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PART II

**Statutory Notifications (S. R. O.)**

GOVERNMENT OF PAKISTAN

**FINANCE DIVISION**

NOTIFICATION

*Islamabad, the 24th September, 2020*

**S.R.O. 914(I)/2020.**—In exercise of the powers conferred by sub rule (2) of Rule 3 of the Civil Servants (Appointment, Promotion & Transfer), Rules, 1973, the following method, qualifications and other conditions are laid down for the appointment to the following posts in Federal Treasury Office Islamabad and Karachi under the Finance Division:—

<b>S.No</b>	<b>Designation</b>	<b>BPS</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1	Sub-Accountant	14
2	Junior Accounts Clerk	07
3	Record Sorter	02
4	Book Binder	02
5	Chowkidar	01
6	Sweeper/Sanitary Worker	01

(2029)

*Price: Rs. 6.00*

[6096(2020)/Ex. Gaz.]

**METHOD OF APPOINTMENT**

2. The method of appointment to the post shall be as under:—

S. No.	Name and BPS of the Post	Method of appointment in percentage	
		By promotion	By initial appointment
(1)	(2)	(3)	(4)
1	Sub-Accountant (BS-14)	50%	50%
2	Junior Accounts Clerk (BS-07)	20%	80%
3	Record Sorter (BS-02)	100%	-
4	Book Binder (BS-02)	100%	-
5	Chowkidar (BS-01)	-	100%
6	Sweeper/Sanitary Worker (BS-01)	-	100%

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

**CONDITION FOR PROMOTION**

3. Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and fulfill the conditions of eligibility as prescribed in column-4:

S. No.	Designation and BS of the post	Person Eligible	Condition of Eligibility
(1)	(2)	(3)	(4)
1	Sub-Accountant (BS-14)	Junior Accounts Clerk (BS-07)	Subject to qualifying 03 years regular service as Junior Accounts Clerk.
2	Junior Accounts Clerk (BS-07)	BS-06 and Below employees.	i. Intermediate. ii Efficient in MS office with typing speed of 30 words per minutes against 20% promotion quota. Minimum 03 years regular service is required in their respective cadre.

3	Record Sorter (BS-02)	Naib Qasid (BS-01)	03 years working experience in BS-01.
4	Book Binder (BS-02)	Naib Qasid (BS-01)	03 years working experience in BS-01.

**QUALIFICATION, EXPERIENCE AND  
AGE LIMIT FOR INITIAL APPOINTMENT**

4. On the closing date of receipt of application as fixed in the relevant advertisement, a candidate for initial appointment to as post must possess the educational qualification and experience and must be within the age limit as mentioned against the post concerned in the schedule to this notification, provided that:—

- (i) “Experience”, means unless otherwise specified in the Method of Appointment, Qualification and other conditions as applicable, the experience prescribed for initial appointment shall be the post qualification experience.
- (ii) The maximum age limit shall be relaxed in respect of candidates specified, and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

**QUALIFICATION/CONDITIONS FOR APPOINTMENT BY TRANSFER**

5. Appointment by transfer shall be made in accordance with the provisions of Rule 7 and 9 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 provided that the person concerned must possess the qualification and experience prescribed in schedule of these Rules for initial appointment to the post concerned.

**PROBATION**

6. Person appointed by promotion or initial appointment or by transfer shall be on probation in accordance with the provisions of Section 6 of Civil Servant Act, 1973, read with Rule-21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

7. This notification issued with the concurrence of the Establishment Division vide O.M.No.12/4/80-R-V, dated 22nd September, 2020 supersedes

SRO.376(I)86, dated 13th April, 1986 to the extent of the posts mentioned in this notification.

**SCHEDULE**

(See Rule-4)

S.No	Designation & BPS of the post	Qualification & Experience	Age Limit Min-Max	
(1)	(2)	(3)	(4)	
1	Sub-Accountant (BS-14)	Bachelor Degree (B.COM 14 year's degree/qualification) from a university recognized by HEC.	18 years	25 years
2	Junior Accounts Clerk (BS-07)	i. I.COM/F.A/FSC from recognized Institute/Board. ii. Computer Literate with typing speed of 30 words per minutes.	18 years	25 years
3	Record Sorter (BS-02)	Middle Pass	18 years	25 years
4	Book Binder (BS-02)	Primary Pass	18 years	25 years
5	Chowkidar (BS-01)	Primary Pass	18 years	25 years
6	Sweeper/Sanitary Worker (BS-01)	Primary Pass	18 years	25 years

[F.No. (FTO Ibd File)FTI/Admn/Recruitment Rules/2020-21/1439 Dated: 24.09 20.]

AHMED NAWAZ CHOHAN,  
*Deputy Secretary (B&A).*