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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF GILGIT-BALTISTAN
GILGIT-BALTISTAN SECRETARIAT
(S&GAD and Cabinet Department)

NOTIFICATION

Gilgit, the 24th November, 2020

S. R. O. 1309(I)/2020.—In exercise of the powers conferred upon him *vide* Article-117 of Gilgit-Baltistan Order, 2018, the Governor Gilgit-Baltistan has been pleased to make the following method of appointment, qualifications, experience, age limit and other conditions laid down for appointment to the following posts existing in **Commissioner Offices/ Deputy Commissioner Offices & Settlement Office Gilgit**, Gilgit-Baltistan.

(2753)

Price: Rs. 6.00

[6481(2020)/Ex. Gaz.]

S. No	Designation of the post	BPS
1.	Computer Network Administrator	15
2.	Data Entry Operator	15
3.	Upper Division Clerk	14
4.	Steno-Typist	14
5.	Litigation Assistant (Reader)	14
6.	Lower Division Clerk	11
7.	Care Taker	11
8.	Key Punch Operator	11
9.	Office Secretary	11
10.	Record Keeper	09
11.	Record Keeper	07
12.	Judicial Clerk	07
13.	Store Keeper	07
14.	Photostate Machine Operator	07
15.	Driver	05
16.	Daftari	03
17.	Ferryman	02
18.	Qasid/Mail Runner/Assistant Record Keeper/Tandal/ Massi	02
19.	Naib-Qasid / Chowkidar / Process-Server / Mali / Sweeper / Cook / Sumon Server / Gardener/ Khakroob	01

METHOD OF APPOINTMENT

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

S.No.	Designation and BPS of the Posts	Method of appointment in percentage	
		By promotion (3)	By initial appointment (4)
(1)	(2)		
1.	Computer Network Administrator (BS-15)		100%
2.	Data Entry Operator (BS-15)		100%
3.	Upper Division Clerk (BS-14)	60%	40%
4.	Steno typist (BPS-14)		100%
5.	Litigation Assistant (Reader) (BS-14)	--	100%
6.	Lower Division Clerk (BS-11)	10%	90%
7.	Care Taker (BS-11)		100%
8.	Key Punch Operator (BS-11)		100%
9.	Office Secretary (BS-11)	--	100%
10.	Record Keeper (BS-09)	50%	50%
11.	Record Keeper (BS-07)	--	100%
12.	Judicial Clerk (BS-07)		100%
13.	Storekeeper (BS-7)		100%
14.	Photostate Machine Operator (BS-07)	--	100%
15.	Driver (BS-05)	--	100%
16.	Daftari (BS-03)	100%	--
17.	Ferryman (BS-02)	--	100%
18.	Qasid/Mail Runner/Assistant Record Keeper/Tandal/Massi (BS-02)		100%
19.	Naib-Qasid/Chowkidar/ Process-Server/Mali/Sweeper/Ferryman/Cook/ Sumon Server/Gardener/Khakroob (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, failing that by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to the post in Column-2 below shall be made by selection from amongst the persons who hold the posts specified in Column-3 on regular basis and with the qualification and experience prescribed in Column-4:

S.No.	Designation and BPS of the posts	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1.	UDC (BS-14)	Lower Division Clerk (BS-11)	03 years services as LDC (BS-11)
2.	LDC (BS-11)	Employees holding BS-6 and below	Matric with 30 words P.M typing speed.
3.	Record Keeper (BS-09)	Record Keeper (BS-07)	03 years service in BS-07
4.	Daftari (BS-03)	Qasid / Assistant Record Keeper/Mail Runner (BS-02)	03 years service in BS-02 on seniority-cum fitness basis.

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. On the closing date for receipt of applications fixed in the relevant advertisement a candidate must possess the educational qualification and experience and must be within the age limit as mentioned against the post concerned in the schedule in the notification:

Provided that the maximum age limits will be relaxed as per Notification of S&GAD and Cabinet Department bearing No. 5(5)/2016-Estt-IV-Services dated 13th February, 2017:

Provided further that the minimum age limit will be relaxed as per OM of Establishment Division bearing No. 9/1/73-R-5 dated 22-8-1984.

APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment under the Government on regular basis in the same basic pay scale or equivalent to or identical with the post to be filled provided the person concerned possesses the qualification/experience prescribed for initial appointment or promotion.

PROBATION

6. Persons appointed by promotion, initial appointment or by transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Section-5 of GB Civil Servants Act, 2011.

7. This Notification issues with the approval of the Governor, Gilgit-Baltistan *vide* summary bearing No. 2(9)/2019-Reg-Services dated 16th September, 2020 and supersedes SRO bearing No.403(I)/2002, dated 17-6-2002.

SCHEDULE

(See Rule 4)

S. No. (1)	Designation and BPS of the post (2)	Qualifications and experience (3)	Age Limits	
			Min. (4)	Max. (5)
1.	Computer Network Administrator (BS-15)	2nd Class Grade "C" Master's/Bachelor's (4 years duration) degree in Software Engineering / Computer Engineering / Computer System Engineering / Computer Science / Information Technology or equivalent qualification from a University recognized by the HEC.	20	28
2.	DEO (BS-15)	Bachelor's Degree in Physics / Mathematics / Statistics / Economics with minimum speed of 10,000 key depressions per hour for data entry.	20	28
3.	UDC (BS-14)	i. Graduation from a university recognized by HEC ii. Computer literate.	20	28
4.	Steno typist (BS-14)	Intermediate from a university recognized by HEC with 50/30 w.p.m speed in shorthand/typing respectively.	20	28
5.	Litigation Assistant (Reader) (BS-14)	Graduation from a university recognized by HEC with 50 w.p.m typing speed	20	28
6.	LDC (BS-11)	Intermediate with 30 w.p.m typing speed	20	28
7.	Care Taker (BS-11)	Intermediate with 2 years' experience in building maintenance and security.	20	28
8.	Key Punch Operator (BS-11)	Intermediate with 50 w.p.m typing speed and Computer Diploma/ Certificate.	20	28
9.	Office Secretary (BS-11)	Intermediate with proficiency in basic computer skills and telephone handling.	20	28
10.	Record Keeper (BS-09)	(i) Intermediate (ii) Experience in Record Keeping	20	28
11.	Judicial Clerk (BS-07)	Intermediate with 30 w.p.m typing speed.	20	28
12.	Store Keeper (BS-07)	(i) Intermediate (ii) Experience in store keeping and inventory management.	20	28
13.	Record Keeper (BS-07)	(i) Matric (ii) Experience in Record Keeping	20	28
14.	Photostate Machine Operator (BS-07)	HSSC with 01 year experience in the relevant field.	20	
15.	Driver (BS-05)	Primary Pass with valid LTV driving license.	20	28
16.	Daftari (BS-03)	Primary Pass	20	28
17.	Ferryman (BS-02)	Primary Pass	20	28
18.	Qasid/ Mail Runner/ Assistant Record Keeper/ Tandal/Massi (BS-02)	Middle Pass.	20	28
19.	Naib Qasid / Chowkidar / Process-Server / Mali / Sweeper / Ferryman / Cook / Sumon Server / Gardener / Khakroob (BS-01)	Middle Pass.	20	28

[No. 2(33)/2020-Estt-IV-Services.]

FURMAN ALI,
Deputy Secretary (Regulation).