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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

CABINET DIVISION

NOTIFICATIONS

Islamabad, the 8th June, 2022

S. R. O. 824(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 Microfilming Unit, National Documentation Wing, Cabinet Division:—

Sl.No.	Designation of the post	BPS
(1)	(2)	(3)
1.	Data Entry Operator	14
2.	Record Sorter	04

1557 (1—6)

Price: Rs. 10.00

[8142(2022)/Ex. Gaz.]

METHOD OF APPOINTMENT

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

Sl.No.	Designation and BPS of the Post	Method of Appointment	
		By promotion %	By initial appointment %
(1)	(2)	(3)	(4)
1.	Data Entry Operator (BPS-14)		100%
2.	Record Sorter (BPS-04)	25%	75%

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 qualifications and experience prescribed in column 4 :-

Sl.No.	Designation and BPS of the Post	Persons Eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1.	Record Sorter (BPS-04)	Naib Qasid / Qasid / Daftry	Five (05) years service in BS-01 or above.

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. On the closing date for receipt of application as fixed in the relevant advertisement, a candidate for initial appointment to a 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 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 issued with the concurrence of the Establishment Division *vide* O.M No.2/1/82-R-V, dated 02nd December 2021.

SCHEDULE

(See para 3)

SI. No.	Designation and BPS of the Post	Qualification / Experience	Age Limit	
			Min	Max
(1)	(2)	(3)	(4)	(5)
1.	Data Entry Operator (BPS-14)	(i) Second class or grade "C" Bachelors degree with Computer Science / Mathematics / Statistics / Physics or equivalent qualification from a University recognized by the Higher Education Commission. (ii) Minimum speed of 10, 000 key depressions per hours for data entry / verification.	18 Years	25 years
2.	Recored Sorter (BPS-04)	Midd e pass.	18 years	25 Years

S. R. O. 825(I)/2022.—In In pursuance of sub-rule (2) of Rule-3 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 and section 7(1) (b) (i) and (ii) of the Federal Public Service Commission Ordinance, 1977 (XLV of 1977), the following methods, qualifications and conditions are laid down for appointment to the posts in the Microfilming Unit, National Documentation, Cabinet Division, namely:—

S. No.	Designation of the posts	BPS
(1)	(2)	(3)
1	Programmer/Software Application Developer	17
2	Database Administrator	17

METHOD OF APPOINTMENT

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

S. No.	Designation and BS of the posts	Method of appointment	
		By promotion	By initial appointment
(1)	(2)	(3)	(4)
1	Programmer/Software Application Developer (BS-17)	--	100%
2	Database Administrator (BS-17)	--	100%

Provided that if no suitable person is available for initial appointment, the post(s) reserved for shall be filled by transfer.

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate for initial appointment must possess the educational qualifications and experience and must be within the age limits as mentioned against the posts concerned in the Schedule to this Notification, provided that –

- (i) “experience” means post-qualification experience gained in a regular full-time paid job after obtaining the required qualification;
- (ii) the period spent by a candidate in obtaining degree of M.Phil. or Ph. D. in the relevant field shall be treated as practical experience up to a maximum period of two and four years respectively for the purpose of initial appointment, provided that –
 - (a) a candidate who has obtained the degree of M.Phil. or Ph.D. during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post; and
 - (b) this concession shall not be available for the posts for which the prescribed qualification is M.Phil. or Ph.D. as the case may be.
- (iii) 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; and

- (iv) eligibility of candidates shall be reckoned as on the closing date fixed for submission of applications in accordance with this Notification and the instructions issued by the Federal Government and the Federal Public Service Commission from time to time.

APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made by selection from amongst the persons holding appointment on regular basis under the Federal Government in the same basic pay scale in which the post to be filled exists in terms of provisions of Civil Servants Act, 1973 and Civil Servants (APT) Rules, 1973.

PROBATION

6. Persons appointed by initial appointment or transfer shall be on probation subject to the provisions of the Civil Servants Act, 1973 and rules made there under.

7. This notification issues with the approval of the Establishment Division contained *vide* O.M. No. 2/1/82-R-V, dated 02-12-2021 and with the concurrence of FPSC contained *vide* its letter No. F.12-44/2021-RR dated 08-06-20-22.

SCHEDULE

(See rule 4)

S. No.	Designation and BS of the posts	Qualification and Experience	Age Limit	
			Min.	Max.
(1)	(2)	(3)	(4)	(5)
1	Programmer/Software Application Developer (BS-17)	Second Class or grade "C" Master's or Bachelor's (16 years education) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the Higher Education Commission. OR Second class or grade "C" Bachelor's degree in Computer Engineering/Computer System Engineering or equivalent qualification from a University recognized by PEC.	22 years	30 years

S. No.	Designation and BS of the posts	Qualification and Experience	Age Limit	
			Min.	Max.
(1)	(2)	(3)	(4)	(5)
2	Database Administrator (BS-17)	Second Class or grade "C" Master's or Bachelor's (16 years education) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the Higher Education Commission. OR Second class or grade "C" Bachelor's degree Computer Engineering/Computer System Engineering or equivalent qualification from a University recognized by PEC.	22 years	30 years

[F. No. 1/4/2020-Admin-II].

MUHAMMAD AAMIR QURESHI,
Section Officer (Admin-II).