



KHYBER PAKHTUNKHWA

Published by Authority

PESHAWAR, THURSDAY, 1st DECEMBER, 2022.

GOVERNMENT OF KHYBER PAKHTUNKHWA SERVICES AND GENERAL
ADMINISTRATION DEPARTMENT
(REGULATION WING)

NOTIFICATION

Peshawar Dated, the 11th June, 1985.

NO.SORI (S& GAD) 4.4/80- In exercise of the powers conferred by clause (b) of the subsection (2) of section 3 of the Khyber Pakhtunkhwa Public Service Commission Ordinance 1978 (Khyber Pakhtunkhwa Ord. No. XI of 1978), the Governor of the Khyber Pakhtunkhwa is pleased to make the following regulations, namely;

The Khyber Pakhtunkhwa Public Service Commission Officers & Servant (Terms and Conditions of Service Regulation, 1985

PART-I GENERAL

1. *Short title and commencement-* (i) These regulations may be called the Khyber Pakhtunkhwa Public Service Commission Officers and Servants (Terms & Conditions of Service) Regulation, 1985.

(ii) These shall come into force at once.

2. *Definitions-* In these regulation, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say--

- (a) "Appendix" means the Appendix to these regulations;
- (b) "Board" means a Board of Intermediate and secondary Education established by law in Pakistan or any other educational authority or institution declared by Government in consultation with the Commission to be a Board for the purpose of these rules;
- (c) "Chairman" means the Chairman of the Commission;
- (d) "Commission" means the Khyber Pakhtunkhwa Public service Commission;
- (e) "Departmental Promotion Committee" means the Committee constituted by or under order of Government for making selection for promotion to a post;
- (f) "Government" means the Government of Khyber Pakhtunkhwa;
- (g) "Governor" means the Governor of the Khyber Pakhtunkhwa;
- (h) "initial recruitment" means the appointment made otherwise than by promotion or transfer from another Department/Service/Post;
- (i) "Post" means a post specified in the appendix;
- (j) "Recognized university" means any University incorporated by Law in Pakistan or any other University declared by government in consultation with the Commission to be the recognized University for the purpose of these regulations;
- (k) "Secretary" means the Secretary of the Commission; and
- (l) "Service" means the Commission's Service.

PART II – RECRUITMENT

3. **Constitution and composition of Service-** The Service shall comprised the posts specified in column 2 of the Appendix and such other posts as may be specified by government from time to time.
4. **Appointing Authority-** Appointments to posts shall be made by the authority mentioned against each such post in column 3 of the Appendix.
5. **Method of Recruitment-** The posts shall be filled by initial recruitment, promotion transfer or deputation as indicated in column 7 of the Appendix in the manner and subject to the clarification specified in columns 3 to 6 thereof.
6. **Zonal representation-** Initial recruitment shall be made in accordance with the quota reserved for various Zones under any order or notification of Government for the time being in force.
7. **Eligibility-** (1) No person who has married a foreign national shall be eligible for appointment to a post.
(2) The restriction imposed by sub-clause (1) may be relaxed by Government in the case of a person who is married to a citizen of India.
8. **Age-** (1) No person shall be appointed to a post by initial recruitment unless he is within the age limit prescribed for each post in column 4 of the Appendix:-
 - (i) candidates belonging to scheduled castes and backward areas shall be entitled to such relaxation in the upper age as admissible to them under any order or notification of Government for the time being in force; and
 - (ii) in the case of a person whose service under Government has been terminated for want of a vacancy, the period of service already rendered by him shall for the purpose of upper age limit under these regulations, be excluded from his age.
 (2) For the purpose of these regulations age shall be reckoned-
 - (i) where recruitment is to be made on the basis of a written examinations, as on the first of January of the year in which the examination is proposed to be held; and
 - (ii) in other cases, as on the last date fixed for receipt of applications for appointment.
9. **Qualification-** (1) No person shall be appointed by initial recruitment to a post unless he possesses the qualifications prescribed for such post in column 5 of the Appendix.
(2) No person, not already in Government services, shall be appointed to a post unless he produces a certificate of character from principal academic officer of the institution last attended and also certificates of character from two other responsible persons not being his relatives, who are acquainted with his character and antecedents.

PART III - CONDITIONS OF SERVICE

10. **Probation-** (1) Persons appointed to the posts against substantive vacancies, other than these appointed by transfer or on deputation, shall remain on probation for a period of two years if appointed by initial recruitment and for a period of one year if appointed by promotion.
Explanation- Officiating service and service spent on deputation to corresponding or a higher post may be allowed to count toward the period of probation.
(2) If the work and conduct of a member of the Service, during the period of probation, has not been satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired, dispense with his service if he has been appointed by initial recruitment and revert him to his former post if appointed by promotion or dispense with his services if there be no such post.

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- (i) candidates belonging to scheduled castes and backward areas shall be entitled to such relaxation in the upper age as admissible to them under any order or notification of Government for the time being in force; and
- (ii) in the case of a person whose service under Government has been terminated for want of a vacancy, the period of service already rendered by him shall for the purpose of upper age limit under these regulations, be excluded from his age.

(2) For the purpose of these regulations age shall be reckoned-

- (i) where recruitment is to be made on the basis of a written examinations, as on the first of January of the year in which the examination is proposed to be held; and
- (ii) in other cases, as on the last date fixed for receipt of applications for appointment.

9. **Qualification-** (1) No person shall be appointed by initial recruitment to a post unless he possesses the qualifications prescribed for such post in column 5 of the Appendix.

(2) No person, not already in Government services, shall be appointed to a post unless he produces a certificate of character from principal academic officer of the institution last attended and also certificates of character from two other responsible persons not being his relatives, who are acquainted with his character and antecedents.

PART III - CONDITIONS OF SERVICE

10. **Probation-** (1) Persons appointed to the posts against substantive vacancies, other than these appointed by transfer or on deputation, shall remain on probation for a period of two years if appointed by initial recruitment and for a period of one year if appointed by promotion.

Explanation- Officiating service and service spent on deputation to corresponding or a higher post may be allowed to count toward the period of probation.

(2) If the work and conduct of a member of the Service, during the period of probation, has not been satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired, dispense with his service if he has been appointed by initial recruitment and revert him to his former post if appointed by promotion or dispense with his services if there be no such post.

(3) On completion of the period of probation of a member of the Service, the appointing authority may, subject to the provisions of sub clause (4), confirm him in his appointment, or if his work and conduct has, in the opinion of such authority, not been satisfactory-

- (a) in case he has been appointed by initial recruitment, dispense with his service; or
- (b) in case he has been appointed by promotion, revert him to his former post and if there be no such post dispense with his service; or
- (c) extend the period of probation by a period not exceeding two years in all, and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanations:-

- (i) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.
- (ii) If no orders have been made by the day on which the maximum period of probation expires, the probationer shall, subject to sub-clause (4), be deemed to have been confirmed in his appointment.
- (iii) A probationer who has satisfactorily completed his period of probation, shall be confirmed with effect from the date of his continuous appointment in the service in a substantive vacancy; provided that where the period of his probation has been extended under the provisions of sub-clause (3) (c) of this clause, the date of confirmation shall, subject to the other provisions of this clause, be the date on which the period of probation was last extended.

(4) No person shall be confirmed in the Service unless he successfully completes such training and passes such departmental examination as may be prescribed by the Commission from time to time.

(5) If a member of the Service fails to complete successfully any training or pass any departmental examination prescribed under sub-clause (4) within such period or in such number of attempts as may be prescribed by the Commission, the appointing authority may-

- (a) in case he has been appointed by initial recruitment, dispense with his services; or
- (b) in case he has been appointed by promotion, revert him to his former post, and if there be no such post, dispense with his services.

11. **Seniority-** (1) The seniority inter-se of the holders of their posts shall be determined-

- (a) in the case of person appointed by initial recruitment, in accordance with the order of merit assigned by the Commission, if the appointment is made on the basis of Competitive Examination and in other cases, in accordance with the order of merit assigned by the appointing authority; provided that persons selected for service in an earlier selection shall rank senior to the persons selected in the later selection; and
- (b) in the case of persons appointed by promotion, with reference to the dates of their continuous appointment therein, provided that if the date of continuous appointment in the case of two or more persons is the same, the older official if not junior to the younger official or officials in the next below scale shall rank senior to the younger official or officials.

Explanations-

- (i) If a junior official is promoted to a higher scale/post temporarily in The Public interest even though continuing later permanently in the higher scale/post, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher scale/post;
 - (ii) If a junior official in a lower scale/post is promoted to a higher scale/post by superseding a senior official and subsequently that senior official is also promoted, the official promoted first shall rank senior to the official promoted subsequently;
 - (iii) A junior official appointed to a higher scale/post shall be deemed to have superseded senior official only if both the junior and senior official were considered for the higher scale/post and the junior official was appointed in preference to the senior official.
- (2) The seniority of holders of posts in various scales appointed by initial recruitment vis-à-vis those appointed by promotion shall be determined-
 - (a) in case both, the official appointed by initial recruitment and the official appointment by promotion, have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, with reference to the date of regular appointment to such vacancy in the case of official appointment by initial recruitment and to the date of continuous appointment against such vacancy in case of the official appointed otherwise; provided that, if the two dates are the same, the official appointed by promotion shall rank senior to the official appointed by initial recruitment;
 - (b) in case the official appointed by initial recruitment has been appointed against substantive vacancy and the official appointed by promotion has been appointment against a temporary vacancy, the official appointed by initial recruitment shall rank senior to the official appointed by promotion; and
 - (c) in case the official appointed by promotions is appointed against a substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed by promotion shall rank senior to the official appointed by initial recruitment.

12. **Liability to transfer-** Members of the Service shall be liable to:-

- (a) transfer anywhere in the North-west Frontier Province; and
- (b) Service in any department of Government or any local authority or statutory body set up or established by government.

13. **General Regulation-** In all matters not expressly provided for in these regulations, the rules made or deemed to have been made under the Khyber Pakhtunkhwa Civil Servants Act, 1973 (Khyber Pakhtunkhwa Act No.XVIII of 1973), shall mutatis mutandis apply to the members of the Service.

14. **Relaxation-** Any of these regulations may, for reasons to be recorded in writing, be relaxed in individual cases, if Governor is satisfied that a strict application of the regulation would cause undue hardship to the individual concerned; provided that where such relaxation involves a question on which consultation with the Commission is mandatory, the Commission shall be consulted before the relaxation is made.

15. **Delegation-** Governor may delegate all or any of its powers under these regulations to any officer subordinate to him.

APPENDIX

Khyber Pakhtunkhwa Public Service Commission Officers and Servants (Terms and Conditions of Service) Regulations, 1985.
(See Regulations 2(a),3,4,5,6)

S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
1.	Secretary	Governor in consultation with the Chairman	-	-	[-]	By transfer of a PCS/ PMS/ PAS officer not below the rank of BS-20 as given in the schedule of PMS Rules.
1 (A)	Senior Psychologist	Governor in consultation with the Chairman	-	Ph.D in Psychology; or M.Phil in Psychology; or 2 nd Class Master Degree/ BS four years in Psychology or equivalent qualification from a recognized University/ Institute.	With Ph.D seven years experience in the relevant field; With M.Phil eleven years experience in the relevant field; With Master/ BS Degree, twelve years experience in the relevant field.	By promotion on the basis of seniority-cum-fitness, from amongst Psychologists having at least seven years service as such or twelve years service in BPS-17 and above. If no suitable officer for promotion is available then by initial recruitment or by temporary transfer for a specific period or by deputation in accordance with deputation policy of Provincial Government.
1 (B)	Director Curriculum & Research	Governor in consultation with the Chairman	32-45 years	Ph. D in Statistics / Maths/ Economics / Business Administration / Public Administration / Public Policy/ Social Sciences from a recognized university; or M. Phil in one of the above mentioned subjects; or At least Second Class Masters Degree from a recognized university in one of above mentioned subjects.	Ph.D having 5 years experience in the field of Teaching at University or Post Graduate Institute Research/ Curriculum Development/ Statistical Analysis/ Career Counseling; or M.Phil having seven years experience in the field given above; or At least 2 nd Class Masters Degree or equivalent qualification with 12 years experience in the field given above.	By promotion on the basis of seniority-cum-fitness from amongst the Deputy Director Curriculum and Research having at least 12 years service in BPS-17 and above or seven years service in BPS-18. If no suitable officer for promotion is available then by initial recruitment or by temporary transfer for a specific period or by deputation in accordance with deputation policy of Provincial Government.

S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
2.	Psychologist	Governor in consultation with the Chairman	25-35 years	Master Degree 2 nd Class in Psychology from a recognized University	Five years experience gained after Master Degree in Psychology, as specified below:- a) <u>Field Specialization</u> Psychometrics or clinical Psychology b) <u>Nature of Experience</u> Teaching Experience / Professional Research in test construction measurement and evaluation, vocational counseling, personnel selection and placement, job analysis and related areas. []	By promotion from the holder of the post of Assistant Psychologist having at least five years service as such. If no suitable officer for promotion is available then by initial recruitment or by temporary transfer for a specific period or by deputation in accordance with deputation policy of Provincial Government.]
2A.	Director Exam/ Director Recruitment []	Governor in consultation with the Chairman	-	[-]	[-]	a) Fifty per cent (50%) by promotion, on the basis of seniority cum fitness, from amongst the Deputy Directors (BPS-18), who possess Bachelor's Degree from a recognized University with at least seven (07) years service as such or twelve (12) years service in BPS-17 and above; and b) Fifty per cent (50%) by transfer of PCS/ PMS/ PAS Officer.
2B.	Deputy Director Recruitment/ Admn:/ Exam:/ []	Governor in consultation with the Chairman	-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors, Assistant Director (Admn), Controllers Examination, Account Officer (BPS-17) with five year service as such. Note:- A joint seniority list of Assistant Directors, Assistant Director (Admn), Controllers Examination and Accounts Officer shall be maintained for the purpose of promotion.

S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
2C	Deputy Director, IT	Governor in consultation with the Chairman	-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Director IT/ Web Administrator/ LAN Administrator/ Manager Operations having at least five years service as such. If no suitable officer for promotion is available then by initial recruitment or by temporary transfer for a specific period or by deputation in accordance with deputation policy of Provincial Government.
2D	Deputy Director, Curriculum & Research	Governor in consultation with the Chairman	32-45 years	a. Ph. D in Statistics / Maths/ Economics / Business Administration / Public Administration / Public Policy/ Social Sciences from a recognized university; or b. M. Phil in one of the above mentioned subjects; or c. At least Second Class Masters Degree from a recognized university in one of above mentioned subjects.	With Ph.D having two years experience in the field of Teaching at University or Post Graduate Institute Research/ Curriculum Development/ Statistical Analysis/ Career Counseling; or With M.Phil having five years experience in the field given above; or With Masters Degree having seven years experience in the field given above.	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors Curriculum & Research having at least five years service as such. If no suitable person for promotion is available then by initial recruitment If no suitable officer is available for initial recruitment then by temporary transfer of a BS-18 officer of any Government / Autonomous / Semi Autonomous Department/ Institution having experience in the relevant field.
2E	Senior Law Officer	Governor in consultation with the Chairman	28-45	At least 2 nd Class LL.B Degree or equivalent qualification from a recognized University.	Five years experience as practicing lawyer duly registered with Bar Council at High Court with excellent drafting skills; OR Five years service as Law Officer BPS-17	By promotion on the basis of seniority-cum-fitness from amongst the Law Officers having at least five years service as such. If no suitable officer for promotion is available then by initial recruitment or by temporary transfer for a specific period or by deputation in accordance with deputation policy of Provincial Government

S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
3.	Assistant Director/ Assistant Director (Admin) / Controller of Examination	Governor in consultation with the Chairman	21-32 years	At least 2 nd Class Bachelor Degree from a recognized university.	-	By promotion on the basis of seniority-cum-fitness from amongst Registrar Examination, Superintendents and Private Secretaries to the Chairman/ Members /Secretary who are graduates having at least five years service as such. Note: - i) A joint seniority list of Registrar Examination, Superintendents and Private Secretaries to the Chairman/ Members /Secretary shall be maintained for the purpose of promotion. ii) For acquiring the qualification of graduation a grace period of six years from date of issue of the amendment shall be provided to the existing non-graduate employees. If no suitable official for promotion is available then by initial recruitment or by temporary transfer for a specific period or by deputation in accordance with deputation policy of Provincial Government.
3A	Assistant Director Curriculum/ Research	Governor in consultation with the Chairman	22-30	At least 2 nd Class Master Degree in Statistics / Maths/ Economics / Business Administration / Public Administration / Public Policy/ Social Sciences.	-	By initial recruitment. If no suitable officer for initial recruitment is available then by temporary transfer for a specific period or by deputation in accordance with deputation policy of Provincial Government.
3B	Law Officer	Governor in consultation with the Chairman	21-35	At least 2 nd Class LL.B Degree or equivalent qualification from a recognized University.	At least two years experience as practicing registered lawyer.	By initial recruitment.

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S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
4.	Assistant Psychologist	Governor in consultation with the Chairman	22 to 32 years	At least Second Class Master Degree in Psychology from recognized University with special emphasis on theory & practice of test construction, its use and interpretation and/ or statistical method of research and techniques.	Two years teaching / research experience at College level.	By initial recruitment. If no suitable officer for initial recruitment is available then by temporary transfer for a specific period or by deputation in accordance with deputation policy of Provincial Government.
4 (A)	Deleted.					
4 (B)	Accounts Officer	Governor in consultation with the Chairman	-	At least 2 nd Class Master Degree in Commerce or MBA or equivalent qualification from a recognized university/ Institute.	Five years practical experience in Accounts Management in a Govt: / Autonomous/ Semi Autonomous Institute/ Office.	a) By transfer or deputation of an Accounts Officer from other departments having at least five years experience in Accounts Managements; or b) by promotion, on the basis of seniority cum fitness from amongst Superintendents having at least five years practical experience in Accounts Managements. If no suitable official for transfer/ promotion is available then by initial recruitment.]
4 (C)	Assistant Director IT/ Programmer/ Web Administrator/ LAN Administrator	Governor in consultation with the Chairman	21-32 years	Second Class Master Degree or equivalent qualification in Computer Science from a recognized University.	-	a) 50% by initial recruitment b) 50% by promotion, on the basis of seniority-cum-fitness, from amongst the Assistant Programmers/ Assistant Managers/ Assistant Web Developer/ Assistant Network Administrator/ Computer Operators, having qualification prescribed for initial recruitment for the post of Computer Operator with at least five years service as such.
4 (D)	Manager Operations	Governor in consultation with the Chairman	21 to 32 years	At least 2 nd class degree of BCS (4 Years) / BIT (4 years) MIT/ MCS/ MSC in Computer Science or equivalent qualification from a recognized University/ Institute.		a) 50% by initial recruitment b) 50% by promotion, on the basis of seniority-cum-fitness, from amongst the Assistant Programmers/ Assistant Managers/ Assistant Web Developer/ Assistant Network Administrator/ Computer Operators, having qualification prescribed for initial recruitment for the post of Computer Operator with at least five years service as such.

S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
5	Registrar Exam/ Supdt.	Chairman in Consultation with DPC	-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Assistants /Statistical Investigator having at least five years service as such. Note:- A joint seniority of Assistants and Statistical Investigator shall be maintained for the purpose of promotion.
5 (A)	Private Secretary to Chairman/ Member/Secretary	Chairman	21 to 32 years	i) Bachelor Degree or equivalent qualification from a recognized university; and ii) A speed of 120 words per minute in English Shorthand and 45 words per minute in English typing. iii) knowledge of computer in using MS Word and MS Excel	-	By promotion on the basis of seniority-cum-fitness from amongst the Senior Scale Stenographers having at least five years service as such. If no suitable official for promotion is available then by initial recruitment.
6.	Statistical Investigator	Chairman	21-32 years]	At least Second Class Bachelor Degree with Statistics as one of the subjects from a recognized University.	-	By initial recruitment.
6 (A)	Deleted					
7.	Senior Scale Stenographer	Secretary	21 to 32 years	i) Bachelor Degree or equivalent qualification from a recognized university; and ii) A speed of 100 words per minute in English Shorthand and 45 words per minute in English typing. iii) Knowledge of computer in using MS Word, MS Excel.	-	By promotion on the basis of seniority-cum-fitness from amongst the holders of the posts of Junior Scale Stenographers; having at least three years service as such. Provided that if no suitable Junior Scale Stenographer is available for promotion then by initial recruitment.

S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
8	Junior Scale Stenographer	Secretary	18 to 30 years	i) Intermediate or equivalent qualification from a recognized Board; ii) minimum speed of fifty(50) words per minute in English shorthand and thirty five (35) words per minute in English typing; and iii) knowledge of computer in using MS Word and MS Excel	-	By initial recruitment
9.	Assistant	Secretary	21 to 32 years	At least Second Class Bachelor Degree or equivalent qualification from a recognized University	-	a) Seventy Five (75%) percent by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks/ Assistant Printing with at least three (03) years service as Senior Clerk /Assistant Printing or five (05) years service as Junior Clerk and Senior Clerk; and b) Twenty five (25%) by initial recruitment.
9 (A)	Librarian	Governor in consultation with Chairman	21 to 32 years	Master Degree in Library Science from a recognized University	-	By initial recruitment
9(B)	Computer Operator	Secretary	21 to 32 years	At least second class degree of BCS (4 Years) / BIT (4 years) MIT/ MCS/ MSC in Computer Science or equivalent qualification from a recognized University/ institute with minimum speed of ten (10) thousand key depressions per hour for punching data entry verification.]	-	By initial recruitment

S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
9(C)	Assistant Manager/ Assistant Web Developer/ Assistant Network Administrator	Secretary	21 to 32 years	At least 2 nd class degree of BCS (4 Years) / BIT (4 years) MIT/ MCS/ MSC in Computer Science or equivalent qualification from a recognized University/ institute.	-	By initial recruitment.
10.	Senior Clerk	Secretary	-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the holders of the posts of Junior Clerks/ Typist with at least two years services as such.
10(A)	Assistant Printing	Secretary	21 to 32 years	Bachelor Degree from a recognized University/institute	-	By initial recruitment.
11.	Junior Clerk	Secretary	18 to 30 years	i) At least Second Class Secondary School Certificate or equivalent qualification from a recognized Board; and ii) A speed of 30 words per minute in English Typing with knowledge of MS word.	-	a) Thirty Three per cent by promotion, on the basis of seniority-cum-fitness, from amongst the Dafatres, who possess Secondary School Certificate or equivalent qualification from a recognized Board with at least two (02) years service as such; Provided that if no suitable Dafatari is available for promotion then the post shall be filled by promotion on the basis of seniority-cum-fitness from amongst Naib Qasid, Residence Orderly, Mali, Behishti, Chowkidar, Electrician, Telephone Exchange Operator and Sweeper, who possess Secondary School Certificate or equivalent qualification from a recognized Board with at least three (03) years service as such; and b) Sixty seven per cent by initial recruitment. Note:- Officials on the panel for promotion against posts of Junior Clerk shall achieve a speed of thirty (30) words per minute in English typing before being promoted.

S#	Nomenclature of Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Recruitment
1.	2	3	4	5	6	7
12.	Dafti	Secretary	18 to 40 years	At least Second Class Secondary School Certificate or equivalent qualification from a recognized Board.	-	By promotion on the basis of seniority-cum-fitness, from amongst the Naib Qasid, Residence Orderly, Mali, Behishti, Chowkidar, Electrician, Telephone Exchange Operator and Sweeper with at least three years service as such and having qualification of Secondary School Certificate from a recognized Board.
13.	Driver	Secretary	18 to 40 years	At least Middle Pass having a valid driving license.	---	By initial recruitment after advertisement of the posts in leading newspapers.
14.	Naib Qasid/ Residence Orderly/ Mali/ Behishti/ Chowkidar	Secretary	18 to 40 years	-	-	By initial recruitment after advertisement of the posts in leading newspapers.
14(A)	Electrician (BPS-02)	Secretary	18 to 40 years	Middle Pass with diploma in the field of electrician.	Five years practical experience of electrical work	By initial recruitment.
14 (B)	Telephone Exchange Operator	Secretary	18 to 40 years	Secondary School Certificate.	-	By initial recruitment after advertisement of the posts in leading newspapers.
15.	Sweeper	Secretary	18 to 40 years	Preferably literate.	-	By initial recruitment.

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