

# THE GAZETTE OF PAKISTAN EXTRA, APRIL 30, 1989

## MINISTRY OF DEFENCE

(Defence Division)

Rawalpindi, the 25<sup>th</sup> April 1989

S.R.O 394 (1) / 89.\_\_\_\_\_ In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rule 1973, the following method, qualification and other conditions are laid down for appointment to the posts mentioned in para 2 below in Pakistan Armed Service Board Department under the Ministry of Defence.

### METHOD OF APPOINTMENT

2. The method of appointment to the posts shall be as under:-

S.No	Designation & BPS of The post	By Promotion	By Employment / Re-employment of Armed Forces Pers
1.	Superintendent (BPS-16)	100 %	-
2.	Assistant Private Secretary (BPS -16)	50 %	50 %
3.	Stenotypist (BPS -14)	-	100 %
4.	Assistant (BPS -15)	50 %	50 %
5.	UDC (BPS -11)	50 %	50 %
6.	LDC (BPS -9)	10 %	90 %
7.	Driver (BPS -4)	-	100 %
8.	Gestetner Operator (BPS -4)	25 %	75 %
9.	Qasid / Daftry (BPS -2)	100 %	-
10.	N/Qasid / Chowkidar / Mali / Sanitary Worker (BPS -1)	-	100 %

Provided that the distribution of posts for the employment/re-employment of the personnel of the Armed Forces shall be as under:-

- a. Army 85%
- b. Air Force 8.5%
- c. Navy 6.5%

Provided further that if no suitable is available for employment/re-employment from one of the above service, the post or posts reserved for that service may be filled by the suitable personnel from the other armed service.

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**CONDITION FOR PROMOTION**

3. Promotion to the posts in column 2 below shall be made by selection from amongst the person who hold the post specified in column 3 or a regular basis and possess the qualification and experience prescribed in column 4:-

<b>S/No</b>	<b>Name &amp; BPS of the Post</b>	<b>Persons Eligible</b>	<b>Conditions of Eligibility</b>
1.	Superintendent (BPS-16)	Assistant	5 Yrs svc as Assistant.
2.	Assistant Private Secretary (BPS -16)	Stenotypist	3 Yrs svc as Stenotypist.
3.	Assistant (BPS -15)	UDC	3 Yrs svc as UDC.
4.	UDC (BPS -11)	LDC	3 Yrs svc as LDC.
5.	LDC (BPS -9)	Employees Below BPS-5	(i) Matric (ii) Typing speed 30 wpm.
6.	Gestatner Operator (BPS-4)	Qasid /N/Qasid / Daftry	(i) 3 Yrs svc in BPS-1. (ii) Knowledge of handling duplicating machine Essential
7.	Daftry / Qasid BPS-2	N / Qasid	

**QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR EMPLOYMENT / RE-EMPLOYMENT**

4. A candidate must possess the educational and experience and must be within the Age limits as mentioned against the post concerned in the Schedule to this notification. Provided that in case of ex-servicemen the maximum age limits will be relaxed by a period 10 yrs or the number of years served in the Armed Force whichever is less.

**QUALIFICATION / CONDITIONS FOR TRANSFER**

5. Appointment by transfer shall be made from amongst the persons holding appointment under the Federal Government on a regular basis in the same Basic Pay Scale in which the post to be filled exists provided the person concerned possesses the qualifications/experience prescribed for employment/re-employment or promotion to the post concerned.

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**PROBATION**

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reason 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 read with rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rule 1973.

7. This Notification issues with the concurrence of the Estb Division vide u.o No.5 / 8 / 82.R.5 dated 1 Apr 1989.

**SCHEDULE  
(see para 4)**

<b>S.No</b>	<b>Designation and BPS</b>	<b>Qualification and Experience</b>	<b>Maximum Age Limit</b>
1.	Assistant Private Secretary (BPS-16)	Retired Sub / N/Sub Steno / equivalent with a speed of 50 wpm in typing & 100 wpm in shorthand.	45 Yrs
2.	Stenotypist (BPS -14)	Retired Hav Steno / equivalent possessing shorthand speed of 80 wpm & typing speed of 40 wpm.	45 Yrs
3.	Assistant (BPS -15)	Retired N/Sub / equivalent having experience of office routine work.	45 Yrs
4.	UDC (BPS -11)	Retired Hav / equivalent having clerical experience.	40 Yrs
5.	LDC (BPS-9)	Retired Nk / Sep equivalent having typing speed of 30 wpm.	40 Yrs
6.	Driver (BPS-4)	Retired Nk / Sep MT with valid Driving License. Must be able to undertake minor repair to MT Vehicles. Should be primary pass.	40 Yrs
7.	Gestetner Operator (BPS-4)	Retired Hav / equivalent passed English First. Should have experience in operating Gestetner Machine.	40 Yrs
8.	Naib Qasid / Chowkidar / Mali / Sanitary Worker (BPS -1)	Primary Pass Ex-servicemen.	40 Yrs