

REGISTERED No. M - 302
L.-7646

The Gazette  **of Pakistan**

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

ISLAMABAD THURSDAY, SEPTEMBER 24, 2020

PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH

NOTIFICATION

Islamabad, the 16th September, 2020

S. R. O. 897(I)/2020.—In exercise of the powers conferred by section 30 of the Pakistan Tobacco Board Ordinance, 1968 (I of 1968), the Federal Government is pleased to direct that in the Pakistan Tobacco Board (Service) Rules, 1985, the following further amendments shall be made, namely:—

In the aforesaid Rules,—

- (a) in rule 7, after sub-rule (2), the following new sub-rule shall be added, namely:—

“(3) where no suitable person is available for promotion or initial appointment, the post reserved for promotion or, as the case may be, for initial appointment shall be filled by transfer in accordance with these rules.”;

(1979)

Price: Rs. 20.00

[6058(2020)/Ex. Gaz.]

(b) for rule-11, the following shall be substituted, namely:—

“11. **Age Limit.**—(1) no person shall be appointed to a post through initial appointment unless he is of eighteen years of age on the closing date for receipt of applications.

(2) the maximum age limit for each post shall be that as is applicable to the posts of same status and scale of the Federal Government:

Provided that the maximum age-limit may be relaxed by the appointing authority to the extent specified in the rules of the Federal Government.” ;

(c) in rule 12, in the Table, in the first column, after S. No. (xli) and entries relating thereto in the second and third columns, the following new S. Nos. and corresponding entries relating thereto shall be added, namely:—

“(xlii)	Internal Audit Officer	Chartered Accountant or CMA/ACMA/FCMA or ACCA from a University/Institution recognized by HEC with seven years post audit experience in audit.
(xliii)	Senior Auditor	Second Class or Grade ‘C’ Bachelor’s Degree in Business Administration (Finance/Accounting)/Commerce/ Economics/ Statistics/Mathematics or equivalent OR Second Class or Grade ‘C’ Bachelor’s degree from a University/Institution recognized by HEC with ICMA one year post graduate Certificate or CA (Foundation) or ACCA (knowledge level qualified) from a University/Institution recognized by HEC.
(xliv)	Assistant Director (PR)	Master’s degree with Bachelor in Journalism from a University/Institution recognized by HEC with three years’ experience in work related to public relations.
(xlv)	System Administrator	BS from a University/Institution recognized by HEC with 5 years’ experience in relevant field (networking, server installation and software deployment). Must have certificate/courses in MCIT.
(xlvi)	Assistant Director Legal	LLB or equivalent qualification from a University/Institution recognized by HEC. EXPERIENCE: Two (2) years post qualification practice/ experience in the lower courts.
(xlvii)	Assistant Director (Exports)	M.Sc. in Economics (Second Division) Or MBA (First Division) from a University/Institution recognized by HEC with three years’ experience in Marketing/ Export sector of Pakistan.
(xlviii)	Export Manager	B.Sc. in Economics (Second Division) Or BBA (First Division) from a University/Institution recognized by HEC with three years’ experience in Marketing/Export sector of Pakistan.
(xlix)	Computer Operator	BCS or bachelor degree from a University/Institution recognized by HEC with 1-year computer diploma. Candidates with work experience will be preferred.
(l)	Accounts Assistant	B.Com with auditing and advance accounting/ B.com (Hons)/ BBA (hons)/BBA finance from a University/Institution recognized by HEC with two years’ experience in accounts department of a public or private entity.

(li)	Legal Assistant	Bachelor's degree with majors in law and political science from a University/Institution recognized by HEC having two years of relevant experience.
(lii)	Cashier	B.com (Hons)/BBA from a University/Institution recognized by HEC with 5 years' experience in cash handling and accounts.
(liii)	Telephone Operator	Matriculate from an Institution recognized by any of the Board of Intermediate and Secondary Education with 3 years' experience in relevant field.
(liv)	Crop Reporter	Matric from an Institution recognized by any of the Board of Intermediate and Secondary Education with experience in crop reporting.”;

(d) for the Schedule-I, the following shall be substituted, namely:—

“SCHEDULE I
(See rules 3, 6 and 8)

S. No.	Name of post	BPS	Method for appointment		Conditions for appointment	
			Promotion	Initial appointment	Persons eligible and their eligibility for promotion	Qualification & experience for initial appointment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Secretary	19	75%	25%	Amongst BS-18 employees of the Pakistan Tobacco Board with 12 years' experience in BS-17 and above or 7 years' experience in BS-18.	M.A. or M.Sc. (Agriculture), (second Division), with at least ten years' experience in Administration. Or Officer in BPS-18 or above with at least ten years' Experience in administration.
2.	Director (R&D)	19	75%	25%	Amongst Farm Managers, Botanists, Chemists, Plant protection Officers, Rustica Botanists, Agronomist, Deputy Director Dev and Deputy Director Marketing on the basis of seniority <i>cum</i> fitness with minimum service of 12 years in BS-17 and above or 7 years in BS-18.	(i) Ph.D. or M.Sc. (Agriculture), with at least eight years and ten years' experience respectively, in research, and (ii) at least five research publications in research journals.
3.	Director Zonal Office	19	75%	25%	Amongst Farm Managers, Botanists, Chemists, Plant protection Officers, Rustica botanists, Agronomist, Deputy Director (Development) and Deputy Director (Marketing) on the basis of seniority <i>cum</i> fitness with minimum service of 12 years in BPS-17 and above or 7 years in BPS-18.	Ph.D. or M.Sc. (Agriculture), with at least eight years and ten years' experience respectively, in research.
4.	Principal Staff Officer	19	-	-	The post of Principal Staff Officer was created as a result of a decision of 141st BOD meeting dated 06-08-2013 which stated	-

					that the post of Principal Staff Officer (BPS-19) will be personal to Mr. Fakhruddin and shall be treated as dormant/abolished in case the incumbent gets transferred/retired as the case may be.	
5.	Deputy Secretary (Admn)	18	75%	25%	Amongst Administrative Officer and TSO on the basis of seniority cum fitness with minimum service of five years in BPS-17. A joint seniority list of Administrative Officer and TSO will be maintained.	M.A or M.Sc., with diploma in public Administration (Administration), or training in accounting procedure with three years' experience in administration or Accounts. OR B.A. or B.Sc. with at least ten years' experience in administration or accounting.
6.	Deputy Director (B&F)	18	75%	25%	From amongst Assistant Director (Budget & Finance) and IAO on the basis of seniority cum fitness with minimum service of five years in BPS-17. A joint seniority list of Assistant Director (Budget and Finance) and IAO shall be maintained.	Chartered Accountant or CMA/ACMA/FCMA or ACCA from a University/Institution recognized by HEC with five years' post Accounts and Budget experience.
7.	Botanist	18	75%	25%	Amongst Assistant Botanist and Assistant Plant Physiologist on the basis of seniority cum fitness with minimum service of 5 years in BPS-17. A joint seniority of Assistant Botanist and Assistant Plant Physiologist shall be maintained.	(i) Ph.D. or M.Sc. (Agriculture) in Plant Breeding (second Division), with three years and five years' experience respectively, in tobacco breeding agronomy; and (ii) at least three research publications in research Journals.
8.	Chemist	18	75%	25%	Amongst Assistant Chemist on the basis of seniority cum fitness with minimum service of 5 years in BPS-17.	(i) Ph.D. or M.Sc. (Agriculture) in Chemistry or Soil Science (second Division), with three years and five years research experience respectively, on analytical work; and (ii) at least three research publications in research Journals.
9.	Plant Protection Officer	18	75%	25%	Amongst Assistant Plant Protection Officer, Assistant Plant Pathologist and Assistant Entomologist on the basis of seniority cum fitness with minimum service of 5 years in BPS-17. A joint seniority list of Assistant Plant Protection	(i) Ph.D or M.Sc. (Agriculture) in Plant Pathology or Entomology (second Division), preferably with three years and five years' experience respectively, in research of plant protection of crops; and

					Officer, Assistant Plant Pathologist and Assistant Entomologist shall be maintained.	(ii) at least three research publications in research Journals.
10.	Agronomist	18	100%	-	Amongst Assistant Agronomist on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-17.	-
11.	Deputy Director (Dev)	18	100%	-	Amongst Assistant Director (Development) on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-17.	-
12.	Rustica Botanist	18	100%	-	Amongst Assistant Botanist and Assistant Plant Physiologist on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-17. A joint seniority of Assistant Botanist and Assistant Plant Physiologist will be maintained.	-
13.	Deputy Director (Marketing)	18	75%	25%	Amongst Assistant Director (Marketing) and Assistant Director (Exports) on the Basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-17.	M.Sc. in Agricultural Economics or M.Com (second Division), with five years' experience in marketing.
14.	Chief Statistical Officer	18	75%	25%	Amongst Statistical Officer and System Administrator if he/she possess academic qualification of Statistical Officer, on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-17.	Ph.D. or M.Sc. in Statistics (Second Division), with three years and five years' experience respectively, in statistics.
15.	Farm Manager	18	100%	-	Amongst Assistant Development Officers and Assistant Research Officers on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-17. A joint seniority list of ADOs and AROs shall be maintained.	M.Sc (Agriculture) Second Division) or B.Sc. (Agriculture) (First Division) with three years' experience in research extension or farm management.
16.	Transport & Store Officer	17	75%	25%	Amongst Superintendents on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-16.	B.A. or B.Sc. with diploma in Public Administration with three years' experience.
17.	Administrative Officer	17	100%	-	Amongst Superintendents on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-16.	Graduate with five years' experience as Office Assistant.

18.	Private Secretary to Chairman	17	100%	-	Amongst Assistant Private secretaries on the basis of seniority <i>cum</i> fitness with minimum 7 years satisfactory service.	Graduate, with shorthand speed of 120 words Per minute and typing speed of 40 words per minute.
19.	Internal Audit Officer	17	75%	25%	Amongst Senior auditors on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-16.	Chartered Accountant or CMA/ACMA/FCMA or ACCA from a University/ Institution recognized by HEC with seven years post audit experience in audit.
20.	Assistant Director (B&F)	17	100%	-	Amongst Accountants on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-16.	B.Com with eight years' experience in accounts.
21.	Assistant Director (PR)	17	-	100%	-	Master's degree with bachelor in journalism from a University/ Institution recognized by HEC with three years' experience in work related to public relations.
22.	System Administrator	17	-	100%	-	BS from a University/ Institution recognized by HEC with 5 years' experience in relevant field (networking, server installation and software deployment). Must have certificate /courses in MCIT.
23.	Assistant Director (Legal)	17	-	100%	-	LLB or equivalent qualification from a University / Institution recognized by HEC with Two (2) years post qualification practice/ experience in the Lower Courts.
24.	Assistant Director (Export)	17	50%	50%	Amongst Export Managers on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-16.	M.Sc. in Economics (Second Division) or MBA (First Division) from a University/ Institution recognized by HEC with three years' experience in Marketing/ Export sector of Pakistan.
25.	Senior Auditor	16	-	100%	-	Second Class or Grade 'C' Bachelor's Degree in Business Administration (Finance/ Accounting) / Commerce/ Economics / Statistics/ Mathematics or equivalent OR Second Class or Grade 'C' Bachelor's degree from a University / Institution recognized by HEC with ICMA one year post graduate Certificate or CA

						(Foundation) or ACCA (knowledge level qualified) from a University/ Institution recognized by HEC.
26.	Export Manager	16	-	100%	-	B.Sc. in Economics (Second Division) or BBA (First Division) from a University/ Institution recognized by HEC with three years' experience in Marketing/Export sector of Pakistan.
27.	Librarian	16	-	100%	Time scale promotion on the basis of seniority <i>cum</i> fitness with minimum service of 5 years in BPS-16.	Graduate, with diploma in Library Science.
28.	Stenographer (Assistant Private Secretary)	16	50%	50%	03 years' service as Stenotypist.	(i) Intermediate from an Institution recognized by any of the Board of Intermediate & Secondary Education. (ii) minimum speed of 100/50 w.p.m. in shorthand/typing respectively. (iii) Computer literates preferable.
29.	Superintendent	16	100%	-	Amongst Assistants on the basis of seniority <i>cum</i> fitness with minimum service of 5 years.	-
30.	Accountant	16	75%	25%	Amongst Account Assistants on the basis of seniority <i>cum</i> fitness with minimum service of 5 years.	B.Com. with three years account experience.
31.	Assistant/ Personal Assistant	15/16	50%	50%	Amongst UDC on the basis of seniority <i>cum</i> fitness with minimum service of 03 years.	Graduation from a University / Institution recognized by HEC.
32.	Accounts Assistant	14	-	100%	-	B.Com with auditing and advance accounting/ B.com (Hons)/ BBA (Hons)/ BBA finance from a University/ Institution recognized by HEC with two years' experience in accounts department of a public or private entity
33.	Legal Assistant	14	-	100%	-	Bachelor's degree with majors in law and political science from a University/ Institution recognized by HEC having two years of relevant experience.
34.	Computer Operator	12	-	100%	-	BCS or bachelor degree from a University/ Institution recognized by HEC with 1-year computer diploma. Candidates with

						work experience will be preferred.
35.	UDC	11	75%	25%	Amongst LDC and cashier on the basis of seniority <i>cum</i> fitness with minimum service of 03 years.	Intermediate from an Institution recognized by any of the Board of Intermediate and Secondary Education.
36.	Curer	09	100%	-	Amongst junior curer on the Basis of seniority <i>cum</i> fitness with minimum service of 5 years.	-
37.	Cashier	09	-	100%	-	B.Com (Hons)/BBA from a University / Institution recognized by HEC with 5 years' experience in cash handling and accounts.
38.	Telephone Operator	09	-	100%	Time scale promotion	Matriculate from an Institution recognized by any of the Board of Intermediate and Secondary Education with 3 years' experience in relevant field.
39.	LDC	09	10%	90%	Employees holding posts below BPS-05 having Matric with minimum typing speed of 30 minutes w.p.m.	Matric from an Institution recognized by any of the Board of Intermediate and Secondary Education.
40.	Field Assistant	09	-	100%	Time scale promotion	Matric with two years' experience and training from the Government Agricultural Training Institute as Field Assistant.
41.	Junior Curer	07	100%	-	Amongst Assistant Curer on the basis of seniority <i>cum</i> fitness with minimum service of 5 years.	-
42.	Crop Reporter	06	-	100%	-	Matric from an Institution recognized by any of the Board of Intermediate and Secondary Education with experience in crop reporting.
43.	Assistant Curer and Laboratory Assistant	5/6	-	100%	Time scale promotion	Matric with two years' experience and training from the Government Agricultural Training Institute as Field Assistant/ Matric (Second Division) with science and two years laboratory experience.
44.	Laboratory Attendant	05	-	100%	Time scale promotion	Matric with Science from an Institution recognized by any of the Board of Intermediate and Secondary Education.
45.	Tractor Driver	05	-	100%	Time scale promotion	Possessing valid driving license.
46.	Driver and Dispatch Rider	04	-	100%	-	(i) Primary Pass (ii) Valid driving license holder and well versed in the traffic rules.

47.	D.M.O.	04	50%	50%	(i) 3 years' service in BPS-02. (ii) Knowledge of operating Duplicating machine essential.	(i) Primary Pass. (ii) Knowledge of operating Duplicating machine essential.
48.	Mali, Chowkidar, Naib Qasid, Orderly Beldar and Sanitary Worker	01	-	100%	Time scale promotion	Primary Pass.

[No. F. 6-11/2020-Admin-I (PTB).]

DR. SYED WASEEM-UL-HASSAN,
Food Security Commissioner-I.