

THE BALOCHISTAN PROVINCIAL ASSEMBLY SECRETARIAT

(RECRUITMENT)

RULES, 2009

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RULES

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'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, 19737;
- (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For the earlier rules, repealed one after the other and amendments made therein, see foot-notes under rules 16.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 it rules vide notification No. Admn: III- (27)/73, dated 24" 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 22TM February, 1999; published in the Baln. Gazette (Extraordinary) No. 12, dated 224 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 22TM4 February, 1999; published in the Baln. Gazette (Extraordinary) No. 58, dated 22TM February, 1999 (i.e. Official Reporters S. Rules of 1999).
- v. BPAS's notification No. Admn: I (16)/73, dated 22TM4 February, 1999; published in the Baln. Gazette (Extraordinary) No. 65, dated 22" February, 1999 (i.e. Security Officers and Staff S. Rules of 1999).
- vi. BPAS's notification No. Admn: I (16)/73, dated 22TM February, 1999; published in the Baln. Gazette (Extraordinary) No.

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

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

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

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

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

xi. BPAS's notification No. Admn: I (16)/73, dated 22nd February, 1999; published in the Baln. Gazette (Extraordinary) No. 66, dated 224 February, 1999 (i.e. Miscellaneous Services S. Rules of 1999).

xii. BPAS notification No. Admn: I (16)/73, dated 22TM February, 1999; published in the Baln. Gazette (Extraordinary) No. 67, dated 22nd 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 2TM 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.

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/
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 & Pashto 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 2TM Division.

Graduation from a recognized University with 2nd Division.

Graduation from a recognized University with 2nd Division.

Graduation from a recognized University with 2TM4 division.

Graduation from a recognized University with 2TM 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
years 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-5. 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.