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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF FOREIGN AFFAIRS

NOTIFICATION

Islamabad, the 30th September, 2024

S. R. O. 1923(I)/2024.—In exercise of powers conferred by sub-rule (2) of rule 3 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualification and other conditions are laid down for appointment to the following posts in the Ministry of Foreign Affairs (Headquarter), Islamabad.

(3351)

Price : Rs. 6.00

[10083(2024)/Ex. Gaz.]


 Assistant Director (Rules)
 Ministry of Foreign Affairs
 Islamabad

Sr.No	Designation of Post	BPS
(1)	(2)	(3)
1.	Photographer	13
2.	Cypher Machine Mechanic	12
3.	Cataloguer	11
4.	Telephone Operator	09
5.	English Calligraphist	07
6.	Repairer	07
7.	Security Clerk	07
8.	Lamination Operator	05
9.	Dark Room Assistant	03
10.	Farash	02
11.	Sweeper/ Sanitary Worker	01
12.	Washerman	01

METHOD OF APPOINTMENT

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

Sr. No	Designation and BPS of the Post	Method of appointment	
		By Promotion %	By Initial%
1.	Photographer (BPS-13)	-	100%
2.	Cypher Machine Mechanic (BPS-12)	-	100%
3.	Cataloguer (BPS-11)	-	100%
4.	Telephone Operator (BPS-09)	-	100%
5.	English Calligraphist (BPS-07)	-	100%
6.	Repairer (BPS-07)	-	100%
7.	Security Clerk (BPS-07)	-	100%
8.	Lamination Operator (BPS-05)	-	100%

9.	Dark Room Assistant (BPS-03)	-	100%
10.	Farash (BPS-02)	-	100%
11.	Sweeper/ Sanitary Worker (BPS-01)	-	100%
12.	Washerman (BPS-01)	-	100%

“Provided that if no suitable person is available for initial appointment, the post or posts reserved for initial appointment shall be filled by transfer.”

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

3. On the Closing date for receipt of application as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualification and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification, provided that:-

- (i) “Experience”, means unless otherwise specified in the method of Appointment, Qualification and other conditions as applicable, the experience prescribed for initial appointment shall be the post qualification experience.
- (ii) 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, amended from time to time.

QUALIFICATION/CONDITIONS FOR APPOINTMENT BY TRANSFER

4. Appointment by transfer shall be made in accordance with the provision of Rule-7 and 9 of Civil Servants (Appointment, promotion and Transfer) Rules, 1973 provided that the person concerned must possess the qualification and experience prescribed in the schedule for the rules for initial appointment to the post concerned.

PROBATION

5. Persons appointed by initial appointment or transfer shall be on probation in accordance with the provision of section 6 of Civil Servants Act, 1973 read with Rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

6. This notification issues with concurrence of the Establishment Division vide O.M. No. _____ dated _____ and supersedes S.R.O. 309(I)/2021 dated 02nd February, 2021 to the extent of subject posts.

Assistant Director (Rules)
Ministry of Foreign Affairs
Islamabad

SCHEDULE
(SEE RULE 3)

S.N o.	Designation and BPS of the post	Qualification & Experience	Age Limit	
1.	Photographer (BPS-13)	- Second Class or Grade "C" Bachelor's Degree from a University recognized by HEC. 01 Year experience in digital photography and knowledge of operating digital still and movie cameras, developing and printing.	18	25
2.	Cypher Machine Mechanic (BPS-12)	- Intermediate. 06 months diploma in Electronics from a recognized Institute and 01 year experience in the relevant field.	18	25
3.	Cataloguer (BPS-11)	- Intermediate - Certificate in Library Science from a recognized Institute.	18	25
4.	Telephone Operator (BPS-09)	- Intermediate. 02 years' experience in the relevant field.	18	25
5.	English Calligraphist (BPS-07)	- Intermediate. - Good Calligraphist Skills and experience.	18	25
6.	Repairer (BPS-07)	- Matric. 06 months' diploma from a recognized Institute and 01 year' field experience.	18	25
7.	Security Clerk (BPS-07)	- Matric - Computer literate with minimum typing speed of 20 w.p.m and 01 experience in the relevant field.	18	25
8.	Lamination Operator (BPS-05)	- Middle. 02 years field experience in the relevant field.	18	25
9.	Dark Room Assistant (BPS-03)	- Middle pass. - Knowledge of digital photography and operating digital still and movie cameras.	18	25
10.	Farash (BPS-02)	Primary.	18	25
11.	Sweeper/ Sanitary Worker (BPS-01)	Primary.	18	25
12.	Washerman (BPS-01)	Primary	18	25

[F. No. Rules-15/01/2010.]

KASHIF ALI,
Assistant Director (Rules).