PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF EDUCATION

NOTIFICATION

Islamabad, the 15th August, 1995

In exercise of powers under Section 14 of National College of Arts Ordinance 1995, the Controlling Authority has been pleased to approve the "National College of Arts, Lahore Employees Service Regulations 1995" with immediate effect and until further orders.

NATIONAL COLLEGE OF ARTS, LAHORE-

"EMPLOYEES SERVICE REGULATIONS, 1995"

In exercise of the powers conferred by Section 14 of the National College of Arts Ordinance, 1985 (Ordinance XXVIII of 1985), the Board of Governors of the National College of Arts, Lahore, is pleased to make the following Regulations with the approval of the Controlling Authority.

[No. F, 5—12/92-NI-1.]

(1839)

Price: Rs. 2.10

[1456(95) Ex. Gaz.]
1. Short title, Application and Commencement.—(i) These Regulations may be called the National College of Arts, Lahore, Employees Service Regulations, 1995.

(ii) These shall apply to all the regular employees of the college other than the deputationists, part-time employees, contract employees and those paid from contingency.

(iii) These Regulations shall come into force at once.

2. Definitions.—In these Regulations, unless there is anything repugnant in the subject or context:—

(a) Appointing Authority in relation to a post means the authority authorized under these Regulations or any order of the Board to make appointment to that post.

(b) ‘Board’ means the Board of Governors of the National College of Arts, Lahore, as constituted under Section 10 of the Ordinance.

(c) ‘College’ means the National College of Arts, Lahore.

(d) ‘Committee’ means Selection Committee.

(e) ‘Competent Authority’ means an authority (other than an Appointing Authority or Authority for the purpose of E&D Rules) authorized under these Regulations or any adopted rule or regulation to pass an order or exercise power in respect of any terms and conditions of service.

(f) ‘Employee’ means employee of the Board but does not include.

(i) a person on deputation to the college from the Government or any other body and

(ii) a person who is employed on contract or on work-charged basis or who is paid from contingencies.

(g) ‘Government’ means the Federal Government.

(h) ‘Initial appointment’ means appointment made other-wise than by promotion or transfer.


(k) 'Pay means the amount drawn monthly by an employee as pay and includes technical pay, special pay, personal pay and other emoluments declared by the Board to be pay.

(l) 'Permanent post' means a post sanctioned without limit of time.

(m) 'Prescribed' means prescribed by regulations and in the matters not provided by the Regulations such Rules or regulations of Government as adopted or may be adopted by the Board from time to time.

(n) 'Regulations' means National College of Arts Employees Service Regulations, 1993.

(o) 'Selecting Authority' means Committee or other authority or body on the recommendations of or in consultation with which any appointment, promotions or transfer, as may be prescribed, is made.

(p) 'Service' means service of the college.

(q) 'Sub-Selection Committee' means Committee constituted for making recommendations for appointment to the posts in BPS 1 to 15.

(r) 'Temporary post' means a post other than a permanent post.

(3) For the purpose of these Regulations, an appointment whether by promotion or otherwise shall be deemed to have been made on regular basis if it is made in the prescribed manner.

(4) Words and expressions used but not defined in these Regulations shall bear the same meanings as they bear in the Ordinance and in other cases in the Civil Servants Act, 1973 (Act LXXI of 1973) or the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and other rules or orders instructions on the subject as applicable to civil servants of government.

(5) Matters not provided for in the Regulations.—In all matters not provided for in these Regulations the orders or decision or the Board shall, subject to approval of the Controlling Authority, where necessary, be final.

(6) Appointments, to posts shall be made in the prescribed manner by the Board or by a person authorized by the Board, by promotion, or initial recruitment, as specified in the Schedule I to these Regulations, or any decision or Order of the Board.

(7) Promotions and direct recruitment to the posts carrying Basic Pay Scales 1 to 15 shall be made by the Principal on the recommendations of sub-Selection Committee.
TERMS AND CONDITIONS

(8) The terms and conditions of service of employees shall be as provided in these regulations or such orders as may be passed by the Board from time to time.

(9) Appointment by promotion to posts in BPS-16 and above shall be made by the appointing authorities prescribed in Schedule I, and promotions to posts in BPS-1 to 15 shall be made by the Principal on the recommendations of the Sub-Selection Committee.

Promotion shall not be claimed as a right by any employee.

(10) Only such employees as possess the qualifications and meet the conditions laid down for promotion in Schedule I shall be considered by the Committee or the Sub-Selection Committee for promotion to higher post.

(11) A person in the service of Government or any Body who possesses the minimum prescribed qualification and experience shall be eligible for appointment on deputation in accordance with the policy prescribed by Government.

(12) Where appointing authority considers it to be in college's interest that the senior most person does not fulfil the conditions of specified length or service for promotion to a higher post or no suitable candidate is available for direct recruitment to posts in BPS-17 to 20 it may appoint an employee on acting charge basis on the recommendations of the Committee for a period of six months or more. Such appointment on acting charge basis shall not amount to regular appointment for any purpose including seniority nor shall it confer any vested right for regular promotion.

INITIAL APPOINTMENT

(13) (i) Initial recruitment to posts in BPS-16 and above shall be made by the Board on the basis of examination or test or interview to be conducted by the Committee after advertising the post in the newspapers of wide circulations.

(ii) Initial recruitment to all posts in BPS-1 to 15 shall be made by the Principal on the basis of examination, tests or interview after advertising vacancies in newspapers of wide circulation or after inviting names from the Employment Exchange, and on the recommendation of the Sub-Selection Committee.

(iii) Direct recruitment to posts in BPS-3 and above in the college shall be made on the basis of Provincial/Regional quota as prescribed by Government.

(14) A candidate for initial appointment to a post must possess the educational qualification and experience prescribed in Schedule-I and must be within
the prescribed age limit provided that:

(a) experience where prescribed would include equivalent post, qualification and experience in a profession or in the service of a government department or in a body.

(b) age shall be reckoned on the last date fixed for submission of applications for a post to be filled by direct recruitment.

(15) No person shall be appointed to a post unless he is a citizen of Pakistan provided that in suitable cases this restriction may be relaxed by the Board with the approval of Government.

(16) A Candidate for direct appointment must be in a good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate will not be appointed if he does not satisfy these requirements after such medical examination as Board may prescribe.

(17)—(1) No person, not already in the service of the College shall be appointed to a post unless he produces certificate of character from two responsible persons not being his relatives who are well acquainted with his character and antecedents and a certificate of character from head of the academic institution last attended where applicable.

(2) Notwithstanding anything in sub-clause (1) an appointment by direct recruitment shall be subject to the verification of character and antecedents of the candidates to the satisfaction of appointing authority.

(18) Where interests of the college so require a person may be appointed on contract for a period not exceeding two years at a time on terms and conditions to be specified in the contract, against a specified post. All such appointments shall require prior approval of the Chairman.

PROBATION

19.—(1) Persons appointed by direct recruitment, promotion or transfer shall be on probation for a period of one year, which may be, for good and sufficient reasons to be recorded, curtailed, or, if considered necessary, it may be extended for a period not exceeding one year.

(2) On successful completion of probation period the appointing authority shall be specific order terminate the probation. If no such order is passed on the expiry of the first year of probation, it shall be deemed to have been extended under sub clause (1):
Provided that subject to the provision of sub-clause (3) in the absence of any order under sub-clause (2) the period of probation shall, on the expiry of the extended period under sub-clause (2) be deemed to have successfully been completed.

(3) Where, in respect of any post the satisfactory completion of probation includes passing of a prescribed examination, test or course or training, a person appointed on probation to such post who before expiry of original or extended period of probation, has failed to pass such examination or test or to successfully complete course or the training shall except as may be prescribed otherwise:—

(a) if he was appointed to such service or post by direct recruitment be discharged; or

(b) if he was appointed to such post by promotion or transfer, be reverted to the post from which he was promoted or transferred and against which he holds a lien or, if there be no such post, be discharged:

Provided that in the case of direct recruitment to a post an employee shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

CONFIRMATION

20. An employee appointed on probation shall, on satisfactory completion of his probation be eligible for confirmation in the post, as may be prescribed.

An employee promoted to a post on regular basis shall be eligible for confirmation after rendering satisfactory service for the period prescribed for confirmation therein.

There shall be no confirmation against any temporary post.

An employee who, during the period of his service was eligible to be confirmed in any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such post or any benefits accruing therefrom.

Confirmation of any employee in a service or post shall take effect from the date of occurrence of permanent vacancy in that post or from the date of continuous appointment whichever is later.
SENIORITY

21. Seniority inter-se of employees regularly appointed to posts in the same cadre shall be determined:—

(1) (a) In the case of employees appointed by direct recruitment, in accordance with the order of merit assigned by the Selection Committee, provided that employees selected for appointment to a post in earlier selection shall rank senior to the employees selected in a latter selection, and

(b) In the case of employee appointed otherwise; with reference to the dates of their regular continuous appointment in the post or cadre provided that if date of continuous appointment in the case of two or more employees is the same the older if not junior to the younger in the next below post, shall rank senior to the younger employee. Employees who are selected for promotion to a higher post in one batch shall, on their promotion to higher post, retain their inter-se seniority in the lower post.

Explanation I.—if an employee junior in a lower post in promoted to a higher post by superseding his senior and subsequently the latter is also promoted, the promoted first shall rank senior to the one promoted subsequently.

Explanation II.—A junior appointed to a higher post shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher post and junior was promoted in preference to the senior.

(2) Seniority of employees appointed by direct recruitment to the same post vis-a-vis those appointed otherwise (i.e. by promotion or transfer etc.) shall be determined with reference to the date of continuous appointment to the post provided that if two dates are the same the employee appointed otherwise shall rank senior to the employee appointed by direct recruitment, provided that seniority of employees belonging to the same category will not be altered.

Explanation.—In case a group of employees is selected for direct recruitment at one time, the earliest date on which any one employee of such group joins the said date will be deemed to be the date of appointment of all the employees in the group. Similarly in case of a group of employees appointed otherwise at one time as a result of same recommendations/selection, the earliest date on which any one of the
group joins the same will be deemed to be the date of appointment of all
the employees in the group.

In cases where these Regulations are silent in a particular situation
then General Principles of Seniority as laid down by the Government
for civil servants and instructions issued by the Government from time
to time shall apply.

TEMPORARY APPOINTMENTS

22. Appointing Authority may fill a post on temporary basis for a period of
six months without the recommendations of Committee and such an appointment
shall not confer any right for regular appointment or any other right upon the
appointee except right of pay and allowance for the period for which temporary
appointment is made.

PAY

23. An employee appointed to a post shall be entitled in accordance with the
Regulations or Rules framed by the Board or Government to pay sanctioned for such
post.

Provided that when the appointment or promotion is made on a current charge
basis or by way of additional charge his pay shall be regulated in the manner as
provided under the Rules of the Federal Government.

Provided further that where an order of dismissal, removal or retirement from
service or termination of service or reduction in rank is set aside the employee shall be
entitled to such arrears of pay as the authority settling aside such order may determine.

TERMINATION OF SERVICE

24. (1) The service of an employee may be terminated without notice:

(i) during initial or extended period of his probation provided that this
clause shall not be applicable to an employee who was on probation in
higher post with a lien on lower post or to an employee who was
appointed by transfer from any other service or cadre and retained his
lien in that service or cadre; In such cases he shall be reverted to his
former post, service or cadre.

(ii) services of a temporary employee shall automatically stand terminated
without any order of termination on the expiry of fixed term of
appointment unless such an appointment is extended by further order of
appointing authority.
(2) Where, on the abolition of a post or reduction in the number of posts in a cadre or service the services of a permanent or temporary employee are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such cadre or service.

(3) Notwithstanding the provisions of para (1) but subject to the provisions of para (2) services of a temporary employee shall be liable to termination on fourteen day’s notice or pay in lieu thereof without assigning any reason.

REVERSION TO A LOWER POST

25. An employee appointed or promoted to a higher post on temporary or provisional or officiating or current charge or additional charge basis shall be liable to reversion to his lower post at any time without assigning any reason or without notice.

RETIREMENT

26. An employee shall retire from service on the completion of the sixtieth year of his age or such age as fixed by the Government as retiring age for civil servants. Even before attaining such age of retirement an employee shall retire from service on such date as fixed by an appointing authority in respect of the post held by him after employee has completed 25 years of service qualifying for pension or other retirement benefits in the interest of college.

RE-EMPLOYMENT

27. Re-employment of a retired employee may be made in the interest of the college with the approval of competent authority in accordance with such instructions and rules as issued/made by the Government for civil servants.

RESIGNATION

28. An employee may resign from his post at any time after giving three months notice in writing. However, such an employee shall not be relieved of his duties until his resignation is accepted by appointing authority. Immediately when order of acceptance of resignation is sent to the employee his resignation shall be final. Temporary employee may however resign after giving one month’s notice subject to the other conditions as laid down in respect of other employees.

MEDICAL FACILITIES

29. Medical allowance shall be admissible to the employees of various grades as under:

(a) For married employees 20% of the pay subject to a minimum of Rs. 150 and a maximum of Rs. 300 P.M. for unmarried 10% of pay subject to a minimum of Rs. 75 and maximum of Rs. 150.
(b) The employees/retired employees and their families/dependents shall be reimbursed all the expenditure incurred on account of medical treatment on hospitalization including consultation fee laboratory charges, X-Ray and Ultra sound charges, supply of medicines, vaccines, sera or other therapeutic substances, accommodation provided in the hospital and suited to the status of the patient or as required by the nature of his disease and nursing as provided to indoor patients in the hospital, or any other treatment recommended by the Authorized Medical Officer subject to the production of bills/vouchers. Indoor medical facilities will be allowed in hospitals approved by the Board of Governors.

(c) In case of a serious, continuous or chronic disease, if the Authorized Medical Officer is of opinion that the case of a outdoor patient is of such a serious or special nature as to require medical attendance by some person other than himself or that such attendance or treatment is not possible at the hospitals mentioned in clause (b) above, he may recommend the patient to get treatment at a place and manner thought fit by him subject to approval by the Principal. The expenditure so incurred shall be reimbursed on the production of receipts/vouchers provided that the amount shall not exceed Rs. 5,000 in any particular case and further provided that such reimbursement shall not exceed Rs. 20,000 for one patient in one financial year. Cases involving reimbursements beyond the afore-mentioned limits shall be referred to the Board of Governors for approval.

(d) The reimbursement ceilings mentioned in clause (c) above may be revised with concurrence of Finance Division.

(e) For the purposes of this Regulation the words 'family' and 'dependents' shall have the same meanings as given to them in Rule 2(d) of Federal Services (Medical Attendance) Rules 1990.

(f) The Principal may nominate, from amongst the Medical Officers in employment of hospitals mentioned in clause (b) above as Authorized Medical Officers for the purposes mentioned hereinabove.

(g) In case of bogus/fraudulent claims, the claimants shall be dealt with under the Efficiency and Discipline Rules for the recovery of amount drawn by them and such other punishment as is deemed necessary for misconduct.

HOUSE RENT ALLOWANCE

30. The Principal shall be entitled to unfurnished residential accommodation. The hiring of Principal accommodation should be within the prescribed limit fixed by Federal Government for Civil Servant of equivalent grades/status.
Subject to availability of funds employees of the College will be entitled to house hiring facility at such rates and on such conditions as admissible to Civil Servants enjoying equivalent grades/status in the Government. The employees provided with residential accommodation shall not be entitled to house rent allowance. They shall also be required to pay house rent recovery at 5 per cent of their emoluments as per Federal Government Orders.

ALLOWANCES

(31) Employees of the College shall be entitled to conveyance allowance and house rent allowance as are applicable to Civil Servants enjoying equivalent grades/status in Government.

FINANCIAL ASSISTANCE IN CASE OF DEATH OF AN EMPLOYEE

(32) Dependant of employees will be entitled to such assistance as permissible under the rules and instructions of Government.

HONORARIUM

(33) Honorarium up to one month pay in each case as defined in the Rules of Business 1973 may be granted by the Chairman in any financial year to the employees for performing work of occasional and of laborious nature, which does not form part of their normal duties subject to the same terms and conditions as are applicable to the government servants.

CONSULTATION ETC.

(34) (a) An employee of the College may be authorized to undertake work on behalf of another organization or person with the prior permission of the relevant authority. Permission shall be given where the authority is satisfied that this can be done without interference with or detriment to the duties of such employee in the college. The relevant authority for such permission shall be ‘The Chairman’ in the case of the Principal and ‘The Principal’ in the case of the other employees.

(b) (i) The Principal in consultation with the Committee of Heads of Departments, may reward work on behalf of the College to undertake work of another organization or person by an employee or constitute a working party to provide consultation service on behalf of the College.

(ii) An employee who is allowed to undertake work on behalf of the college shall credit to the college 20% of the consultancy fee so received. 20% of the fee shall be the share of the employee/College working party, whereas 60% will be deemed to be the expenditure.
(c) The provisions of para (a) and (b) shall not apply to work done and income earned by an employee as an examiner, paper setter, paper checker, book writer, author/translator etc. and from the sale of books. In this regard the rules framed in the Fundamental Rules and Supplementary Rules Vol-I will be followed.

UNIFORMS/LIVERIES TO NAIB QASIDS, DRIVERS, ATTENDANTS AND CHOWKIDARS.

(35) These will be provided by the Principal in accordance with the rules applicable to corresponding classes of civil servants.

CONDUCT AND DISCIPLINE

(36) Employees shall be liable to disciplinary action and penalties on the grounds laid down and subject to procedure as prescribed in Government Servants (Efficiency & Discipline) Rules 1973. Authorities, Authorized Officers and Appellate Authorities in respect of various categories of employees will be such as prescribed in Schedule-II.

PERFORMANCE EVALUATION

(37) A performance Evaluation Report of each employee (except employees in Pay Scales 1 to 4) other than the Drivers and Despatch Riders in respect of performance, integrity, conduct etc. shall be initiated in the prescribed form and countersigned by the authorities as prescribed in Schedules of these Regulations. Instructions and Rules as laid down by the Government for civil servants with regards to recording of such remarks, communication and expunction of adverse remarks and other matters related to Evaluation Reports etc. will be applicable to employees of the college. Authorities competent to expunge adverse remarks will be such as prescribed in schedule-III.

LEAVE RULES

(38) Leave Rules shall be framed from time to time by the Board of Governors keeping in view the particularities of the college being a centre for promotion of excellence in instruction, training, research demonstration and service in the fields of arts and allied disciplines. Till such Rules are framed, Leave Rules as framed by Government in respect of vacation and non vacation civil servants will apply to employees.
RIGHT OF APPEAL, REVIEW, REPRESENTATION

39. Where a right to prefer an appeal, review, revision, or representation is provided by any regulations or order of the Board such appeal, review revision or representation shall be made within a period of thirty days of the date of communication of such order to the employee. In the absence of any provision of appeal, review or revision in any regulation, an employee aggrieved from any order in respect of terms and conditions of service or matters connected thereto may make a representation to the next higher authority within thirty days from the date of communication of such an order.

RELAXATION

40. Chairman may for special reasons to be recorded in writing relax the upper age limit in any individual case to the extent and in accordance with the rules of the Federal Government.

MISCELLANEOUS

41. Nothing in these Regulations shall be construed to limit or abridge the power of the Board to deal with the case of any employee in such manner as may appear to it to be just and equitable.

Provided that where these regulations are applicable to the case of an employee the case shall not be dealt with in any manner less favorable to him than that provided by these regulations.

42. Subject to the provisions of the Ordinance, these Regulations and the Schedule; the following Rules and such other rules/instructions framed by Government for civil servants as may be adopted by the Board for application to employees shall apply mutatis mutandis to the employees:


(ii) Pension Rules of National College of Arts, which were vetted by the Finance Division vide its O. M. No. F. 7(9) R-14/87-757 dated 26-6-1989. For the matters not provided in these Rules, Civil Service Regulations will be adopted.

(iii) Scheme of Basic Pay Scales and Fringe Benefits of Civil employees of Federal Government and Revision of pay scales of Civil Employees of Federal Government and all other rules, regulations, instructions,
O.Ms, etc. regarding pay structure and pay scales of civil servants as framed/issued from time to time.

(iv) Fundamental Rules and Civil Service Regulations as applicable to civil servants.

(v) T.A. Rules as applicable to civil servants.

(vi) General Provident Fund Rules as applicable to civil servants and all instructions and directives issued by Government from time to time.


Provided that:

(a) any reference to a Government servant or civil servant shall be construed to be a reference to an employee.

(b) any reference to the Secretary or Head of Deptt. shall be construed to be a reference to the Principal.

(c) any reference to the Government shall be construed to be a reference to the Chairman.

SCHEDULE I

(REGULATIONS No. 6, 9, 10, 14)

Promotion to the post in column (2) of this schedule shall be made by selection from amongst the person, who hold the post specified in column (7) and possesses qualification/experience as specified in column (3).

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nomenclature of the post</th>
<th>Qualification/Experience</th>
<th>Method of Recruitment</th>
<th>Age</th>
<th>Appointing Authority</th>
<th>Person eligible for promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Principal</td>
<td>Master's Degree or equivalent qualification in the relevant field from a recognized University/Institution.</td>
<td>Direct Recruitment</td>
<td>35-50 years</td>
<td>Federal Govt. as per Section (9) of Ordinance No. XXVIII dated 31-3-1985</td>
<td>—</td>
</tr>
</tbody>
</table>

2. 20 years teaching/administrative professional experience from a professional recognized institution.

3. Preference will be given to persons possessing higher education (M. Phil/Ph.D) with proven excellence in the relevant fields.
2. Professor
BPS-20

1. Master's Degree in the relevant field with 18 years teaching/research/professional experience in a national organization.

2. Ph.D. with 15 years teaching/research/professional experience in a recognized institution or professional experience in a national organization.

3. Bachelor's Degree or equivalent diploma from a recognized Institute/University in the relevant field with 20 years teaching/research professional experience from a profession recognized Institute.

Plus

4. In case of Fine Arts—4 One man show and participation in National/International exhibitions or projects executed related to the relevant field at national level.

or

In case of Design—4 Projects executed related to the relevant field at national level.

or

In case of Architecture—4 Major Projects executed related to the relevant field at national level.

2. Associate Professor
BPS-19

1. Master's degree in the relevant field with 14 years teaching/research/professional experience in a national organization.

2. Ph.D. with 10 years teaching research/professional experience in recognized institution or professional experience in a national organization.

3. Bachelor degrees or equivalent diploma in the relevant field with 16 years teaching/research professional experience in a recognized national institution.

Plus

4. In case of Fine Arts—4 One man show and participation in National/International exhibitions or projects executed related to the relevant field at national level.

or

In case of Design—4 Projects executed related to the relevant field at national level.

or

In case of Architecture—2 Major Projects executed related to the relevant field at national level.
5. Research publications in the related field in journals of national/international repute.

4. Assistant Professor

1. Bachelor degree or an equivalent diploma in the relevant field with 6 years teaching/research/professional experience in a national organization.

2. Master’s degree in the relevant field with 4 years experience in a recognized institution or professional experience in the relevant field in a national organization.

3. In case of Fine Arts:
   - 1-2 one man shows and participation in national/international exhibitions or projects executed related to the relevant field at national level.

   or

   In case of Design:
   - 2 Projects executed related to the relevant field at national level.

   or

   In case of Architecture:
   - 1 Major project executed related to the relevant field at national level.

   or

   2 Research publications in related field in journals of national/international repute.

5. Lecturer BPS-17

1. Master’s degree in the relevant subject. Direct Recruitment 22-30 years Board Lecturer

   or

   2. Diploma/Degree in the relevant subject with 2 years professional experience. Direct Recruitment 35-45 Board Lecturer

6. Registrar BPS-18

Second class Master’s degree in Public Administration/Business Administration with 5 years experience in BPS-17 and above preferably in an academic institution.

Direct Recruitment 25-35 Board Accountant

7. Deputy Registrar BPS-17

Second class Master’s degree in Public Administration/Business Administration with at least two years experience preferably in an academic institution.

Direct Recruitment 25-35 Board Accountant

8. Accounts Officer BPS-17

Master’s Degree (2nd Division) in Commerce from a recognized University with 5 years experience or a B.Com with S.A.S. qualifications with 5 years experience in accounts 50 by direct recruitment.

Direct Recruitment 22-30 Board Accountant

9. Assistant Officer BPS-17

Master’s Degree (2nd Division) in Commerce from a recognized University with 5 years professional experience. S.A.S. persons will be preferred.

Direct Recruitment 22-30 Board Accountant

10. Senior Librarian BPS-17

Master’s Degree (2nd Division) in Library Science from a recognized University. Person with experience will be preferred.

Direct Recruitment 25-35 Board Librarian

11. Librarian BPS-16

Master’s Degree (2nd Division) in Library Science from a recognized University.
<table>
<thead>
<tr>
<th>No.</th>
<th>Code</th>
<th>Qualification</th>
<th>Experience</th>
<th>Board/Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Estate Superintendent, BPS-16</td>
<td>Diploma in Civil Technology from a Government Polytechnic Institute with at least 7 years of experience in the field.</td>
<td>20-28 years</td>
<td>Direct Recruitment</td>
</tr>
<tr>
<td>13</td>
<td>Office Suptd., BPS-16</td>
<td>Bachelor Degree (2nd Division) from a recognized University with at least 5 years experience in Office Administration in Grade 11 and above.</td>
<td>20-28 years</td>
<td>Direct Recruitment or by promotion</td>
</tr>
<tr>
<td>14</td>
<td>Suptd., Hostel BPS-16</td>
<td>Graduate (2nd Division) from a recognized University with at least 5 years experience NCE in Hostel Management.</td>
<td>20-28 years</td>
<td>Selection</td>
</tr>
<tr>
<td>15</td>
<td>Accountant, BPS-11</td>
<td>B. Com (2nd Division) from a recognized University with 5 years experience in the field.</td>
<td>20-28 years</td>
<td>Direct Recruitment or by promotion.</td>
</tr>
<tr>
<td>16</td>
<td>Stenographer, BPS-15</td>
<td>Graduate (2nd Division) from a recognized University with shorthand/typing speed 120/50 w.p.m. and 5 years experience in Stenotypist. or Diploma in Shorthand/Typing from a recognized institute.</td>
<td>18-25 years</td>
<td>Board</td>
</tr>
<tr>
<td>17</td>
<td>Technicians, BPS-10</td>
<td>Three years' diploma in the relevant subject from a recognized technical institute with 5 years experience or Matric with 10 years experience in profession.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>18</td>
<td>Stenotypist, BPS-12</td>
<td>Intermediate (2nd Division) with a speed of 80/40 w.p.m. in shorthand and typing respectively, and Diploma in shorthand and typing from a recognized institute.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>19</td>
<td>Assistant, BPS-11</td>
<td>Graduate (2nd Division) from a recognized University and 3 years experience as UDC.</td>
<td>18-25 years</td>
<td>50% by direct recruitment Years</td>
</tr>
<tr>
<td>20</td>
<td>Audit/Accountant, BPS-11</td>
<td>B. Com in 2nd Division from a recognized University with 5 years practical experience of Audit and Accountancy in the Government or semi-Government Organization.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>21</td>
<td>Audit Assistant, BPS-11</td>
<td>Matric with three years Diploma in electronics from a recognized Institute with 5 years experience in the profession.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>22</td>
<td>Machine Mechanic, BPS-6</td>
<td>Diploma in Mechanical/Electrical from Government Polytechnic Institute and 5 years experience in the field.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>23</td>
<td>Senior Electrician, BPS-10</td>
<td>Matric with three years Diploma in Electricity from a recognized Tech. Institute with 5 years experience in the field.</td>
<td>18-25 years</td>
<td>50% by Direct Recruitment and 50% from promotion.</td>
</tr>
<tr>
<td>24</td>
<td>Weaver, BPS-4</td>
<td>Literate/read and write Urdu knowledge in weaving and 7 years experience on handloom.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>25</td>
<td>Junior Electrician, BPS-7</td>
<td>Matriculate with Certificate in Electrical Technology from a recognized technical institute with 5 years practical experience in the field.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>26</td>
<td>Assistant, Carretaker, BPS-7</td>
<td>Matriculate with Certificate in Civil/electrical from a Technical Institute with 5 years experience in the field.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>27</td>
<td>U.D.C., BPS-7</td>
<td>Intermediate (2nd Division) from a recognized Board with 2 years experience as L.D.C. from amongst L.D.C's.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>28</td>
<td>L.D.C., BPS-5</td>
<td>Matric (2nd Division) from a recognized Board with typewriter speed 30 w.p.m.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>29</td>
<td>Machine Operator, BPS-5</td>
<td>Matric (2nd Division) with Certificate of training from the Institute providing training in the field.</td>
<td>18-25 years</td>
<td>Direct Recruitment Years</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Qualification Requirement</td>
<td>Experience Requirement</td>
<td>Recruitment Years</td>
</tr>
<tr>
<td>-----</td>
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</tr>
<tr>
<td>30</td>
<td>Bus Driver</td>
<td>Heavy Duty Licence having 5 years experience, should read and write Urdu.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Van Driver</td>
<td>Light duty Licence with 5 years experience, should read and write Urdu.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Dalal</td>
<td>Matric and 3 years experience in the field.</td>
<td>Direct and 50% by direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-4</td>
<td></td>
<td>Promotion from</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Restorer</td>
<td>Matric with three years experience in the field.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Naib Qasid</td>
<td>Should read and write Urdu.</td>
<td>Direct Recruitment.</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Studio Attendant</td>
<td>Should read and write Urdu.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Bus Conductor</td>
<td>Should read write Urdu with two years experience in the field.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Head Mail</td>
<td>Should read and write Urdu with 5 years experience in the field.</td>
<td>Direct Recruitment or by promotion.</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-1 with special pay</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Ra. 20</td>
<td></td>
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</tr>
<tr>
<td>38</td>
<td>Mail</td>
<td>Should read and write Urdu with two years experience in the field.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Chowkidar</td>
<td>Should read and write Urdu with 2 years experience as Chowkidar.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Bahishadi</td>
<td>Should read and write Urdu with two years experience as Bahishadi.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>41</td>
<td>Sweeper</td>
<td>Should read and write Urdu with two years experience as sweeper.</td>
<td>Direct</td>
<td>18—25</td>
</tr>
<tr>
<td></td>
<td>BPS-1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Director/Curator</td>
<td>Post Graduate Diploma/Degree in Art Gallery and Museum Studies (Art and Design) with 12 years experience of handling international exhibitions.</td>
<td>Direct</td>
<td>32—45</td>
</tr>
<tr>
<td></td>
<td>BPS-19</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>43</td>
<td>Asst. Prof. (Computer)</td>
<td>Master Degree in Arch./Design from a recognized University/Institute.</td>
<td>Direct</td>
<td>25—35</td>
</tr>
<tr>
<td></td>
<td>BPS-18</td>
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<tr>
<td></td>
<td></td>
<td>or Post Graduate Diploma in Arch./Design from a recognized University/Institute.</td>
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<tr>
<td></td>
<td></td>
<td>or Five years Diploma or Bachelor degree in Arch./Design (NCA).</td>
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<td></td>
<td></td>
<td>or An equivalent Degree/Diploma from a recognized University/Institution from Pakistan or abroad.</td>
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<td></td>
<td></td>
<td>or 5 years experience in teaching/Pro-</td>
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<td></td>
<td></td>
<td>fessional in the field from a recognized</td>
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<td></td>
<td></td>
<td>or /national institution, out of which two</td>
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<tr>
<td></td>
<td></td>
<td>years should be in (Computer aided</td>
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<td></td>
<td></td>
<td>or design).</td>
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<td>and Command on PC computers and allied peripherals.</td>
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<tr>
<td></td>
<td></td>
<td>and Command on architectural software (i.e.)</td>
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<td></td>
<td></td>
<td>AUTOCAD, 3D Studio etc.</td>
<td></td>
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</tr>
<tr>
<td>44</td>
<td>Lecturer (Computer)</td>
<td>Master Degree in Design/Architecture from a recognized University/Institute.</td>
<td>Direct</td>
<td>25—35</td>
</tr>
<tr>
<td></td>
<td>BPS-17</td>
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<td></td>
</tr>
</tbody>
</table>
Four years diploma or Bachelor degree in Arch./Design (NCA), or
An equivalent degree/Diploma from a recognized University/Institution from Pakistan or abroad.
2 years experience in computer graphics from a recognized professional institution.
and
Working experience on PC computers and allied peripherals,
and
Working experience on Design software (i.e.) DTP, Pagemakers etc.

45. **Computer Operators/Instructors**

| BPS-16 | Direct | 20—28 | Board |

3 years diploma in computer application with stream on Data base from a recognized institute and 5 years experience with minimum two years experience in hardware maintenance of a recognized professional institute.

46. **Technical Asstt. (Computer)**

| BPS-16 | Direct | 20—48 | Board |

3 years Diploma in Computer Hardware from a recognized institute and 5 years experience with minimum two years experience in hardware maintenance of a recognized professional institute.

47. **Storekeeper**

| BPS-10 | Direct | 18—25 | Principal |

F.A./F.Sc., H.D. with five years experience as Junior Clerk (Store), recruitment or by promotion.

48. **Typist/LDC**

| BPS-5 | Direct | 18—25 | Principal |

Certificate from an Industrial School or Trade Institute with sufficient experience in the relevant field.

49. **Plumber/Tubewell Operator**

| BPS-2 | Direct | 18—25 | Principal |

Should be Primary Pass with sufficient experience in the relevant field.

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**SCHEDULE-II**

**(REGULATION NO. 36)**

<table>
<thead>
<tr>
<th>BPS</th>
<th>Authorised Officer</th>
<th>Authority</th>
<th>Appellate/Revision Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS-17 to 20</td>
<td>Chairman, Executive Committee.</td>
<td>Board</td>
<td>Board</td>
</tr>
<tr>
<td>BPS-16</td>
<td>Principal</td>
<td>Chairman</td>
<td>Board</td>
</tr>
<tr>
<td>BPS-1 to 15</td>
<td>Heads of Departments concerned in case of teaching staff and Registrar in case of clerical, miscellaneous and Class-IV employees.</td>
<td>Principal</td>
<td>Chairman Executive Committee.</td>
</tr>
</tbody>
</table>
## SCHEDULE-III
(Regulation No. 37)

<table>
<thead>
<tr>
<th>Designation/BPS</th>
<th>Initiating Authority</th>
<th>Countersigning Authority</th>
<th>Authority Competent to expunge adverse remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer, Assistant Professors, Associate Professor</td>
<td>Professor</td>
<td>Principal</td>
<td>Chairman Executive Committee.</td>
</tr>
<tr>
<td>Professor</td>
<td>Principal</td>
<td>Chairman Executive</td>
<td>Chairman</td>
</tr>
<tr>
<td>Non-teaching Posts in PBS-5 to 18.</td>
<td>Registrar</td>
<td>Principal</td>
<td>Chairman Executive Committee.</td>
</tr>
</tbody>
</table>

ARIF MAJEED,
Deputy Educational Adviser.