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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN
PRESIDENT'S SECRETARIAT (PUBLIC)
(Aiwan-e-Sadr)

NOTIFICATION

Islamabad, the 9th November, 2020

S.R.O. 1218(I)/2020.—In exercise of powers conferred by sub-rule (2) of rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualification and other conditions are laid down for appointment to the following posts in President's Secretariat (Public), Aiwan-e-Sadr, Islamabad:—

S. No.	Designation of post	BPS
1.	Data Entry Operator	14

METHOD OF APPOINTMENT

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

S. No.	Designation & BPS of the Post	Method of appointment	
		By Promotion (%)	By Initial appointment (%)
1.	Data Entry Operator (BS-14)	-	100%

2565

Price: Rs. 6.00

- (i) Provided that initially the up-graded post shall be filled in by the existing incumbents of the up-graded posts in prescribed manner detailed in Establishment Division's d.o. letter No.8/36/2000-R-I dated 31-12-2008.
- (ii) Provided that failing initial appointment, the post of Data Entry Operator shall be filled in by appointment by transfer.

QUALIFICATION, EXPERIENCE AND AGE-LIMITS FOR INITIAL APPOINTMENT

3. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification.

- (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 the candidates specified, and to the extent indicated, in the initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1973, as amended from time to time.

QUALIFICATIONS/ CONDITIONS FOR APPOINTMENT BY TRANSFER

4. Appointment by transfer shall be made in accordance with the provisions of Rule-7 and 9 of the 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

5. Persons appointed by initial appointment or transfer shall be on probation in accordance with the provision of section 6 of Civil Servants Act, 1973 read with Rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

6. The Notification issues with the approval of the Establishment Division *vide* their O.M. No. 26/1/87-R-6 dated 12-10-2020.

SCHEDULE

(See Rule 3)

S. No.	Designation & BPS of the Post	Qualification/ Experience	Age Limit	
			Minimum	Maximum
(1)	(2)	(3)	(4)	(5)
1.	Data Entry Operator (BS-14)	Bachelor Degree in Physics/Mathematics/Statistics/Economics with a minimum speed of 10,000 key depressions per hour for data entry.	18 years	25 years

[F. No. 10(38)/2013-Estt.]

ASGHAR ALI,
Deputy Director (Admn).