

THE BALOCHISTAN PROVINCIAL ASSEMBLY SECRETARIAT

(RECRUITMENT)

RULES, 2009

CONTENTS

RULES

Preamble.

PART I- PRELIMINARY

1. Short title and commencement.
2. Definitions.

PART I — THE SECRETARIAT

3. Secretariat.
4. Eligibility and Composition of Service.

PART I] — RECRUITMENT

5. Method of recruitment.
6. By promotion.
7. By transfer.
8. Appointment by initial recruitment.
9. Qualifications for appointment.
10. Appointing authority
11. Probation.
12. Seniority.

PART IV — RE-EMPLOYMENT

13. (Re-Employment)

PART V — MISCELLANEOUS

14. Pay, Allowances and Pensions etc.
15. General Rules.
16. Repeal.

'THE BALOCHISTAN PROVINCIAL ASSEMBLY  
SECRETARIAT (RECRUITMENT)  
RULES, 2009

NOTIFICATION

[8" June, 2009]

No. Admn: I (16)/73. In exercise of the powers conferred by clause (3) of Article 87 of the Constitution of the Islamic Republic of Pakistan, 1973°, read with Article 127, the Speaker with the approval of the Governor of Balochistan, is pleased to make the following rules regulating the recruitment of persons to the Secretariat of the Provincial Assembly of Balochistan, namely:—

PART I— PRELIMINARY

1. Short title and commencement.— (1) These rules may be called the Balochistan Provincial Assembly Secretariat (Recruitment) Rules, 2009°.

(2) They shall come into force at once.

2. Definitions.— In these rules, unless there is anything repugnant in the subject or context:—

(a) "Appointing Authority" means the authority competent to make an appointment under rule 10;

(b) "Provincial Assembly" means Provincial Assembly of Balochistan;

(c) "Constitution" means the Constitution of Islamic Republic of Pakistan, 1973°;

(d) "Employee" means a person appointed to a post;

(e) "Government" means the Government of Balochistan;

(f) "Finance Committee" means the Finance Committee\* of the Assembly constituted under Article 88 of the Constitution? read with Article 127 thereof;

(g) "Post" means a post in the Secretariat;

(h) "Provincial Secretariat" means the departments of the Provincial Government when referred to collectively;

(i) "Schedules" means schedules "A", "B" and "C" annexed to these rules;

(j) "Secretariat" means the Balochistan Provincial Assembly Secretariat;

These rules have been issued by the Balochistan Provincial Assembly Secretariat vide its notification No. Admn: I (16)/73, dated 8" June, 2009; and published in the Balochistan Gazette (Extraordinary) No. 85, dated 8" June, 2009. Constitution of the Islamic Republic of Pakistan (1973); enacted on 10" April, 1973 and authenticated by the Assembly on 12" April, 1973; published on the same day in the official Gazette of Pakistan; and came into force with effect from 14" August, 1973.

For the earlier rules, repealed one after the other and amendments made therein, see foot-notes under rules 16.

The Finance Committee of the Provincial Assembly of Balochistan, after its constitution under the relevant articles of the Constitution, has made its rules vide notification No. Admn: III- (27)/73, dated 24<sup>th</sup> October, 1973, i.e. the Balochistan Provincial Assembly (Finance Committee) Rules, 1973.

(k) "Secretary" means the Secretary of the Assembly, and includes any person for the time being performing the duties of the Secretary;

(1) "Speaker" means the Speaker of the Assembly;

(m) "Recognized Institute/University" means any Institute/University recognized by the Government; and

(n) "Service" means the Balochistan Provincial Assembly Secretariat Service.

(2) All words and expressions used but not defined in these rules, shall unless the

context otherwise requires have the meanings assigned to them in the Constitution.

#### PART I — THE SECRETARIAT

3. Secretariat.— There shall be a Secretariat headed by the Secretary.

4. Eligibility & Composition of Service.— (1) No person who is married to a foreign national shall be eligible for appointment to the Service.

(2) The restriction imposed by sub-rule (1) above may be relaxed by the Speaker in special circumstances as per policy of the Government.

(3) No person shall be eligible to the Service until he possesses a local/domicile certificate of Balochistan Province.

(4) Age. No person who is less than eighteen years or more than thirty years of age shall be appointed to the Service by initial recruitment, provided that:—

(a) In case of a person whose service under the Government have been terminated for want of a vacancy, the period of service already rendered by him, shall for the purpose of upper age limit under this rule be excluded from his age;

(b) The Speaker may relax upper age limit up to ten years.

#### PART I — RECRUITMENT

5. Methods of recruitment. (1) Recruitment to a post or class of posts may be

made by one or more of the following methods, namely:—

(a) by promotion;

(b) by transfer; and

(c) by initial recruitment.

(2) Notwithstanding anything contained in these rules:—

(a) Short term vacancies reserved for initial recruitment may be filled by

promotion or transfer;

(b) if no suitable person is available for promotion or transfer, the vacancy may be filled by initial recruitment.

6. By promotion.— (a) Promotion to a post may be made:—

(i) In the case of a selection post, on the basis of selection on merit; and



(11) In the case of a non-selection post, on the basis of seniority-cum-fitness.

b Promotion of a person from one to another post shall be made on the p p

recommendation of a Promotion Committee consisting of not less than three members to be constituted—

(i) in the case of posts in B-16 and above, by the Speaker; and

(11) in the case of all other posts, by the Secretary.

7. By transfer.— Appointment by transfer shall be made with the concurrence of Government.

8. Appointment by initial recruitment. —

(a) Appointment by initial recruitment to posts in B-16 and above shall be made

on the recommendations of a Selection Committee, consisting of not less than three members, to be constituted by the Speaker.

(b) Appointment by initial recruitment to posts other than those referred to in sub-tule(a) shall be made on the recommendations of a Selection Committee consisting of not less than three members , to be constituted by the Secretary.

9. Qualification for appointment.— The qualification, experience and age for appointment to the various categories of posts by promotion or otherwise shall be the same as mentioned in the relevant schedule against such posts.

10. Appointing authority.— Appointment to all posts in B-16 and above shall be made by the Speaker and appointment to all other posts shall be made by the Secretary on the recommendations of the respective Committee.

11. Probation. (1) A person appointed to the service against a substantive post by initial recruitment or by transfer shall remain on probation for a period of one year.

(2) If the work or conduct of holder of the post during the period of probation has, in the opinion of the appointing authority, not been satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired dispense with his services if he has been appointed by initial recruitment and if he has been appointed by transfer revert him to his former post/department.

(3) On the satisfactory completion of the period of probation, the appointing authority may confirm a probationer in his appointment provided a clear vacancy exists.

12. Seniority— The inter se seniority of the service in various posts shall be determined in following manners:—

Seniority on initial appointment:

- (1) Persons appointed by initial recruitment on the recommendations of the Selection Committee through an earlier open advertisement shall rank senior to those appointed through a subsequent open advertisement.
- (2) If two or more persons are recommended in open advertisement by the Selection Committee their inter-se shall be determined in order of merit assigned by the Selection Committee.
- (3) If only one candidate is recommended in open advertisement by the Selection Committee, his seniority shall be counted from:—

(a) The date of recommendation by the Selection Committee, if he was already holding the same post on temporary basis: and

(b) The date of his joining the post after being recommended by the Selection Committee if he was not already holding the same post.

Seniority on promotion: Seniority in a service, cadre or post to which an employee is promoted shall take effect from the date of regular promotion to that service, cadre, or post: provided that:

1) Employees selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date.

2) Employees selected for promotion to higher posts in one batch, shall on their promotion to the higher posts, retain their inter-se seniority as in the lower posts; and

3) Employees eligible for promotion who could not be considered for promotion

in the original reference in circumstances beyond their control or inadvertently omitted from consideration in the original reference when they are subsequently considered and approved for promotion or whose cases were deferred while their juniors were promoted to the higher posts, shall on promotion, without supersession take their seniority with the original batch.

Seniority on appointment by transfer: Seniority in a service, cadre or post to which an

employee is appointed by transfer shall take effect from the date of regular appointment to the service, cadre or post;

Provided that:-

1) Persons belonging to the same service, cadre or post selected for appointment by transfer to a service, cadre or post in one batch shall, on their appointment, take inter-se seniority in the order of their date of regular appointment in their previous service, cadre or post; and

2) Persons belonging to different services, cadres or posts selected for appointment by transfer in one batch shall take their inter-se seniority in the order of the date of their regular appointment to the posts which they were holding before such appointment and, where such date is the same the person older in age shall rank senior.

#### PART IV — RE-EMPLOYMENT

13. (a) A retired employee shall not be re-employed in the Secretariat; provided that the Speaker in the interest of public may make such re-employment for six months on such terms and conditions as prescribed by him, it may continue with approval of Finance Committee.

(b) No other person shall be appointed in the Secretariat on contract basis without

prior approval of Finance Committee.

#### PART V — MISCELLANEOUS

14. Pay, Allowances and Pensions etc.— A person appointed to a post shall be entitled to the pay, allowances and pension etc. as sanctioned by the Government from time to time.

15.

General Rules.— In all matters not expressly provided in these rules the employees shall be governed by such rules as have been or may hereafter be prescribed by the Provincial Government.

16.

Repeal.— The Balochistan Provincial Assembly Secretariat (Officers) Service

Rules, 2004! and the Balochistan Provincial Assembly Secretariat (Employees) Service Rules, 2004? are hereby repealed.

BY ORDER OF  
GOVERNOR BALOCHISTAN

CHIEF SECRETARY  
GOVERNMENT OF BALOCHISTAN

(See Schedules on next Page)

Rules issued vide notification No. Admn: I (16)/73, dated 9" March, 2004, by the Balochistan Provincial Assembly Secretariat (BPAS); and published in the Balochistan Gazette (Extraordinary) No. 13, dated 9" March, 2004.

Rules issued vide notification No. Admn: I (16)/73, dated 9" March, 2004, by the Balochistan Provincial Assembly Secretariat; and published in the Balochistan Gazette (Extraordinary) No. 12, dated 9" March, 2004.

For the earlier rules repealed one after the other and the amendments made therein, See—

i. BPAS's notification No. Admn:1(16)/73, dated 30" June, 1975; published in the Baln. Gazette (Extraordinary) No. 26, dated 30" June, 1975 (i.e. Recruitment Rules of 1975).

ii. BPAS's notification No. Admn: I (16)/73 — Vol -L dated 1" December, 1987; published in the Baln. Gazette (Extraordinary) No. 174, dated 1" December, 1987 (i.e. amendment in recruitment Rules of 1975).

iii. BPAS's notification No. Admn: I (16)/73, dated 22<sup>TM</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 12, dated 22<sup>TM</sup> February, 1999 (i.e. AP&T Rules of 1999).

iv. BPAS's notification No. Admn:1(16)/73, dated 22" February, 1999; published in the Baln. Gazette (Extraordinary) No. 59, dated 22" February, 1999 (i.e. Personal Staff S. Rules of 1999).

v. BPAS's notification No. Admn: I (16)/73, dated 22<sup>TM</sup>4 February, 1999; published in the Baln. Gazette (Extraordinary) No. 58, dated 22<sup>TM</sup> February, 1999 (i.e. Official Reporters S. Rules of 1999).

vi. BPAS's notification No. Admn: I (16)/73, dated 22<sup>TM</sup>4 February, 1999; published in the Baln. Gazette (Extraordinary) No. 65, dated 22" February, 1999 (i.e. Security Officers and Staff S. Rules of 1999).

vii. BPAS's notification No. Admn: I (16)/73, dated 22<sup>TM</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No.

64, dated 22<sup>TM</sup> February, 1999 (i.e. Head Translator and Translators Rules of 1999).

vii. | BPAS's notification No. Admn: I (16)/73, dated 22<sup>TM</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 60, dated 22<sup>TM</sup> February, 1999 (i.e. Editing and Printing Cadre S. Rules of 1999).

viii. BPAS's notification No. Admn: I (16)/73, dated 22<sup>TM</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 63, dated 22<sup>TM</sup> February, 1999 (i.e. Research Officers S. Rules of 1999).

ix. BPAS's notification No. Admn: I (16)/73, dated 22<sup>TM</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 61, dated 22<sup>TM</sup> February, 1999 (i.e. Automation Wing S. Rules of 1999).

x. BPAS notification No. Admn: I (16)/73, dated 22<sup>TM</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 62, dated 22<sup>TM</sup> February, 1999 (i.e. Library & Reference S. Rules of 1999).

xi. BPAS's notification No. Admn: I (16)/73, dated 22<sup>TM</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 66, dated 22<sup>TM</sup> February, 1999 (i.e. Miscellaneous Services S. Rules of 1999).

xii. BPAS notification No. Admn: I (16)/73, dated 22<sup>TM</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 67, dated 22<sup>TM</sup> February, 1999 (i.e. MPA's Hostel Officers and Staff S. Rules of 1999).

## SCHEDULE "A"

{See rule 5, 6, 7, 8 and 9}

Nomenclature & | Minimum qualification for Method of Recruitment  
Basic Pay Scale of initial recruitment  
the Post

Secretary, By promotion from amongst  
Additional Secretaries (B-19) on  
seniority cum fitness basis who  
possesses 17 years service in B-  
17. and above and \_ have  
successfully completed regular  
course at NIPA and if no suitable  
candidate is available then the  
post shall be filled up by transfer  
from amongst the officer in B-20  
having 17 years service in B-17  
with at least 12 years experience  
in Legislation and Parliamentary  
Affairs.

Additional By promotion on merit from  
Secretary, amongst the holder of the post of

B-19. Deputy Secretaries (B-18) on  
seniority-cum-fitness basis

having 12 years service in B-17  
and above.

Deputy By Promotion from amongst the

Secretary, Assistant Secretaries (B-17) on

B-18. seniority-cum-fitness basis  
possessing 5 years service as  
such.

Assistant a. 70% vacancies shall be filled

Secretary, by Promotion from amongst

B-17. the Superintendents (B-16) on  
seniority-cum-fitness basis  
having 5 years service as  
such;

30% vacancies shall be filled  
by Promotion from amongst  
the Private Secretaries (B-16)  
on seniority-cum-fitness basis

having 5 years service as  
such.

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Superintendent,  
B-16.

Private  
Secretary,  
B-16.

Senior Scale  
Stenographer,  
B-15.

Junior Scale  
Stenographer,  
B- 12.

Assistant,  
B-14.

Senior Clerk,  
B-9

Junior Clerk,  
B-07.

Secondary School  
Certificate from a  
recognized Board/  
University with a speed of  
100/45 wpm in  
shorthand/typewriting.

Secondary School  
Certificate from a  
recognized Board/  
University with a speed of  
80/35 wpm in  
shorthand/typewriting and  
Computer knowledge.

Graduation in 2<sup>TM</sup> Division  
from a recognized  
University.

Intermediate with a  
typewriting speed of 30  
wpm and Computer

knowledge.

By Promotion from amongst the  
Assistants (B-14) on seniority-

cum-fitness basis having 5 years service as such.

By Promotion from amongst the Senior Scale Stenographers (B-15) on seniority cum-fitness basis having 5 years service as such.

75% by promotion from amongst the Junior Scale Stenographers (B-12) on seniority-cum-fitness basis having 3 years service as such; and

25% by initial recruitment.

By initial recruitment.

75% by promotion from amongst the Senior Clerks (B-9) on seniority- cum fitness basis having 5 years service as such; and

25% by initial recruitment.

By promotion from amongst the

Junior Clerks (B-7) on the basis

of seniority-cum-fitness having 3 years service as such.

20% by promotion from amongst the Matriculate class IV employees (Mali, Farash, Naib = Qasid, Chowkidar, Offset Machine Helper, Vehicle Cleaner, Bearer, Masalchi, Darban, Washer man, Sweeper, Daftri, Sound Helper, Vehicle Cleaner, Door Keeper, Bookbinder) with speed of 30 wpm typewriting and Computer knowledge on the seniority-

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cum-fitness basis having 3

years service as such; and

80% by Initial recruitment.

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Nomenclature &  
Basic Pay Scale of  
the Post

Secretary to  
Speaker,  
B-19

Chief  
Reporter,  
B-19.

Staff Officer  
to Speaker  
B-19

Public  
Relation  
Officer,  
B-18

Chief Protocol  
Officer,  
B-18

Chief  
Accounts  
Officer,

SCHEDULE "B"

{See rule 5, 6, 7, 8 and 9}

Minimum qualification for  
initial recruitment

M. Phil in Public  
Relations/International  
Relations from a recognized  
University with 5 years of  
relevant experience and full  
knowledge of Computer.

M. Phil in Public  
Relations/International  
Relations from a recognized  
University with 5 years of  
relevant experience and  
command over English  
language and Computer  
Knowledge is compulsory.

M.A in International Relations or Journalism in 2nd Division from a recognized University with 6 years of experience.

M.A in Public Relations or Journalism from a Recognized University.

Masters in Public

Administration (in Finance)

Method of Recruitment

By initial recruitment.

By Promotion from amongst Reporters B-18 on the basis of seniority-cum-fitness having 12 years service in B-17 and above.

By initial recruitment.

a. 50% by promotion from amongst the Public Relation Officer (B-17) with five years service as such on seniority-cum fitness basis;

b. 50% by initial recruitment.

a. 50% by promotion from Protocol Officers B-17 /Coordination Officer B-17 /Liaison Officer B-17 on seniority cum fitness-basis having five years service as such;

b. 50% by initial recruitment.

a. 50% by promotion from amongst the Accounts Officer (B-17) with five years service

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Chief Editor  
of Debates  
B-18

Director  
Publication,  
B-18

Reporters,  
B-18

Librarian,  
B-18

Chief  
Comptroller,  
B-18

Computer  
Programmer  
B-17

Assistant  
Librarian  
B-17

Coordination  
Officer  
B-17

Research  
Officer,  
B-17

Reporter,  
B-17.

University with 5 years of  
relevant experience.

Master degree in Computer  
Science from a recognized  
University.

Masters in Library Science  
from a recognized  
University.

Post graduation from a  
recognized University.

Post graduation from a recognized University.

Graduation, with a speed of 140/50 wpm in short hand/ typewriting in Urdu/ English, Balochi and Pashto Languages knowledge is compulsory with 5 years relevant experience.

as such on seniority-cum-fitness basis;

b. 50% by initial recruitment.

By promotion from the Assistant Editor of Debates (B-16) having 12 years service as such on seniority-cum-fitness basis.

By Promotion from the Publication Officer (B-16) having 12 years service as such on seniority-cum-fitness basis.

By promotion from amongst Reporters B-17 having 5 years service as such on seniority-cum-fitness basis.

By promotion from Assistant Librarian B-17 with 5 years service as such on seniority-cum-fitness basis;

By promotion from Computer Programmer B-17 with 5 years service as such on seniority-cum-fitness basis;

By promotion from Comptroller, B-17 with 5 years service as such on seniority-cum-fitness basis.

By initial recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.



18. | Transport Post graduation from a By initial recruitment.  
Officer recognized University with

B-17 five years of relevant  
experience.

19. | Estate Officer Post graduation from a By initial recruitment.  
B-17 recognized University with

five years of relevant  
experience.

20 | Assistant M.E or B.E (Civil/ By initial recruitment.  
Engineer Electrical) from recognized

B-17 University with five years of  
relevant experience.

21. | Security By promotion from the Assistant  
Officer Security Officer B-16 having 5

B-17 years service as such on seniority-  
cum-fitness basis.

22. | Plantation Post graduation By initial recruitment.  
Officer (Horticulture) from a  
B-17 recognized University with

five years of relevant  
experience.

23. | Comptroller By Promotion from Assistant  
B-17 Comptroller B-16 having 5 years  
service as such on seniority-cum-

fitness basis.

24. | Sergeant-at- On deputation from Balochistan  
B-17

25. | Private Graduation from a By initial recruitment  
Secretary to recognized University with a  
speaker! speed of 100/40 wpm in  
epury English shorth  
Speaker nglish shorthand/

B-17. typewriting and Computer  
knowledge is compulsory  
with 5 years of relevant  
experience.

B-17 service as such.

27. | Protocol By promotion from Assistant  
Officer Protocol Officer B-16 with 5

26. | Liaison By Promotion from Assistant  
Officer Liaison Officer B-16 with 5 years

B-17 years service as such.

28. | Accounts Masters in Business By initial recruitment.  
Officer Administration from a

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BIT recognized University. |

Head  
Translator  
B-17

Public Relation

Officer to

Chairman, Public

Accounts  
Committee  
(B-17)

Assistant  
Liaison  
Officer  
B-16

Assistant  
Editor of  
Debates  
B-16

Assistant  
Security  
Officer  
B-16

Assistant  
Protocol  
Officer  
B-16.

Chief  
Photographer  
B-16.

Assistant  
Comptroller  
B-16.

Publication  
Officer  
B-16

Graduation from recognized  
University with experience  
of Translation from Urdu to

English and English to Urdu and compulsory and knowledge of regional languages viz. Balochi & Pushto with 3 years of experience.

Masters in Public Relations from a recognized University with three years experience of relevant job.

Graduation from a recognized University with 2<sup>TM</sup> Division.

Graduation from a recognized University with 2nd Division.

Graduation from a recognized University with 2nd Division.

Graduation from a recognized University with 2<sup>TM</sup>4 division.

Graduation from a recognized University with 2<sup>TM</sup> Division.

a. By promotion from Translators (B-11) with 10 years service as such;

By initial recruitment if no suitable person is available by promotion.

By initial recruitment.

By initial recruitment

By initial recruitment.

By initial recruitment.

By initial recruitment.

By promotion from photographer (B-13) with 5 years service as such.

By promotion from Assistant-

cum-Caretaker (B-11) with 7  
ears service as such.

By initial recruitment.

## SCHEDULE "C"

{See rule 5, 6, 7, 8 and 9}

Nomenclature & | Minimum qualification for Method of Recruitment  
Basic Pay Scale of initial recruitment  
the Post

Diploma in Mechanical . By Promotion from Assistant  
Operator Engineering Sound Operator (B-7) with

B-15 years service as such.

By initial recruitment if no  
suitable person is available.

Photographer Intermediate with sufficient | By initial recruitment.  
B-13 experience of photography.

Translator Intermediate with 5 years By initial recruitment.  
B-11 experience of translation

from Urdu to English and

English to Urdu and

compulsory Balochi &

Pushto.

Assistant Cum- By promotion from Receptionist

Caretaker (B-5)/ Telephone Operator (B-5)  
on seniority-cum-fitness basis  
with 3 years service.

By Promotion from Motor  
Superintendent Mechanic (B-8) on seniority cum  
- fitness basis with 10 years service  
as such.

Offset Machine Intermediate with 5 years By initial recruitment.  
Operator experience of Operating  
Offset Machine.

Head Katib Intermediate with . By promotion from Katibs (B-  
experience in calligraphy. 4) with 3 years service as  
such.

b. By initial recruitment if no

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10.

Motor Matric with two years By initial recruitment.  
Mechanic experience in field.

B-8

Head Matric with 5 years By initial recruitment.  
Cook/Cook experience in the relevant

B-8 field.

Assistant Sound Intermediate with sufficient | By initial recruitment.  
Operator experience of sound system.

B-7

Copy Paster Intermediate with two years | By initial recruitment.  
B-7 experience in field.

Supervisor By Promotion from Book Binder  
(printing) (B-2) and Offset Machine Helper  
B-6 (B-2) on basis of seniority cum

fitness.

Proof Reader Intermediate with two years | By initial recruitment.  
B-6 experience in the field

“ Senior Security By Promotion from the Security

Supervisor Supervisor (B-5) on basis of

B-6 seniority cum fitness.

Telephone Intermediate with two years | By initial recruitment.

Operator experience in the field.  
B-5

Receptionist Intermediate with two years | By initial recruitment.  
B-5 experience in the field.

Store Keeper Intermediate with two years | By initial recruitment.  
B-5 experience in the field.

Security By Promotion from Security  
Supervisor Guards (B-5) on the basis of  
B-S. seniority cum fitness.

Security Guard Matric or Ex-service men of | By initial recruitment.  
B-5 Armed Forces.

Steward Matric with 5 Years By initial recruitment.

B-5 experience in the field.

23. | Kitchen Matric with 5 years By initial recruitment.  
Supervisor experience in the field.

B-4

Katib B-4 Matric with two years By initial recruitment.  
experience in the field.

B-4

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

21.

22.

24.

25.

Driver Driving License with 5 By initial recruitment.  
B-4 years experience in the field.

Khadim Masjid, Literate. By initial recruitment.  
B-2.

B-2.

29. | Book Binder, Literate. By Promotion from Naib Qasids.  
B-2.  
Offset Machine, Literate with two years By initial recruitment.

experience in field.

Mali/Farash/ Literate. By initial recruitment.  
Naib Qasid/

Chowkidar/

Helper/ Vehicle

Cleaner/ Bearer/

Masalchi/ Darban/

Washerman/

Sweeper,

B- 1.