

CHAPTER-II

**RECRUITMENT/APPOINTMENTS,
SENIORITY AND PROMOTIONS**
(21 - 22)

**RECRUITMENT/APPOINTMENTS,
SENIORITY AND PROMOTIONS**

SECTION A

RECRUITMENT

**Civil Servants (Appointment,
Promotion and Transfer) Rules, 1973**

Sl. No. 1

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:-

PART I - GENERAL

1. These rules may be called the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

2. In these rules, unless there is anything repugnant in the subject or context,-

(a) "appointing authority", in relation to a post means the person authorized under rule 6 to make appointment to that post;

*(b) "Central Selection Board" means a Board constituted by the Federal Government, for the purpose of selection for promotion or transfer to,-

(i) posts in basic pay scale 18 in the District Management Group and the Police Group; and

(ii) posts in basic pay scales 19 to *[21] and equivalent,

Notification No. S.R.O. 227(I)/98, dated 4-4-1998.

consisting of such persons as may be appointed by Federal Government from time to time;]

- (c) "Commission" means the Federal Public Service Commission;
- (d) "Departmental Promotion Committee" means a Committee constituted for the purpose of making selection for promotion or transfer to posts under a Ministry, Division, Department or Office of the Federal Government in **[basic pay scales 18 ***["except the posts specified in sub- clause (i) of clause (b),] and below and equivalent;]
- (e) "Departmental Selection Committee" means a Committee constituted for the purpose of making selection for initial appointment to posts under a Ministry, Division, Department or Office of the Federal Government in **[basic pay scales 15 and below and equivalent;]
- (f) **:[Omitted].

3. (1) Appointments to posts shall be made by any of the following methods, namely:-

- (a) by promotion or transfer in accordance with Part II of these rules; and
- (b) by initial appointment in accordance with Part III of these rules.

(2) The method of appointment and the qualifications and

other conditions applicable to a post shall be as laid down by the Ministry or Division concerned in consultation with the Establishment Division.

@[(3) "Notwithstanding anything contained in sub-rule(I),

_____*Amended *vide* Estt. Division Notification No. S.R.O. 1294(I)/99, dated 25-11-1999.

** Subs & (Omitted clause f) *vide* Estt. Division Notification No. S.R.O.146(I)/84, dated 9-2-1984.

*** Subs/Ins *vide* Estt. Division Notification No. S.R.O. 227(I)/98, dated 4-4-1998.

@Added *vide* Estt. Division Notification No.S.R.O.57(1)/93, dated 25-1-1993.

or the method of appointment laid down in the recruitment rules, a person who is rendered surplus as a result of the reorganization or abolition of a Division, Department, Office or permanent post in pursuance of any Government decision or as a measure of economy may be appointed to a post in the basic pay scale to which he belonged, if he possesses the qualifications, and fulfills other conditions, applicable to that post"].

*(4) Where a person referred to in sub-rule (3),-

- (i) possesses educational qualifications which are considered interchangeable with, or equivalent to, the qualification prescribed in the relevant recruitment rules; or
- (ii) fulfills the prescribed qualifications and the conditions for initial appointment to the post in the relevant rules except the condition relating to prescribed experience,

the appointing authority may, for reasons to be recorded in writing, relax the requirement of educational qualifications or, as the case may be, the prescribed experience].

4. (1) In each Ministry, Division, Department or Office of the Federal Government, there shall be one or more Departmental Promotion Committees, and Departmental Selection Committees, the composition of which shall be determined by the Ministry or Division concerned in consultation with the Establishment Division.

(2) Each such Committee shall consist of at least three members one of whom shall be appointed Chairman.

5. Where an appointing authority for *[posts in basic pay scales 15 and below and equivalent] does not accept the recommendation of a Departmental Selection or Departmental Promotion Committee, it shall record reasons therefor and obtain orders of the next higher authority.

*Added *vide* Estt. Division Notification No. S.R.O. 961(1)/99, dated 25-8-1999.

*[6. The authorities competent to make appointments to the various posts shall be as follows:-

Appointing Authority		Posts
(1)	Posts in basic pay scales 20 and above or equivalent. ***[].	**Prime Minister#
(2)	Posts in basic pay scales 17 to 19 or equivalent. ***[].	Establishment Secretary
(3)	Posts in basic pay scales 3 to 16 or equivalent. @[]	Secretary of the Ministry or Division concerned or the Head of Department @[or an officer notified by the Head of the department or Head of subordinate office].
(4)	Posts in basic pay scale 1 and 2 or equivalent ***[].	Deputy Secretary or Head of Department or Head of @[subordinate office or an officer notified by the Head of Department or Head of subordinate office].
@@[(5)	Posts in basic pay	Chairman Pakistan

scales 17 & 18 and
equivalent in Pakistan
Ordnance Factories.

Ordnance Factories
Board].

Provided that the President may designate an officer holding a post in basic pay scale 18 or 19 and equivalent in a

*Subs *vide* Estt. Division Notification No.S.R.O.146(1)/84, dated 9-2-1984.

**Subs *vide* Estt.Division Notification No.S.R.O.1022(1)/85, dated 14-10-1985, for the word "President".

***Omitted *vide* Estt. Division Notification No. S.R.O. 495(1)/99, dated 22-4-1999.

@Omitted and Subs *vide* Estt. Division Notification No. S.R.O. 34(1)/99, dated 18-1-1999.

@@Added *vide* Estt. Division Notification No. S.R.O. 129(1)/99, dated 1-3-1999.

Note.- In the existing rules, for the allocation and transaction of the business of the Federal Government, wherever the words "Prime Minister" occur the same shall be deemed substituted by the word "Chief Executive" *vide* Order No.7 of 1999, dated 30-10-1999.

Ministry, Division, Department or Office to be the appointing authority for posts in basic pay scales 1 to 16 and equivalent in the Ministry, Division, Department or Office; and]

*Provided further that the President may designate an officer of the Pakistan Army, Pakistan Navy or Pakistan Air Force, not below the rank of Major or equivalent, to be the appointing authority for civil posts in basic pay scales 1 to 16 and equivalent in the General Headquarters, the Naval Headquarters or the Air Headquarters.

PART II - APPOINTMENTS BY PROMOTION OR TRANSFER

7. Promotion and transfers to posts in ** [basic pay scales 2 to 18 and equivalent, *** [except the posts specified in sub clause (i) of clause (b),] and equivalent] shall be made on the recommendation of the appropriate Departmental Promotion Committee and promotions and transfers to posts, *** [specified in sub clause (i) of clause (b) and posts], in ** [basic pay scales 19 to @[21] and equivalent] shall be made on the recommendations of the Central Selection Board.

**[]

8. Only such persons as possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Committee or the Central Selection Board, as the case may be.

*Added *vide* Estt.Division Notification No. S.R.O 932(1)/79, dated 11-10-1979.

**Subs & omitted, *vide* Estt. Division Notification No. S.R.O. 146(I)/84, dated 9-2-1984.

***Ins and Subs, *vide* Estt. Division Notification No. S.R.O. 227(I)/98, dated 4-4-1998

@Amended *vide* Estt. Division Notification No. S.R.O. 1294(I)/99, dated 25-11-1999.

*[8-A. No promotion on regular basis shall be made to posts in basic pay scales 18 to 22 and equivalent unless the officer concerned has completed such minimum length of service, attended such training and passed such departmental examination, as may be prescribed from time to time].

8-B. (1)Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service the authority may appoint him to that post on acting charge basis.

(2) So long as a civil servant holds the acting charge appointment, a civil servant junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.

(3) In the case of a post in **[basic pay scales 17 to 22 and equivalent], reserved under the rules to be filled by initial appointment, where the appointing authority is satisfied that no suitable officer **[drawing pay in basic pay scale] in which the post exists is available in that category to fill the post and it is expedient to fill the post, it may appoint to that post on acting charge basis the most senior officer otherwise eligible for promotion in the organisation, cadre or service, as the case may be, in excess of the

promotion quota.

(4) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time.

(5) Appointment on acting charge basis shall be made on the recommendations of the Departmental Promotion Committee

*Subs vide Estt. Division Notification No. S.R.O 850(1)/98, dated 25-7-1998.

**Subs vide Estt. Division Notification No. S.R.O. 146(1)/84, dated 9-2-1984.

or the Central Selection Board, as the case may be, same in the case of *[post in basic pay scale 22 and equivalent].

(6) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(7) Acting charge appointment shall not confer any vested right for regular promotion to the post [] held on acting charge basis.

9. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in *[posts in the same basic pay scale or equivalent to or identical with the posts to be filled].

PART III - INITIAL APPOINTMENT

** 10. Initial appointment to the All-Pakistan Services, the Civil Services of the Federation and posts in connection with the affairs of the Federation in basic pay scales 16 to 22 and equivalent *** [] except those which, under the Federal Public Service Commission (Functions) Rules, 1978, do not fall within the purview of the Commission, shall be made on the basis of tests and examinations to be conducted by the Commission.

*** [11. Initial appointments to posts in basic pay scales 1 to 15 and equivalent, shall be made on the recommendations of the Departmental Selection Committee after the vacancies have been advertised in newspapers].

12. A candidate for initial appointment to a post must possess the educational qualifications and experience and, except

*Subs *vide* Estt. Division Notification No. S.R.O. 146(I)/84, dated 9-2-1984.

**Subs, *vide* Estt. Division Notification No. S.R.O. 123(I)/79, dated 31-12-1979.

***Omitted & Subs *vide* Estt. Division Notification No. S.R.O. 820(I)/94, dated 29-8-1994.

as provided in the rules framed for the purpose of relaxation of age limit, must be within the age limit as laid down for the post* []:

*[Provided that unless otherwise specified in the method of appointment, qualifications and other conditions applicable to a post as laid down under sub rule (2) of rule 3, the experience prescribed for initial appointment shall be the post-qualification experience].

13. A candidate for appointment shall be a citizen of Pakistan:

Provided that this requirement may be relaxed with the approval of the Establishment Division:

Provided further that, in the case of candidates to be appointed on temporary basis to posts in the Pakistan Missions abroad, such relaxation shall not be accorded for a period exceeding one year at a time.

14. Vacancies in the undermentioned posts shall be filled on All-Pakistan basis in accordance with the merit and provincial or regional quotas prescribed by Government from time to time:

- (i) All posts in ** [basic pay scales 16 and above and equivalent].

- (ii) Posts in ^{**}[basic pay scales 3 to 15 and equivalent] in offices, which serve the whole of Pakistan.

15. Vacancies in posts in ^{**}[basic pay scales 3 to 15 and equivalent] in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

16. Vacancies in posts in ^{**}[basic pay scales 1 and 2 and equivalent] shall ordinarily be filled on local basis.

^{*}Omitted & added *vide* Estt. Division Notification No. S.R.O. 970(I)/98, dated 9-9-1998.

^{**}Subs, *vide* Estt. Division Notification No. S.R.O. 146(I)/84, dated 9-2-1984.

17. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements, shall not be appointed.

PART-IV.- AD HOC AND TEMPORARY APPOINTMENTS

&18. When under the Federal Public Service Commission (Functions) Rules, 1978, a post is required to be filled through the Commission, the appointing authority shall forward a requisition to the Commission on a prescribed form immediately. In exceptional cases, ad hoc appointment may, however, be made for a period of six months or less with prior clearance of the Commission as provided in rule 19"; and

19. When the appointing authority considers it to be in public interest to fill a post falling within the purview of the Commission urgently pending nomination of a candidate by the Commission, it may proceed to fill it on *ad hoc* basis for a period of six months or less after obtaining prior clearance of the Commission. The post shall be advertised and the same procedures as laid down for initial appointment in Part III shall be followed in making ad hoc appointments".

&[Authority.- Subs vide Establishment Division S.R.O. No.122(I)/2000, dated 15-3-2000].

20. Short term vacancies in the posts falling within the purview of the Commission and vacancies occurring as a result of creation of temporary posts for a period not exceeding six months, may be filled by the appointing authority otherwise than through the Commission on a purely temporary basis after advertising the vacancy.

**PART V - PROBATION

21. (1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and

*Ins. vide Estt. Division Notification No.S.R.O.810(I)/93, dated 15-9-1993.

**Added vide Estt. Division Notification No. S.R.O.968(I)/82, dated 21-9-1982.

sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule(2):

Provided that, subject to the provisions of proviso to sub-section (2) of section 6 of the Civil Servants Act, 1973 in the absence of an order under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed.

[Authority.- Estt. Division Notification No.S.R.O.1498(I)/73, dated 20-10-1973].

Appointment, Promotion and Transfer

Rules for Ministerial Staff

Sl. No. 2

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the ministerial posts in Ministries/Divisions and Departments under the Federal Government:-

METHOD OF APPOINTMENT

2. The posts shall be filled in as follows:-

		Name of post	
Promotion	Direct	Recruitment	
1	2	3	
L.D.C.	10%	90%	
(1)	(2)	(3)	
LDC (Selection Grade)*	100%	-	
UDC	50%	50%	
UDC (Selection Grade)*	100%	--	
Assistant	50%	50%	
Assistant (Selection Grade)*	100%	-	
Assistant Incharge	100%	-	

Superintendent	100%	-
Superintendent (Selection Grade)*	100%	-
Stenotypist	-	100%
Stenotypist (Selection Grade)*	100%	-
Stenographer	50%	50%
Stenographer (Selection Grade)@	100%	-

*33% of the posts of LDC/UDC/Assistant and Superintendent are in Selection Grade.

**Ins. vide Finance Division O.M. No.F.1(45)Imp.II/87, dated 25-4-1988.

***33% of the posts of Stenotypist are in Selection Grade.

@33% of the posts of Stenographer are in Selection Grade.

Provided that:-

- (i) Failing promotion the posts falling in the promotion quota except the posts of Superintendent, Assistant Incharge and all the selection grade posts shall be filled in by direct recruitment and failing direct recruitment by transfer.
- (ii) Failing promotion due to non-availability of suitable person the posts of Assistant Incharge and Superintendent shall be filled in by transfer as prescribed by the Establishment Division from time to time.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3.

Person the post	Conditions eligible	Name of of eligibility
		1
	3	2
L.D.C.	Qasid, N/Qasid, Daftary, Record Sorter, DMO, and other employees holding lower posts.	Matriculate with typing speed 30 w.p.m.
LDC (Selection Grade)	LDC	Selection on seniority- <i>cum-fitness</i> .
U.D.C.	LDC	3 years service as LDC
UDC (Selection Grade).	UDC	Seniority- <i>cum-fitness</i> .
Assistant	UDC	3 years service as UDC.
		1
2	3	Assistant
Assistant (Selection Grade)	Selection on the basis of	seniority- <i>cum-fitness</i> .
Assistant Incharge	Assistant/ Assistant (Selection Grade)	3 years service as Assistant (Selection Grade) or Assistant.
*Stenotypist (Selection Grade)	Stenotypist	Seniority- <i>cum-fitness</i>
Stenographer	Stenotypist	3 years service as

		Stenotypist.
Stenographer (Selection Grade)	Stenographer	Selection on the basis of seniority- <i>cum</i> -fitness.
Superintendent	Assistant Incharge/ Assistant (Selection Grade)/Assistant	5 years service as Assistant Incharge/Assistant Selection Grade)/Assistant.
Superintendent (Selection Grade)	Superintendent	Selection on the basis of seniority- <i>cum</i> -fitness.

Note:- Promotion to the posts of UDC, Assistant and Stenographer will be made on the basis of seniority-*cum*-fitness. Grant of selection grade in the post of LDC, UDC, Assistant, Stenographer and Superintendent will also be made on the basis of seniority-*cum*-fitness. Promotion to the post of Assistant Incharge and Superintendent will be made by selection on merit. Promotion to the post of LDC will also be made on the basis of merit.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding equivalent appointment in the Ministries/ Divisions/Departments under the Federal Government on a regular basis, provided they possess the qualifications/experience

Ins vide Finance Division

O.M. No.F.1(45)Imp.II/87, dated 25-4-1988.

prescribed for direct recruitment or promotion to the post concerned.

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT

5. A candidate 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 the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognised tribes of the Tribal Areas, Azad Kashmir, Northern Areas (District of Gilgit, Skardu and Diamir), FATA, Sindh (R) and Balochistan in accordance with the instructions issued by the Establishment Division:

Provided further that the maximum age limit may be relaxed but not more than 10 years in respect of Government servants who have completed at least 2 years continuous service on the closing date of the advertisement and only upto the age of 55 years, if applicable.

PROBATION

6. Persons appointed by promotion or direct recruitment 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 or during the probation period. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act, 1973, read with rule 21 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

SCHEDULE

Sl. No.	Name of the post	Qualifications/ Experience	Maximum age limit
1.	LDC	Matriculation with typing speed 30 w.p.m.	25 years
2.	UDC	Intermediate	25 years
3.	Assistant	Graduate	28 years
4.	Stenotypist	Matric with 80/40 w.p.m. speed in shorthand and	25 years

typing respectively.

5. Stenographer Intermediate with 100/50 w.p.m. 25 years speed in shorthand and typing respectively.

*Note.- Minimum age limit for initial appointment to the ministerial posts shall be 18 years

[Authority.-Estt. Division Notification No.S.R.O.248(1)/88, dated 7-4-1988].

Sl. No. 3

Bar against making recruitment without framing Recruitment Rules for Civil Posts.- Instances have come to the notice of the Establishment Division that appointments to certain posts have been made by the Ministries/Divisions without framing recruitment rules for these posts. Not only does this practice cause hardship to the individuals themselves but also creates administrative difficulties at the time of their promotion/ recruitment. It has, therefore, been decided that:-

- (i) Appointments (by promotion, transfer or direct recruitment) to the posts for which recruitment rules do not exist or have not been finalized in consultation with Establishment Division/FPSC,

*Added *vide* Estt. Division Notification No. S.R.O. No.534(1)/92, dated 1-6-1992.

may not be made in the absence of Recruitment Rules; and the practice to place the requisitions with FPSC, through the Establishment Division, allowed *vide* this Division d.o.letter No.9/2/74-DV, dated 15th February, 1975 may be stopped forthwith.

- (ii) Recruitment rules for all posts sanctioned with the concurrence of the competent authority, if not in existence, should be framed/ finalized within three months of the issue of this circular.

- (iii) In future the proposals regarding recruitment rules referred to this Division after the expiry of three months of the creation of posts, will not be entertained by the Establishment Division.

2. In order to simplify the procedure of framing recruitment rules, it has further been arrived at that the decisions contained in para 1 above should be implemented according to the procedure indicated below:-

Every new proposal forwarded to the Establishment Division regarding recruitment rules, should contain the following information/documents:-

- (i) Number of post(s) to be filled and the number of the feeding post(s), if any.
- (ii) Job-description of the post(s).
- (iii) Where a post is to be filled by promotion, the recruitment rules of the feeding posts(s) (if any) may also be furnished.
- (iv) Copy of the sanction regarding creation/continuance of post(s), duly endorsed by the Finance Division.
- (v) Organizational chart of the establishment where the post(s), in question exist.

3. All the instructions, issued by the Establishment Division on the subject from time to time, may be deemed to have been superseded to the extent they are inconsistent with the instructions contained in this Office Memorandum.

[Authority.- Estt. Division O.M.No.11/1/81-R.5, dated 20-8-1981.].

Sl. No. 4

Framing of Recruitment Rules.- The methods of appointment of Federal civil posts are regulated under the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 framed under Section 25 of the Civil Servants Act, 1973. As these rules provide the basic framework for appointment to Federal civil posts, instructions were issued *vide* Establishment Division O.M.No.9/1/73-D.V., dated 29.11.73 (Sl.No.21) laying down a simplified format for notifying recruitment rules since the earlier pattern of detailed recruitment rules for various posts/cadres was no longer considered necessary. The system has its advantages but over the years, the framing of recruitment rules has become an increasingly mechanical exercise and is now reduced to simply inserting uniform standards (of educational requirements, experience, age limits, etc) for equivalent posts in various departments. As a result, the recruitment rules are no more viewed as important and essential instruments of career planning nor do they properly reflect the job requirements particularly in technical posts/cadres. This trend should be reversed and recruitment rules for various posts/cadres should be framed with greater care to serve, on the one hand, as instruments of career planning for the officials concerned and on the other, be tailored around the job requirements particularly in technical cadres.

2. It is, therefore, requested that while framing recruitment rules due consideration should be given to job descriptions for laying down the qualifications/experience for posts and the composition of cadre for prescribing percentage, for direct recruitment and promotions. Efforts should be made to safeguard both the department's interest in raising a fully qualified and experienced cadre and the career interests of its members whose promotions are governed under the provisions of recruitment rules.

3. Establishment Division has also noticed that some Divisions/Departments have framed recruitment rules for isolated posts or very small cadres (comprising 3-4 posts) like telephone operators, lady health visitors, teachers of departmental schools, etc. This is not a satisfactory arrangement because such isolated posts or

tiny cadres do not offer adequate prospects of promotion to the incumbents. In such cases it would be advisable to fill the posts by having officials on deputation from departments which have large cadres operating in the relevant field, such as T&T Department in the case of telephone operators, Federal/ Provincial Health/Education Departments in the case of lady health visitors and teachers, etc. The Divisions/Departments are, therefore, advised not to frame separate recruitment rules for their isolated posts or very small cadres where officials with requisite skills are available in other federal/provincial departments. The posts of the type under reference may be filled by deputation on tenure basis.

4. As a matter of general policy a person below the age of 18 years cannot be employed as a Government servant. Other than this limitation, prescribing minimum age limits for each post is not only unnecessary but leaves the possibility of denying opportunity to some otherwise qualified and capable candidates on a mere technicality. It has, therefore, been decided that while framing recruitment rules, no conditions regarding minimum age be mentioned. In the existing cases, Ministries/Divisions may consider the matter and take steps to amend the rules, wherever necessary.

[Authority.- Estt.Division O.M.No.9/1/73-R.5, dated 22-8-1984].

Sl. No. 5

It has been observed that the Ministries/Divisions resort to making *ad hoc* appointments either in the absence of Recruitment rules or during the course of finalization of these Rules. It has also been observed that the finalization of recruitment rules take considerable time and the F.P.S.C. do not entertain requisitions for regular appointments or proposals for first extension in *ad hoc* appointments unless the rules have been notified. This leads to avoidable administrative complications besides causing financial hardship to the *ad hoc* appointees. Ministries/Divisions are, therefore, advised to invariably draft their recruitment rules in the light of model rules already circulated and follow up their finalization/notification on top priority basis so that the time-lag is

reduced to the barest minimum. Wherever necessary, Ministries/ Divisions may hold joint meetings with the Establishment Division/FPSC so as to eliminate delay in the finalization of the recruitment rules.

[Authority.- Estt.Division O.M.No.2/7/85-CP.5 dated 10-6-1987].

Sl. No. 6

Recruitment Rules for various posts are required to be framed by the Ministries/Divisions concerned in consultation with the Establishment Division in pursuance of rule 3(2) of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. Concurrence of the Federal Public Service Commission is also required with regard to qualifications for, and methods of recruitment to posts in BPS-16 and above, in the light of Section 7(b) Federal Public Service Commission Ordinance, 1977 read with FPSC (Functions) Rules, 1978.

2. The question of finding ways to cut down the inordinate delay often involved in the finalization of the recruitment rules due to protracted correspondence between the Ministry/Division concerned, the Federal Public Service Commission and the Establishment Division has been receiving the attention of the Establishment Division for some time past. It has now been decided on the recommendation of the Committee for Decentralization of Powers recently appointed by the President to appoint a standing committee comprising one representative of the Ministry/Division concerned and one representative of the Establishment Division to finalize the recruitment rules by discussion whenever their finalization is delayed due to difference of opinion between the Ministry or Division concerned and the Establishment Division or between any of the above two and the Federal Public Service Commission will also be invited to the meeting of the Committee where there is a difference of opinion with F.P.S.C.

[Authority.- Estt. Division O.M.No.7/6/87-R.5, dated 10-7-1988].

Standardisation of pay scales

**and recruitment rules for
Librarians working in the
Federal Government
Organizations**

Sl. No. 7

Since long the question for standardisation and rationalization of pay scales, qualifications and experience for librarians working in the Federal Government Organizations has been under consideration of the Government. The President has now been pleased to approve the proposal contained in paragraph-3 of Education Division's Summary bearing u.o.No.F.6-13/84-AD(Lib), dated 2-1-1984 and approval conveyed *vide* Establishment Division u.o.No.8/50/83-R.I., dated 21-8-1985. The contents of paragraph-3 of the Summary approved by the President are reproduced below:-

Post	Basic Pay	Qualifications/Experience Scale	Type of Govt. required	Group	Name of Library
I.	Chief Librarian/ National Director General	20	At least Second Class Master's Degree in Library Science/ Information Sciences with 17 years professional- <i>cum</i> -administrative experience in B-17 and above.		1. Library
	Department Libraries.		Experience relaxable by one year for those holding Degree from a Foreign University. OR Ph.D. in Library Science with 15 years experience in the relevant field.		2. Federal Library of
II.	Principal Librarian/ Director	19	At least Second Class Master's Degree in Library Science/ Information Sciences plus 13		1. National Library

			years professional experience 2. Federal in B-17 and above. Experience
Department			relaxable by one year for those of
Libraries.			holding Degree from a Foreign University. 3. Other Libraries with 150,000 OR or more volumes Ph.D in relevant subject plus 10 years post qualifications experience in the relevant field.
III.	Senior Librarian/ 18	At least Second Class Master's	1.
National	Senior Documentation Officer/Senior Bibliographer/Senior	Degree in Library Science/ Information Sciences/ Documentation plus 6 years	Library 2. Federal
Department	Editor, National Bibliography/Deputy	post qualification experience in the relevant field.	of Libraries. 3. Other
Libraries	Director.	Experience relaxable by one year for those holding Degree from a Foreign University.	with 50,000 or more volumes.
IV.	Librarian/ 17	At least Second Class Master's 1.	
National	Bibliographer/ Planning Officer/ Editor, National Bibliography/ Documentation Officer/Research Officer/ Assistant Director.	Degree in Library Science/ Information Sciences. OR Graduate with Diploma in Library Science from a University or Bachelor of Library Science, plus 5 years post qualifications professional experience in B-16 otherwise 8 years if not in B-16.	Library. 2. Federal Department of Libraries. 3. Other Libraries with 15,000 to 50,000 volumes.

OR

			Second Class Master's Degree in relevant subject with Diploma in Library Science or Bachelor of Library Science.	
V.	Assistant Librarian/ National	16	At least Second Class	1.
	Junior Librarian/ Assistant Editor/ Assistant Research Officer/ Assistant Documentation Officer/Deputy Assistant Director		Bachelor's Degree with Diploma in Library Science or Bachelor of Library Science preferably with experience.	1. Library. 2. Federal Department of Libraries. 3. Other Libraries upto 15,000 volumes.
VI.	Sub-Librarian	15	Graduate with Diploma in Library Science from a University or Bachelor of Library Science.	1. National Library. 2. All other Government Libraries.
			OR	
			Graduate with Certificate in Library Science from Institu- tions recognized and notified by the Ministry of Education plus two years experience.	
VII.	Library Assistant/ Technical Assistant/ Libraries. Reference Assistant/ Documentation Asstt/ Cataloguer/Classifier	1) B-12	Graduate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education.	1. All Government
		2) B-10	Intermediate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education.	
		3) B-9	Matric with Certificate in	

Library Science from
Institutions recognized
and notified by the Ministry
of Education.

2. All Ministries/Divisions/Departments are therefore advised to initiate action to upgrade/redesignate the existing professional/technical posts of Librarians and to amend their relevant recruitment rules so as to bring the same in conformity with above provisions of the approved Summary. It may, however, be clarified that the upgradation of post implies abolition of the existing post and creation of a new post higher grade. Upgradation of post does not mean automatic upgradation of its incumbent. Appointment to the upgraded post will have to be made in the manner prescribed for the post under the existing rules. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his pay scale) until he is approved for appointment to higher grade. In view of this position, Ministries/Divisions are requested that while sanctioning upgradation of the existing posts, it should be clearly provided in sanction letter that upgradation of the posts would take effect from the date the post is actually filled by a person in the higher grade. This would ensure that until the existing incumbent is formally appointed to higher grade the post and the incumbent would continue to be in lower grade.

3. If the incumbents working against the posts which have been upgraded do not possess the requisite qualifications/ experience of the upgraded post they will continue to work in their present grade and they will be allowed to improve their qualifications within a period of 5 years failing which their grade would be a dying cadre.

4. The incumbents of posts under Group-VII carrying B-13 - 14 will continue to draw their pay in their present scales are personal to them so long they hold the post and that would be a dying cadre.

5. This issues with the approval of Finance Division and Establishment Division *vide* No.F.2(59)R.2/83, dated 21-11-1985 and

No.8/50/83-R.I dated 14-11-1985 respectively.

[Authority.- Education Division O.M.No.F.6-13/84-AD(Lib), dated 26-12-1985].

**Recruitment Rules for the
posts of Private Secretary
(B-17) to the Secretaries/
Additional Secretaries
and other officers in
BPS-21/22 provided with
the services of P.S in the
Federal Government**

Sl. No. 8

A copy of the Gazette Notification No.SRO 99(KE)/87, dated 22nd October, 1987 on the subject (Annexure) is given for information of all the Ministries/Divisions.

2. It may be noted that only those officers in BPS-22/21, other than the Federal Secretaries/Addl.Secretaries are entitled to a Private Secretary who have either been specifically allowed *ex-officio* secretariat status or have been allowed with the approval of Establishment and Finance Divisions to have a Private Secretary (B-17) on their personal staff.

[Authority.- Estt.Division O.M.No.9/2/74-R.6(Pt.2), dated 21-1-1988].

ANNEXURE

NOTIFICATION

Rawalpindi, the 22nd October, 1987

S.R.O.99 (KE)/87:

In pursuance of sub-rule(2) of rule 3 of the Civil Servants

(Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Private Secretary (BPS-17) to the Secretary/Additional Secretary and other officers in BPS-22/21 in the Federal Government:-

2. Method of Appointment.- Appointment to the post shall be made by promotion on the basis of selection by the DPC of the Ministry/Division/Department concerned and with the approval of the appointing authority, from amongst the regularly appointed Stenographers of the Ministry/Division/Department concerned:

Provided that failing promotion the post of Private Secretary shall be filled by transfer in accordance with para 4 below.

3. Conditions for Promotion.- Promotion to the post in column 1 below shall be made by selection from amongst the persons who hold the post specified in column 2 on a regular basis and possess qualifications and experience prescribed in column 3;

Post	Persons eligible	Conditions of eligibility	Name of the
1.	2.	3.	
Private Secretary (BPS-17)	Regularly appointed Stenographers, including those in the selection grade.	Seven years satisfactory service as Stenographer, including service in selection grade.	

4. Qualifications/Conditions for Transfer.- If no suitable person is available for promotion to the post in the Ministry/Division/Department concerned, the vacancy shall be filled in by appointment from amongst the regular Stenographers, employed in other Ministries/Divisions/ Departments who fulfil the conditions for promotion to the post as laid down in para 3 above, in consultation with the Establishment Division.

5. **Probation.-** Persons appointed by promotion 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 6 of the Civil Servants Act, 1973 and rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

6. This supersedes Establishment Division's Notification No.S.R.O.118(K)/66, dated 8th February, 1966.

Sl. No. 9

Recruitment to the posts of Private Secretaries to the Federal Ministers and Ministers of State.- In supersession of the Cabinet Division's O.M.No.112/2/80-Min.I, dated 10th November, 1980 and No.112/18/81-Min.I, dated 13th March, 1982, it is stated that the Federal Ministers and Ministers of State shall appoint their Private Secretaries from the normal source (not from outside), provided it does not involve out of turn/accelerated promotion for the Private Secretary, as follow:-

Federal Ministers:

A BS 16/17/18 officer or a Deputy Secretary in his own pay and allowances with a * special pay.

Ministers of State:

A BS 16/17/18 officer in his own pay and allowances with a special pay or a Government servant in lower pay scale in his own pay and allowances with a * special pay.

2. Finance Division's O.M.No.F.1(1)-Imp/83, dated the 18th August, 1983 and No. F.26(1)R-1/80(ii), dated 30th June, 1981 and No.F.1(1)-Imp/83-Pt(iii), dated 15th September, 1983 are modified to

the above extent in respect of rates of special pays admissible to the Private Secretaries to the Ministers.

3. This issues with the concurrence of Establishment and the Finance Division conveyed *vide* their O.M.No.12/1/88-OMG-I, dated 7th April, 1988, and No.F.2(55)R.3/88-615, dated 1st August, 1988 respectively.

[Authority.- Cabinet Division O.M.No.112/6/87-Min.I, dated 20-11-1988.

*Please see Chapter VI, Pay, Allowances and other Benefits.

Mode of appointment of Daftries and Record Sorters

Sl. No. 10

It has been represented to the Establishment Division, that there exists some doubt as to the method of recruitment to posts of Daftries/Record Sorters in the Central Secretariat/Attached Departments. So far as the Establishment Division are aware, the practice in undivided India was that posts of Daftries were filled by promotion of Peons (including Jamadars). The same practice is being followed in Pakistan and it should be continued. So far as recruitment to posts of Peons is concerned, the policy of Government at present is not to impose a standard of literacy. The duties attached to posts of Daftries/Record Sorters, however, require that the incumbents of those posts should be able to read *e.g.*, file numbers and references in circular letters, etc. Literacy to that extent is, therefore, clearly necessary for appointment to posts of Daftries, Record Sorters. Accordingly promotion to posts of Daftries should be made from amongst Peons (including Jamadars) on the principle of "seniority-*cum*-fitness", but, if the senior most Peon is not literate to the extent indicated above, he is not suitable for appointment as a

Daftry.

[Authority.- Estt. Division O.M.No.20/2/51-ME, dated 15-9-1951].

Sl. No. 11

In the Establishment Division Office Memorandum No. 20/2/51-ME, dated the 15th September, 1951, it was pointed out that promotion of Peons including Jamadars to posts of Daftries should be made on the principle of seniority-*cum*-fitness but that a certain amount of literacy was essential. The illustration given in that Office Memorandum that the candidates should be able to read, *e.g.*, file numbers and references in circular letters, etc., was not intended to be exclusive. The candidate must definitely be able to read in order to be able to trace such papers and others required. A very high standard is not required but it was not intended to laydown merely a minimum standard of semi-literacy.

2. The exact application of these instructions is a matter for the Ministries concerned. As, however, the post is not a selection post, Ministries should not depart from the general principle of seniority-*cum*-fitness. This principle should not be interpreted in such a matter as to preclude normal promotion of a Jamadar or a Peon who can reasonably fulfil his duties as a Daftry; but Ministries should show their discretion in deciding what standard to insist upon when well qualified/literate Peons are also available.

[Authority.- Estt. Division O.M.No. 20/2/61-MEI, dated 30-4-1952.]

Sl. No. 12

Recruitment of Peons * (*Naib Quasids*)-*Improvement in the working of Federal Secretarial.*- The following decisions have been taken on the basis of recommendations made by the Committee appointed by the Cabinet Secretary on the O&M Report on "Improvement in the working of the Federal Secretariat":-

- (i) Persons recruited as Peon should be able to at least read and write.

- (ii) To avoid over-crowding in the corridors, Peons should be persuaded to sit in the Stenotypists' rooms.

2. No standard of literacy was so far prescribed for recruitment to the posts of Peons under the Federal Government. Henceforth, Ministries/Divisions/Attached Departments/ Subordinate Offices should recruit only those persons as Peons who are able to read and write.

3. It may also please be ensured that Peons sit in the Stenotypists' rooms in order to avoid over-crowding in the corridors.

[Authority.- Estt. Division O.M. No.13/7/74-F.1, dated 13-8-1974].

The post of Peon in the Federal Secretariat has been redesignated as Naib Quasid.

**Merit/Provincial/Regional
quotas for recruitment to
civil posts**

Sl. No. 13

Revised ratios of merit and various Provincial/Regional quotas.- The question of revision of the Provincial/regional quotas for recruitment to the civil posts under the Federal Government has been under consideration of Government for some time. It has been decided that with immediate effect the following merit and provincial/regional quotas shall be observed in filling vacancies reserved for direct recruitment to posts under the Federal Government which are filled on all-Pakistan basis:-

Merit quota	10%
Punjab (including Federal area of Islamabad)	50%
Sindh (including Karachi)	19%

The share of Sindh will be further sub-allocated in the following ratio:

Urban areas namely Karachi, Hyderabad and Sukkur	40% of 19% or 7.6%
Rural areas <i>i.e.</i> rest of Sindh excluding Karachi, Hyderabad and Sukkur	60% of 19% or 11.4%
N.W.F.P.	11.5%
Balochistan	3.5%
*Northern Areas and Federally Administered Tribal Areas	4%
Azad Kashmir	2%

[Authority.- Estt. Division O.M. No.8/9/72-TRV, dated 31-8-1973].

Estt. Division O.M.No.4/1/83-R.2, dated 27-7-1983, Sl.No.42).^{*Please see clarification vide}

Sl. No. 14

(1) The rules-15 and 16 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, provide as under:-

"Rule-15. Vacancies in posts in BPS-3 to 15 and equivalent in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

Rule-16. Vacancies in posts in BPS 1 and 2 and equivalent shall ordinarily be filled on local basis."

(2) Recruitment to posts upto BPS-15 in all the offices of the

I.C.T. administration and other Federal Government Offices whose functional jurisdiction is restricted to the Islamabad Capital Territory, is required to be made on regional/local basis in accordance with the above quoted rules.

(3) Attention is also invited to the Estt. Division's O.M. No. 8/9/72-TRV/R.2, dated 29-09-1973 (Sl. No.49) under which the provincial/regional quotas have been made applicable to appointments in or equivalent to BPS-17 and above in all Autonomous/Semi-autonomous bodies under the administrative control of the Federal Government. As such, recruitment to posts upto BPS-16 in autonomous/semi-autonomous bodies located in Islamabad is outside the provincial/regional quotas.

(4) All Ministries/Divisions and Heads of Departments are requested that the above rules/instructions may please be observed strictly while making recruitment to the posts upto BPS-15 in offices/organizations under their control.

[Authority.- Estt. Division O.M. No.8/9/72-TRV/R.2, dated 25-2-1990].

Sl. No. 15

Quota for Azad Jammu & Kashmir Nationals in Pakistan Services.- It has been decided that 2% quota in the Federal services has been reserved for Azad Jammu and Kashmir, *vide* Estt. Division's O.M.No.8/9/72-TRV, dated 31.8.1973. It is requested that this quota may please be observed strictly while making direct recruitment to posts in Ministries/Divisions and Departments.

[Authority.- Estt. Division O.M No.4/8/90-R.2, dated 2-9-1990].

Sl. No. 16

Reference Establishment Division's O.M. No. 8/9/72-TRV, dated the 31st August, 1973 (Sl. No. 13) it is stated that a combined quota of 4% had been fixed for the Northern Areas and FATA for

recruitment to federal civil services/posts filled by direct recruitment on an all-Pakistan basis. It is requested that while making recruitment to civil posts under the Federal Government and to posts/vacancies equivalent to BPS-17 and above in corporations/autonomous bodies, set up or controlled by the Federal Government, the aforesaid quota may kindly be strictly adhered to.

[Authority.- Estt. Division O.M. No.4/3/80-R.II dated 8-5-1986].

Verification of antecedents on first appointment

Sl. No. 17

Revised procedure for vetting of Government Employees.- In supersession of all previous instructions on the subject, it has now been decided, in consultation with the Intelligence Bureau, to introduce a simplified and less time-consuming procedure for the verification of antecedents of employees at the time of their first appointment in Government service.

2. According to the revised procedure, all Federal Government Ministries/Divisions/ Departments, including Federal Public Service Commission, will make simultaneous references for security clearance of fresh employees to the following agencies:-

- (a) Intelligence Bureau, Government of Pakistan.
- (b) District Police.
- (c) Special Branch of concerned Provincial Police.

3. The Intelligence Bureau has undertaken to give a political record check of the candidates direct to the concerned Departments within a maximum period of one month. In case a report from the Intelligence Bureau is not received within one month the concerned Department will allow the selected candidates to join their posts on production of character certificates from two Government officers not

below Grade-17. It will, however, be understood that the appointees will remain on probation for a period of six months or till the receipt of their vetting report. During the probationary period the new appointees will not be entrusted with sensitive duties/assignment.

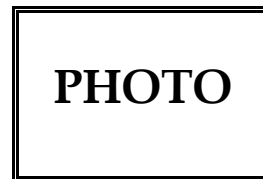
4. The District Police and the concerned Special Branch will be required to give clearance in respect of the character and antecedents of fresh entrants in Government service within a maximum period of two months. These agencies will return the verification rolls, after conducting local enquiries, direct to the concerned department and not through the Intelligence Bureau except in cases where the conduct of the candidate has come to adverse notice and this aspect is considered relevant to his appointment in Government service.

[Authority.- Cabinet Division letter No. 12(3)/76-MW(S), dated 31-5-1977].

Note.- The prescribed form for verification of character and antecedents of candidates selected for appointment under the Federal Government is Form S. 190. (Annexure).

ANNEXURE

Form S.190(Revised)



GOVERNMENT OF.....

Federal Public Service Commission

Ministry/Division/Office

Verification Roll for candidates for appointment under the Government to be filled in by the candidate in his own handwriting.

_____ 1.The name of the
post in which the candidate to be
appointed.....

- _____ 2. Full name (in block letters) with surname and aliases if any Mr./Miss/Mrs.....
- _____ 3. Previous name (if any) and reasons for change.....
- _____ 4. Father's name in full with occupation and income (if any).....
- _____ 5. Date and place of birth of the candidate give full address.....
- _____ 6. Description
- a. (1) Height.....
 (2) Build *i.e.*, heavy/medium/light.....
 (3) Frame *i.e.*, large/medium/thin.....
 (4) Complexion.....
 (5) Colour of hair.....
 (6) Colour of eyes.....
 (7) Visible marks of identification.....
- b. (1) Religion by birth.....
 (2) Present Religion.....
7. Residential address (with telephone number if any)
- a. Present.....
- b. Permanent.....
8. Nationality:
- a. Pakistan National by birth/migration/naturalization
- b. If naturalized/migrated:
- (1) Previous nationality and address.....
- (2) Date of migration.....

(3) Citizenship/Naturalization Certificate
 Particulars *i.e* No. date and place of issue
 etc.....

c. National Identity Card No., date and place of issue.

9. Local and other addresses during the last 10 years where the candidate has stayed for more than six months.

Address	From	To

10. Educational qualifications showing places of education from the age of 10 years.

Name and place of school and college etc.	From	To	Major field of study	Certificate/ diploma degree obtained

Note.- A certificate of good character from the Head of Educational Institution last

attended by the candidate (to be attached).

11. Knowledge of language:

		Can	
Can speak	Can write		understand

_____ 12. Special
training, any field.....

_____ 13. Any
distinctions obtained in literary, sports or miscellaneous fields:

_____ 14. a. Are
you capable of sustained physical and mental
activity?
.....

b. Have you had any serious illness or any operation in
the past three years?

c. How many days you lost from work in the past three
years?

_____ 15. Has there been
any case of mental/nervous illness in your close relatives?
.....

_____ 16. a. Do you
take alcohol?

b. Do you gamble?

17. a. Government offices or firms, with full description and
addresses where the candidate previously worked, and
the reasons for leaving:

Offices/ Firms	Designation and Pay	From	To	Reasons for leaving

b. Present occupation if any:

Offices/ Firms	Designation and Pay	From	To	Reasons for leaving

Note.- Certificate of performance from the Head of the Institution last served by the applicant (to be attached).

18. Offices/firms with full descriptions and addresses where the candidate previously applied without success:

Office/Firm	When applied for appointment	Job for which applied

19. Particulars of wife (or husband as the case may be) of the candidate:

- a. Full name with father's name.....
- b. Nationality
- c. Religion.....
- d. Date of birth.....
- e. Place of birth.....
- f. Occupation, if any.....
- g. Income, if any.....

20. Particulars of children:

Name Sex Date of Birth Recent Address

- a.
- b.
- c.
- d.

21. Particulars of children or dependents educated or receiving education:

a.	b.	c.	d.	e.
a. Name of Child				
b. Relationship				
c. Name of institution				
d. City/country				
e. Period of education abroad				
f. How financed				

22. Full particulars of the candidate's near relations, who are in Government service in Pakistan and elsewhere, specifying the posts held, and where posted.

Name of relations	Relationship	Post held	Place of duty

23. Particulars of near relatives/dependents abroad:
 _____ Name with
 Nationality Occupation Place of
 relationship resident

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

24. (a) Assets: _____ Immovable

Value	Mode of acquiring
.....
.....
.....

(b) Movable of more than Rs. 10,000/-

.....
.....
Total value.....

_____25.Membership of Clubs, Political Parties and Associations (Past and Present) (Name of Organization with date of joining and leaving):

_____Name of Club,
Party From To

- a.
- b.
- c.
- d.
- e.

26. Details of Travels Abroad (including travels for education or training):

- a. Passport particulars, if any..... including No., date and place of issue.....
- b. Countries for which valid.....
- c. Issuing authority.....
- d. Period of validity.....

_____27.Names with addresses of at least two references in Pakistan who can testify to the candidate's character and antecedents:

Name Address

Signature.....

Place.....

Date.....

_____ To be filled in
by the Superintendent of Police, etc. concerned at the request of
Ministry/Division/office/Federal Public Service Commission.

Remarks by:

Superintendent of Police

Place-----

Date-----

D.I.G. Special Branch

Place-----

Date-----

Director Intelligence Bureau

Place-----

Date-----

**Eligibility of women for
appointment to posts in the
service of Pakistan**

Sl. No. 18

A reference is invited to clause (1) of Article 27 of the Constitution according to which no citizen otherwise qualified for appointment in the service of Pakistan should be discriminated against in respect of any such appointment on the ground of sex. However, specified posts may be reserved for members of either sex if such posts entail the performance of duties and functions which cannot be adequately performed by members of the other sex, *vide* second proviso to the said clause(1).

2. It recently came to the notice of the Establishment Division that women were declared ineligible for appointment to a post under a Ministry without keeping in view the above constitutional provisions. The Ministries/Divisions are requested to keep in view the constitutional provisions quoted above in case they propose to declare women ineligible for appointment to any post under them, and obtain concurrence of the Establishment Division before doing so. For this purpose full justification should be furnished to the Establishment Division and the decision incorporated in the relevant recruitment rules.

[Authority.- Estt. Division O.M. No.34/1/75-D.V., dated 8-11-1975].

Sl. No. 19

In the Establishment Division O.M.No.2/25/69-C.I., dated July 31, 1979, instructions were issued that appointments of officers of lower grades to posts in higher grades without observing the prescribed process must cease. It was also laid down that if it was necessary to do so due to exigencies of services the post should be down-graded with the approval of the Establishment Division.

2. In January, 1981, Rule 8-A and 8-B were inserted in the Civil Servants (Appointment, Promotion and Transfer) Rules, *vide* Establishment Division Notification No.S.R.O.41(I)/81, dated 12th January, 1981. Rule 8-A lays down that no promotion on regular basis shall be made in grades 19 to 21 unless the officer has completed the prescribed length of service. Rule 8-B provides for acting charge appointment in case the most senior civil servant otherwise eligible for promotion does not possess the specified length of service, or in the case of a grade 17 post and above, reserved under the rules for initial appointment, no suitable officer of the grade in which the post exists is available. For vacancies of less than 6 months, or in other cases not covered by Rule 8-B, current charge arrangement can be made in accordance with the Establishment Division O.M.No.1/21/76-AR.I/R.II., dated 18th June, 1980, as amended from time to time. With the issue of the instructions relating to acting charge appointments and current charge arrangements, there should be no difficulty in filling vacancies.

3. The Ministries/Divisions and Departments are once again requested to ensure that all appointments to higher posts, whether on regular basis or on acting charge/current charge basis, should henceforth be made strictly in accordance with the rules, and after observing the prescribed procedure and that on no account should a person be appointed to a higher post otherwise than in accordance with the rules, or without observing the prescribed procedure.

[*Authority.*- Estt.Division O.M.No. 5(1)/81-D.II-R/4, dated 12-12-1981].

Sl. No. 20

It has been observed with regret that despite repeated instructions issued by the Establishment Division regarding appointment of Government servants against higher posts other than in accordance with rules and prescribed procedure. Ministries/Divisions and Departments of the Federal Government and the Provincial Governments (in the case of officers belonging to Occupational Groups controlled by the Establishment Division) continue to make appointments to higher posts occasionally in

disregard of the above instructions. Officers appointed to higher posts without going through the prescribed selection process and approval of the competent authority claim pay and allowances of the higher posts on the basis of judgements of the Federal Service Tribunal and the Supreme Court of Pakistan in a number of such cases. This places the Government in an awkward position as pay and allowances of the higher posts have to be allowed to individuals who have not been regularly promoted and who are sometimes not even qualified or eligible for promotion. It also causes heart-burning and resentment among their seniors who were serving elsewhere or were bypassed at the time of making such irregular appointments.

2. While such irregular appointments are claimed to be made in public interest and under unavoidable circumstances it has once again to be emphasized that appointments to higher posts in disregard of the prescribed rules and procedure should be avoided under all circumstances. Various provisions already exist in the rules for making appointments on acting charge, current charge and additional charge basis, to tide over temporary difficulties. It is, therefore, again reiterated that in future appointments against higher posts should only be made either on a regular basis in the prescribed manner, or on acting charge or current charge basis in accordance with the provisions of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and relevant instructions issued by the Government from time to time.

3. Disregard of the above instructions would be viewed seriously and may result in bringing the matter to the notice of the Prime Minister.

[Authority.- Estt.Division O.M.No.14/4/86-R.I, dated 2-5-1988].

**Detailed recruitment rules
not necessary only method
of appointment, qualifications,
experience etc. to be notified**

Sl. No. 21

Reference Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, it is stated that in view of these rules, it is no longer necessary to frame detailed recruitment rules on the pattern of model recruitment rules. It would suffice if only matters specified in sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 *i.e.* method of appointment, qualifications/experience etc., are laid down in a notification (specimen at Annexure).

2. The Ministries/Divisions are therefore advised to take action accordingly in respect of the posts under them for which recruitment rules have not been framed so far and inform all concerned under them.

[Authority.- Estt. Division O.M.No.9/1/73-DV., dated 29-11-1973].

ANNEXURE

GOVERNMENT OF PAKISTAN _____

MINISTRY OF _____

_____(DIVISION)

NOTIFICATION

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of _____ (Designation and Basic Pay Scale of the posts under the Ministry/Division_____).

METHOD OF APPOINTMENT

2. Specify method of appointment to the posts *i.e.* whether by promotion or direct recruitment. Where posts are required to be filled

partly by promotion and partly by direct recruitment, the percentage for promotion/direct recruitment may also be mentioned.

For example:

"The post of _____ will be filled by direct recruitment."

"25% of the posts of _____ will be filled by promotion".

(if some posts are intended to be filled by transfer that too would require to be specified).

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3.

Name of the post	Persons eligible	Condition of eligibility
1	2	3

QUALIFICATIONS/CONDITIONS FOR TRANSFER

4. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same grade in which the post to be filled exists, provided the person concerned possesses the qualifications/experience prescribed for direct recruitment or promotion to the post concerned.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

5. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification. * [Unless otherwise provided, the experience prescribed for initial appointment will be the post qualification]:

Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, and Northern Areas (Districts of Gilgit, Skardu and Diamir), in accordance with the instructions issued by the Establishment Division:

Provided further that for Government servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years.

PROBATION

** [6.(1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation 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 specified at the time of appointment.

*Added, *vide* Estt. Division
Notification No. F.9/3/92-R.5, dated 31-10-1992.

*Subs, *vide* Estt. Division Notification No. S.R.O. 968(1)/82, dated 21-9-1982.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule (2):

Provided that, subject to the provisions of proviso to sub-section(2) of section 6 of the Civil Servants Act, 1973 in the absence of an order under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed].

7. This notification issues with the concurrence of the Establishment Division.

SCHEDULE
(See para 5)

S.No.	Designation and grade of the post	Qualifications and experience	Age Limited	
			Maximum	Minimum

Deputy Secretary

**Consultation with F.P.S.C. in
respect of recruitment * rules**

Sl. No. 22

F.P.S.C. not to be consulted in respect of posts in BPS-15 and below.- It has been brought to the notice of this Division by the FPSC that the Commission are receiving references in respect of recruitment rules for posts in BPS-15 and below from various Ministries/Divisions.

2. In this connection attention is invited to para-3 of this Division O.M. of even No. dated 27th August, 1978 wherein it has been mentioned that the Commission will advise the President on matters relating to qualifications for and methods of appointment to, the services and posts recruitment *to which is required to be made through the Commission.*

3. The Ministries/Divisions are therefore advised that the recruitment rules for posts in BPS-15 and below (which do not fall within the purview of the FPSC) may not be referred to the Commission.

[*Authority.*- Estt. Division O.M.No.11/2/78-DV., dated 19-2-1979).

**Procedure for creation of
posts of Officer on Special
Duty (O.S.D.) and making
appointments thereto**

Sl. No. 23

A question had arisen whether a procedure should be laid down for creation of posts of O.S.D. and making appointments to such posts. The posts of O.S.D. may be created for the following reasons:-

- (1) Government servants (member of a regularly constituted service or otherwise permanent) waiting for posting orders.

* Also please see Chapter on FPSC.

- * (2) Deputation of Government servant (member of a regularly constituted service or otherwise deputed) for duty or course of instruction or training in Pakistan or training abroad, for a period exceeding two months, in accordance with the instructions contained in the Ministry of Finance O.M.No.3005-EGI/52, dated 7-5-1952. (Annexure)
- (3) For doing work of a special nature, *e.g.* examination and/or implementation of reports of Commissions/Committees etc.
- (4) For overcoming technical difficulties.

2. In all such cases concurrence of the Ministry of Finance/Financial Adviser concerned will be necessary before the posts are created.

3. As to the question of appointment to such posts, the matter has been considered in consultation with the Federal Public Service Commission and it has been decided that Establishment Division and the Commission need not be consulted in regard to appointment to the posts created for the reasons stated at (1) and (2) above.

4. In regard to posts created for the reasons stated at (3) and (4) above, it has been decided that such posts may be filled by suitable officers either by transfer or by promotion or by direct recruitment on the recommendation of the authority concerned.

5. It has also been decided that the Establishment Division should be consulted before the Ministry of Finance are approached

for creating a post of O.S.D. for the reasons stated at (4) above.

6. Apart from the cases as mentioned above, there may be instances in which a temporary Government servant holding the post of O.S.D. may be sent for duty/training abroad. It has been decided that in such cases if the temporary Government servant is holding the post with the approval of the Federal Public Service

Amended *vide*

Estt.Division O.M.No.11/3/79-DV, dated 11-10-1979.

Commission or the Selection Board, no consultation will be necessary either with the Commission or the Establishment Division in the case of deputation for duty, but in the case of deputation for training the Establishment Division should be consulted. In the case of officers appointed without consultation with the Commission or Selection Board, the Establishment Division and the Commission both should be consulted before any such officer is deputed for duty or training abroad.

[*Authority.*- Estt. Division O.M. No.5(I)/8/67-DV, dated 19-9-1968].

ANNEXURE

Copy of Finance Division O.M.No. 3005-EG.I/52, dated 7-5-1952.

Officiating arrangements in vacancies caused by deputation of officers abroad.

There has been some confusion in the past in regard to the necessity or otherwise for creation of posts for making officiating arrangements in vacancies caused by the deputation of officers abroad. The matter has been examined and the following instructions are issued for the guidance of Ministries/Divisions etc:-

- (1) *When the officer hands over charges of his post.*- The Officer concerned is placed on Special Duty and is entirely detached from the duties of the post which he

ordinarily holds. A post of Officer on Special Duty would have to be created in the Ministry sponsoring his deputation and the vacancy created in his own Ministry can be filled up in the normal course.

- (2) *When the Officer does not hand over charge of his post.-* The officer is not detached from the duties of his post and it is not necessary to create a temporary post. In case, however, it becomes necessary to make arrangements for the disposal of the work relating to the post due to the absence of its incumbent a new post in a lower grade may be created with the sanction of the authority competent to create such lower post for the period of the officer's

absence on
duty.

2. The instructions contained in this Ministry's Office Memorandum No.4561-EB.I/ 1/51, dated the 12th July, 1951, are hereby cancelled.

Recruitment to the upgraded posts

Sl. No. 24

For the purpose of recruitment upgradation of a post means the abolition of the existing post and creation of a new post in higher grade. In view of this, method of recruitment and qualifications etc., for such new posts should be decided in consultation with the Establishment Division and the Federal Public Service Commission before such posts are filled unless the upgraded post is covered by some existing recruitment rules. In this connection attention is invited to the Establishment Division *O.M.No.5(1)/6/65-D.V., dated the 3rd January, 1966 (Not reproduced).

2. Proper recruitment rules should also be framed for recruitment to such posts in future.

[*Authority.-* Estt. Division O.M.No.5(1)/67-DV, dated 16-10-1967].

**Note.-* With the issuance of Estt.Division O.M.No.11/1/81-R.5, dated 20th August, 1981 (Sl.No.3), the instructions contained in their O.M.No.5(1)6/65-DV. dated 3rd January, 1966 have been rendered out of date; hence the latter O.M.omitted.

Sl. No. 25

Establishment Division has been receiving proposals for upgradation of posts with immediate effect and also for upgradation of their incumbents. It is clarified that upgradation of a post implies

the abolition of the existing post and creation of a new post in the higher grade. Upgradation of a post does not mean automatic upgradation of its incumbent. Appointment to upgraded post will have to be made in the manner prescribed for that post. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his grade) until he is approved for appointment to higher grade.

2. In view of the position explained above all Ministries/Divisions are requested that while sanctioning upgradation of the existing posts, it should be clearly provided in the sanction letter that upgradation of the post would take effect from the date the post is filled by a person in the higher grade. This would ensure that until the existing incumbent is formally appointed to higher grade, the post and the incumbent would continue in lower grade.

[Authority.- Estt.Division O.M.No.8/10/83-R.I, dated 6-3-1983].

Appointment on Contract Basis

Sl. No. 26

The standard terms and conditions of appointment on contract were last circulated *vide* Establishment Division's O.M.No. F.10/55/82-R.2, dated 15th January, 1985. These have since been reviewed in consultation with Finance Division and Law and Justice Division.

2. All Ministries/Divisions are requested that, henceforth, the revised format may be used in case of contract appointments in the Ministries, Divisions and their Attached Departments and other Organisations under them.

[Authority.- Estt. Division O.M.No.F.10/52/95-R.2,dated 18-7-1996].

Revised Format

GOVERNMENT OF PAKISTAN

Name of Ministry

No. Islamabad/Rawalpindi ,1996

From:

To:

SUBJECT: EMPLOYMENT ON CONTRACT BASIS

Sir,

I am directed to say that you have been selected for appointment on contract as under the Federal Government on the following terms and conditions:-

1. Post:
2. Place of posting: or anywhere within or outside Pakistan as the competent authority may decide.
3. Period of Contract: (not exceeding two years) from the date of assumption of charge.
4. Pay: Minimum of the relevant scale of pay. Annual increment shall be admissible as under the normal rules.

5. Allowances: As admissible to corresponding civil servants. However, Qualifications Pay/Allowance,

Senior Post Allowance and
Orderly Allowance shall not be
admissible in case these
allowances were taken into
account while calculating
pension after retirement from
previous service.

6. Travelling Allowance: As admissible to civil servants of the corresponding pay scale under the rules.

7. Seniority: This contract appointment does not confer any right for being placed in the gradation/ seniority list of the cadre/group to which the subject post belongs.

8. Leave: As admissible under the Revised Leave Rules, 1980. However, provisions contained in Rules 5(c), 8, 11, 14, 16, 17, 18, 18-A, 19, 27, 33, 34, 35, 36 and 39 of Rules *ibid* shall not apply.

All leave at your credit will lapse on the termination of this contract.

9. Medical Facilities: As admissible to officers of the Federal Government under the rules.

10. Pension: Service rendered under this contract shall not qualify for a pension or gratuity.

Pension in respect of previous service, if any shall continue to be drawn in addition to pay.

11. General Provident Fund: No contribution towards G.P Fund shall be required.

12. Conduct and Discipline: Rules made and instructions issued by the Government or a prescribed authority as for civil servants under Section 15 and 16 of the Civil Servants Act, 1973 as amended from time to time shall apply.

13. Appeal: Civil Servants (Appeal) Rules 1977 with amendments if any shall apply.

14. Termination of contract: The appointment during the period of contract shall be liable to termination on 30 days notice on either side or payment of basic pay in lieu thereof, without assigning any reason.

15. Whole Time employment: Whole time of the contract appointee would be at the disposal of the Government. and He may be employed in any manner required by appropriate authority without claim for additional remuneration. He shall at all times obey the transfer:

rules prescribed for the time
being for the regulation of
the service or cadre to which the
post in which he has been employed
belongs.

16. Other matters: In respect of other matters
contract, the Rules/ not specified in this
Federal Civil Regulations as
apply. Servants shall
apply.

*[17. Accommodation- The persons employed on
contract shall not be entitled
to government accommodation.
However, they will be entitled
to such house rent allowance
as may be prescribed by
Government from time to time.]

2. If the above terms and conditions of appointment are
acceptable to you, please send your written confirmation by
registered post or personally so as to reach the undersigned within
one month of the date of this letter.

3. This offer of appointment will be treated as cancelled if
you do not convey acceptance thereof or resumed duty within the
time specified in para 2 above.

Your obedient servant

*Added *vide* Estt. Division
Notification No. 10/52/95-R.2(Pt), dated 12-8-1998.

Provision of Government accommodation to persons appointed on contract, and Retention of Government accommodation by retiring officers/officials.- In continuation of Establishment Division O.M. No.10/52/95-R.2(Pt), dated 12.8.1998, the Prime Minister has been pleased to decide that contract appointees whose terms of contract had been issued prior to 12th August 1998 and who were in occupation of validly allotted Government owned/requisitioned houses prior to 12-8-1998 may be allowed to retain the said accommodation till the expiry of their present tenure of contract appointment.

[Authority.- Estt. Division O.M. No.10/52/95-R2(Pt), dated 9-10-1998].

Sl. No. 28

In partial modification of Establishment Division O.M. of even number dated 12.8.1998 and 9.10.1998 the competent authority has been pleased to decide that all Government servants who have been re-employed on contract after the age of superannuation shall be entitled to retain the allotted government accommodation.

2. Ministries/Divisions are requested to bring the above decision to the notice of their Attached Departments and Subordinate Offices.

[Authority.- Estt. Division O.M. No.10/52/95-R.2(Pt), dated 7-11-1998].

Sl. No. 29

Reference Establishment Division O.M.No.10/52/95-R.2(Pt.) dated 12.8.1998, a question has arisen whether the instructions contained therein are applicable to persons employed on contract by the Government Departments which have their own accommodation. The matter has been considered carefully and the competent authority has been pleased to decide that in case any organisation has official accommodation available (other than pool accommodation of Estate Office) for allotment to its contractual employees, the same may be allotted in accordance with the rules of the respective department.

2. The competent authority has further been pleased to decide that officers/officials on retirement, shall be entitled to retain official accommodation for a period of six (6) months instead of two (2) months, as at present, and no extension shall be allowed beyond the aforementioned period. Retiring officers/officials should prepare themselves accordingly.

3. Ministries/Divisions are requested to bring the above decisions to the notice of the Departments and organisations under their administrative control.

[Authority.- Estt. Division O.M. No.10/52/95-R.2(Pt), dated 1-6-1999].

Educational qualifications

Sl. No. 30

*Educational qualifications for clerical and other non-executive appointments (upto *Class-II).*- It has been decided by Government that education up to Intermediate stage should be considered sufficient for clerical and non-executive appointments under Government. In view of this decision, qualifications for such posts as referred to above should be revised in consultation with Establishment Division and/or the Central Public Service Commission as may be necessary.

2. The persons appointed to such posts should, however, be given sufficient specialist training after recruitment and before employment. The Secretariat Training Institute of the Establishment Division is taking necessary action to formulate a programme for training of clerical staff (Assistants, U.D.Cs, L.D.Cs) of the Ministries and their Attached/Subordinate Offices. As regards the training of the staff employed in other posts affected by the decision mentioned above, the question may be examined by Divisions concerned and a decision may be taken in consultation with the Establishment Division (Training Wing).

*In the present context

BPS-16.

3. The contents of this O.M. may please be brought to the notice of all concerned including the autonomous bodies under the administrative control of Government for compliance.

[Authority.- Estt. Division O.M.No.5/14/62-D.V., dated 3-6-1967].

Sl. No. 31

Bar against future recruitment of persons possessing Matriculation Certificates in English only.- The question whether the Matriculation certificate obtained by passing only in the English paper of the Matriculation examination after having passed a proficiency examination in an oriental language or in a Modern Indian/Pakistani language, *i.e.* Adib, Fazil, Munshi Fazil, etc., should be treated *at par* with the Matriculation certificate obtained by passing all the prescribed subjects, for the purpose of eligibility for Government service, has been under the consideration of the Establishment Division for some time past, it has now been decided in consultation with the Central Public Service Commission, that the certificate of former category should not be considered *at par* with that of the latter category. As a result persons who have obtained the certificate of the former category are not eligible for appointment in the Ministerial Establishment of the Central Secretariat and its Attached Departments.

2. Persons, who have obtained the Matriculation certificate by passing in the English paper only and are employed on a temporary basis in the Ministerial Establishment of the Central Secretariat/Attached Departments, should be allowed to continue, in their present appointments, on a temporary basis, pending availability of qualified candidates on the results of the Central Public Service Commission Examinations. Those who have already been confirmed in the Ministerial Establishment of the Central Secretariat and its Attached Departments should, however, be exempted from obtaining the Matriculation certificate by passing all the prescribed subjects provided that the appointing authorities concerned are satisfied that

those persons are otherwise suitable.

[Authority.- Estt. Division O.M.No.69/2/53-MF, dated 25-6-1954
read with O.M. of even number, dated 28-8-1954].

Sl. No. 32

Checking the genuineness of educational certificates/qualifications etc.- Instances have come to the notice of the Federal Government wherein forged educational certificates have been submitted by certain persons seeking employment under Government. It is, therefore, necessary to check thoroughly the genuineness of certificates where the bonafides of persons employed after the 15th August, 1947 are in doubt. One method of checking is to make a reference to the universities which issued the certificates. If this method does not prove successful, cross examination (and other suitable methods which may be possible according to the merits of the case) of the individuals concerned by the appointing authorities themselves may be resorted to. The candidates concerned may also be required to produce two certificates from Gazetted officers in support of their claim to educational qualifications.

2. There may also be cases where the certificates produced are genuine but there is a reasonable doubt that they do not relate to the persons producing them. In such cases the matter will have to be referred to the District Police authorities for investigation and report.

3. In so far as the competitive examinations conducted by the Central Public Service Commission are concerned, the original age and educational certificates submitted by the candidates with their applications are fully checked, and necessary enquiries made in all doubtful cases. But, as regards recruitment by selection, the candidates are not generally required to submit their original certificates with their applications. Only attested copies are called for. In these cases, it is essential for the appointing authorities to verify the claims of the candidates as regards age and educational qualifications in the same manner in which their antecedents are verified before appointment. If it is found that a forged certificate has

been produced or that the individual, producing a certificate, is not the one to whom it was issued, suitable disciplinary action must be taken against the person concerned, including dismissal from Government service, (if the persons are in Government service) and a ban on future employment. In specific cases the matter should be reported to the Police for criminal prosecution.

4. Generally, candidates for recruitment made by selection are required to send passport size copies of their photographs with their applications. But this is not compulsory. It is considered desirable to ask all candidates to submit such photographs with their applications.

[Authority.- Estt. Division Letter No. F.40/650-S.E.I. dated 21-6-1950 to all Provincial Governments].

Endorsement:-

Copy to all Ministries/Divisions with the request that the genuineness of educational certificates produced by persons in the ministerial service of the Federal Secretariat and its Attached Departments, who have been declared fit for retention in Government service in pursuance of the instructions contained in the Establishment Division O.M. No. 33/1/48-Ests. (ME), dated the 15th March, 1948 should also be checked and, in case of doubt, verified in accordance with the procedure laid down above.

Sl. No. 33

Educational qualifications for recruitment to the grade of Assistant in the Federal Secretariat and Attached Departments.- Reference Establishment Division Office Memorandum No.F.8/1/62-FII, dated the 24th November, 1967 in which it has been stated that the minimum educational qualification for direct recruitment to the grade of Assistant and Upper Division Clerk in the Federal Secretariat/Attached Departments should be Intermediate. It has now been decided that for purpose of direct recruitment in the Federal

Government and its Attached Departments:-

- (i) A Degree should be prescribed as the minimum qualification for the post of Assistant, and
- (ii) Diploma in Commerce should be prescribed as an alternative qualification for the post of UDC for which Intermediate would be the minimum qualification.

[Authority.- Estt. Division O.M.No.F.1/10/72-F.II., dated 26-9-1973].

Sl. No. 34

Qualifications for Urdu Stenotypists/Stenographers and Urdu Reporters.- At present, the Ministerial Establishment in the Federal Secretariat/Attached Departments does not include a cadre of Urdu Stenographers/Stenotypists. It, however, appears that the need for employing Urdu Stenographers/Stenotypists is already being felt, and the question of prescribing the minimum educational qualifications for appointment to the posts of Urdu Stenographers/Stenotypists has been under the consideration of the Establishment Division.

2. The minimum educational qualification for clerical posts, as well as for posts of Stenographer/Stenotypist, is a Matriculation certificate. The Establishment Division are of the view that this standard should not be reduced in the case of any candidate for employment in the Ministerial Establishment, since they feel that such a course will lead to complications later. It has accordingly been decided, in consultation with the Central Public Service Commission that the minimum educational qualification for Urdu Stenographers/Stenotypists should be the Matriculation examination or an examination treated as equivalent thereto by a recognized University in Pakistan or India, or by the Central Public Service Commission.

[Authority.- Estt. Division O.M.No.45/2/51.M.E.,dated 11-10-1951]

Sl. No. 35

Minimum educational qualifications for direct recruitment to the grade of Stenographer in the Federal Secretariat and its Attached Departments.- For increasing the efficiency of Stenographers in the Federal Secretariat and its Attached Departments, it has generally been felt that a Stenographer should have good knowledge of English. It has, therefore, been decided in consultation with the Central Public Service Commission that the minimum educational qualification for direct recruitment to the grade of Stenographer in the Federal Secretariat and its Attached Departments should henceforth be Intermediate. The minimum educational qualification of Matriculation for recruitment to the grade of Stenotypists should continue.

2. It has also been decided that the Stenotypists who are permanent or are eligible for confirmation in the Federal Secretariat and its Attached Departments should continue to be promoted as Stenographers without being required to possess the Intermediate qualification in accordance with the rules. The Stenotypists who are purely temporary and are not eligible for confirmation in the Federal Secretariat and its Attached Departments should possess the minimum educational qualification of Intermediate for appointment as purely temporary Stenographers.

[Authority.- Estt. Division O.M.No.F.27/61/69-F.II, dated 23-9-1969].

Sl. No. 36

Eligibility of purely temporary Matriculate Stenotypists for promotion as Stenographers.- It has been decided that Matriculate Stenotypists who are purely temporary and have rendered at least 3 years service as Stenotypist, will be eligible for promotion/appointment as purely temporary Stenographer.

[Authority.- Estt. Division O.M.No.27/61/69-F.II, dated 11-5-1976].

**Merger of the cadres of
Urdu and English Typist/
Stenotypist/Stenographer
for purposes of seniority,
promotion etc.**

Sl. No. 37

In the past, posts of Urdu Typist, Stenotypist/Stenographer have been created in various Ministries/Divisions without consulting the Establishment Division and without prescribing any method of recruitment to these posts including avenues of promotion on account of which the incumbents of these posts have faced stagnation. The matter has been considered in consultation with the Finance Division and the following decisions have been taken:-

- (i) The existing posts of Urdu Typist/Urdu Stenotypist and Urdu Stenographer are merged with the posts of LDC/English typist (RNPS-5/BPS-5), English Stenotypist (RNPS-8/BPS-12) and English Stenographer (RNPS-11/BPS-15) respectively.
- (ii) The existing incumbents of posts of Urdu Typist/Stenotypist/Stenographer shall form part of the cadre of their English counter-parts.
- (iii) The Urdu Typists/Stenotypists/Stenographers who have been allowed pay scales different than those mentioned in (i) above shall also be treated as part of the cadre of their English counterparts. Any such pay scales earlier allowed will be treated as personal to the incumbent of the concerned post.
- (iv) The conditions/rules prescribed for appointment to the posts of LDC (English Typist) English Steno-typist

and English Stenographer shall henceforth apply to the posts of Urdu Typist/Urdu Stenotypist and Urdu Stenographer respectively. The incumbents of these posts will, in future, be allowed the same pay scales as are applicable to their English counterparts.

- (v) The Urdu Typists/Stenotypists/Stenographers will enjoy seniority, in the combined cadre with their English counterparts from the date of their continuous regular officiation as such.
- (vi) If promotion of an Urdu Typist/Stenotypist/Stenographer poses a placement problem, the post held by him may temporarily be upgraded in accordance with the orders/instructions on the subject, to allow him the benefit of promotion.

[Authority.- Estt. Division O.M.No.5/1/77-F.II(R.6), dated 26-6-1988].

**Recognition of Defence/Staff
Colleges qualifications as
equivalent to University Degree
for Government employment**

Sl. No. 38

Where some posts were advertised by the Establishment Division in the past, the minimum requirement for which was a university degree, some senior officers of the Armed Forces, who wanted to apply for these posts, did not hold a university degree but they had qualified in various service courses *e.g.* National Defence College Course, Imperial Defence College Course (now called Royal College of Defence Studies Course), Army War Course, Joint Services Staff College Course, Staff College Course etc.

2. In view of the above position, a proposal made by the Services to the effect that Staff College qualifications may be recognized as equivalent to a university degree for Government

employment, was considered by the Defence Council, in its meeting held on 11th August, 1973. The President was pleased to approve the proposal to recognize Staff College and other higher Defence Institutions qualifications given to officers of the Pakistan Armed Forces (Army, Navy and Air Force) as equivalent to the university degree for Government employment. The President, however, was further pleased to direct that this recognition would, in no way, encourage the serving officers of the Pakistan Armed Forces (Army, Navy and Air Force) to apply for employment in the civil services, *except for their rehabilitation after retirement*. The above decision of the Defence Council is conveyed for information and guidance.

[Authority.- Defence Division O.M. No.111/73/D-A, dated 14-6-1974].

Sl. No. 39

Reference Establishment Division's O.M. No. 8/9/72-TRV, dated August 31, 1973 (Sl.No.13) Provincial/ Regional quotas in respect of posts filled in a particular year are to be worked out to 1000th fraction. A Province/Region having larger fraction in accordance with the prescribed quotas, is allocated the vacant post for recruitment whereas the Province/Region not allocated the post due to smaller fraction, gets those fractions carried forward and added to its share in the subsequent year. The procedure for calculating and carrying forward the share of Province/Region, is indicated in Annexure-I.

2. Ministries/Divisions/Departments etc. are requested to regulate the Provincial/Regional allocations in respect of posts in grade-17 and above filled by direct recruitment after August 31, 1973. A copy of the up-dated statement should invariably be forwarded alongwith summaries sent to the Establishment Division for seeking approval of the competent authority for initial appointment to posts in grade-17 and above.

[Authority.- Estt. Division O.M. No.9/7/80-A.III, dated 23-9-1980].

Annexure I

Province/ Region	Quot (%)	No. of Vacancies	Share	Last Year's C/F Balance	Total	Vacan- cies to be allotted	Balance to be carried forward
1	2	3	4	5	6	7	8
IST YEAR:							
Merit	10%	3	0.300	-	0.300	-	+0.300
Punjab	50%	3	1.500	-	1.500	2	-0.500
Sindh (U)	7.6%	3	0.228	-	0.228	-	+0.228
Sindh(R)	11.4%	3	0.342	-	0.342	-	+0.342
N.W.F.P.	11.5%	3	0.345	-	0.345	1	-0.655
Balochistan	3.5%	3	0.105	-	0.105	-	+0.105
FATA	4%	3	0.120	-	0.120	-	+0.120
A/Kashmir	2%	3	0.060	-	0.060	-	+0.060
2ND YEAR:							
Merit	10%	5	0.500	+0.300	0.800	1	-0.200
Punjab	50%	5	2.500	-0.500	2.000	2	-
Sindh (U)	7.6%	5	0.380	+0.228	0.608	1	-0.392
Sindh(R)	11.4%	5	0.570	+0.342	0.912	1	-0.088
N.W.F.P.	11.5%	5	0.575	-0.655	0.080	-	-0.080
Balochistan	3.5%	5	0.175	+0.105	0.280	-	+0.280
FATA	4%	5	0.200	+0.120	0.320	-	+0.320
A/Kashmir	2%	5	0.100	+0.060	0.160	-	+0.160
3RD YEAR:							
Merit	10%	2	0.200	-0.200	-	-	-0.200
Punjab	50%	2	1.000	-	1.000	1	-
Sindh (U)	7.6%	2	0.152	-0.392	-0.240	-	-0.240
Sindh(R)	11.4%	2	0.228	-0.088	+0.140	-	+0.140
N.W.F.P.	11.5%	2	0.230	-0.080	+0.150	-	+0.150
Balochistan	3.5%	2	0.070	+0.320	+0.350	-	+0.350
FATA	4%	2	0.080	+0.320	+0.400	1	-0.600
A/Kashmir	2%	2	0.040	+0.160	+0.200	-	+0.200

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**Clarifications regarding
application of revised
Provincial/Regional
quotas**

Sl. No. 40

Reference.-Establishment Division O.M.No.F. 8/9/72-TRV,
dated the 31st August, 1973.

2. The following clarifications are issued:-

- (1) Posts in each grade should be considered separately for purposes of allocation of the prescribed merit and Provincial/Regional quotas.
- (2) The Provincial/Regional quotas do not apply to posts filled by promotion. These are applicable to direct, including lateral entry, appointments.
- (3) Vacancies which cannot be filled by candidates belonging to the Province or region to which the vacancy is allocated should be carried over and re-advertised at a later date.
- (4) Posts in the Ministry/Division should be allocated separately from posts in Attached Departments and Subordinate Offices. In other words, the allocation should be made separately for each Department, Office or Institution.

- (5) Provincial/Regional quotas do not apply to posts filled by transfer of Government servants to posts in equivalent grades whether on deputation or on secondment as in the case of military officers.

[Authority.- Estt. Division O.M. No.8/15/73-TRV, dated 28-11-1973].

Sl. No. 41

Isolated posts - application of Provincial/Regional quotas.-
In the Establishment Division Office Memorandum No. 1/4/64-D.V., dated the 30th June, 1964 (Annexure), it was provided that in applying provincial quotas to an isolated post, the Ministries and Divisions should be guided by the overall position of other allied posts, higher or lower than the solitary post, in that office. For instance, if there is a solitary post of Deputy Director, the position in the posts of Director and Assistant Director etc. should be taken into consideration to determine the province to which the solitary post should be allocated.

2. A question has arisen how an isolated post should be allocated if it is the only post of its kind in an office and there are no other posts with which it might be suitably combined for purposes of provincial allocation. It has been decided that in such a case the post should be filled on the basis of merit.

[Authority.- Estt. Division O.M. No.8/1/77-W.C., dated 8-4-1977].

ANNEXURE

Copy of Establishment Division O.M. No. 1/4/64-D.V., dated the 30th June, 1964.

In continuation of the Establishment Division Office Memorandum of even number, dated the 27th May, 1964, the Ministries/Divisions, etc., are requested to ensure that in case of isolated posts also, the domicile of the candidates to be appointed are invariably indicated. In doing so the Ministries and Divisions

should be guided by the overall position of the posts held by persons belonging to the Provinces and Regions. For instance, if there is an isolated post of "Director" to be filled in any office, it may be considered by the appointing authority from which Province or Region the Additional Director or Deputy Director, if any, were appointed, or if an isolated post of Deputy Director is to be filled in, then the position of Director for the post of Deputy Director or officers of equivalent or higher posts *e.g.*, Additional Directors, etc., should be taken into consideration, and in that context it should be examined to which Province or Region the particular post should go.

Sl. No. 42

Recruitment to civil posts in the Administration of Northern Areas.- Except appointment in grade 17 in Revenue and Police, shall in future, be made only from amongst the local population of those areas provided they possess the requisite academic qualifications, persons other than the local residents of Northern Areas shall not be entitled to apply for appointment to such posts.

2. However, technical posts requiring specialization may be filled, with the prior approval of the Establishment Division from amongst non-residents provided that local candidates with the requisite technical qualifications are not available.

3. The Northern Areas shall continue to be excluded in respect of the posts in these Areas from the purview of the provincial/regional quotas fixed by the Government. The Establishment Division's O.M.No.F. 8/9/72-TRV dated the 31st August, 1973, whereby Northern Areas have been allocated quota for recruitment to civil posts under the Federal Government, shall apply to All Pakistan posts only.

4. This supersedes the Establishment Division's O.M. No. 8/9/72-TRV/R.II dated 25th June, 1978

[Authority.- Estt Division O.M.No.4/1/83-R.2, dated 24-7-1983].

Sl. No. 43

Strict application of revised Provincial/Regional quotas in making recruitment.- Orders regarding revised merit and Provincial/Regional quotas have already been issued in Establishment Division O.M. No. 8/9/72-TRV, dated the 31st August, 1973. From the references received in the Establishment Division it is observed that some of the Ministries/Divisions continue to follow the old quotas. It is requested that in all cases of recruitment to be made subsequent to the issue of the above orders, the revised merit and Provincial/Regional quotas as laid down therein, should be followed strictly.

2. The Federal Public Service Commission have also brought to the notice of Establishment Division that selection of candidates in a number of cases in which requisitions had been placed with the Commission by Ministries/Divisions prior to the issue of the above O.M. has not so far been finalized. It has been decided that even in regard to such pending requisitions, the posts should be filled under the revised merit and Provincial/Regional quotas as fixed in Establishment Division O.M.No.8/9/72-TRV, dated the 31st August, 1973 (Sl.No.14) and where necessary, the post may be readvertised. Ministries/Divisions are, therefore, requested to take immediate action to intimate revised allocation of the posts in all pending cases to the Federal Public Service Commission.

[Authority.- Estt. Division O.M.No.8/9/72-TRV, dated 10-11-1973].

Sl. No. 44

Establishment Division, under the orders of the Prime Minister, had carried out a survey by obtaining information from the concerned Ministries and Divisions regarding deficiencies in regional representations in the posts filled through direct

recruitment on All Pakistan basis. The results of this survey indicate that on 1-1-1987 there were deficiencies in filling quotas reserved for particular regions. The position may have improved since January 1987. It is accordingly requested that Secretaries of the Ministries may kindly give their personal attention to this issue and review all direct recruitments made in the main Ministries, Attached Departments and Subordinate Offices as well as Autonomous Bodies under their control. If this scrutiny reveals that the representation of Sindh (Rural), Balochistan, N.A./ F.A.T.A. or other regions falls short of their prescribed quota, immediate steps must be taken to advertise the posts and to fill them by *ad hoc* recruitment, pending the regular appointment through Federal Public Service Commission.

[Authority.- Estt. Secretary's d.o Letter No.5-PD.VI/85, dated 17-9-1987].

Sl. No. 45

*Reference.-*Government of Balochistan, S&GAD, letter No. SO.II-LIV(20)/S&GAD-71(II), dated 18th June, 1978, (Annexure).

2. All the Ministries/Divisions, Attached Departments, Subordinate Offices and Autonomous Bodies under your administrative control may kindly be directed to ensure that the quota fixed for Balochistan *vide* Establishment Division O.M.No. F.8/9/72-TRV, dated 31st August, 1973 is duly followed by them in making direct recruitment and that vacancies allocated to Balochistan are filled by candidates domiciled in that province. If candidates with the required qualifications/experience are not available for vacancies other than those required to be filled through Federal Public Service Commission, or if such vacancies have been lying unfilled for want of candidates from Balochistan, full particulars of the vacancy or vacancies in grade in which they exist, the qualifications/experience prescribed for the post and age requirements etc., may be communicated to the Government of Balochistan for recommending suitable candidates. In the case of these vacancies which are required to be filled through FPSC and for which the FPSC have failed or fail to make any nominations,

the FPSC may be requested to intimate the vacancies to the Government of Balochistan for recommending suitable candidates to them.

3. This D.O. letter may kindly be given wide publicity in the Divisions, Departments, Offices and Autonomous Bodies under your administrative control.

[Authority.- Estt. Secretary's d.o. letter No.4/3/78-R.II, dated 7-8-1978].

ANNEXURE

Copy of Government of Balochistan, Services and General Administration Department letter No. S.O. II-LIV (20)/S&GAD-71 (II), dated the 18th June, 1978.

I am directed to refer to the Cabinet Secretariat (Establishment Division) Office Memoranda No. F. 8/9(A) 72-TRV dated 18th October, 1973 and F. 8/9/72-TRV, dated 31st August, 1973 and to say that in view of the serious problem of unemployed graduates in Balochistan, the MLA Zone `D' has desired that the attention of the Federal Government may be invited to implementing in full the provisions of the above mentioned memoranda. The problem is being tackled at the provincial level within the financial constraints. However, the Federal Government including corporations and autonomous bodies under its control could contribute a great deal in meeting this problem by implementing the quota fixed for this province.

2. I further request that this government would appreciate if the Government of Pakistan, Ministries/Divisions including the corporations and autonomous bodies are directed to take immediate steps in this direction. They may also kindly be advised to intimate to the Government of Balochistan, the share of posts at various level for Balochistanis in accordance with the prescribed regional quota the actual occupancy position and the difference.

Sl. No. 46

Observance of Provincial/Regional quota allocated to Balochistan.- A special cell was created in the Ministry of Communications to seek ways and means of finding employment for young graduates belonging to Balochistan. The Government have decided that the Special Cell should now be headed by the Governor of Balochistan with the Federal Minister of State for Food and Agriculture as one of its members. The Cell should also co-opt the Federal Secretaries concerned as its members, as and when necessary.

2. Pursuant to the decision mentioned in para 1, the Government of Balochistan have established a full-fledged Cell in the S&GAD Department of the Government of Balochistan.

3. The Government of Balochistan have requested that the Ministries, Divisions and Departments of the Federal Government and the autonomous and semi-autonomous bodies etc., under their control may be asked to take the following action:-

- (i) In view of the large number of simple B.As/M.As being jobless in the province, due share should be given to this province in all posts under their control for which simple graduates or M.As are eligible. The earmarking of Balochistan quota posts should not be restricted to highly technical/specialized jobs only. Experience has shown that mainly posts requiring specialized knowledge/qualifications for which there is great dearth of qualified candidates throughout the country, are allocated to Balochistan.

- (ii) Standing instructions may be issued to their selection teams whenever deputed to this province for selection purposes to visit various Divisional Headquarters in the Province for selection instead of Quetta so that fair chance is given to all the Districts.
- (iii) The Ministries/Divisions may associate officers of the Provincial Government with their selection teams during the course of selection in order to facilitate selection of suitable candidates. While in the Divisions/Districts, the Divisional Commissioner/Deputy Commissioners may also be associated with the selection teams.
- (iv) Selection team may also be authorized to make selection from the large number of jobless persons possessing lower qualifications also for posts below grade 16 in accordance with the relevant rules.

4. The Ministries/Divisions/Departments and autonomous bodies under their administrative control are requested to take action accordingly.

[Authority.- Estt. Division O.M. No.4/3/81-R.2, dated 6-1-1982].

Sl. No. 47

All the Ministries/Divisions and Attached Departments and autonomous bodies under their administrative control are once again requested to kindly ensure the implementation of 3.5% quota fixed for Balochistan while making direct recruitment. In this connection reference is also invited to Establishment Division's instructions on the subject issued from time to time.

[Authority.- Estt. Division d.o.letter No.4/4/80-R.2, dated 31-10-1985].

Sl. No. 48

Representation to Bahawalpur Division.- Reference Establishment Division's Office Memorandum No.8/9/71-TRV, dated the 31st August, 1973.

2. As will be seen, the prescribed quota, except in the case of Sindh, has not been sub-allocated further on the basis of Divisions or Districts or for any other region. It has, however, been represented to Government that Bahawalpur is under represented in the Federal and Provincial services as well as in corporations and autonomous bodies under the administrative control of the Federal Government. This has created a sense of deprivation amongst the residents of Bahawalpur Division which is not desirable. The Prime Minister has, therefore, been pleased to direct that steps should be taken to ensure that Bahawalpur gets its due share in all fields including services.

3. In regard to posts in the various Groups and Cadres coming under the administrative control of Establishment Division, suitable steps are already being taken to see that while filling vacancies in the Punjab quota, some preference may be given to persons of Bahawalpur domicile if they are otherwise qualified and eligible. This procedure is to be followed until they get adequate representation. There is, however, a large number of posts in Grade 16 and below in the Ministries, Divisions, Departments and Corporations, recruitment to which is controlled by the Ministries and Departments themselves. It is requested that while making recruitment to these grades care should be taken to give more representation in these grades to those belonging to Bahawalpur Division. Other things being equal they should get a slight edge over others. Consideration of merit should not be completely ignored. Suitable instructions in this regard may be issued to all those responsible for recruitment in your Ministry and Departments or Corporations under the control of your Ministry. A special report should be sent to this Division after six months regarding the procedures etc. adopted by you and the progress in the matter for the information of the Prime Minister.

[Authority.- Cabinet Secretary's d.o. letter No.8/10/75-WC, dated 8-4-1975].

Sl. No. 49

Provincial/Regional quotas for recruitment to posts in autonomous/semi-autonomous bodies.- With reference to instructions regarding Provincial/Regional quotas for recruitment to civil posts under the Federal Government issued in Establishment Division Office Memorandum No.F.8/9/ 72-TRV, dated 31st August, 1973 it has been decided that these quotas shall apply also to senior appointments - viz. appointments in or equivalent to Grade 17 and above. In all autonomous/semi-autonomous bodies which are administratively controlled by the Federal Government.

2. Ministries/Divisions are requested to issue suitable instructions to all autonomous/semi-autonomous bodies under their administrative control and ensure that these quotas are strictly adhered to.

[Authority.- Estt. Division O.M.No.F.8/9/72-TRV.R2, dated 29-9-1973].

Sl. No. 50

Reference.- Establishment Division O.M.No.F.8/9/72-TRV, dated the 29th September,1973.

It has been decided that efforts should be made to remove the imbalances of Provincial representation in autonomous corporations, including Banks and Insurance Companies. I am to request you to let us know what concrete measures are proposed to be taken to correct imbalances, if any, in autonomous bodies, etc., under your administrative control.

[Authority.- Estt. Secretary's d.o. letter No.8/9 (A)/72-TRV, dated 18-10-1973].

Sl. No. 51

Separate Provincial/Regional quotas for recruitment to the civil posts under the Federal Government were prescribed in Establishment Division Office Memorandum No.F. 8/9/72-TRV, dated the 31st August, 1973. In a subsequent O.M. dated the 29th September, 1973, these quotas were also applied to appointments equivalent to Grade 17 and above in all autonomous and semi-autonomous bodies which are administratively controlled by the Federal Government. It was also emphasized that efforts should be made to remove the imbalance of provincial representation in autonomous corporations including Banks and Insurance Companies.

*2. It has been noticed that one reason for non-availability of candidates from under-developed regions is that persons of suitable age, qualifications and experience are not readily available for nomination. It has, therefore, been decided that in case the vacancy is advertised and no applications are received or, if the applications are received, the candidates do not possess the prescribed age, qualifications and experience, the Ministry/ Division concerned to which the vacancy or vacancies belong will consider the propriety of relaxing one or all the prescribed conditions depending upon the circumstances of each case. Once the decision regarding the extent of relaxation has been made, formal approval of the authority competent to approve the recruitment rules, the Establishment Division and the Federal Public Service Commission would be obtained. After relaxation has been obtained in the above manner the vacancies would be re-advertised with the relaxed conditions, so that candidates from the province concerned who may have become eligible may be able to apply and be considered for the job.

[Authority.- Estt. Division O.M.No.4/4/78-R.II, dated 8-10-1978].

Compulsory employment of

disabled persons

Sl. No. 52

Establishments to employ disabled persons.-(1) Not less than one per cent of the total number of persons employed by an

*Note.- For instructions regarding relaxation of age limit in case of candidates from Sindh (Rural), Balochistan, FATA and Northern Areas please see Establishment Division Notification No. S.R.O. 1079(1)/93, dated 4-11-1993 (Sl. No.60).

* establishment at any time shall be disabled persons whose names have been registered with the Employment Exchange of the area in which such establishment is located and against whose names in the register maintained under section 12 an endorsement exists to the effect that they are fit to work.

(2) The disabled persons employed against any post in pursuance of subsection (1) shall be entitled to the terms and conditions which are not less favourable than those of the other persons employed by the establishment against similar posts.

(3) When calculating the percentage of the posts in an establishment for the purposes of employment of disabled persons, the fraction of 0.5 and above shall count as a whole number.

*"establishment" means a Government establishment, a commercial establishment or an industrial establishment, in which the number of workers employed at any time during a year is not less than one hundred;

[Authority.- Disabled Persons (Employment and Rehabilitation) Ordinance, 1981]

**Determination of domicile for
the purpose of appointments
against Provincial/
Regional quotas**

Sl. No. 53

According to the decisions contained in the Establishment Division Office Memorandum No.25/113/ 54-SE I, dated the 4th January, 1956 (Annexure I) and Office Memorandum No. 1/12/56-R, dated the 14th February, 1958 (Annexure II) while the candidates belonging to Pakistan by origin can claim appointment only against the quota of the province/region to which the father of such a candidate belongs, the candidates who have migrated to Pakistan have different options for claiming appointment against Provincial/Regional quotas. The matter has, therefore, been reconsidered with a view to rationalizing the policy regarding determination of domicile of the candidates for Government service, and the following *revised orders* are issued in partial modification of the existing instructions: -

- (i) There should be no change in the policy regarding the persons belonging to Pakistan by origin, *i.e.*, they should continue to be considered for appointment only against the quota of the province/region to which the father of such a candidate belongs.
- (ii) A migrant candidate, whether residing in Pakistan or abroad, should be considered for appointment only against the quota of the province/region where his parents are domiciled and where they have resided for at least 3 years. However, the condition of 3 years' residence should be deemed to be fulfilled if the parents are officially domiciled in a particular province/region but have been living in some other areas for a number of years due to exigencies of service. For this purpose the candidate will be required to produce a domicile certificate from a competent authority that his parents are domiciled in the province/region concerned.
- (iii) In case the parents of migrant candidate have not

migrated to Pakistan, he should be considered for appointment against the quota of the Province/Region where he himself is domiciled and has resided or has been educated for a continuous period of three years immediately before applying for appointment and consideration against the quota of a province/ region.

2. The decisions above may please be brought to the notice of all concerned for guidance in future.

[Authority.- Estt. Division O.M.No.2/2/67-DV, dated 26-8-1968].

ANNEXURE I

Copy of Estt. Division O.M. No. 25/113/54-SEI, dated the 4th January, 1956.

Provincial quotas on the basis of domicile certificates.

The recruitment policy of Government, according to which recruitment to the Central Services is made, is based on a system of Provincial quotas. These quotas were meant for candidates who belonged by origin to the Provinces of Pakistan, or who, on migration from Indian Provinces had permanently settled down in one of the Pakistan Provinces. However, by means of domicile certificates, a large number of candidates who had come over from India but had not permanently settled in any Pakistan Province were able to enter the Central Services, thus shutting out candidates belonging by origin to Pakistan Provinces from their due share in the administration of the country. What these candidates did was to file declarations before District Magistrates, to the effect that they had renounced their previous domicile and that they had resided for over a year in such Provinces as East Bengal, Sindh and the N.W.F.P., where competitive conditions were comparatively easier. Having obtained such certificates of domicile on the strength of these declarations, the veracity of

which could seldom be properly checked, these candidates would leave that particular Province and have no further connection with it. They would then prepare themselves for examinations in areas where educational facilities were better but by virtue of their domicile certificates they demanded to be considered for appointment against the quota of one of the above provinces in which they claimed to be domiciled, provided, of course, that they had qualified in the examinations. In actual fact, the Domicile Certificate merely made a refugee candidate eligible for appearing in an examination for appointment to a post in Pakistan and did not confer any right on him to be appointed against the quota of a particular Province.

2. In order to ensure that Government's recruitment policy is properly carried out and that no candidate enters the Central Services against the quota of a Province who does not belong to that Province either by origin or through settling down permanently there, Government consider it necessary to provide a check against the entry into the Central Services of candidates who claim to be considered against Provincial quotas on spurious grounds. It has, therefore, been decided that, in the case of candidates who qualify for appointment to the Central Services, but who do not belong by origin to any Pakistan Province they should be admitted against the quota of the Province in which they claim to have settled permanently, provided there is proof of three years' residence/education in the Province against whose quota they claim to be considered. This can be established in most cases from educational certificates which the candidates will file with their application. In other cases, where a candidate has been educated in a Province for a shorter period although he claims to have resided there for 3 years, other evidence must be produced by the candidate to support his claim. In the case, however, of a refugee candidate studying abroad, or in some parts of Pakistan other than the Province against whose quota he claims to be considered, the condition of three years' residence in that Province should be deemed to be satisfied, if the parents of such a candidate have resided in the Province in question for three years.

3. The decision outlined in the preceding paragraph does not mean that refugee candidates, who fail to prove their claim that they belong to a particular area, are shut out from appointments to the Central Services. As Ministries are aware, the recruitment policy provides a 20% merit quota and a refugee candidate, who does not satisfy the above requirements, can take his chance in that quota. Finally, it may be added that, in the case of a candidate whose father belongs by birth or by origin to a Pakistan Province, it is immaterial where he has received his education or has resided. Such a candidate will be considered, for appointment against the quota of vacancies reserved for that Province without any check.

4. The above decision will not be affected by the coming into existence of one Province in West Pakistan as no change in the existing recruitment policy is contemplated. The recruitment policy in respect of services and posts under the Central Government will continue to operate in those areas which constitute the previous Provinces and which will now be expressed in terms of districts comprising those areas.

ANNEXURE II

Copy of Establishment Division Office Memorandum No. 1/12/56-R, dated the 14th February, 1958.

Attention is invited to the Establishment Division Office Memorandum No. 25/113/54-SEI, dated the 4th January, 1956 in which instructions were issued that in the case of a refugee candidate studying abroad or in some parts of Pakistan other than the province against whose quota he claims to be considered, the conditions of three years' residence in that Province should be deemed to be satisfied, if the parents of such a candidate have resided in the Province in question for three years. It therefore, follows by implication that in the case of those candidates, whose parents have acquired the domicile in a Province zone, but who, due to the exigencies of service, have been serving outside that province/zone, for a number of years, the conditions of 3 years

residence for that province (for the candidate) will be deemed to have been fulfilled for the purpose of being considered against the quota of that Province zone.

Sl. No. 54

Determination of Domicile.- Reference Establishment Division's O.M. No. 2/2/67-D.V., dated the 26th August, 1968 (Sl. No.54). It has been observed that the instructions contained therein for determining the domicile of candidates while making appointment to posts are not being complied with faithfully in some cases. These instructions clearly provide that a candidate belonging to Pakistan by origin should be considered for appointment on the basis of domicile of his father. Similarly, a migrant candidate should be considered only against the quota of the province/region where his parents are domiciled and where they have resided for at least three years. In case the parents of a migrant candidate have not migrated to Pakistan, he should be considered for appointment on the basis of his own domicile. All the Ministries/Divisions are requested that while making *ad hoc* appointments against the posts required to be filled through FPSC they should carefully examine the domicile of the candidates in the light of the above instructions. This may also kindly be brought to the notice of all the departments/organizations under their administrative control for strict compliance.

[Authority.- Estt. Division O.M.No.2/2/77-W.C/R.2 dated 13-10-1987].

Sl. No. 55

Married female candidates - determination of domicile.- According to the decisions contained in the Establishment Division Office Memorandum No. 2/2/67-DV, dated the 26th August, 1968, the domicile of a candidate is to be determined on the basis of the domicile of his or her parents and if the parents of a migrant candidate have not migrated to Pakistan, on the basis of his or her own residence and education in the Province in which he or she is domiciled. A question has arisen whether a female married

candidate can be considered to have the same domicile as that of her husband. The matter has been considered and it has been decided that the domicile of a married female candidate may be accepted to be the same as that of her husband for the purposes of direct recruitment.

[Authority.- Estt. Division O.M.No.F.8/5/75-WC, dated 12-8-1975].

Sl. No. 56

Candidates not required to show place of birth of their fathers for purposes of domicile.- As the Ministries/ Divisions are aware, the Government observes Provincial/Regional quotas in filling vacancies reserved for direct recruitment to posts under the Federal Government. It has been brought to the notice of the Government that candidates for appointment to Federal posts are sometimes required to state the place of birth of their father. This information is not relevant to the determination of domicile of a candidate. The Government have, therefore, decided that in future no candidate will be asked to state the place of birth of his father. However, the requirement of stating the domicile of father and other particulars like name, address etc., will continue to be observed as before.

2. The Ministries/Divisions are requested to give wide publicity to these instructions.

[Authority.- Estt.Division O.M.No.2/5/77/WC/R-IX, dated 11-1-1978].

Sl. No. 57

Change of domicile after entry into Government service.- A question has arisen whether a person who entered into Government service on the basis of domicile of a particular Province/Region of Pakistan can subsequently change his domicile during his service. As a citizen of Pakistan a Government servant can change his domicile according to the law and the rules made thereunder. It

has, however, been decided that the domicile of a Government servant as declared by him and accepted by Government at the time of entry into Government service should be treated as final throughout his service career and no subsequent change in his domicile should be recognized for the purpose of terms and conditions of his service including his allocation and liability to transfer.

[Authority.- Estt. Division O.M. No.1/14/71-TRV, dated 20-9-1971].

**Rules for reservation
of vacancies for the
Scheduled Castes**

Sl. No. 58

The following rules will be observed in future in pursuance of the decision to reserve vacancies for the Scheduled Castes:-

- (i) 6% of all vacancies (as distinct from posts) to be filled by direct recruitment in the All-Pakistan Superior Services and Central Services. Class I, II and III (including Central Ministerial Service) to which recruitment is made on an All-Pakistan basis will be reserved for Scheduled Castes candidates.
- (ii) The reservation referred to above will not apply to:-
 - (a) *vacancies reserved for recruitment on the basis of merit;
 - (b) recruitment made by promotion or transfer in accordance with the relevant rules ;

- (c) services and posts which are excluded specifically from the purview of these rules with the concurrence of the Establishment Division on the ground that they require highly technical or special qualifications, or isolated posts in which vacancies occur only very occasionally; and
 - (d) temporary vacancies likely to last for less than three months.
- (iii) In the case of services to which recruitment is made by local areas or circles and not on an All-Pakistan basis, *e.g.* Class III posts in the Railways, Posts and Telegraphs Department, the Customs Services, the Income Tax Department, etc., the total reservation for Pakistan as a whole of 6% of vacancies for Scheduled Castes candidates will be obtained by fixing a percentage for each local area or circle having regard to the population of Scheduled Castes in the area or circle concerned and the rules for recruitment adopted by the Provincial Government of the area or circle concerned. The relevant schemes for effecting this should be drawn up in consultation with the Establishment Division.

*Amended in

the-light of Estt. Division O.M. No. F-25/10/50-Ests. (SEI), dated 6-10-1950.

- (iv) The percentage prescribed will be applied to vacancies in each grade or division of a service to which recruitment is made separately, *e.g.* clerks `B' grade and `A' grade in the Pakistan Central Secretariat, provided that more than one grade with the same or approximately the same pay and prospects may be combined together for this purpose, with the concurrence

of the Establishment Division.

- (v) In all cases a minimum standard of qualification will be prescribed for candidates of various communities alike and the reservation for the Scheduled Castes candidates will be subject to this condition.
- (vi) If duly qualified Scheduled Caste candidates are not available to fill the vacancies reserved for them, the vacancies not filled by them will be treated as unreserved and filled on merit.

2. Ministries should initiate action required under sub-paras (ii) (c), (iii) and (iv) of para 1. Ministries should also proceed to lay down the minimum standards of qualifications required in respect of all the Services and posts under their control to which recruitment is made direct. As far as possible, the standards should be the same as laid down before Independence.

3. It does not seem necessary to prescribe a model roster to fill the vacancies reserved for the Scheduled Caste candidates. The Head of the Department or Office concerned making recruitment should, however, ensure that Scheduled Caste candidates are allotted their due share of vacancies under these rules promptly and properly.

4..... Omitted.....

5. The question whether reservation for the Scheduled Castes should be made in vacancies in Class IV Services under the Central Government is under consideration and orders on the subject will issue in due course.

Sl. No. 59

Reference. Establishment Division Office Memorandum No.56/2/48-Estt.(ME), dated the 19th October, 1948.

It appears that the six per cent vacancies reserved for Scheduled Caste candidates are not filled by such candidates, the main reason being non-availability of qualified candidates. Therefore, it is desired that while filling the vacancies in which a vacancy or vacancies are reserved for Scheduled Caste candidates, specially when recruitment is made locally, proper publicity should be given in the Scheduled Caste areas in order to ensure that due representation is given to Scheduled Caste candidates in the Central Services/Posts. The Ministries, etc., are, therefore, requested to take necessary action in this respect while making recruitment in future.

[Authority.- Estt. Division O.M.No.5/5/57-R, dated 30-10-1957].

Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993

Sl. No. 60

In pursuance of Rule 12 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the President is pleased to make the following rules, namely:-

PART I.- GENERAL

(1) These rules may be called the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

(2) They shall come into force with immediate effect:

Provided that nothing in these rules shall apply to the appointment to the posts in BPS-17 to be filled through

C.S.S. Competitive Examination.

PART II.- GENERAL RELAXATION

(3) Maximum age limit as prescribed in the recruitment rules shall be relaxed in respect of the candidates mentioned in column (2) below to the extent mentioned against each under column (3) :-

No.	Category of candidates	Age relaxation admissible	Sl.
2		3	1
i)(a)	Candidates belonging to Scheduled Castes, Buddhist Community, recognised tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government.	3 years.	
b)	Candidates belonging to Sindh(R) and Balochistan for posts in BPS-15 and below under the Federal Government.	3 years.	
ii)	Released or Retired Officers personnel of the Armed Forces of Pakistan in the Armed Forces of Pakistan.	10 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.	
iii)	Government servants who have completed 2	10 years, upto the age of 55 years.	

years continuous
Government service on
the closing date for
receipt of applications.

- iv) Disabled persons for 10 years
appointment to posts
in BPS-15 and below.

(4) Where a candidate is entitled to age relaxation under more than one categories specified in rule 3, he shall be allowed relaxation in age only in one category.

* [4A. (1) Subject to sub-rule (2) the maximum age limit prescribed for initial appointment under any rules for the time being in force shall be relaxed by a period of five years;

(2) The relaxation in upper age limit shall be over and above the relaxation of age admissible to candidates specified in rule 3 or in any other rules for the time being in force].

**[4B. Notwithstanding the provisions contained in these rules or any other rules for the time being in force, the President or the Prime Minister may, on extreme compassionate grounds, grant age relaxation to an individual candidate for a period not exceeding three years over and above the relaxation in upper age limit already admissible, if any].

***[4C. Notwithstanding anything contained in these rules, or any other rules for the time being in force, one-time relaxation in the upper age limit shall be admissible to the persons appointed to the posts, on ad-hoc basis, from the 1st October, 1981, to the 31st December, 1995, to the extent they are overage for initial appointment to the posts, held by them, as and when advertised by the Federal Public Service Commission.].

(5) **Repeal.-** All existing rules, orders and instructions relating to age relaxation issued from time to time are hereby

repealed. [No. F. 9/2/93-R.5]

[*Authority*.- Estt. Division Notification No.S.R.O 1079(1)/93, dated 4-11-1993].

*Subs *vide* Estt. Division Notification No. S.R.O. 586(1)/99, dated 18-5-1999.

**Added *vide* Estt. Division Notification No.9/2/91-R.5, dated 23-1-1995.

***Added *vide* Estt. Division Notification No. S.R.O. No.798(1)/98, dated 10-7-1998.

Physical Fitness

Sl. No. 61

Please consult Fundamental Rules 10 and 10-A and Supplementary Rules 3, 4 & 4-A of the Compilation of Fundamental & Supplementary Rules, Vol.I, regarding determination of physical fitness of Government servants on first appointment and during service.

Appointment to post "By initial recruitment" method

Sl. No. 62

The procedure of making appointments against post, falling within the purview of the Federal Public Service Commission, by "initial appointment" either on regular basis through FPSC or on *ad hoc* basis pending the availability of FPSC-nominations, is laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and in several communications issued and circulated by the Establishment Division from time to time. Despite this, instances have come to the notice of the Establishment Division where Ministries/Divisions do not properly follow the rules and instructions while making initial appointments. Consequently, proposals received from them are not expeditiously processed in the Establishment Division for want of clarifications on one point or the other, which causes complaint to the referring Ministries/Divisions.

2. With a view, however, to enabling the Ministries/ Divisions to keep in view the method and procedure while making initial appointments, salient relevant rules and instructions have been brought together in the shape of "Guide-Lines", a copy of which is enclosed for their guidance (Annexure).

3. It is requested that the instructions contained in the "Guidelines" should be strictly followed, and in the case of doubt a clarification may please be sought from the Establishment Division.

[Authority.- Estt. Division O.M.No.2/9/76.D.III, dated 14-3-1981].

ANNEXURE

GUIDELINES

For making appointment against posts falling within the purview of the FPSC, and to be filled "by initial appointment", in accordance with the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973

(I) POSTS TO BE FILLED THROUGH FPSC

(1) The method of appointment and the qualifications and other conditions applicable to a post should be laid down (that is to say, Recruitment Rules for the post should be framed), if not already done, by the Ministry or Division concerned, in consultation with the Establishment Division and the FPSC.

(2) The vacancies to be filled on All-Pakistan basis "by initial appointment" should be distributed on merit/regional-quota basis, as laid down in the Establishment Division's O.M. No. F. 8/9/72-TR.V, dated 31-8-1973 (Sl. No.13) read with O.M.No. 9/7/80-A, III, dated 23 9-1980. (Sl. No.39).

(3) The number of vacancies required to be filled should be referred to FPSC, indicating the requirements of the Recruitment Rules, and their regional quota, *i.e.* requisite qualifications/ experience/ age/domicile etc.

* (4) In the absence of the Recruitment Rules, the requisition to FPSC should be routed through the Establishment Division.

Note.- For revised instructions pl. see para 1(i) of the Estt.Division O.M. No.11/1/81-R.5 dated 20-8-1981 (Sl.No.3).

(5) Vacancies which cannot be filled by candidates belonging to the Province or region to which the vacancy is allotted shall be left vacant, and re-advertised or filled at a later stage by a candidate of the same region. In other words, a vacancy for one region cannot be filled by a candidate of another region, even temporarily or on *ad hoc* basis.

(6) The vacancies should continue to be advertised through FPSC, until they are filled, according to their regional quota, by FPSC nominees.

(7) Nominee(s) of FPSC shall normally be accepted by the Ministry/Division/Department concerned. However, if the Ministry etc. does not accept the nomination(s), it shall communicate to the Commission the reasons for the non-acceptance, and after the Commission has expressed its further views in the matter, the case shall be submitted for a decision to the *President, in a self-contained Summary, through the Establishment Division.

(8) Proposal to appoint the FPSC-nominees in Grade-17 and above should be referred to the Establishment Division for seeking approval of the competent authority for their appointment. This should be done through a Summary to be signed by the Secretary (or Additional Secretary, if there is no Secretary) of the

Ministry/Division concerned.

(9) The Summary should be accompanied by the following documents otherwise the proposal will not be considered by the Establishment Division:-

- A copy of the relevant Recruitment Rules.
- Copy of the requisition sent to FPSC.
- FPSC's letter of nomination.
- Bio-data of each nominee, containing his qualifications/ experience/age/domicile etc.
- Character Rolls of such nominees who may already be in Government service.

*Note.- "Prime Minister" may be referred to in the present context *vide* Sl.No.5, Schedule V-A Rules of Business, 1973 (1996 edition).

(10) After the competent authority has approved the appointment of the candidates nominated by the FPSC, their appointment shall be notified by the Ministry/Division concerned, under intimation to the FPSC and the Establishment Division.

(II) POSTS TO BE FILLED ON *AD HOC*
BASIS, PENDING THE AVAILABILITY
OF FPSC - NOMINEES

(a) If a vacancy is required to be filled urgently, it may be filled on *ad hoc* basis, for a period not exceeding six months or till the availability of FPSC-nominee, whichever is earlier, provided that the vacancy is referred to FPSC, if not already referred, within two months of the filling of that vacancy on *ad hoc* basis.

(b) For making *ad hoc* appointment, the vacancies should be advertised in the Press, indicating the requirements of Recruitment Rules and regional quota, *i.e.* requisite qualifications/experience/age/domicile etc. it should be ensured that there is no disparity in the regional distribution of vacancies, referred to FPSC and advertised for *ad hoc* appointment through

Press.

(c) In the advertisement for *ad hoc* appointment, it should clearly be stated that appointment on *ad hoc* basis shall be for six months, or till the availability of FPSC-nominees, whichever is earlier.

(d) Suitable applicants/candidates will be selected by the authorised Departmental Selection Committee.

(e) Prior approval of the competent authority should be obtained to appoint the selected candidates on *ad hoc* basis. In the case of *ad hoc* appointments to Grade-17 and above, approval should be obtained through a "Summary" to be signed by the Secretary (or Addl. Secretary, if there is no Secretary) of the Ministry concerned, and sent to the Establishment Division for the purpose.

(f) The Summary should be accompanied by the following documents otherwise the proposal will not be considered by the establishment Division:-

- A copy of the relevant Recruitment Rules.
- Press-cutting of the advertisement made.
- Minutes of the Departmental Selection Committee.
- A statement showing names and other particulars of the selected candidates *viz.* their qualification/ experience/age/domicile etc., supported by their original applications.
- Copy of the requisition, and a copy of the covering letter, sent to FPSC.
- A statement showing regional distribution of vacancies, against which *ad hoc* appointments are

proposed to be made.

(g) Those approved by the competent authority, their appointment shall be notified by the Ministry/Division concerned, under intimation to the Establishment Division.

(h) In the letter/notification, relating to *ad hoc* appointment, it should specifically be stated that the candidate is being appointed on *ad hoc* basis for six months, or till the availability of FPSC-nominee, whichever is earlier.

(i) In case the FPSC are unable to provide nominee(s) within the first six months, and it is necessary, in the interest of public, to let the *ad hoc* appointee(s) continue, an extension in the tenure of his/their appointment for a period of not more than six months shall be obtained from the FPSC.

(j) Subsequent extension(s) in the *ad hoc* tenure, if necessary, shall be obtained, for a period of not more than six months, from the competent authority, in the manner pointed out at (e) above.

(k) If and when the vacancies are advertised by FPSC, the *ad hoc* appointees may apply for the same, through proper channel, and take a chance if they have not already applied.

(l) Persons appointed on *ad hoc* basis should not be promoted to higher posts.

(m) Similarly no promotion should be made on *ad hoc* basis, because "*ad hoc* basis", when used with reference to an appointment, means appointment of a person on temporary basis pending appointment of a person nominated by the FPSC. In view of this position, Recruitment Rules, if any, containing provision for "ad hoc promotion", should be amended in consultation with the Establishment Division and the FPSC.

(n) As and when an FPSC-nominee becomes available the

ad hoc appointee to the post for that region/domicile shall either be reverted to his lower post/grade (if he is already a civil servant) or his services terminated (if he is recruited directly from outside) immediately without any notice and without assigning any reason therefor.

[Authority.- Estt. Division O.M.No 2/9/76-D.III, dated 14-3-1981].

Sl. No. 63

Bar against revising qualifications prescribed for the posts in the Recruitment Rules.- The Federal Public Service Commission have brought to notice that the Ministries/Divisions while placing requisitions for recruitment to posts under them deviate from the qualifications and other conditions prescribed for the posts in the Recruitment Rules. In some cases, requests were received by the Commission for modification of the qualifications after the posts had been advertised.

2. Ministries/Divisions are requested to ensure that qualifications and other conditions prescribed for various posts in the Recruitment Rules are strictly adhered to. If for any reasons these qualifications and conditions are required to be modified, the revised qualifications should be settled in consultation with the Establishment Division before requisitions are placed with the Commission. Once a requisition has been placed for recruitment and the post has been advertised by the Commission, the qualifications etc., should not be revised.

[Authority.- Estt. Division O.M.No.9/3/73-D.V., dated 26-11-1973].

Sl. No. 64

Reference a provision to the following effect which is being suggested by the FPSC for inclusion in the recruitment rules whenever draft recruitment rules have been referred to them in the recent past:-

"Provided also that if no suitable candidate is available with the prescribed conditions of age, qualifications, experience etc., the Commission may relax the prescribed conditions if the candidate is otherwise suitable for an appointment to the recruitment".

2. Establishment Division is of the view that relaxation of prescribed conditions by the Commission itself to avoid failure of recruitment is fraught with many administrative and legal implications. The posts with relaxed conditions will have to be re-advertised and if this is not done, the candidates who fulfil the relaxed conditions may go to a court of law against the selections made by the Commission on the ground of having been denied the opportunity to compete for the post under the relaxed conditions.

3. It has, therefore, been decided that the powers to relax the prescribed conditions for appointment to various posts should continue to remain with the competent authority.

[Authority.- Estt. Division letter No.9/1/73-R.5, dated 12-6-1984].

Sl. No. 65

Belated requests for cancellation/withdrawal/postponement etc. of the requisitions received by F.P.S.C.- It has been brought to the notice of the Establishment Division by the Federal Public Service Commission that belated requests made to the Commission by various Ministries/ Divisions for the cancellation/withdrawal/postponement corrigendum have increased considerably. During the year 1973, 11% of the requisitions received were re-advertised for corrigendum as desired by the Ministries/Divisions concerned while in 1974 this percentage has shot up to 24%. This not only places the Commission in an embarrassing position but also results in considerable delay and waste of time and public money.

2. With a view to obviate the chances of unnecessary delay and waste of public money, all Ministries/Divisions are requested to please take a clear and firm decision for all the initial recruitments to be made through the Commission while sending the requisitions to that body.

[Authority.- Estt. Division O.M.No.2/10/74-F.IV., dated 18-12-1974].

Sl. No. 66

Reference instructions contained in the Establishment Division O.M. No. 9/3/73-DV, dated 26th November, 1973 and O.M. No. 2/10/74-F.IV, dated 18th December, 1974.

2. Instances continue to come to notice where after placing requisitions for recruitment with the Federal Public Service Commission, the Ministries/Divisions/ Departments have made changes in those requisitions. In some cases the number of posts notified for recruitment was reduced, in other cases the qualifications notified were modified. There have also been cases where the domicile for the post was changed or the requisition altogether withdrawn after the post had been advertised and the candidates interviewed. Such modifications in requisitions placed with the Commission are not only against the instructions issued by the Establishment Division but also place the Commission as well as the Government in great embarrassment, apart from delay in recruitment and wastage of public time and money. It has, therefore, been decided that, in future, if for very cogent reasons a requisition placed with the Commission has to be amended or cancelled, the reference to the Commission should be made under the signature of the Secretary of the Ministry/Division concerned giving the reasons for the proposed amendment. A copy of the communication should be endorsed to the Establishment Division.

[Authority.- Estt. Division O.M.No.11/4/76-D.V., dated 17-7-1976].

Sl. No. 67

Change in requisition for recruitment placed with the Federal Public Service Commission.

Reference.- Establishment Division O.M. Nos. 9/3/73-DV (F/D), dated 26-11-73, 2/10/74-F.IV (F/1), dated 18-12-1974 and 11/4/76-DV (F/X), dated 17-7-1976.

2. It has been brought to the notice of Establishment Division by the Federal Public Service Commission that requests for amendment/cancellation of the requisitions for recruitment on the plea of amendment in the Recruitment Rules are still being received by them after the posts are advertised and, in some cases, even after notice for interview is issued. The Commission have observed that such amendments are generally proposed to accommodate *ad hoc* appointees who otherwise do not fulfil the requirements of the relevant Recruitment Rules.

3. As such situations cause embarrassment to the Commission, and result in considerable waste of time and funds spent on re-advertisement, it has been decided that in future no request for amendment/withdrawal of requisition for recruitment will be entertained by the Commission on the plea of an amendment in the Recruitment Rules. The amendments, if any, will have only prospective and not retrospective application.

[*Authority.*- Estt. Division O.M. No.11/4/76-D.V. dated 19-10-1977].

Sl. No. 68

Check on amendment, cancellation/withdrawal of requisition sent to the FPSC.- It has been brought to the notice of Establishment Division that Ministries/Divisions etc. after having sent their requisition to the FPSC for recruitment to the posts to be filled by direct recruitment, frequently request for changes in the terms and conditions or even suggest postponement of the recruitment even after posts are advertised. Such actions of Ministries/Divisions not only delay the finalization of the

recruitment, but also place the Commission as well as the Government in an embarrassing position. It also puts the candidates to a difficult situation leading to unnecessary labour and waste of money.

2. With a view to exercising proper check on such request for amendment, cancellation/withdrawal of requisition etc., it has been decided that in future all such requests should be routed through the Establishment Division by Ministries/ Divisions etc.

3. Strict compliance by all Ministries/Divisions is requested.

[Authority.- Estt. Division O.M.No.2/51/78.D.III, dated 11-7-1979].

Sl. No. 69

Revised Requisition Form for direct-recruitment through the Commission.- Revised Requisition Form FPSC-21 for use in recruitment of candidates for appointment to various posts by interview method only is annexed. It is requested that in future the revised Requisition Forms may please be used while forwarding requisition to the Commission, instead of the old Forms.

[Authority.- Federal Public Service Commission's letter No.F.16/6/82-RI, dated 4-7-1982].

Annexure

F.P.S.C.-21

FEDERAL PUBLIC SERVICE COMMISSION
------(Division)

Requisition for recruitment to the post of-----

"A" FOR CANDIDATES INFORMATION

- (1) (a) Designation of the post.
 (b) Number of posts to be filled.
 (c) Grade.
 (d) Scale.
 (e) Special pay (if any).
 (f) Whether higher starting salary admissible if any, upto, and necessary prior sanction of the Ministry of Finance has been obtained?
 (g) Any other special concessions such as free quarters, light, water, etc.
- (2) Whether permanent or temporary. (if temporary period for which it will last)?
- (3) (a) Duties.
 (b) Place of duty.

"B" FOR ADVERTISEMENT

- (4) Qualifications required (no deviations from notified Recruitment Rules are permissible).
 (a) Academic:(If more than one qualifications are prescribed, preference, if any, as reflected in the Recruitment Rules).
 (b) Training.
 (c) Experience.

(The prescribed experience counts after acquiring the requisite basic educational qualification. Whenever the Ministry/Division

consider that the prescribed experience gained before acquiring the minimum prescribed educational qualification should also be considered as relevant, this should be made clear, and full justification may please be given for providing this relaxation in the interest of service).

- (5) Age Limits.
 - (a) Minimum.
 - (b) Maximum.

(Any relaxation, whether in Minimum or Maximum age limits).

- (6) Provincial/Regional distribution of post(s) in terms of Recruitment * Policy.

<i>words</i>	<i>In figures</i>	<i>In</i>
Merit (10%)		
Punjab. (50%)	-----	-----
Sindh (Urban Areas) (40% of 19% or 7.6%)	-----	-----
Sindh (Rural Areas). (60% of 19% or 11.4%)	-----	-----
NWFP(11.5%)	-----	-----
Balochistan (3.5%)	-----	-----
N.A.FATA(4%)	-----	-----
Azad Kashmir (2%)	-----	-----

(No change in allocation or reduction in the number of posts would be permitted so far as this requisition is concerned).

*Merit 10%

Punjab (including Federal Area of Islamabad) 50%

Sindh (including Karachi) 19%

The share of Sindh will be further sub-allocated in the following ratio :

Urban Areas, namely Karachi, Hyderabad and Sukkur 40% of 19% or 7.6%,

Rural Areas, *i.e.* rest of Sindh excluding Karachi, Hyderabad and Sukkur. 60% of 19% or 11.4%.

N.W.F.P. 11.5%

Balochistan 3.5%

Northern Areas and Federally Administered Tribal Areas 4% and Azad Kashmir 2%.

- (7) Are Government servants eligible for concession of age, qualifications, experience, etc., which are relaxable in their favour, as per notified Recruitment Rules.
- (8) Any other condition or qualification not covered by above questions.
- (9) Are women eligible in terms of Recruitment Rules? If women are to be declared ineligible, the Establishment Division's prior approval must be obtained.

"C"

OTHER POINTS

- (10) Have the Recruitment Rules, including method of recruitment and qualifications for the posts been approved by the Establishment Division and the Commission? If so, please state.

- (a) The Gazette Notification No. and date of the Recruitment Rules.
 - (b) Whether the Recruitment Rules (with amendments if any) amended in consultation with the Establishment Division and the Commission? If so, please give the Gazette Notification No. and date of all amendments and a copy of the same should be enclosed.
 - (c) An up-to-date and complete copy of recruitment Rules must be enclosed with this Requisition.
- (11) Was this post advertised previously? if so, in which year (Commission's Consolidated Advertisement No. should be quoted).
- (12) Name, telephone number and address of Departmental Representative will be asked by the Commission about a fortnight ahead when the interviews are fixed up.

N.B.- The D.R. should be of the status of Joint Secretary to the Federal Government and for the sake of uniformity of assessments of candidates the same D.R. would be required to assist the Commission at all interviews centres for a particular appointment.

- (13) Particulars of the present *ad hoc* appointee (s).

Name	Date of birth	Qualification	Experience	Domicile	Date of <i>ad hoc</i> appointment.
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(14) It is certified that:

- (i) The qualifications, age limits and experience laid down in the above Requisition are in accordance with the recruitment Rules, which have been published in the Gazette of Pakistan after approval by the Establishment Division and the Federal Public Service Commission.
- (ii) The particulars of *ad hoc* appointees have been given in the requisition against Column 13. The *ad hoc* appointees fulfil all the prescribed qualifications as educational qualification, experience, age limits and *Domicile.
- (iii) The Provincial/Regional distribution of posts as given against item No. 6 is in accordance with the Government Recruitment Policy as contained in the Establishment Division's O.M. No. F. 8/9/72-TRV, dated the 31st August, 1973, as amended from time to time.

The allocation of the post has not been changed as since it was last advertised. The allocation of the post since it was last advertised has been changed with the concurrence of the Establishment Division, as required in their O. M. No. 8/15/73-TRV, dated the 29th November, 1973.

- (iv) The Requisition has been signed by an officer of the status of Deputy Secretary or above.

*Please strike out the

alternatives not applicable.

- (v) Detailed duties of the post against Column 3 of the Requisition have been mentioned and enumerated.
- (vi) No changes as regards qualification, experience, age, domicile, grade, scale of pay, etc., as far as this Requisition is concerned will be accepted, save in unavoidable circumstances when any change in Requisition will have to be routed through the Establishment Division. Request for such a change will be signed by the Secretary of the Ministry/Division and routed through the Establishment Division, as required *vide* O.M. No. 11/4/76-DV, dated the 17th July, 1976 and No. 2/51/78-DIII dated 11th July, 1979.

Signature.....

Designation of forwarding authority

Sl. No. 70

Forwarding of applications from departmental candidates for competitive examinations/selections.- The *existing rules require that applications for appointments in other offices should be forwarded through proper channel. The question has arisen as to what should be considered the appropriate authority for forwarding applications of the staff employed in a particular office.

As only a responsible and fairly senior officer of a Division, etc., is generally in a position to know the staff requirements of this Division, it has been decided, in consultation with the Federal Public Service Commission, that, in the case of a Ministry or a

Note.-
Government Servants (Application for Services and Posts) Rules, 1966,

Division, the forwarding authority should be at least a Deputy Secretary, and in the case of an Attached Department or a Subordinate Office, it should be the Head of the Department or Office, or an officer of rank equivalent to that of a Deputy Secretary designated by him.

[Authority.- Estt. Division O.M.No. 50/1/48-Estt.(ME), dated 3-6-1948].

Sl. No. 71

Reference.- Establishment Division Office Memorandum No. 50/1/48-Ests. (ME), dated the 3rd June, 1948.

It has been brought to the notice of the Establishment Division by the Federal Public Service Commission that the instructions contained in the Memorandum referred to above are not being generally followed by Ministries/Divisions, and more often applications in response to the Commission's advertisements are forwarded by the Ministry/Division concerned with endorsements signed by Assistant Secretaries, although the instructions issued in the Office Memorandum referred to above require that the forwarding authority should at least be a Deputy Secretary in the case of Ministries/Divisions. It is accordingly requested that the instructions contained in the Establishment Division Office Memorandum referred to above, should please be followed strictly in forwarding applications.

[Authority.- Estt. Division O.M.No.50/1/48-Estt.(ME), dated 30-3-1950].

Sl. No. 72

Under the existing rules all Government servants, whether in Provincial or in Central Service, have to apply to the Federal Public Service Commission in connection with examinations/selections held by them through their respective Heads of Departments or Offices. The last date for the respective

applications by the Commission is set down in the Notice relating to every examination conducted by them and in the advertisements issued in connection with selections to be held by them.

2. The Federal Public Service Commission have pointed out that many such applications are received in their office long after the closing date, and have hitherto been entertained if the Commission were satisfied that candidates themselves were not at fault. The Commission are not prepared to continue this indulgence indefinitely and desire it to be made clear that in future late applications will not normally be accepted whatever the reason. It is, therefore, requested that care should be taken to see that applications of candidates who apply to the Federal Public Service Commission for the Central Superior and Ministerial Services Examinations and selections are not delayed beyond the permitted date since delay in future will not be condoned.

3. To deprive a candidate of his candidature by reason of a negligent omission to forward his application could be serious act of irresponsibility.

[Authority.- Estt. Division Letter No.25/4/53-SEI, dated 23-7-1953 to the Provincial Chief Secretaries with copy to Ministries/Divisions].

Sl. No. 73

Reference.- Establishment Division letter No. 25/4/53-SEI, dated the 23rd July, 1953.

It has been reported by the Federal Public Service Commission that in several cases the applications from departmental candidates for the various competitive examinations/selections held by the Federal Public Service Commission are forwarded by the Departments concerned very late, without regard to the last date prescribed for receipt of applications announced by the Commission. To avoid recurrence of such delays, the Commission have decided that departmental delays in forwarding the applications of departmental candidates will not normally be

condoned. They will be condoned only in exceptional circumstances, which will be considered by the Commission on the merit of each case.

2. In view of what has been stated above it will be very much appreciated if every possible effort is made to ensure that applications from departmental candidates for appearing at the competitive examinations/selections held by the Federal Public Service Commission are forwarded to the Commission by the due dates. In case of unavoidable delay reasons should please be recorded, otherwise applications received after the due date will not be entertained by the Commission.

[Authority.- Estt. Division Letter No.8/4/60-E.XIV, dated 18-7-1960 to the Provincial Chief Secretaries with copy to Ministries/Divisions].

Sl. No. 74

Reference.- Letters No. 54/4/53-SE-I, dated 23rd July, 1953 and No. 8/4/60-E, dated 18th July, 1960.

2. The Federal Public Service Commission has again complained that the applications of departmental candidates are sometimes received late thus causing all round inconvenience and considerable delay in finalization of recruitment cases.

3. It is, therefore, requested that all the Departments may please be instructed to strictly observe the instructions contained in the aforesaid letters of this Division while forwarding applications to the F.P.S.C.

[Authority.- Estt. Division O.M.No.2/9/73-D.III, dated 24-5-1974].

Sl. No. 75

Failure of the Provincial Governments and Federal Ministries/Divisions to inform the F.P.S.C. about withholding of

application within one month of the closing date not to effect the candidate's selection/ appointment.- In the Establishment Division's letter No. 8/54/79/F.I(D.5) dated 5th August, 1980 it was requested that the applications, if submitted by Provincial Government employees through proper channel to FPSC, for posts advertised by the Commission, should please be forwarded on top priority basis; and in case an application is required to be with-held for any reason, the Commission should be informed within one month of the respective "closing date" of the applications.

2. The FPSC have reported that despite the instructions issued on 5th August, 1980, the objective has not been achieved. Several candidates, who appeared before the Commission on the basis of their "duplicate/ advance copy", have told the Commission that their original applications fell a prey to the clerical redtapism in their respective offices, and their applications could not be forwarded to the Commission. The Commission have also complained that in several cases the Provincial Governments as well as the Federal Ministries/Divisions/Departments informed the Commission about the with-holding of applications, after the closing date and in certain cases at a stage when the employee/ candidate had even been interviewed. It will be appreciated that with such state of affairs, not only the efforts of the Commission are wasted, but the talented/suitable candidates are also prevented from selection/nomination.

3. Under these circumstances, it has been decided that:-

- (i) If the Provincial Governments and the Federal Ministries do not inform the Commission of their refusal, within one month of the "closing date", it will be presumed by the Commission that permission has been granted to the employee/ candidate who has applied in advance; and
- (ii) In view of (i) above, if a departmental candidate/ employee is selected/nominated by the Commission, the parent Government/Ministry/

Department/ Corporation etc. of that candidate shall be bound to relieve him, to enable him to join the post for which he has been nominated.

4. All departments/offices/autonomous organizations under the administrative control of the Ministries/Divisions may be informed accordingly.

[Authority.- Estt.Division Letter No.8/54/79-F.1-D.(5), dated 16-8-1981].

Sl. No. 76

Recruitment of candidates on a pay higher than the minimum scale of the post.- It has been decided in consultation with the Ministry of Finance that the following procedure shall be adopted in connection with recruitment through the Federal Public Service Commission when it is proposed to appoint a candidate on an initial pay higher than the minimum of the post and the requisition sent to the Commission admits of such higher initial pay being given in suitable cases:

- (i) Ordinarily posts will be advertised on prescribed scales and there need be no provision in the advertisement for a higher initial pay being given. In all such cases the appointments must be made on the minimum of the scales. No representation for a salary higher than the minimum of the scale will be entertained from any person who enters Government service in response to such advertisement without prior consultation with the Federal Public Service Commission and the Ministry of Finance.
- (ii) In special cases, however, where due to dearth of suitable candidates or where previous attempts to attract candidates on the minimum of the scale had

failed, it may be felt necessary to provide for a higher starting pay. In such cases, whenever the requisitions for recruitment are sent to the Federal Public Service Commission the prior concurrence of the Ministry of Finance must be obtained, if it is intended in deserving cases to provide a higher initial pay than the minimum of the advertised scale. The limit in the scale up to which the Federal Public Service Commission may be authorised to recommend the starting salary will be laid down by the Finance Ministry in each such case.

- * (iii) Before a recommendation as to the higher initial pay made by the Commission is accepted by the Ministry concerned, the concurrence of the Ministry of Finance must be obtained.
- (iv) Normally, no candidate should be given a salary higher than that recommended by the Commission. If, however, in an exceptional case it is considered desirable to give a higher salary to a candidate than that suggested by the Commission, it will be necessary to obtain the concurrence of the Commission before seeking the approval of the Ministry of Finance.
- (v) Any subsequent recommendation made by the Commission must, before it is accepted, have the prior concurrence of the Ministry of Finance.

2. The procedure outlined above, will apply *mutatis mutandis*, to posts to which recruitment is made on contract. Each such case will however, be considered on its merits as regards the scale of pay and the maximum of the higher start.

[Authority.- Estt. Division O.M.No.11/4/50-SEL, dated 16-5-1951].

Sl. No. 77

Grant of starting salary to candidates after selection by the Federal Public Service Commission.- It has been brought to the notice of this Division by the Federal Public Service Commission

** Note.-*Please see revised orders *vide* para 2 of the Estt. Division O.M.No.2/22/75-D.III dated 31-10-1976.

that Ministries/Divisions sometimes approach the Commission to recommend starting salary higher than the minimum prescribed for the candidates after they have been nominated by the Commission. The position in this respect is stated below.

2. In case it is intended to grant higher starting salary to incumbent of any post, the F.P.S.C. should be informed of such details at the time when the requisition for that post is sent to them to enable them to include this provision in their advertisement. Further, according to Serial No. 16 of Annexure II to the Ministry of Finance O.M.No.F 1(5)R 12/80, dated the 11th March, 1981, the F.P.S.C. may recommend the grant of not more than six premature increments to a nominee only when suitable persons of requisite qualifications are not available on the minimum prescribed pay of the post. In either case the Commission may use its discretion to recommend and to fix the number of such increments within the prescribed limit or not to recommend the premature increments.

3. As explained above, in cases where the F.P.S.C. has nominated a person without recommending premature increments, there is no justification for a Ministry/Division/ Department to ask the Commission for recommendations for such increments.

4. Ministries/Divisions are requested to explain the above position to all the Departments/Offices under their jurisdiction.

[Authority.- Estt. Division O.M.No.2/22/75-D-III, dated 31-3-1976].

**Recruitment to the Posts
BPS-16 and above**

Sl. No. 78

While processing recruitment against various posts in BPS-16 and above under the Federal Government, the administrative Divisions/Departments are required to nominate professionally competent and senior officers (in BPS-20 or above), as Departmental Representatives to assist the Federal Public Services Commission in assessing suitability of the candidates.

2. FPSC has reported that over the years it has been noticed that the Departmental Representatives are either not nominated at all or they do not attend on specified dates. At times they come late also. Generally officers of BPS-19 or below are nominated. They, very often, do not have the requisite experience and/or they lack relevant professional/technical expertise in the field of the advertised post. Commission is not informed about the non-availability of a qualified officer for which last minute alternate arrangements are impossible to make. The names/ addresses of the Departmental Representatives seldom given, nor are their telephone (Office and residential) numbers provided. Thus the Commission is prevented from reaching them to ensure their presence.

3. It is, therefore, requested that FPSC's instructions in this regard may kindly be complied with in letter and spirit so as to avoid any untoward situation in future.

[Authority.- Estt. Division (Training Wing) Circular No. 3/8/92-T.V. dated 17-10-1993].

Sl. No. 79

Recruitment Policy.- The legal frame work for recruitment and its procedures has been provided in Civil Servants Act, 1973; Civil servants (Appointment, Promotion and Transfer) Rules,

1973; Federal Public Service Commission Ordinance, 1977 and Federal Public Service Commission (Functions) Rules, 1978. The law and rules, by themselves, are not enough to meet the functional requirements and need to be supplemented by a comprehensive and consistent set of policy guidelines.

2. Comprehensive guidelines for recruitment have, therefore, been framed with the approval of the Prime Minister (Annexure). The new recruitment policy will take effect immediately. Detailed instructions on some of the points or amendment in rules where necessary are being issued separately.

[Authority.- Estt. Division d.o. letter No.10(1)/91-CP-I, dated 1-1-1992].

Annexure

RECRUITMENT POLICY FOR THE FEDERAL SERVICES/ AUTONOMOUS BODIES/CORPORATIONS

The existing procedures formulated in the past with regard to recruitment were on the basis of experience; the problem mainly lay in the implementation of the policy which provided large areas of discretion. As per the existing policy, the Federal Public Service Commission was responsible for recruitment in the Federal Services only to posts in BPS-16 and above. The Autonomous Bodies/Corporations did not come under the purview of the FPSC. Again the quotas are applicable in Autonomous Bodies/Corporations only for recruitment to posts in BPS-17 and above.

2. A new recruitment policy has been formulated laying emphasis on merit, elimination of discretion and the monitoring role of public representatives. Salient features of the new recruitment policy are as under:-

- (a) The role of the FPSC in recruitment has been enhanced. It will also strictly adhere to a maximum period of 6 months from the receipt of requisition

for recommending nominees.

- (b) Efforts have been made to minimize discretion.
- (c) Regional/provincial quotas have been made applicable in Autonomous Bodies/Corporations as is being observed in the Federal Services.
- (d) *Ad hoc* appointments have been discontinued.
- (e) Monitoring role of the Public Representatives in implementation of the recruitment policy has been incorporated.
- (f) Five per cent quota for orphans and destitutes has been provided.
- (g) Regional/provincial imbalances will be removed.

3. The details of the recruitment policy are as under:-

- (a) Recruitment to posts in BPS-16 and above which is around an annual intake of about 1000 will continue to be made through the FPSC. However time taken by the FPSC will be curtailed to a maximum of 6 months from the date of receipt of question.
- (b) Recruitment to posts in BPS-11 to 15 for the following departments will be entrusted to the FPSC:-
 - (1) Ministries/Divisions.
 - (2) CBR including Customs and Income Tax Departments.
 - (3) Federal Investigation Agency.

- (4) Pakistan Narcotics Control Board.
 - (5) Pakistan Railways.
 - (6) Immigration and Passport.
 - (7) Export Promotion Bureau.
 - (8) Islamabad Capital Territory.
 - (9) Bureau of Emigration and Overseas Employment.
 - (10) Estate Office.
 - (11) Offices of the Chief Controller of Imports and Exports.
- (c) For posts in other than selected departments, the procedures will be streamlined and merit to be assigned to requisite experience/ academic/technical qualifications.
- (d) No *weightage* should be given to the interview and resorted to only if considered necessary to adjudge the suitability for a particular job. For example if a person stammers then for a post like that of Radio Broadcaster, physical interview may be essential to detect the disability.
- (e) Objective type of tests, if considered necessary to determine the eligibility for a specific post, will be organized with the prior permission of the Establishment Division.
- (f) Recruitment should be made on regular, known, periodic intervals in February and August each year, after proper advertisement through Electronic

and National/Regional media. After advertisement minimum period of 30 days should be allowed for receipt of applications. No Ministry/Division/Department/Organization shall receive applications for any post unless the vacancies are advertised.

- (g) Procedures for recruitment to posts in BPS 6 to 10 to be as per (c) to (f) above.
- (h) Procedures for recruitment to posts in BPS 1 to 5, like Lower Division Clerk where the qualification is at least Matric, will also be as per (c) to (f) above. For others as per the present practice.
- (i) *Ad hoc* appointments irrespective of grades will be discontinued. In unavoidable circumstances, all *ad hoc* appointments will be made with the specific permission of the Prime Minister. No such appointment will be got regularized under any circumstances.
- (j) *Recruitment to posts in Autonomous bodies/Corporations.*
 - (1) The present system of recruitment to Management Grades M1 to M3 or equivalent is considered satisfactory and will continue.
 - (2) For appointments of Senior Managers/Deputy Managers in Grades E1 - E5 and for appointments to non-executive grades equitable with Government BPS-3 and above the selection be based keeping in view the Regional/Provincial quota as applicable in the Federal Services. Method should conform to (c) to (f) above.

- (3) No weightage should be given to the interview if considered necessary to adjudge suitability for a particular job.
- (k) Age relaxation NOT to be allowed when candidates of correct age are available. This will not apply to those candidates who become overage during the ban.
- (l) Parliamentary Committee will be constituted in each Ministry/Division to oversee and monitor the implementation of policy in respect of recruitments made other than through the FPSC. The same would apply to each autonomous body/ corporation.
- (m) The Regional/Provincial quota if not filled will be carried forward until/unless suitable hands are available from the Provinces/Regions concerned. No "substitute" recruitment should be allowed.
- (n) The vacancies of each Ministry/Division/ Department/Autonomous Body/Corporation as per the Regional/Provincial quota should be advertised through Regional/Provincial/National Newspapers/ Electronic Media and that too, on Sundays. This is on the pattern of the FPSC where the posts are advertised on Fridays.
- (o) Booklet of vacancies will be printed by the concerned Ministries/Divisions incorporating all Departments/Subordinate Offices/Autonomous Bodies/Corporations in December and June each year and made available on payment to all for information.
- (p) An exercise will be carried out to revise the classification of Federal Government Offices/ Autonomous Bodies/Corporations functioning on

Regional/Provincial basis. This should be monitored by the Committee of Public Representatives being established in each Ministry/Division.

- (q) Five per cent of the vacancies available to a region/province as per their quota will be reserved for orphans/destitutes. The criteria is being determined separately.
- (r) To give relief to the candidates who may become overage as a result of ban imposed by the Government since November 1990, the age limit be relaxed by one & half years *till* 31-12-1992.
- (s) The present application of 1% quota for employment of disabled persons should be enforced strictly.
- (t) Details regarding the backlog of backward areas for employment in Federal Services/Autonomous Bodies/Corporations as per Provincial/regional quota should be collected from each Ministry/Division/Department and then the situation rectified.
- (u) The present strength of members of the FPSC be raised from 8 to 10 and additional funds to the tune of Rs.12.55 million be provided to take on the additional work of recruitment to selected posts of BPS 11-15. FPSC to establish regional centres for receipt of applications and conducting of tests/interviews for the advertised posts in far flung areas like Chitral and Gilgit etc.
- (v) The *inter se* merit in provinces should be on as small a unit as possible - both for Federal and Provincial Governments jobs.

Sl. No. 80

Recruitment Policy for the Federal Services/Autonomous

Bodies/Corporations.- The question of formulating a merit-based recruitment policy has been under consideration of the Government for some time past. The Government has decided to lift the ban with immediate effect and to lay down the following policy for recruitment:-

- (a) Recruitment to posts in BPS 16 and above will continue to be made through the Federal Public Service Commission (FPSC) as hithertofore. However, the time taken by the Commission will be curtailed to a maximum of six months from the date of receipt of requisition.
- (b) Recruitment to posts in BPS 11 to 15 in all the Ministries/Divisions, and the following Departments is entrusted to the FPSC:-
 - (1) Central Board of Revenue including its departments such as Customs, Excise, Income Tax etc.
 - (2) Federal Investigation Agency.
 - (3) Pakistan Narcotics Control Board.
 - (4) Pakistan Railways.
 - (5) Immigration and Passport.
 - (6) Export Promotion Bureau.
 - (7) Islamabad Capital Territory.

- (8) Bureau of Emigration and Overseas Employment.
 - (9) Estate Office.
 - * (10) Offices of the Chief Controller of Imports and Exports.
- (c) For the posts in BPS 11 to 15 and BPS 6 to 10 in other than the departments mentioned in (b) above, and the posts in BPS 6 to 10 in all the Ministries/Divisions/Departments, the procedures will be streamlined and merit will be determined on the basis of requisite experience, academic and technical qualifications, as under:-
- (i) No weightage shall be given to the interview, and the interview shall be resorted to only if considered necessary to determine the suitability for a particular job *e.g.* if a person stammers for a post of Radio Broadcaster etc., physical interview may be essential to detect the disability.

*Now Abolished.

- (ii) Objective type of tests if considered necessary to determine the eligibility for a specific post, will be organized with the prior permission of the Establishment Division.
- (iii) Recruitment shall be made only in the months of February and August each year. All the posts shall be advertised through Electronic and National/Regional media. No Ministry/Division/Department/Organization shall receive applications for any post unless

the vacancies are advertised. A minimum period of 30 days will be allowed for receipt of applications.

- (d) Procedures for recruitment to posts in BPS 1 to 5 such as Lower Division Clerk where the qualification is at least Matric, will also be as per (c) above. For others as per the present practice.
- (e) No *ad hoc* appointment will be made in any Basic Pay Scales. In unavoidable circumstances, such appointments will be made with the specific permission of the Prime Minister. No such appointment shall be regularised under any circumstances.
- (f) Age relaxation will not be allowed when candidates of correct age are available. This will not apply to those candidates who have become overage due to the ban on recruitment. They will be allowed age relaxation of one and half years till 31-12-1992.
- (g) The Provincial/Regional quota if not filled will be carried forward till suitable candidates are available from the Province/Region concerned. No 'substitute' recruitment will be made.
- (h) The vacancies in each Ministry/Division/Department/Autonomous Body/Corporation, as per the Provincial/Regional quotas, shall be advertised through National/ Provincial/Regional newspapers and Electronic Media on Sundays.
- (i) Booklet of vacancies, other than those falling in the purview of the FPSC, will be printed by the concerned Ministries/Divisions in respect of their Departments/Subordinate Offices/Autonomous Bodies/Corporations in December and June each

year and will be made available on payment.

- (j) Five per cent of the vacancies available to a Province/Region as per quota will be reserved for orphans/destitutes. The criterion is being defined separately.
- (k) The present application of 1% quota for employment of disabled persons should be strictly adhered to.
- (l) The deficiency in Provincial/Regional representation of backward areas, if any, in Federal Services and in the Autonomous Bodies/Corporations will be worked out and intimated to the Establishment Division for rectifying the existing imbalance.
- (m) An exercise will be carried out to classify the Federal Government Offices/Autonomous Bodies/Corporations on functional basis *i.e.* All Pakistan, Provincial or Regional. The intake from within a province will be on as small a unit as possible - both for Federal and Provincial Governments jobs. This would be monitored by the Committee of Public Representatives being established in each Ministry/Division.
- (n) Parliamentary Committees will be constituted by the Prime Minister for each Ministry/Division to oversee and monitor the implementation of policy in respect of recruitment other than through the FPSC. The same would apply to each autonomous body/corporation.

**Ad hoc appointment pending
regular selection by the
F.P.S.C.**

Sl. No. 81

Observance of recruitment policy, regarding provincial/regional quota in making ad hoc appointments.- The recruitment policy of Government regarding provincial/regional quotas etc., is to be observed in all cases of direct recruitment to vacancies including temporary vacancies, expected to last for more than 3 months, *vide* Establishment Division Office Memorandum No. 25/48-SEI, dated the 13th November, 1948 and No. 1/6/59-R, dated the 5th May, 1959.

2. Since *ad hoc* appointments made pending availability of suitable qualified candidates are also temporary appointments, the recruitment policy should be observed in all cases of *ad hoc* appointments made by direct appointment in which the candidate is likely to hold the post for more than 3 months or there is a chance of extension of his appointment beyond three months if appointed for a lesser period.

[Authority.- Estt. Division O.M.No.1/22/66-D.V.,dated 17-10-1966].

Sl. No. 82

Advertisement for ad hoc appointments.- Attention is invited to Establishment Division's Notification No. 1498(I)/73, dated 20th October, 1973 regarding Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

2. In accordance with Part IV dealing with *ad hoc* and temporary appointments, rule 19 lays down that the post shall be advertised and the same procedure as laid down for the initial appointment in Part III shall be followed for making *ad hoc* appointments.

3. A number of cases have come to notice where *ad hoc* appointments have been made from amongst departmental candidates or from other applicants without an advertisement having been made in the press.

4. This is irregular. In future no proposal for *ad hoc* appointments will be entertained unless the post has been duly advertised. The summary of the case submitted to the Establishment Division should invariably state that the post has been advertised and the clipping of the advertisement should be enclosed with the summary.

[Authority.- Estt. Division O.M. No. 2/23/78-D.III, dated 17-4-1978].

Sl. No. 83

Ad hoc appointees to be clearly told of the conditions of their appointments.- It has been noticed that various Ministries/Divisions etc. while advertising posts, falling within the purview of the FPSC, for purposes of making *ad hoc* appointments thereto, do not take into account the fact that the appointees on the basis of such advertisements, being replaceable by the FPSC nominees, should be clearly told of this condition of their appointments. This omission on the part of various Ministries/Divisions, etc. may give rise to complications later on.

2. It is, therefore, requested that while advertising for *ad hoc* appointments to such posts the Ministries/Divisions etc. should categorically state that the candidates appointed on the basis of such advertisements will be replaceable by the FPSC nominees. The condition may also be communicated to the candidates in the letters/notifications of such appointments so that no appointee claims regular appointment subsequently on the basis of advertisement or appointment letters/notifications.

3. It may also be ensured that requisition for such posts should invariably be sent to the Commission within two months of

the filling up of such posts on *ad hoc* basis.

[Authority.- Estt. Division O.M.No.2/6/74-F.IV, dated 14-6-1974].

Sl. No. 84

Avoidance of favouritism or nepotism in making ad hoc appointments.- Considerable time often elapses before candidates recommended by the Federal Public Service Commission become available for appointment. Consequently, *ad hoc* appointments are made pending selection of suitable candidates by the Commission. In this connection it has been brought to the notice of Government that in making *ad hoc* appointments, officers in certain Ministries/ Departments indulged in favouritism and nepotism. Government view this with concern and it has been decided that suitable disciplinary action should be taken against the delinquent officers.

2. Acts of favouritism or nepotism being prejudicial to good order or service discipline constitute misconduct as defined in the Government Servants (Efficiency and Discipline) Rules. It is, therefore, requested that if instances of favouritism or nepotism or irregularity in making *ad hoc* appointments are brought to notice, the officers responsible should be proceeded against under those Rules. Suitable instructions may also kindly be issued to all officers concerned in the Ministry including Attached Departments and Subordinate Offices.

[Authority.- Estt. Division d.o.letter No.2/2/62-D.I, dated 15-2-1962].

Sl. No. 85

Recruitment to post in BPS 17 and above on ad hoc basis.- The following instructions are issued for making *ad hoc* appointments in BPS 17 and above, in amplification of the instructions given in Part IV of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973:-

(1) The decision that it is in the public interest to fill a

post urgently, pending nomination of a candidate by the Commission, may be taken by the Secretary of the Ministry/Division.

- (2) The vacancy may, in the first instance, be referred to N.D.V.P. if they are in a position to nominate one or more persons registered with them who fulfil the requirements as to age, qualifications, experience, domicile, etc., selection may be confined to these persons; otherwise the post should be advertised.
- (3) All eligible applicants should be considered by a Selection Committee headed by Secretary or Additional Secretary of the Ministry/Division and two Members of BPS 19 or above. If the post belongs to an Attached Department or Subordinate Office, the Head of Department or office may be co-opted as a Member.
- (4) The record of the Selection Committee together with a summary giving reasons why the post is required to be filled urgently on *ad hoc* basis, should be forwarded to the Establishment Division when the case is referred to them for obtaining approval of the competent authority.
- (5) After the competent authority has approved the appointment to be made, the letter of appointment may be issued by the Ministry/Division concerned.

[Authority.- Estt. Division O.M.No.D-268/74-D.V., dated 29-6-1974].

Sl. No. 86

It has been observed that sometimes the proposals for *ad hoc* appointments are forwarded to the Establishment Division for approval of the competent authority without first placing a requisition with the Federal Public Service Commission for regular

appointments. It needs hardly, to be mentioned that reference of a post to the Commission is a condition precedent for *ad hoc* appointment to that post. Non-observance of this simple procedure unnecessarily delays the disposal of such cases. Ministries/ Divisions are, therefore, requested to send proposals for *ad hoc* appointments to the Establishment Division only after requisitions have duly been placed with the Federal Public Service Commission in cases where Recruitment Rules have been notified.

[Authority.- Estt Division circular No.2/60/87-CP-5 dated 29-9-1987].

Sl. No. 87

Proposals for continuance of ad hoc appointments.- It has been observed that placing of requisitions on the Federal Public Service Commission in respect of posts required to be filled through the Commission are delayed by the Ministries/Divisions without any justification and *ad hoc* appointments made on such posts are continued for long periods.

2. In this connection attention is invited to Rule 18 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, which requires that a requisition in the prescribed form shall be forwarded to the Federal Public Service Commission immediately when it is decided to fill the post in question or, if that is not practicable and the post is filled on *ad hoc* basis, within two months of the filling of the post.

3. It is, therefore, reiterated that while making *ad hoc* appointments against posts falling within the purview of the Federal Public Service Commission, a requisition should be placed on the Commission immediately and in any case not later than two months from the date of filling the post on *ad hoc* basis. All proposals relating to *ad hoc* appointments and their further continuance should, in future be accompanied by a copy of the requisition sent to the Commission as far as possible, otherwise the Establishment Division may not consider such proposals.

[Authority.- Estt. Division O.M.No.2/9/76-D-III, dated 4-6-1976].

Sl. No. 88

It has come to the notice of the Establishment Division that the requirement of placing requisition with the Commission has not been observed in many cases with the result that the *ad hoc* appointments have continued for unduly prolonged periods. It has therefore, been decided that in future no proposal for *ad hoc* appointment should be made by Ministry/Division/Department without simultaneously placing a requisition for recruitment to the post with the Commission. In the summary submitted for obtaining approval of the competent authority for making *ad hoc* appointment, it should be mentioned that a requisition with the Commission has been placed. Unless this is done, it will be difficult for the Establishment Division to support and process the proposal of the Ministries etc. for *ad hoc* appointment.

[Authority.- Estt. Division d.o.letter No.9/2/74-D.V., dated 8-6-1977].

Sl. No. 89

Duration of ad hoc appointment.- Instructions were issued *vide* Establishment Division's d.o. letter No. 9/2/74-DV, dated the 8th June, 1977, to the effect that no proposal for *ad hoc* appointment to a post falling within the purview of the F.P.S.C. should be made without simultaneously placing a requisition for recruitment with the Public Service Commission.

2. Cases, however, continue to come to notice where either the requisitions were placed very belatedly with the F.P.S.C. or the matter was not pursued with the Commission, with the result that *ad hoc* appointments have continued for unduly long periods of time. In order to reduce the period of *ad hoc* appointments to the absolute minimum, it has been decided that:-

- (i) Omitted

- (ii) In future, when a post is advertised by a Ministry or Division for the purpose of *ad hoc* recruitment, a requisition to fill the post should simultaneously be placed with the Commission. No proposal for *ad hoc* recruitment will be approved by the Establishment Division unless the summary on the subject clearly states that a requisition to fill up the post on regular basis has been placed with the Commission, indicating also the date on which this was done. *The maximum period for which an ad hoc appointment will be allowed to continue would be one year including the period of extension.*

3. You are requested to ensure compliance with the above instructions. The Federal Public Service Commission are also being requested to ensure that recruitment action is completed expeditiously and that in no case should the time taken for this purpose extend beyond one year of the date on which a requisition to fill up the post is placed with the Commission.

[Authority.- Establishment Secretary's d.o.letter No.2/7/77-D.III, dated 15-10-1977].

Sl. No. 90

Reference Establishment Division's Office Memorandum No. 2/9/76-D. III, dated 14th March, 1981 (Sl.No.62), it is stated that the instructions contained therein for making appointment to posts on *ad hoc* basis and seeking extensions thereto are not being complied with faithfully. These instructions clearly provide for making *ad hoc* appointment for a period not exceeding six months with the approval of competent authority as laid down under rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, as amended. The first extension beyond the initial period of *ad hoc* appointment is required to be given after obtaining approval of the FPSC. As such, the approval of the competent authority for this extension is not required. Subsequent

extensions for periods not exceeding six months in the *ad hoc* appointment shall not require concurrence of the FPSC but approval of competent authority shall in any case be obtained. All the Ministries/Divisions are requested to bring these instructions to the notice of all the departments/organizations under their administrative control for compliance.

[Authority.-Estt. Division O.M.No. 10/8/86-R.2, dated 15-12-1986].

Sl. No. 91

Quarterly returns of ad hoc appointments to the posts falling within the purview of the Federal Public Service Commission.- On re-consideration of the matter it has been decided to withdraw the instructions contained in sub-para 2(1) of the d.o. letter of even number, dated the 15th October, 1977.

2. It has been decided that in order to have an up-to-date information about the *ad hoc* appointments in the Ministries/ Divisions a quarterly return in the proforma (Annexure) may be submitted to Establishment Division. The first return pertaining to the quarter ending 31st March 1978 should reach this Division by 10th April, 1978. Subsequent returns may be submitted by the 10th of the month following the end of each quarter.

[Authority.- Establishment Secretary's d.o. letter No.2/7/77-D.III, dated 22-2-1978].

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Sl. No. 92

Quarterly return of ad hoc appointments to the posts falling within the purview of the FPSC (from 1-1-78 to 31-3-78).- Reference d.o. No. 2/7/77-D. III, dated 2nd February, 1978. Quarterly returns as required were to be submitted in a consolidated form in respect of each Ministry/Division whereas this Division has been receiving statements in piece meal direct from the subordinate offices/ organizations of the Ministries/ Divisions.

2. The Ministries/Divisions are, therefore, requested to submit a consolidated quarterly return of *ad hoc* appointments in respect of all the offices/ organizations under them in future to DS (R. III) in Establishment Division.

[Authority.- Estt. Division O.M. No. 2/7/77-D.III, dated 20-4-1978].

Sl. No. 93

Submission of summaries regarding ad hoc appointments.- In the appendix to the Establishment Division d.o. letter No. 4/20/74-A.IV, dated the 29th June 1976 (Sl.No.112) detailed procedure governing the submission of cases of *ad hoc* appointments has been outlined. It has, however, been noticed that proposals for *ad hoc* appointments, which have considerably increased of late, are not submitted in accordance with the instructions laid down therein. *Ad hoc* appointments are to be made only in cases of extreme urgency. But non-adherence to the prescribed procedure leads to delay in their finalization. It is, therefore, reiterated that -

- (i) the advice of *ad hoc* appointment should be resorted to only in cases of genuine urgency,
- (ii) the post should be widely advertised/circulated,

- (iii) regional/provincial quotas should be strictly observed,
- (iv) particulars of all the applicants should be sent alongwith detailed reasons why the person recommended has been selected.

2. Cases where the above procedure has not been followed will have to be returned to the Ministries un-disposed of.

[Authority.- Estt.Division d.o.letter No.4/20/74-A.IV, dated 9-4-1977].

Sl. No. 94

Seniority of ad hoc appointees for purposes of reversion or termination of services on availability of regular appointees.- No rules or instructions regarding determination of the seniority of *ad hoc* appointees have so far been issued. This is due to the fact that *ad hoc* service does not reckon for purposes of seniority when the *ad hoc* appointment is later on converted to regular appointment. Instructions have also been issued in Establishment Division's O.M. No. 3/29/70-D. III. dated the 7th January, 1971 (Annexure), that *ad hoc* appointees should not be promoted to a higher grade. The question of determination of the seniority of the *ad hoc* appointees for purposes of promotion, therefore, does not arise. However, sometimes the question which does arise is as to which one of the several *ad hoc* appointees should be reverted when the F.P.S.C. qualified candidates become available. It has been decided that revision should be made in the reverse order of *ad hoc* appointment. However, when the date of *ad hoc* appointment of more than one officer is one and the same, the reversion should be made in the reverse order of the seniority in the lower grade if available, otherwise the younger in age should revert first. Reversion for the purposes of this O.M., includes termination of service where the *ad hoc* appointee was recruited directly from outside.

[Authority.- Estt. Division O.M.No.1(8)/72-D.II, dated 4-5-1972].

ANNEXURE

Extract from Establishment Division O.M.No.3/29/70-D.III, dated the 7th January, 1971.

The following further instructions are issued for regulation of *ad hoc* appointments:-

- (i) Persons appointed on *ad hoc* basis should possess the required qualifications and experience prescribed for posts;
- (ii) Persons appointed on *ad hoc* basis should not be promoted to higher posts.

Sl. No. 95

Recruitment of ad hoc Appointments made between October, 1981 to December, 1990.- The issue of regularization of *ad hoc* appointments made between October, 1981 to December, 1990 have remained under active consideration of the Government from time to time. The Prime Minister was pleased to appoint a special Committee under the chairmanship of Secretary Law Justice and Parliamentary Affairs.

2. The Committee after an indepth discussion of the issue in the light of Supreme Court's judgement in case No. 104 of 1992 recommended the following course of action as the most appropriate manner in which the Honourable Court's judgement is implemented while ensuring simultaneously that human aspect of the problem gets taken care to the maximum possible extent:

- i) Cases of *ad hoc* appointees who were fully

qualified and recruited after properly following the prescribed procedures including invitation of applications through advertisement and observance of provincial quotas. It was agreed that such cases may be referred to the FPSC for confirmation.

- ii) In cases where the prescribed procedures in terms of qualifications, observance of provincial quotas and invitation of applications through advertisement etc were not observed while making the recruitment, *it will be necessary for such appointees to appear alongwith fresh candidates before the FPSC for selection.* To enable such *ad hoc* appointees to appear before the FPSC as they may have crossed the prescribed maximum age limit for a particular post, *it was agreed that appropriate age relaxation may be allowed through an amendment in the relevant SRO.*

3. The recommendations of the Committee have been approved by the Prime Minister.

4. The FPSC may process the cases of *ad hoc* appointees for regularization of their appointments accordingly.

[Authority.- Estt. Division d.o. letter No.2/3/94-CP.5, dated 29-6-1994].

**Recruitment otherwise
than through the Federal
Public Service Commission**

Sl. No. 96

General procedure for posts in BPS 1 to 15.- As for recruitment to posts in BPS 1 to 15 which have been excluded from the purview of the Commission and for promotions and transfers to all Grades which too are outside the scope of the Commission, another set of rules called the Civil Servants

(Appointment, Promotion and Transfer) Rules, 1973, has been issued. The main features of these rules are:-

- (1) All posts for initial recruitment whether to be filled on *ad hoc* or regular basis should be advertised by the Ministries/ Divisions or Departments concerned, except posts in BPS 1 and 2 which may be filled by reporting vacancies to the local Employment Exchange.
- (2) Proper Selection and Promotion Committees be constituted to examine cases of all eligible persons and make recommendations. The composition of the Committees will be determined by the Ministries/Divisions concerned in consultation with the Establishment Division.
- (3) Minimum qualifications and experience be prescribed for in all cases and no relaxation be allowed in cases of *ad hoc* appointment.
- (4) The appointing authority, where it does not accept the recommendation of the Selection or Promotion Committee, would record reasons for non-acceptance and obtain orders of the next higher authority.

[Authority.- Para 5 of the Establishment Secretary's d.o. letter No.1/9/73-F.IV, dated 22-10-1973].

Sl. No. 97

According to rule 15 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, recruitment to posts in BPS-3 to 15 in offices which serve only a particular province or region is to be made from persons domiciled in that particular province or region. It has been observed that while making recruitment in the regional office rule-15 is not strictly observed.

The Ministries/Divisions are, therefore, requested to identify the regional offices of their attached departments which serve only a particular province or region and ensure the enforcement of rule-15 while making recruitment to posts in BPS-3 to 15 in these offices.

2. Ministries/Divisions and Attached Departments should also monitor the implementation of these instructions.

[Authority.- Estt. Division O.M.No. 5/4/83-R.2, dated 19-11-1984 and O.M. of even number dated 10-4-1986.]

**Advertisement of Federal
Government posts in the
Regional/Provincial press**

Sl. No. 98

The Prime Minister has been pleased to direct that advertisements for recruitment to Federal Government posts should be published in the Regional/Provincial news papers also in addition to the national press.

2. All Ministries/Divisions are, therefore, requested to take necessary action accordingly and also to issue instructions to the organizations under their control for taking similar steps in this regard.

[Authority.- Estt. Division O.M. No. 46/2/85-R-5 dated 10-10-1985].

**Procedure for making
recruitment from abroad**

Sl. No. 99

The question of the procedure which should be adopted when it becomes necessary to resort to recruitment from abroad to civil posts under the Central Government has been engaging the

attention of the Establishment Division for some time. It has now been decided by the Government of Pakistan that recruitment from abroad should be made in the manner indicated in the following paragraphs.

2. If a Ministry considers that it is necessary to make recruitment to civil posts from abroad, it should make a reference to the Federal Public Service Commission, asking them to agree to such recruitment and if they agree, to proceed without delay to take all the steps necessary to make such recruitment. The Federal Public Service Commission will themselves advertise the post or posts abroad and make necessary arrangements for the candidates to be interviewed by Special Selection Committee. Thereafter, the Federal Public Service Commission will make recommendations for the filling of the post or posts in question. In no case should the Ministry itself take steps to advertise the post.

3. There may, however, be exceptional cases in which the Ministries concerned are of the view that recruitment from abroad through the Federal Public Service Commission will prove infructuous, *e.g.*, in the case of appointments to highly technical posts or other posts of considerable importance in connection with which persons of high standing abroad are not likely to respond to advertisements and appear for interviews. In such cases, which should be very rare, the prior approval of the Prime Minister will be necessary for recruitment to be made by the Ministry concerned without the assistance of the Federal Public Service Commission. The procedure to be adopted in such cases will be that the matter should be referred to the Establishment Division so that the orders of the Prime Minister can be obtained. Such reference to the Establishment Division should be made only after the Federal Public Service Commission have first agreed to recruitment to the post in question being made from abroad, and it should be accompanied by a Summary for the Prime Minister, explaining why it is necessary for recruitment to be made otherwise than through the Federal Public Service Commission and showing what steps the Ministry have in mind for filling the post or posts in question.

[Authority.- Estt. Division O.M.No.11/18/49-SE-II, dated 17-1-1951].