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PART II

**Statutory Notifications (S. R. O.)**

GOVERNMENT OF PAKISTAN  
**CABINET SECRETARIAT**  
(Establishment Division)

NOTIFICATION

*Islamabad, the 22nd December, 2017*

**S. R. O. 1295(I)/2017.**— In exercise of the powers conferred by sub-rule (2) of Rule 3 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 and Section 7(1)(b) (i) & (ii) of FPSC Ordinance, 1977 (XLV of 1977), the following method, qualifications and other conditions are laid down for appointment of the following post in the Establishment Division:-

S.No.	Designation of the post(s)	BS
1.	Director (IT)	19
2.	Deputy Director (Network/ System Administration)	18
3.	System Analyst	18
4.	Assistant Director (Network/ System Administration)	17
5.	Programmer	17

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Price: Rs. 5.00

**METHOD OF APPOINTMENT**

2. The method of appointment to the post(s) shall be as under:—

S. No.	Designation and BS of the post(s)	Method of Appointment	
		By Promotion	By initial appointment
1	2	3	4
1.	Director (IT) (BS-19)	100%	—
2.	Deputy Director (Network/ System Administration) (BS-18)	25%	75%
3.	System Analyst (BS-18)	25%	75%
4.	Assistant Director (Network/ System Administration) (BS-17)	40%	60%
5.	Programmer (BS-17)	—	100%

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled in by initial appointment and failing that by transfer:

**CONDITIONS FOR PROMOTION**

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and fulfill the conditions of eligibility as prescribed in column 4:

S. No.	Designation and BS of the Post(s)	Persons eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1.	Director (IT) (BS-19)	Deputy Director (Network/ Deputy Director System)/ System Analyst (BS-18)	12 years service in BS-17 & above or 07 years service in (BS-18) in case of initial recruitment in (BS-18)
2.	Deputy Director (Network Administration) (BS-18)	Assistant Director (Network) (BS-17)	05 years service in BS-17
3.	Deputy Director (System Administration) (BS-18)	Assistant Director (System) (BS-17)	05 years service in BS-17
4.	System Analyst (BS-18)	Programmer (BS-17)	05 years service in BS-17
5.	Assistant Director (Network/ System Administration) (BS-17)	I.T Assistant (BS-15)	08 years service in the field of Network / System administration

**QUALIFICATION, EXPERIENCE AND  
AGE LIMITS FOR INITIAL APPOINTMENT**

4. 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 provided that:—

- (i) “experience” means, experience gained in a regular full-time paid job after obtaining the required qualification;
- (ii) the period spent by a candidate in obtaining degree of M. Phil or Ph.D in the relevant field shall be treated as practical experience up to maximum period of two and four years respectively for the purpose of initial appointment, provided that:—
  - (a) a candidate who has obtained the degree of M.Phil and Ph.D during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post; and
  - (b) This concession shall not be available for the posts for which the prescribed qualification is M. Phil/ Ph.D.
- (iii) The maximum age limit shall be relaxed in respect of the candidates specified and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 as amended from time to time; and
- (iv) eligibility of candidates shall be reckoned, as on the closing date fixed for submission of applications in accordance with these Recruitment Rules and the Instructions issued by the Federal Government and the Federal Public Service Commission from time to time.

**APPOINTMENT BY TRANSFER**

5. Appointment by transfer shall be made by selection from amongst the persons holding appointment on a regular basis under the Federal Government in the same basic pay scale in which the post to be filled exists, provided that the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned.

**PROBATION**

6. Persons appointed by initial appointment or promotion or 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 specified at the time of appointment. Appointment on probation shall be subject to the provisions of Section 6 of Civil Servant Act, 1973, read with Rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

7. This Notification issues with the approval of the Establishment Division *vide* their U.O. No. 9/1/2002-R-5, dated 02-10-2017 and with concurrence of FPSC *vide* its letter No. F. 12-14/2017-RR dated 30th Oct., 2017 and supersedes SRO 1328(I)/2015, dated 29-12-2015.

**SCHEDULE**  
(See Rule 4)

S.No.	Designation and BS of the post(s)	Qualifications and experience	Age Limits	
			Min.	Max.
(1)	(2)	(3)	(4)	(5)
1	Director (IT) (BS-19)	(i) Second Class or grade 'C' Master's degree in Computer Science/ Information Technology or equivalent from a University recognized by the Higher Education Commission.  <b>OR</b> 2nd Class or Grade 'C' Bachelor's Degree in Computer Science/BIT (4 years duration) or equivalent from a University recognized by the Higher Education Commission.  (ii) 12 years experience in Programming / System Analysis and Design and Preparation of Project Proposals relating to Hardware/ Software / Networking Specifications/Project Management and implementation including at least 3 years experience of IT projects and Supervising Systems and Programming staff at a major Computer installations.	32 years	40 years
2.	Deputy Director (Network/System Administration) (BS-18)	(i) Second Class or grade 'C' Master's degree in Computer Science/ Information Technology or equivalent from a University recognized by the Higher Education Commission.	25 years	35 years

(1)	(2)	(3)	(4)	(5)
		<p style="text-align: center;"><b>OR</b></p> <p>2nd Class or Grade 'C' Bachelor's Degree in Computer Science/BIT (4 years duration) or equivalent from a University recognized by the Higher Education Commission.</p> <p>(ii) 05 years in designing/installation/troubleshooting and maintenance of Network alongwith installation, configuration, troubleshooting of Domain controllers, Active Directory, DNS/DHCP/MRTG/TMG Servers and Firewalls/ Routers able to install the Hardware/Software and trouble-shooting of Systems/ Printers/ Scanner/ Biometric machines etc.</p>		
3.	System Analyst (BS-18)	<p>(i) 2nd Class or grade 'C' Master's degree in Computer Science/ Information Technology or equivalent from a University recognized by the Higher Education Commission.</p> <p style="text-align: center;"><b>OR</b></p> <p>2nd Class or Grade 'C' Bachelor's Degree in Computer Science/BIT (4 years duration) or equivalent from a University recognized by the Higher Education Commission.</p> <p>(ii) 05 years experience of Programming/ System Analysis &amp; Design/ Software Development.</p>	25 years	35 years
4.	Assistant Director (Network/System Administration) (BS-17)	<p>(i) Second Class or grade 'C' Master's degree in Computer Science/ Information Technology or equivalent from a University recognized by the Higher Education Commission.</p> <p style="text-align: center;"><b>OR</b></p> <p>2nd Class or Grade 'C' Bachelor's Degree in Computer Science/BIT (Both four (4) years duration) or equivalent from a University recognized by the Higher Education Commission.</p>	22 years	30 years

(1)	(2)	(3)	(4)	(5)
5.	Programmer (BS-17)	(i) Second Class or grade 'C' Master's degree in Computer Science/ Information Technology or equivalent from a University recognized by the Higher Education Commission.  <b>OR</b>  2nd Class or Grade 'C' Bachelor's Degree in Computer Science/BIT (Both four (4) years duration) or equivalent from a University recognized by the Higher Educaiton Commission.  (ii) 02 years experience of Programming/ System Analysis/ Software Development.	22 years	30 years

[No. 3/15/2014-Admn-1.]

MUHAMMAD ASLAM KHAN,  
Deputy Secretary (Admn-I).

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**ISLAMABAD, MONDAY, SEPTEMBER 16, 2013**

## PART II

### Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

### CABINET SECRETARIAT

(Establishment Division)

### NOTIFICATION

*Islamabad, the 8th July, 2013*

**S. R. O. 792(I)/2013.**—In exercise of powers conferred by sub-rule (2) of Rule 3 of the Civil Servants (Appointment, Promotion and Transfer), Rules, 1973, and Section 7 (1) (b) (i) & (ii) of FPSC Ordinance, 1977 (XLV of 1977), the following method, qualifications and other conditions are laid down for appointment to the under mentioned posts in the Personnel Documentation (PD) side of 'the Career Planning (CP) Wing of the Establishment Division, Islamabad :—

S. No.	Name of the post	BPS
1	Director	19
2	Deputy Director	18
3	Assistant Director	17
4	Data Control Officer	17

(2621)

**METHOD OF APPOINTMENT**

2. The method of appointment to the post shall be as under:—

S. No.	Designation and BPS of the post	Method of appointment in percentage	
		By Promotion	By initial appointment
(1)	(2)	(3)	(4)
1	Director (BS-19)	75%	25%
2	Deputy Director (BS-18)	50%	50%
3	Assistant Director (BS-17)	50%	50%
4	Data Control Officer (BS-17)	50%	50%

Provided that if no suitable person is available for promotion, the post or the posts reserved for promotion shall be filled in by initial appointment and failing that by transfer.

**CONDITIONS FOR PROMOTION**

3. Promotion to the posts in Column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and fulfill the conditions of eligibility as prescribed in column 4:—

S. No.	Designation and BPS of the post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1	Director (BS-19)	Deputy Director (BS-18)	12 years service in BS-17 and above or 7 years service in BS-18 in case of initial appointment in BS-18
2	Deputy Director (BS-18)	Assistant Director (BS-17) /Data Control Officer (BS-17)	5 years service in BS-17.
3	Assistant Director (BS-17)	Statistical Assistant/Research Assistant (BS-14)	8 years service in BS-14
4	Data Control Officer (BS-17)	Data Control Assistant (BS-14)	8 years service in BS-14



**QUALIFICATIONS, EXPERIENCE AND  
AGE LIMITS FOR INITIAL APPOINTMENT**

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the posts concerned in the Schedule to this Notification. provided that:—

- (i) “Experience” means experience gained in a regular full time paid job after obtaining the required qualifications:
- (ii) the period spend by a candidate in obtaining degree of M.Phil or Ph.D in the relevant field shall be treated as practical experience up to a maximum period of two and four years respectively for the purpose of initial appointment, provided that:
  - (a) a candidate who has obtained the degree of M.Phil or Ph.D during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post: and
  - (b) This concession shall not be available for the post for which the prescribed qualification is M.Phil / Ph.D
- (iii) the maximum age limit shall be relaxed in respect of the candidates specified and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time: and
- (iv) eligibility of candidates shall be reckoned, as on the closing date fixed for submission of applications in accordance with these Recruitment Rules and the Instructions issued by the Federal Government and the Federal Public Service Commission from time to time.

**APPOINTMENT BY TRANSFER**

5. Appointment by transfer shall be made by selection from amongst the persons holding appointment on a regular basis under the Federal Government in the same basic scale in which the post to be filled exists, provided that the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned.

**PROBATION**

6. Persons appointed by promotion or initial appointment or transfer shall be on probation in accordance with the provisions of Section 6 of Civil Servants Act,

1973, read with Rule-21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

7. This Notification issues with the concurrence of the Establishment Division *vide* their O.M. No. 9/7/88-R-5, dated 11th June 2013, and F.P.S.C. *vide* its letter No.F.15-08/2013-RR, dated 8<sup>th</sup> July, 2013.

SCHEDULE  
(See rule 4)

S. No.	Designation and BS of the post	Qualification/Experience	Age Limit	
			Min.	Max.
(1)	(2)	(3)	(4)	(5)
1.	Director(BS-19)	(i) 2nd Class or grade : "C" Master's Degree in Public Administration/Human Resource Management & Development/Economics/Statistics, from a University recognized by the HEC.  (ii) 12 years experience in a supervisory capacity in BS-17 and above in the field of compilation and maintenance of personnel data <i>ie</i> PERs, ICP Charts and Service History Cards of officers, in a Government/ Semi-Government organization.	32	40 years years
2.	Deputy Director (BS-18)	(i) 2nd Class or grade : "C" Master's Degree in Public Administration/Human Resource Management & Development/Economics/Statistics, from a University recognized by the HEC.  (ii) 5 years experience in a supervisory capacity in BS-17 and above in the field of compilation and maintenance of personnel data <i>ie</i> PERs, ICP Charts and Service History Cards of officers, in a Government/ Semi-Government organization.	25	35 years years
3.	Assisiant Director (BS-17)	(i) 2nd Class or grade : "C" Master's Degree in Public Administration/Human Resource Management & Development/Economics/Statistics, from a University recognized by the HEC.	22	30 years years
4.	Data Control Officer (BS-17)	(i) 2nd Class or grade : "C" Master's Degree in Computer Science/ BCS (4 years)/IT/Electronics or equivalent.  <b>OR</b> BSc in Computer Engineering (Software) <b>OR</b> 2nd Class or grade "C" Master's Degree in Mathematics/Statistics/Physics/Economics and one year diploma in Computer from recognized Institution.	22	30 years years

[No. 3/2/2013-Admn-1.]

ZAFAR IQBAL  
Deputy Secretary (Admn)