

Master's Degree in Business
Administration or Social
Sciences from a recognized
University; and

having five years of work
experience, distinctly in
TVET sector.

Master's Degree in Business

Administration or Social Sciences from a recognized University; and

having three years of work experience, distinctly in TVET sector.

Master's Degree in Business Administration or Social Sciences from a recognized University; and

having three years of work experience, distinctly in TVET sector.

Master's Degree in Business Administration or Social Sciences from a recognized University; and

having three years of work experience, distinctly — in TVET sector.

Bachelor's Degree in Computer Science (BCS) (4 years) from a recognized University; or

Master's Degree at least in Second Division in Computer Science or IT or equivalent qualification in the relevant subject from a recognized University; or

12

Method of recruitment

(a) 30% by promotion from amongst — the members of the Service holding the post of Assistant Director (BPS-17) (M&E) having at least five (5) years' service as such, on seniority cum fitness basis; and

70% by initial recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

Serial | Nomenclature
and basic pay
scale (BPS) of

Assistant
Director
(Accounts),
(BPS-17).

Assistant
Director
(Admin),
(BPS-17).

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Minimum qualification for initial
recruitment

(i) Master's Degree in
Computer Software
Engineering from a
recognized University; and

(ii) having registration with
Pakistan Engineering
Council;

having three years of work
experience, distinctly in
TVET sector.

Master's Degree (at least in
Second Division) in
Commerce or in Business
Administration (BBA) (4
years') or equivalent
qualification in the relevant
subject from a recognized
University; or

Degree in Chartered
Accountancy (CA) from a
recognized Institute of
Chartered Accounts of
Pakistan; or

Degree in Cost and
Management Accounting
(CMA) from a recognized
Institute of Cost Management
Accounts of Pakistan; or

ACCA qualification from a

recognized Association of
Chartered Certified
Accountants/Institute;

having three years of work
experience, distinctly in
TVET sector.

Master's Degree in Business
Administration or Social
Sciences from a recognized
University; and

having three years of work
experience, distinctly in
TVET sector.

Method of recruitment

By initial recruitment.

By initial recruitment.

Serial
No.

-

22:

Nomenclature
and basic pay
scale (BPS) of
the post

Assistant
Director
(Human
Resource
Management)
(HRM),
(BPS-17).

Assistant
Director
(Industrial
Coordination)
(IC),
(BPS-17)

Assistant
Director
(Planning &
Policy) (P&P),
(BPS-17).

Internal
Auditor,
(BPS-17).

Minimum qualification for initial

(b)

(b)

(b)

(a)

(b)

(d)

recruitment

Master's Degree in Business

Administration (HR) from a recognized University; and

having three years of work experience, distinctly in TVET sector.

Master's Degree in Business Administration or Social Sciences from a recognized University; and

Certification in Industrial

Coordination; and

having three years of work experience, distinctly in TVET sector.

Master's Degree in Business Administration or Social Sciences from a recognized University; and

having three years of work experience, distinctly in TVET sector.

Master's Degree (at least in Second Division) in commerce or in Business Administration (BBA 4-years') or — equivalent qualification in the relevant field from a recognized University; or

Degree in Chartered Accountancy (CA) from a recognized Institute or Chartered Accounts of Pakistan; or

Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or

ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute; and

Method of recruitment |

By initial recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

Method of recruitment

Minimum qualification for initial recruitment

Nomenclature
and basic pay
scale (BPS) of
the post

Serial
No.

having three years of work
experience, distinctly in
Internal Audit or Risk
Management Function.

50% by promotion
from amongst the
members of _ the
Service holding the
post of Sub Engineer
(BPS-11) possessing
Bachelor of
Engineering with at
least (5) years' service
as such, on seniority
cum fitness basis; and

Bachelor's Degree in
Engineering or BS in Civil
Engineering from a
recognized University; and

Engineer,
(BPS-17).

(b) registration as Engineer with
Pakistan Engineering
Council; and

(c) having three years of work
experience, preferably in
TVET sector.

(b) 50% by initial
recruitment.
50% by promotion on
combined _ seniority
from amongst — the

members of _ the
Service holding the
post of Computer
Operator and Data
Entry Operator (BPS-
12) with at least seven
(7) years' service as
such, on seniority cum
fitness basis; and

Assistant from
Private
Secretary,

(BPS-16).

Bachelor's Degree
recognized University;

(b) Urdu and English typing skill
with a speed of at least 40
words per minutes;

(c) English short hand skill with a
speed of at least 100 words
per minutes; and

(d) | Computer knowledge with six
months certificate in having
computer. Graduation/equivalent
qualification for

promotion is relaxed
on attaining the age of
55 years; and

(b) 50% by initial
recruitment.
By initial recruitment.

Assistant
Accounts
Officer,

(BPS-16).

(a) — Bachelor's Degree (at least in
Second... Division) in
Commerce from a recognized
University; or

Degree in Cost and
Management Accounting
(CMA) from a recognized

Institute of Cost Management
Accounts of Pakistan; or

+

Minimum qualification for initial Method of recruitment

recruitment

Nomenclature
and basic pay
scale (BPS) of

ACCA qualification from a
recognized Association of
Chartered Certified
Accountants/Institute; or

Bachelor's Degree at least in
Second Division in Business
Administration from a
recognized University.

Assistant,
(BPS-16).

Bachelor's Degree from HEC
recognized University; and

By initial recruitment.

having at least three months
Office Automation
Certificate in computer
operations from a recognized
Institute.

(i) Higher Secondary School
Certificate from a recognized
Board; and

By initial recruitment.

having one year's Diploma in
Computer Science or IT, from
a recognized Institute; or

(ii) ICS . from a
recognized —_Institute/Board;
and

typing skill on computer with
a speed of at least 30 words
per minute in English and
Urdu.

Assistant
Computer
Operator,
(BPS-12).

(i) Higher Secondary School
Certificate from a recognized
Board; and

By initial recruitment.

having one year's Diploma in
Computer Science or IT, from
a recognized Institute; or

(ii) ICS from a
recognized _Institute/Board;
and

typing skill on computer with
a speed of at least 30 words
per minute in English and
Urdu.

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Serial | Nomenclature | Minimum qualification for initial
No. and basic pay recruitment
scale (BPS) of
the post

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| (a) Three years' Diploma of | By initial recruitment.

Associate Engineers in Civil,
Record Keeper, | Secondary School Certificate from
BPS-5 recognized Board.

Mechanical and _ Electrical
31. (a) Middle certificate; By initial recruitment.

from a recognized
University/Institute;

having two (2) years work
experience in relevant field.

(b) possesses a valid HTV/LTV
driving license issued from
the Licensing Authority; and

(c) having at least two years'
experience as driver.

32. Dispatcher/ Middle Pass Certificate. By initial recruitment.
Dispatch Rider,
BPS-1

63; Cook, Secondary School Certificate | By initial recruitment.
(BPS-1) from recognized Board;

Ex
Secondary School Certificate | By initial recruitment.
from recognized Board;

perience in Cooking.

Mali/ Gardner,
(BPS-1)

34.
b Experience in Gardening.
36

By initial recruitment.

35. Chowkidar/ Middle Pass Certificate.
Watchman,
(BPS-1

Naib Qasid/ Middle Pass Certificate.
Peon,
BPS-1

37. Sweeper,
(BPS-1

By initial recruitment.