

No. 3/2/2017-R-II

Islamabad, the 29<sup>th</sup> July, 2019

**OFFICE MEMORANDUM**

Subject:- **FILLING UP THE POSTS IN BS-1 TO 5 ON LOCAL BASIS THROUGH BALLOTING.**

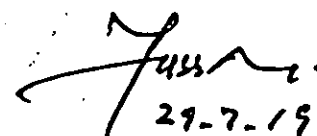
The undersigned is directed to refer to this Division's SRO No.634(1)/2019 dated 17.06.2019 regarding filling up the posts in BS-1 to 5 on local basis through balloting and to state that Ministries/Divisions/Attached Departments/Subordinate Offices are required to follow the guidelines as under:

- (i) There shall be a Scrutiny Committee in each Ministry/Division which shall scrutinize the eligibility of a candidate in terms of Recruitment Rules of the post concerned and prepare a panel of short listed candidates.
- (ii) In case of technical posts like Drivers/D.Rs/DMOs and likewise, the candidate has to pass the skill test before inclusion in the balloting.
- (iii) In case where physical fitness of the candidate is a pre-requisite the candidate has to meet the laid down physical standards before inclusion in the balloting.
- (iv) The Departmental Selection Committee shall consider the shortlisted candidates and ensure that names of all the eligible candidates have been included in the balloting and ballot paper of each candidate is included in the Ballot Box.
- (v) Balloting shall be conducted by an authority one step higher than the Appointing Authority of the post concerned in the presence of Departmental Selection Committee.
- (vi) A list shall be prepared in sequence of draw of names of candidates, the candidate whose name is drawn first shall rank senior to the candidate whose name is subsequently drawn.

Contd....P/2

- (vii) Three names shall be drawn against each vacancy. Where there are, for example, three vacancies, the first three names drawn shall be the principal candidates and in case the first principal candidate fails to join the service, the first alternate candidate i.e. the fourth name drawn, shall be offered the post from amongst the list of alternate candidates.
- (viii) A selected candidate has to submit medical fitness certificate as required under Rule 17 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 and in case a candidate is declared medically unfit the alternate candidate shall be offered the post.

2. The above guidelines are being circulated for strict compliance and for taking necessary action in the matter.

  
29-7-19  
( Masroor Hussain )  
Section Officer(R-II)  
Ph: 9103587

**All Secretaries/Additional Secretaries Incharge  
of Ministries/Divisions. Islamabad/Rawalpindi.**