



KHYBER PAKHTUNKHWA

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PROVINCIAL SERVICES ACADEMY KHYBER PAKHTUNKHWA

NOTIFICATION

Peshawar dated the 7th August, 2017.

No. PSA/KPK/Service Regulations/2016:- In pursuance of the powers conferred by Section 16 A of the Khyber Pakhtunkhwa Provincial Services Academy Act 2013 (Act No. VIII of 2013), the Board of Governors is pleased to make the following regulations: -

SERVICE REGULATION, 2016.

CHAPTER -1

1. **SHORT TITLE, COMMENCEMENT AND APPLICATION:**

- (a) These regulations may be called the Khyber Pakhtunkhwa Provincial Services Academy, Service Regulations 2016.
- (b) These regulations shall come into force with immediate effect.
- (c) These regulations shall apply to all persons employed and shall also apply to contractees as well as to deputationists except in so far as they may be in consistent with any provisions of their contract or terms of deputation.
- (d) The Provincial Government Rules will be adopted in matters where the Academy's regulations are silent.

2. **DEFINITIONS:**

1. In these regulations, unless there is anything repugnant in the subject or context the following expressions shall have the meaning hereby respectively assigned to them i.e.

- (a) "Academy" means Khyber Pakhtunkhwa Provincial Services Academy established under Act No. VIII of 2013.
- (b) "Board" means the Board of Governors constituted under Section-5(1-2) of the "Provincial Services Academy Khyber Pakhtunkhwa Act 2013.
- (c) "Executive Committee means the Executive Committee of the Board of Governors.
- (d) "Chairperson" means the Chairperson of the Board.
- (e) "Vice-Chairperson" means the Vice-Chairperson of the Board.

- (f) "Director General" means the Director General of the Academy.
- (g) "Director" means the Director of the Academy.
- (h) "Secretary" means the Secretary to the Board/Director General of the Academy.
- (i) "Instructor" means the Instructor of the Academy.
- (j) "Member" means the Member of the Board.
- (k) "Government" means the Government of Khyber Pakhtunkhwa.
- (l) "Employees" means any monthly dated employees on the roll of the Academy.
- (m) "Initial appointment" means appointment made otherwise than by promotion or transfer.
- (n) "Month" means the calendar month.
- (o) "Prescribed" means prescribed by regulations.
- (p) "Province" means the Khyber Pakhtunkhwa province.
- (q) "Penalty" means a penalty which may be imposed under these regulations.
- (r) "Deputationists" means an officer/officials on deputation to the Academy from department of the Federal/Provincial Government or an autonomous, semi-autonomous body.
- (s) "Permanent Post" means a post sanctioned without any limit of time.
- (t) "Schedule" means the schedule attached to these regulations.

CHAPTER-II

3. Aims and objectives of the Academy will be in line with scheme 4 of the Provincial Services Academy (Khyber Pakhtunkhwa) Act, 2013.

- (a) In addition to above, the Academy may:-
 - (i) Train Provincial Civil Servant of other Provinces autonomous, semi-autonomous bodies and Civil Society when requested.
 - (ii) Hold seminars, workshops, symposia and training conferences on different aspects/issues of governance with particular reference to reconciling the gap between the perceptions of political leadership and administrative leadership.
 - (iii) Establish and maintain well equipped library in latest technology.
 - (iv) Provide for an publish talks, discussions journals, memoirs and dissertations.
 - (v) Establish and maintain well equipped Information Technology Centre.
 - (vi) Do and perform all other acts, matters and things that may be necessary for the fulfillment of the aims and objectives of the Board.

4. MEETINGS OF THE BOARD OF GOVERNORS:

- (a) The Chairperson or in his absence the Vice-Chairperson shall preside over the meetings of the Board. In case both the Chairperson and Vice-Chairperson are absent, the members present at a meeting shall elect one of them to preside over the meeting.
- (b) The Secretary will keep the record of the proceedings of the meetings and will be responsible for convening meetings of the Board at the order of the Chairperson or Vice-Chairperson. He will be responsible to circulate and furnish all information relating to PSA to the members of the Board.
- (c) The Secretary shall prepare Budget and Annual Report, which shall be submitted to the Board.
- (d) The meetings of the Board shall be convened at least twice a year or as often as may be necessary under the direction of the Chairperson or in his absence under the direction of the Vice-Chairperson. A meeting of the Board shall be called by notice under the signature of the Secretary to the Board, stating the date, time and place at which such meeting will be held.
- (e) Normally the agenda and working papers shall be issued to the members of the Board not less than 7 days before the dates of the meetings after obtaining approval of the Chairperson or Vice-Chairperson.
- (f) No business shall be transacted at a meeting of the Board unless at least four of its members are present.
- (g) When an urgent policy decision has to be taken and there is no time to call a meeting of the Board or Executive Committee of the Board, the Secretary shall obtain the order of the Chairperson, who may if he thinks fit, pass orders forthwith on behalf of the Board, but in every such case, the Chairperson orders shall be placed before the next meeting for confirmation.

5. EXECUTIVE COMMITTEE OF THE BOARD OF GOVERNORS:

- (a) In case when a decision pertaining to administrative or financial matters of the Academy cannot defer till the meeting of the Board of Governors, it will be taken up by the Executive Committee consisting of the following :-

1.	Director General PSA	Chairperson
2.	Additional Secretary, Establishment Department	Member
3.	Additional Secretary, Law Department	Member
4.	Additional Secretary, Finance Department	Member
5.	Director Administration	Member/Secretary

6. FUNCTIONS OF THE COMMITTEE:

- (a) Financial matters including approval of budget estimates after scrutiny by the Budget Sub-Committee for placing before the Board.
- (b) Finalization of Annual Report and its presentation to Board.

(c) Training related to the functions of the Academy.

(d) Other matters relating to the functions of the Academy.

(e) Decisions taken by the Executive Committee will be reported to the Board of Governors in its meeting for approval.

7. ASSETS:

All moveable and immovable properties: Appropriate registers of all moveable and immovable properties shall be kept by the Director Administration.

8. THE DIRECTOR GENERAL:

The Director General:-

(a) Shall have fully authority to determine the details of the courses of studies and areas of research/experimentation with broad outlines.

(b) Shall assign duties to the staff of the Academy.

(c) Shall submit annual budget and annual report to the Board.

(d) Shall exercise administrative and financial powers as specified in Schedule-I annexed to these rules.

(e) Shall exercise such other powers as may be delegated to him by the Board.

(f) In case of ambiguity interpreting of regulations made by the Director General, shall be final.

9. BUDGET:

(a) The Director General shall get prepared detailed estimates of the receipts and Expenditure and the anticipated opening and closing balances for the ensuing financial year. The estimates shall be prepared according to the budget calendar of the Government of Khyber Pakhtunkhwa.

(b) The estimates shall be placed before the Board of Governors/Executive Committee for approval. Executive Committee may approve the budget in case the meeting of the Board cannot be scheduled by the due date.

10. CONTRACTS:

(a) All contracts shall be approved and executed on behalf of an in accordance with any direction of the Board, by the Director General or his nominee.

CHAPTER-III

11. APPOINTMENT:

1. "Appointing Authority" means:-

(i) Chairperson Board of Governors from BPS-19 & above.

(ii) Vice Chairperson Board of Governors for BPS-17 & 18.

- (iii) Director General from BPS-1 to 16; and on contract basis for Research/ Consultancy or for any other assignment.
- (a) "Appointment by Promotion" means the appointment on the basis of merit and "appointment by selection" means appointment made on the basis of merit-cum-fitness.
- (b) "Temporary Post" means a post other than a permanent post.
- (c) "Scale" means a scale of pay in which a post or group of posts is place.
- (d) "Selection Committee" means a committee constituted by the appointing authority for the purpose of scrutiny, selection and promotion of the employees of the Academy.

12. CONDITIONS OF APPOINTMENT :

1. All persons appointed to the service of Academy shall be: -

- (a) Be citizens of Khyber Pakhtunkhwa.
- (b) Possess academic qualifications and/or experience prescribed for that post.
- (c) Be governed by the relevant rules in matter of grant of compensatory allowance, traveling allowance, leave and medical facilities, applicable to corresponding categories of the staff of the Government.
- (d) No person shall be appointed unless he/she is certified by Medical Officer appointed by the Academy to be physically and mentally fit for service.
- (e) Appointment to the post in Academy shall be made in accordance with the regulations contained in the academy employees appointment regulations.
- (f) All employees of the academy shall liable to serve anywhere in Khyber Pakhtunkhwa and shall be liable to transfer from one office/organization/estt/deptt or project to another and vise-versa.
- (g) The competent authority may send on transfer or otherwise an employee of the organization to another organization, government of foreign agency for a specified period on the terms to be settled but less favorable then his existing terms and not without his consent.
- (h) Recruitments to the posts carrying BS-17 and above shall be made as per Schedule-II and on the recommendation of Selection Committee.
- (i) The Director General shall be the appointing authority from BS-1 to BS-16. Appointment/promotion shall be made on the recommendations of the Selection Committee, so constituted by the Director General.
- (j) Appointments to various posts in the Academy shall be made from amongst such persons possessing prescribed qualification and experience as specified in scheduled-II as amended from time to time.
- k. Post shall be advertised by allocating zonal formula as fixed by the Government from time to time indicating prescribed qualifications.

2. Candidate applying for a post shall not be less or more than the age specified in the schedule-II the relaxation of upper age as announced by the Government will be applicable. The appointing authority may however, relax the upper age limit upto 5 years in deserving cases.
3. No person shall be appointed to the service of Academy who has been dismissed from any service under the federal Government or any Provincial Government or any Board or local Authority, or has been sentenced by a criminal court to imprisonment or to transportation or is an un-discharged insolvent adjudged by a competent court.
4. Appointment shall be made at the minimum pay of prescribed scales provided that in the cases where suitable persons of requisite qualifications are not available on the minimum pay of the post, advance increments may be allowed by the appointing authority in fixing the initial pay of new appointees in the prescribed scales of pay on merit of each case as recommended by the Selection Committee to the following extent:
 - (a) by the Director General when he is appointing authority upto four advance increments.
 - (b) by the Vice Chairperson upto eight advance increment on the recommendations of the Director General.

13. PROBATION

- (a) All employees except those appointed on contract basis or on deputation or on temporary basis, shall on appointment be placed on probations, for a period of one-year expendable by another year by the competent authority.
- (b) If an employee on probation fails to show satisfactory progress during the initial or extended period of probation, the competent authority may dispense with his service without notice or assigning any reason thereof.
- (c) In case of employee appointed by promotion, they shall be reverted to their original lower posts in the Academy.
- (d) On satisfactory completion of the period of probation whether initial or extended the competent authority shall confirm the employee by an order in writing which shall be placed on personal file of the employee and shall also cause an office order in that behalf to be issued in given to the employee. On the passing of such order of confirmation the employees shall stand confirmed. If such confirmation is not made within the stipulated period, then the employee shall be treated as automatically confirmed.
- (e) While terminating the services of a employee on the abolition of the post held by him/her, the competent authority, shall give him/her one month notice in writing or one month pay in lieu thereof.
 - (i) A regular employee shall not resign from service without giving the Academy three months notice in writing; failing which he/she be liable to pay a sum equal to his/her pay for three months.
 - (ii) The services of the employees, if a situation arises, shall be liable to termination on one-month notice by either side or pay in lieu thereof.
 - (iii) The competent authority shall have the powers to accept or reject the resignation tendered by an employee.

- (iv) Resignations tendered during or immediately on expiry of leave shall not be entertained.

14. PROMOTION

- (a) Academy Employee possessing such minimum qualifications as may be prescribed, shall be eligible for promotion to a post for the time being reserved under the rules for departmental promotion in the higher grade of the service or cadre to which he/she belongs.
- (b) All promotions shall be made by the appointing authority on the recommendation of the Selection Committee, constituted for the purpose. Where there is a post not having provision for regular promotion to higher post, up-gradation of such post to higher grade will be considered by the Director General from time to time depending on the merit of each case in terms of length of service as prescribed by the Government for equivalent higher post subject to past performance and experience of concerned employee. However, such promotion on up-graded post will be considered personal to that incumbent; no other employee will claim promotion to such post on its vacation.
- (c) No employee shall have claim to be promoted to any particular post or scale by virtue of seniority alone and therefore, in making recommendations for promotion, the selection committee shall make selection on grounds of seniority cum fitness.
- (d) If the Director General is satisfied that an employee, officiating in a higher post fails to deliver while he/she is so officiating, the Director General may reverse the order.

15. APPEAL

A person aggrieved by any order may file an appeal to the appointing authority within thirty days whose orders shall be final.

16. TRANSFER FROM ONE POST/CADRE TO ANOTHER

The Director General may order the transfer of an employee from one post/cadre to another post/cadre in the same scale or identical pay scale, on the recommendation of the Selection Committee.

17. SENIORITY

- 1. (i) For proper administration of a service, cadre or grade, the appointing authority shall cause a seniority list of the staff for the time being of such service, cadre or grade to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or grade, as the case may be.
- (ii) Subject to the provisions of sub-section (i) the seniority of employee shall be reckoned in relation to other employees belonging to the same service or grade, whether serving in the same cadre or not as may be prescribed.
- (iii) Seniority on initial appointment to a service, grade or post shall be determined as may be prescribed under the Government rules.
- (iv) Seniority in the grade to which a employee is appointed shall take effect from the date of joining to a post in that grade, provided that the employees who are selected for promotion to a higher grade in one batch shall, on their promotion to the higher grade, retain their inter-se seniority as in the lower grade.

- (v) The seniority of employees appointed by initial recruitment to the cadre viz-a-viz those appointed otherwise shall be determined with reference to the date of regular continuous service in the scale, provided that if the two dates are the same, the persons, appointed otherwise, rank senior to the persons appointed by direct recruitment.
- (vi) If a junior person in a lower post is promoted to a higher post by superseding a senior and subsequently the later is also promoted, the person promoted first shall rank senior to the person promoted subsequently.
- (vii) A junior employee 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 the junior was appointed in preference to the senior.
- (viii) Seniority not specified above, will be determined according to the relevant rules of the government.

18. SUPERANNUATION

- (a) An employee shall be retired from service on attaining the age of 60 years.
- (b) The competent authority/Board may re-employ highly competent and experienced persons who may have already attained the age of 60 years on contract basis.

19. TERMINATION OF SERVICE

1. The service of an employee belonging to the following categories may be terminated without notice: -
 - (i) During the initial or extended period of his/her probation, provided that, where such the employee is appointed by promotion on probation or, as the case may be, is transferred from one grade, cadre or post to another grade, cadre or post, his/her service shall not be so terminated so long as he/she holds a lien against his/her former post in such grade or cadre, but he/she shall be reverted to his/her former grade, cadre or post, as the case may be.
 - (ii) On the expiry of the initial or extended period of his/her employment; or
 - (iii) If the appointment is ad-hoc, terminable on the appointment of a person on the recommendations person.
 - (iv) Where on the abolition of a post or reduction in the number of posts in a cadre or grade, the services of an employee is required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such cadre or grade.
2. The service of an employee in temporary or appointed, on ad-hoc basis shall be liable to termination on fourteen days' notice or pay in lieu thereof.

20. REVERSION TO A LOWER SCALE OF TERMINATION OF SERVICE:

An employee promoted to a higher post or scale her shall be liable to reversion to his/her lower post, and in case of initial appointment his/her services will be terminated if his/her a performance is not found satisfactory during the probation period.

21. APPELLATE AUTHORITY

- (a) Any employee aggrieved by any order or decision under these rules may, within thirty days, prefer appeal against such order or decision.
- (b) Appeal preferred by an employee in BPS-1 to BPS-16 shall be heard and decided within thirty days by the Director General and the aggrieved employee may, within fifteen days of the order apply for revision of the order to the Vice Chairperson of the Board who shall hear and decided the revision petition within thirty days and his decision shall be final.
- (c) The appeal preferred by an employee of BS-17 and above, shall be heard and decided within thirty days by the Vice Chairperson and an employee aggrieved by the decision of the Vice Chairperson may, within fifteen days of the order, apply for revision of the order to Chairperson who shall decided the case within thirty days. The decision made by the Chairperson shall be final.

CHAPTER-IV

22. PAY and ALLOWANCES

- (a) An employee shall be entitled to receive such pay and allowances as may be determined by the Board from time to time including PSA allowance.
- (b) The Director General may from time to time grant special pay/allowance to an employee for holding additional/dual charge, acting or current charge as per Government instructions subject to such modifications as may be made by the Government or Board from time to time.

23. FIXATION OF PAY

- (a) The pay and allowances of the employees shall be fixed in the same manner as are prescribed by the Government for the employees of corresponding post, or by the Board.
- (b) The holder of a post, the pay of which is changed, shall be treated as if he was transferred to a new post on the new pay scale, provided that he/she may on his/her options, retain his/her old pay until date on which he/she earns his/her next or any subsequent increments in the old scale, or until he/she vacates the post or ceases to draw pay on that time-scale, whichever is earlier. Option once exercised shall be final.

24. ANNUAL INCREMENT

- (a) An annual increment shall be drawn as a matter of course, unless it is withheld under the orders of the competent authority, passed before the date on which such increment falls due.
- (b) An increment may be withheld if the conduct of an employee has not been good or his/her work has not been satisfactory.
- (c) While ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the withholding of such increments shall have accumulative or non-accumulative effect.
- (d) The provisions of FR-26 for the grant of annual increments in a time scale shall be applicable.

25. DEMOTION TO A LOWER POST AS A DISCIPLINARY MEASURE

- (a) The appointing authority on the demotion of an employee, as a penalty from a higher to a lower scale or post, may allow him/her to draw pay not exceeding the maximum of the lower scale or post, which it may think proper.
- (b) The appointing authority may transfer the lien of an employee from one post to another.
- (c) An employee shall not be transferred substantively to, or except in a case covered by rule FR-49, appointed to officiate in, a post carrying less pay than the pay of the permanent post on which he/she holds a lien or would a lien had his/her lien not been suspended under FR-14.
- (d) Nothing contained in clause (a) of this Rule or in clause 13 of FR-9 shall operate to prevent the retransfer of the employee to the post on which he/she holds a lien, had it not been suspended in accordance with the provisions of clause (a) of FR-14.

26. TRAVELLING ALLOWANCE

Traveling allowance claims of all employees of PSA shall be regulated in accordance with the relevant rules and orders of the Government with reference to the scale and actual pay drawn by each employee and the purpose of the journey performed on each occasion.

27. EARNED LEAVE

- 1. For the purpose of leave, the employee of PSA shall be governed by the Revised Leave Rules 1980 of the Government or as announced from time to time.
 - (a) Leave to Director General shall be sanctioned by the Government.
 - (b) Leave to other employees may be sanctioned by the Director General or any other officer authorized by the Director General, after the title to leave has been verified.
 - (c) Leave shall not be claimed as a matter of right.

28. CASUAL LEAVE

- (a) Casual leave as is admissible to the officers of the Government of the same status shall be admissible to the employees of PSA.
- (b) Casual leave may be sanctioned by the Director General and Sectional incharge respectively.

29. HOLIDAYS

Holidays as declared by the PSA panel to provide medical assistance/facility to its employees/trainees. The doctor will examine and prescribe/issue medicines or if necessary refer to patient concerned medical specialist. Indoor medical treatment will be allowed only in Government Hospitals. Reimbursements for medicines/laboratory tests will be made in accordance with government rules/instructions.

30. RETIREMENT FROM SERVICE

The Government orders issued from time to time regarding retirement of its employees are applicable to the employees of PSA.

31. RE-EMPLOYMENT AFTER RETIREMENT

The Director General of the PSA is empowered to hire services of retired employees of B-11 to B-19 on fixed emolument for a period not more than two years. While engagement of retired personnel of B-17 and above on regular basis be made after approval of the Chairperson Board of Government subject to the condition that such re-employment is necessary in the public interest.

32. SERVICE RECORD OF EMPLOYEES

The service record of each employee shall be maintained in the manner as prescribed by the Government.

33. PENSION AND GRATUITY

- (a) On retirement from the service, the PSA employee shall be entitled to receive such pension or gratuity as may be prescribed by the Government for its employees from time to time.
- (b) In the event of the death of PSA employee, whether before or after retirement his/her family shall be entitled to receive such pension, or gratuity or both, as permissible under the Government rules.
- (c) No pension shall be admissible to PSA employee who is dismissed or removed from the service for reasons of discipline. However competent authority may sanction compassionate allowance to such PSA employee, not exceeding two third of the pension or gratuity which would have been admissible to him/her had he been invalided from service on the date of such dismissal or removal. The Director General shall be the pension (including gratuity) sanctioning authority in all cases.
- (d) If the determination of the amount of pension or gratuity admissible to an employee is delayed beyond one month of the date of his/her retirement or death, he/she or his/her family may be paid provisionally such anticipatory pension or gratuity as permissible under the rules. Any over payment made on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined.
- (e) In all matters not covered by the above rules, the provisions of Government Pension Rules, Regulations and Instructions shall be applicable.

34. GENERAL PROVIDENT FUND

The General Provident Fund subscriptions of the PSA employees shall be maintained as per Government G.P. Fund Rules.

CHAPTER-V

35. CONDUCT AND DISCIPLINE

- (a) An employee shall conform to and abide by the Rules and Orders of the Board and shall carry out directives, which may from time to time be given to him/her by the person under whose superintendence or control he/she may be placed.
- (b) An employee on appointment shall sign the declaration of fidelity and secrecy on the prescribed form.
- (c) An employee shall make utmost endeavour to promote the interests of PSA and shall show due courtesy and attention in all interactions with Government officers and public.

- (d) An employee shall not absent himself/herself from duty and leave his/her headquarters without permission of the competent authority.
- (e) An employee shall not make a personal representation on a personal matter to any member of the Board. Such representation must be addressed to the competent authority through proper channel.
- (f) An employee shall not accept any other employment or remuneration there from without the permission of the competent authority. The competent authority may, however, grant such permission subject to such conditions as it may think fit.
- (g) An employee shall not seek election to a legislature or a local body nor shall he/she canvass for any candidate for such election.
- (h) No employee shall accept a gift from a subordinate or a member of the public who has or is likely to have dealing with the PSA.
- (i) Acceptance of illegal gratification by an employee renders him/her liable to disciplinary action under the E&D Rules.
- (j) In all matter not covered by the above rules, the provisions of Government Servants conduct rules/rules of business in vogue shall apply to the employees of PSA mutatis mutandis.

36. EFFICIENCY AND DISCIPLINE

- (a) An employee who commits a breach of the provisions of the rules or orders of the Board, or the officer under whose superintendence he/she is placed, or who displays negligence, inefficiency or insolence in the discharge of his/her duties or who knowingly does anything detrimental to the interests of PSA or commits a breach of discipline or is guilty of any other act of misconduct or in-subordination or who is convicted in a criminal case shall render himself/herself to the penalties as laid down in the Efficiency and Disciplinary Rules, 2011. Rules prescribed by the government for its employees shall equally be applicable to the employees of PSA.
- (b) The procedure for disciplinary action mutatis mutandis shall be applicable to employees of the PSA as laid down in the Khyber Pakhtunkhwa Civil Servants (E&D) Rules, 2011 applicable to the government servants, and notified by the government from time to time.
- (c) Where the original order imposing a penalty is passed by the Chairperson, no department appeal shall lie but the Board may review that order.

The table below shows 'Authority' and Authorized Officer for the purpose of E&D proceedings/actions in respect of PSA.

S.No	Post of Employees	Authority
1.	BPS 1 to 5	Director (Admn)
2.	BPS 6- 17	Director General
3.	BPS 18-20	Chairperson Board of Governors

SCHEDULE-II

S#	NAME OF THE POST WITH GRADE	APPOINTING AUTHORITY	MINIMUM QUALIFICATION FOR		METHOD OF RECRUITMENT	AGE LIMIT	
			INITIAL RECRUITMENT	PROMOTION		MIN; YEARS	MAX; YEARS
1	2	3	4	5	6	7	8
1.	Director General BPS-20	Chief Minister	-	-	By transfer amongst Provincial Govt Servants/APUG officers in BS-20		
2.	Director (Admn & Planning) BPS-19	Chief Minister	-	-	By transfer amongst Provincial Govt Servants/APUG officers in BS-19		
3.	Director/ Chief Instructor (Academics, Training & Research). BPS-19	Chief Minister	M. Phil/1 st class Master's Degree in Public Policy, Economics, Finance, Management, Public Administration, HR Development, Law Strategic and Security Studies, History, Political Science, International Relations, and other Social Sciences from HEC recognized institution with 10 years Research / Training / Teaching experience in recognized teaching/ research institution. OR 12 years management and field experience in Federal Provincial Government assignment.	Selection on merit amongst Deputy Directors having 10 years regular service as such.	<ul style="list-style-type: none"> By transfer/deputation amongst Provincial Govt Servants/APUG officers in BS-19. By promotion. By initial recruitment 		Maximum 50 years of age in case of initial recruitment.

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4.	Directing Staff (Research) BPS-19	Chief Minister	<p>1) M. Phil/1st Class Master's Degree in Public Policy, Economics, Finance, Management Public Administration, HR Development, Law Strategic and Security Studies, History, Political Science, International, Relations, and Social Sciences from HEC recognized institution.</p> <p>OR</p> <p>2) 15 years Research/Training/Teaching experience in recognized teaching/research institution.</p> <p>3) 10 years Professional practical experience in relevant filed.</p>	Selection on merit amongst Instructors having 07 years regular service as such.	<ul style="list-style-type: none"> • By transfer/deputation amongst Provincial Govt Servants/APUG officers in BS-19. • By promotion. • By initial recruitment 	Maximum 50 years of age in case of initial recruitment.
5.	Deputy Director Studies & Training BPS-18	Chief Secretary	<p>1) Master's Degree Public Administration. Business Administration, HR Management, Public Policy or other relevant subject of Social from HEC recognized institution with 07 years experience.</p> <p>2) Public Servant/Senior Executive with 10 years practical administrative experience in Public or corporate sector.</p>	Selection on merit amongst eligible employees having 05 years regular service as such.	<ul style="list-style-type: none"> • By transfer/deputation amongst Provincial Govt Servants/APUG officers in BS-18. • By promotion. • By initial recruitment 	Maximum 45 years of age in case of initial recruitment.

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6.	Deputy Director (Admn & HR) BPS-18	Chief Secretary	1) Master's Degree in Public Administration, HR Management Business, Administration, Master's Degree in Finance & Accounting. ACMA/C.A/MBA Finance & Accounting. M.Com from HEC recognized Institution. 12 years professional practical experience in public or corporate finance and administration. OR 2) Public Servant/Senior Executive with Similar qualifications and 12 years practical professional experience in administration	Selection on merit amongst eligible employees having 05 years regular service as such.	<ul style="list-style-type: none"> • By transfer/deputation amongst Provincial Govt Servants /APUG officers in BS-18. • By promotion. • By initial recruitment 	Maximum 45 years of age in case of initial recruitment.
7.	Deputy Director (Finance & Accounts) BPS-18	Chief Secretary	1) Master's Degree in Public Administration, HR Management Business Administration, Finance and Accounting or other relevant subject of Social Science from HEC recognized Institution. OR 2) Public Servant/Senior Executive with above qualifications and 12 years practical experience of Finance/Accounts in public or corporate organization.	Selection on merit amongst eligible employees having 05 years regular service as such.	<ul style="list-style-type: none"> • By transfer/deputation amongst Provincial Govt Servants/APUG officers in BS-18. • By promotion. • By initial recruitment 	Maximum 45 years of age in case of initial recruitment.

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8.	Medical Officer BPS-18	Chief Secretary	1) MBBS or equivalent degree recognized by PMDC. With an additional qualification in Public Health or MSc in Hospital/Medical care Management from a PMDC recognized Instruction. 2) 10 years professional practical experience in large size public or private hospital.		<ul style="list-style-type: none"> • By transfer/deputation. • By promotion. • By initial recruitment 	According to Government Instructions Issued from time to time.
9.	Instructors BPS-18	Chief Secretary	1) 1 st Class Master's Degree in Public Policy Economics, Finance, Management, Public Administration, HR Development, Law Strategic and Security Studies, History, Political Science, International Relations, and other relevant subjects of Social Sciences from HEC recognized Institution with 10 years practical experience.		<ul style="list-style-type: none"> • By transfer/deputation. • By initial recruitment 	Maximum 45 years of age in case of initial recruitment.
10.	Assistant Director Publication BPS-17	Chief Secretary	1) 1 st Class Master's Degree in Public Policy, Management, Public Administration, Communication. OR 2) Public Servant/Senior Executive with similar qualification with 10 years professional practical experience in relevant field, experience in Public/large size private printing press will be preferred	Selection on merit amongst eligible employees having 05 years regular service as such.	<ul style="list-style-type: none"> • By transfer/deputation amongst Provincial Govt Servants /APUG officers in BS-18. • By promotion. • By initial recruitment 	Maximum 45 years of age in case of initial recruitment.

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	Librarian BPS-17/18	Chief Secretary	1) 1st Class Master's Degree in Library Science 2) 15 years practical experience as senior librarian in large size teaching/training institution.		<ul style="list-style-type: none"> • By Transfer • Initial Recruitment. 		Maximum 45 years of age in case of initial recruitment.
11.							According to Government instructions issued from time to time.
12.	Private Secretary BPS-17	Chief Secretary	1) MA English, BA/BSc/MBA General or Masters in Social Science from HEC recognized institution. 2) 5 years practical experience in relevant field in public or corporate sector Proficiency in shorthand/typing and command on MS Office, Excel, Power Point and Word. Experience as PS with Senior Executive will be preferred.	By promotion amongst the eligible Stenographers having 10 years regular service as such.	<ul style="list-style-type: none"> • By promotion • By Transfer • By initial recruitment. • By Deputation. 		According to Government instructions issued from time to time.
13.	Reproduction Supervisor BPS-17	Chief Secretary	1) Masters in Library Science/MA from HEC recognized institution with 5 years experience in related field. 2) 5 years practical experience in office work/printing work secretarial job, filling system, and printing work, computer literacy is mandatory.	By promotion amongst the eligible employees having 10 years regular service as such.	<ul style="list-style-type: none"> • By promotion • By Transfer • By initial recruitment. • By Deputation. 		According to Government instructions issued from time to time.
14.	Protocol Officer BPS-17	Chief Secretary	1) BA/BSc with 5 years experience of secretariat work. Familiar with various government organizations and experience of protocol duties with senior executives.	By promotion on merit amongst eligible employees having 5 years experience.	<ul style="list-style-type: none"> • By Transfer. • By initial recruitment. • By Deputation. 		According to Government instructions issued from time to time.

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15.	Account Officer BPS-17	Chief Secretary	1) MBA Finance, M.Com or post graduate qualification in Accounting from HEC recognized institution. 2) 5 years practical experience in Public/Corporate Accounting, Audit procedure and maintenance of Accounts Books and ledgers.	By promotion amongst eligible Superintendents Accounts having 5 years regular as such	<ul style="list-style-type: none"> By promotion By Transfer. By initial recruitment. By Deputation. 	According to Government instructions issued from time to time.
16.	Assistant Director (Admin) BPS-17	Chief Secretary	1) MA/BA/B.Sc/B.Com/BA LLB. 2) 5 years administration experience in large size public or private organization.	By promotion amongst eligible Superintendents Admins having 5 years regular as such	<ul style="list-style-type: none"> By promotion By Transfer. By initial recruitment. By Deputation. 	According to Government instructions issued from time to time.
17.	Asstt: Director (IT/AVO) BPS-17	Chief Secretary	1) MSc/MCS/BCS/BCSE-Computer Science from HEC recognized Institution. 2) 5 years practical experience in the relevant field in public or corporate sector. Experience in recognized teaching/research Institution will be preferred. Competent in soft/hard ware, troubleshooting and an ability to develop and maintain LAN/WAN.	By promotion amongst eligible Computer Operators having 10 years regular as such	<ul style="list-style-type: none"> By promotion By Transfer. By initial recruitment. By Deputation By Deputation By initial recruitment By Transfer By Deputation 	According to Government Instructions Issued from time to time.
18.	Assist Librarian BPS-17	Chief Secretary	1) Master's in Lib Science, Computer Science and other relevant subjects of Social Sciences from HEC recognized Institute.	By promotion on merit amongst cartographer having 5 year services as such	<ul style="list-style-type: none"> By promotion. By Transfer. By initial recruitment. By Deputation 	According to Government instructions issued from time to time.

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Sl. No.	Post	Qualification	Experience	Method of Recruitment	Remarks
18	BPS-14 Director General	2) 5 years professional practical experience in relevant field, maintenance and systematic arrangements of library books selves, and familiar with cataloguing and filing system, experiences as Asst Librarian in large size public/corporate teaching/research Institutions will be give preference.	2) 5 years experience in civil/defense services as procurement/purchase officer.	By promotion on merit amongst eligible employees having 5 years service as such.	By promotion on merit amongst eligible employees having 5 years service as such.
19.	Procurement Officer BPS-17	Chief Secretary	1) BA/FA with diploma in office work from recognized institute. 2) 5 years experience in civil/defense services as procurement/purchase officer.	By promotion on merit amongst eligible employees having 5 years service as such.	By promotion on merit amongst eligible employees having 5 years service as such.
20.	Superintendent-Admin BPS-17	Chief Secretary	1) BA/BSC/BCS 2) 5 years experience of secretariat work, knowledge and ability of maintaining the filing system, noting and drafting. In case of initial recruitment should be computer literate with full command on MS Office, word, excel and power point.	By promotion on merit amongst Assistant and P.A/Stenographer having 5 year service as such.	By promotion on merit amongst Assistant and P.A/Stenographer having 5 year service as such.
21.	Superintendent Account BPS-17	Chief Secretary	1) B.Com/ BS/ B.Com/ FA-with Diploma in accounting. 2) 5 years experience in accounting in Government/Semi Government organization with computer literacy.	By promotion on merit amongst Assistant and P.A/Stenographer having 5 year service as such.	By promotion on merit amongst Assistant and P.A/Stenographer having 5 year service as such.

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22.	Cataloguer BPS-16	Director General	1) Masters in Lib Science/MA/BA. B.Ed from HEC recognized Institution. 2) 5 years professional practical experience in office work/printing work secretarial job, cataloguing and filing system, maintenance of library books. Selves and familiar with printing work, computer literacy is mandatory.		<ul style="list-style-type: none"> • By transfer. • By initial recruitment 		According to Government Instructions Issued from time to time.
23.	Assistant BPS-16	Director General	1) BA/FA 2) 3 years practical experience in relevant field with knowledge of accounting and ledgers maintenance. Typing speed of 40 w.p.m with an ability of drafting and computer literacy for direct recruitment.	By promotion on merit amongst Sr. Clerks having 5 year service as such	<ul style="list-style-type: none"> • By promotion. • By transfer. • By initial recruitment • By deputation 		According to Government Instructions Issued from time to time.
24.	PA/Stenographer BPS-16	Director General	1) BA/FA with shorthand speed of 100 and typing speed 40 w.p.m. should have full command on computer as MS office. 2) 5 years practical experience as PA/Stenographer.	By promotion on merit amongst Steno typists having 5 year service as such	<ul style="list-style-type: none"> • By promotion. • By transfer. • By initial recruitment • By deputation 		According to Government Instructions Issued from time to time.
25.	Steno typist BPS-14	Director General	1) BA/FA with shorthand speed of 80 w.p.m and typing speed 35 w.p.m. should have full command on computer as M.S office. 2) 5 years practical experience of office work.		<ul style="list-style-type: none"> • By promotion. • By transfer. • By initial recruitment • By deputation 		According to Government Instructions Issued from time to time.

26.	Senior Clerk BPS-14	Director General	1) BA/BSc with typing speed of 35 w.p.m. 2) 2 years experience of office work and filling system. Computer literate in case of direct recruitment.	By promotion on merit amongst Jr. Clerks having 5 years service as such	<ul style="list-style-type: none"> • By promotion. • By transfer. • By Initial recruitment • By deputation 	According to Government Instructions Issued from time to time.
27.	Computer Operator BPS-12	Director General	1) BCS/BCSE/ICS-computer Science from recognized institute. 2) 5 years practical experience in the relevant field in public or corporate sector, familiar with LAN, WAN and trouble shooting both in soft and hardware		<ul style="list-style-type: none"> • By transfer. • By Initial recruitment • By deputation 	According to Government Instructions Issued from time to time.
28.	Cashier BPS-11	Director General	1) B.Com/BA/C.Com/FA 2) 5 years experience in accounting, maintenance of account ledgers and acct books in Government/Semi Government/ private organization with computer literacy.		<ul style="list-style-type: none"> • By Transfer. • By initial recruitment • By deputation 	According to Government Instructions issued from time to time.
29.	Junior Clerk BPS-11	Director General	1) FA/Matriculation with typing speed 30 w.p.m 2) 2 years experience of office work with typing speed 30 w.p.m For direct recruitment should be computer literate		<ul style="list-style-type: none"> • By Transfer. • By initial recruitment • By deputation 	According to Government Instructions issued from time to time.
30.	Transport Officer. Fixed Pay or as per Govt Scales.		1) BA/BSc/Fsc Diploma in Mechanical Eng. 2) 5 years experience of managing Mechanical Transport in civil/defense services or in large private organization.	By promotion on merit amongst eligible employees.	<ul style="list-style-type: none"> • By promotion. • Initial Recruitment. • Transfer. • By deputation. 	45 years

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31.	Mess Officer Fixed Pay or as per Govt Scales.		1) BA/BSc Nutrition/FA/FSc with diploma in Nutrition. 2) 5 years experience of managing messes in civil/defense services mess, canteens or large size hotel.		<ul style="list-style-type: none"> • By initial recruitment. • By transfer. • By deputation. 		45 years
32.	Caretaker Hostel Fixed Pay or as per Govt Scales.		1) BA/BSc/FA/FSc with diploma in Hotel Mgt. 2) 5 years experience in civil/defense services mess, canteens or large size hotel.		<ul style="list-style-type: none"> • By initial Recruitment. • By transfer. 		45 years
33.	Camerman Fixed Pay or as per Govt Scales.		1)BA/BSc/BCS/BCSE/FA/ICA-Computer Science and Diploma in photography/advertisement. 2) 3 years practical experience in the relevant field in public or corporate 1) sector.		<ul style="list-style-type: none"> • By initial recruitment. • By transfer. 		45 years
34.	Technician (AC/Phone/ Electrical/Computer) Fixed Pay or as per Govt Scales.		1) BA/FA/FSc/ICA with Diploma in electrical/communication/ computer programming. 2) 5 years practical experience of telephone exchange in public or private sector. In case of AC Mechanic 5 years experience of the relevant job. In case of computer technician 5 years practical experience of networking. i.e. LAN/WAN.		<ul style="list-style-type: none"> • By Initial Recruitment. • By transfer. 		45 years
35.	Dispenser Fixed Pay or as per Govt Scales.		1) Diploma Course in nursing. Qualified Nursing Assistant or Dispenser from recognized public/private healthcare Institute.		<ul style="list-style-type: none"> • By initial recruitment. • By transfer. 		45 years

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36.	Electrical Supervisor Fixed Pay or as per Govt Scales.		1) FA/FSc with Diploma in Electrical or a qualification according to PWD requirement. 2) 2 years practical experience in public or private sector with trade proficiency certificate of electrician with electrical drawings.		<ul style="list-style-type: none"> By initial recruitment. By transfer. 		45 Years
37.	Telephone Supervisor Fixed Pay or as per Govt Scales.		1) FA/FSc Diploma in communication 2) 2 years practical experience in similar job or re-signalman of civil/defense service		<ul style="list-style-type: none"> By initial recruitment. By transfer. 		45 Years
38.	Nursing Staff Fixed Pay or as per Govt Scales.		1) Matriculate with diploma in Nursing from a recognized teaching health care institution.		<ul style="list-style-type: none"> By initial recruitment. By transfer. 		45 Years
39.	Gas Technician Fixed Pay or as per Govt Scales.		1) Matriculate with diploma in welding and gas work per Sul gas Department requirements. 2) 2 years practical experience in the relevant field		<ul style="list-style-type: none"> By initial recruitment. By transfer. 		45 Years
40.	Electrician Fixed Pay or as per Govt Scales.		1) Matriculate with diploma in electrician 2) 2 years practical experience in relevant field		By initial recruitment.		45 years
41.	Telephone technician Fixed Pay or as per Govt Scales.		1) Matriculate/Diploma in signal and communication.		By initial recruitment.		45 years

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42.	Telephone Operator Fixed Pay or as per Govt Scales.		2) Ex-service man of signal with 2 years practical experience in the relevant field/in civil telephone exchange 1) Matriculate/Diploma in signal and communication. 2) Ex service man of signal with 2 years practical experience in the relevant field/in civil telephone exchange		By Initial recruitment.			45 years
43.	Duplication Machine Operator (DMC) Fixed Pay or as per Govt Scales.		1) FA/Matriculate 2) 2 years experience of office work familiar with photocopier machine and an ability to run/maintain and keep it functional/for direct recruitment should be computer literate.		By Initial recruitment.			45 years
44.	Driver Fixed Pay or as per Govt Scales.		1) Motor Driving license with 7 practical experiences as driver in civil/defense service or private sector.		By Initial recruitment.			45 years
45.	Head Chowkidar Fixed Pay or as per Govt Scales.		1) Literate with minimum experience of 7 years as Security Guard Ex-service man will be preferred.		By Initial recruitment.			45 years

46.	Head Mali Fixed Pay or as per Govt Scales.		1) Basic knowledge of Horticulture with 5 years practical experience.		By initial recruitment.		45 years
47.	Plumber Fixed Pay or as per Govt Scales.		1) Matriculate/Diploma in plumbing 2) 5 years practical experience of the job as plumber		By initial recruitment.		45 years
48.	Carpenter Fixed Pay or as per Govt Scales.		1) Matriculate/Diploma in carpenter 2) 5 years practical experience of the job of carpentry		By initial recruitment.		45 years
49.	Painter Fixed Pay or as per Govt Scales.		1) Matriculate/Diploma in painting 2) 5 years practical experience of the job of painting and graphics		By initial recruitment.		45 years
50.	Dispatch Rider Fixed Pay or as per Govt Scales.		1) Matriculate and familiar with various related offices and areas with 2 years practical experience, having motorcycle license.		By initial recruitment.		45 years
51.	Cook Fixed Pay or as per Govt Scales.		1) Matriculate 2) 5 years practical experience in civil/defense services mess/food section of large size private institution /large size hotel.		By initial recruitment.		45 years

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52.	Mess waiters Fixed Pay or as per Govt Scales.		1) Primary education 2) 5 years practical experience as waiter, cook or bearer in civil /defense service mess or in a large hotel		By initial recruitment.		45 years
53.	Oven Operator Fixed Pay or as per Govt Scales.		1) Primary Education 2) 5 years practical experience of work at oven in a hotel/Mess.		By initial recruitment.		45 years
54.	Dafti Fixed Pay or as per Govt Scales.		1) Primary education 2) Knowledge of English and Urdu with 5 years' experience of work with senior officer.		By initial recruitment.		45 years
55.	Naib Qasid Fixed Pay or as per Govt Scales.		1) Primary education 2) 5 years practical experience in office with knowledge of English and Urdu		By initial recruitment.		45 years
56.	Mali Fixed Pay or as per Govt Scales.		1) 2 years practical experience as Mali in Public or private organization		By initial recruitment.		45 years
57.	Fresh/Kharkroob Fixed Pay or as per Govt Scales.		1) 2 year practical experience as fresh/kharkroob in hospital or hotel		By initial recruitment.		45 years
58.	Chowkidar Fixed Pay or as per Govt Scales.		1) 2 years practical experience Ex- Servicemen will be preferred.		By initial recruitment.		45 years

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59.	Dish Washer Fixed Pay or as per Govt Scales.	1) Practical experience of working In civil/defense or in hotel.	By Initial recruitment.	45 years
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