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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

CABINET SECRETARIAT

(Cabinet Division)

NOTIFICATION

Islamabad, the 21st February, 2022

S. R. O. 300(I)/2022.—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 posts in the National Archives of Pakistan (NAP), under Cabinet Division:—

Sl. No.	Designation of the post	BPS
(1)	(2)	(3)
1	Accountant	14
2	Microfilming Assistant	13
3	Photographer	13
4	Audiovisual Assistant	12
5	Senior Technical Assistant	10

491 (1—5)

Price: Rs. 10.00

[7360(2022)/Ex. Gaz.]

(1)	(2)	(3)
6	Cataloguer/Classifier	10
7	Photostatting Assistant	10
8	Preserver	08
9	Junior Technical Assistant	07
10	Dark Room Assistant	07
11	Mender-cum-Binder	07
12	Senior Accounts Clerk	07
13	Laboratory Assistant	05
14	Junior Mender-cum-Binder	05
15	Security Guard	05
16	Electrician	04
17	Book Sorter	02
18	Attendant	01
19	Paperman	01

METHOD OF APPOINTMENT

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

Sl. No.	Designation and BP of the post	Method of appointment	
		By Promotion%	By initial appointment %
(1)	(2)	(3)	(4)
1	Accountant (BS-14)	50%	50%
2	Microfilming Assistant (BS-13)	50%	50%
3	Photographer (BS-13)	75%	25%
4	Audiovisual Assistant (BS-12)	-	100%
5	Senior Technical Assistant (BS-10)	50%	50%
6	Cataloguer/Classifier (BS-10)	-	100%
7	Photostatting Assistant (BS-10)	75%	25%
8.	Preserver (BS-08)	50%	50%
9.	Junior Technical Assistant (BS-07)	-	100%
10.	Dark Room Assistant (BS-07)	50%	50%
11.	Mender-cum-Binder (BS-07)	25%	75%
12.	Senior Accounts Clerk (BS-07)	-	100%
13.	Laboratory Assistant (BS-05)	-	100%
14.	Junior Mender-cum-Binder (BS-05)	-	100%
15.	Security Guard (BS-05)	-	100%
16	Electrician (BS-04)	-	100%
17.	Book Sorter (BS-02)	-	100%
18.	Attendant (BS-01)	-	100%
19.	Paperman (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 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 qualifications and experience prescribed in column 4:-

Sl. No.	Designation and BPS of the post	Person eligible	Condition of eligibility
(1)	(2)	(3)	(4)
1	Accountant (BS-14)	Senior Accounts Clerk (BS-07)	Eight (08) years' service in BS-07.
2	Microfilming Assistant (BS-13)	Photostatting Assistant (BS-10)	Three (03) years' service in BS-10.
3	Photographer (BS-13)	Photostatting Assistant (BS-10)	Three (03) years' service in BS-10.
4	Senior Technical Assistant (BS-10)	Junior Technical Assistant (BS-07)	Three (03) years' services in BS-07.
5	Photostatting Assistant (BS-10)	Dark Room Assistant (BS-07)	Three (03) years' services in BS-07.
6	Preserver (BS-08)	Mender-cum-Binder (BS-07)	Three (03) years' service in BS-07.
7	Dark Room Assistant (BS-07)	Laboratory Assistant (BS-05)	Three (03) years' service in BS-05.
8	Mender-cum-Binder (BS-07)	Junior Mender-cum-Binder (BS-05)	Three (03) years' service in BS-05.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. 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, 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 the 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.

QUALIFICATIONS/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. Persons appointed by promotion or 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.

7. This Notification issues with concurrence of the Establishment Division *vide* O.M. No. 2/1/2000-R-V dated 2nd December 2021 and S.R.O. No. 1214(I)/90, dated 5th November, 1990 & S.R.O. No. 229 (I)/2009, dated 7th March, 2009, S.R.O No. 959 (1)/2015, dated 28th September 2015 and Notification No. F.7-7/84-A 1, dated 17th March, 1987 are hereby repealed but the repeal thereof shall not affect any action taken or anything done or suffered thereunder.

SCHEDULE*(See para 4)*

Sl. No.	Designation and BPS of the Post	Qualification/Experience	Age limit	
			Min.	Max.
(1)	(2)	(3)	(4)	(5)
1.	Accountant (BS- 14)	Bachelors in Commerce from a University or equivalent qualification from a University recognized by HEC with one-year experience in Accounts/ Finance work.	18 years	25 years
2.	Microfilming Assistant (BS-13)	i. B.Sc with Chemistry / Physics/IT/ Computer Science from a University recognized by HEC. ii. Three-months Training Certificate / Diploma in Reprography / Microfilming / Digitization from a recognized Institution.	18 years	25 years
3.	Photographer (BS-13)	i. Intermediate. ii. One-year experience in Photography, developing and printing of film.	18 years	25 years
4.	Audiovisual Assistant (BS-12)	i. F.Sc. ii. One year experience in handling of Audiovisual Equipment and all types of projectors.	18 years	25 years
5.	Senior Technical	Second class or grade "C" Bachelors	18	25

	Assistant (BS-10)	Degree from a University recognized by HEC.	years	Years
6.	Cataloguer/Classifier (BS-10)	Second class or grade "C" Bachelors Degree in Library and Information Science from a University recognized by HEC.	18 years	25 years
7.	Photostatting Assistant (BS-10)	F.Sc.	18 years	25 years
8.	Preserver (BS-08)	F.Sc	18 years	25 years
9.	Junior Technical Assistant (BS-07)	Intermediate	18 years	25 years
10.	Dark Room Assistant (BS-07)	i. Matriculate ii. Training and experience on developing films and printing of photographs.	18 years	25 years
11.	Mender-cum-Binder (BS-07)	Intermediate	18 years	25 years
12.	Senior Accounts Clerk (BS-07)	I. Com or Intermediate with Diploma in Accounting/Book Keeping.	18 years	25 years
13.	Laboratory Assistant (BS-05)	Matriculate in Science.	18 years	25 years
14.	Junior Mender-cum-Binder (BS-05)	Matriculate	18 years	25 years
15.	Security Guard (BS-05)	Matric, Ex-Serviceman	18 years	25 years
16.	Electrician (BS-04)	i. Middle with Six-months Diploma / Certificate in Electrical from a recognized Institution. ii. Two years' experience in the relevant field.	18 years	25 years
17.	Book Sorter (BS-02)	Middle pass	18 years	25 years
18.	Attendant (BS-01)	Middle pass	18 years	25 years
19.	Paperman (BS-01)	Primary pass	18 years	25 years

[F.No.3-4/2020-NAP-Org-IV.]

MUHSIN ALI,
Section Officer (Org-IV).