

REGISTERED No. M - 302
L.-7646



EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, FRIDAY, SEPTEMBER 1, 2023

PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN
ISLAMABAD FOOD AUTHORITY

NOTIFICATION

Islamabad, the 21st August, 2023

S. R. O. 1142(I)/2023.—In exercise of the powers conferred under Section 37 Islamabad Food Safety Act, 2021, the Islamabad Food Authority pleased to frame the following regulations;

The Islamabad Food Authority (Appointment and Conditions of Service) Regulations, 2022.

CHAPTER-I

GENERAL

1. **Short title and commencement.**—(1) (These regulations may be cited as “The Islamabad Food Authority (Appointment and Conditions of Service) Regulations, 2022.

(2) They shall Come into force at once.

(2691)

Price: Rs. 20.00

[1699(2023)/Ex. Gaz.]

CHAPTER-II

DEFINITIONS

2. **Definitions.**—(1) In these regulations:
- (a) “Act” means the **Islamabad Capital Territory Food Safety Act, 2021**.
 - (b) “Appointing Authority” means the person authorized under the Schedule-I to make appointment to a post.
 - (c) ‘Appellate Authority’ means the officer or authority next above the authority or appointing authority.
 - (d) ‘**Board**’ means the Board of Islamabad Food Authority.
 - (e) “Government” means the Islamabad Capital Territory.
 - (f) “Committee” means a committee constituted by the Authority.
 - (g) ‘Contract Service’ means service under specified contract for a limited period and subject to renewal.
 - (h) ‘**Departmental Selection Committee**’ means a committee constituted for the purpose to make selection for initial appointment to posts under the authority.
 - (i) “**Employee**” means an employee of the Islamabad Food Authority under section 39, on contract basis in any position in the Islamabad Food Authority.
 - (j) “**Initial appointment**” means appointment made on contract service (otherwise than by promotion or posting).
 - (k) ‘**Leave**’ means absence from duty with permission of the competent authority for a specific period.
 - (l) ‘**On Probation**’ means a person employed and placed on probation in or against any post.
 - (m) ‘**Pay**’ means the monthly remuneration, excluding allowances, drawn by the employee of his post, including all or any other emoluments declared as pay.

- (n) **“Regulations”** means the regulations framed by Islamabad Food Authority (Appointment and Conditions of Service) Regulations, 2023; and
- (o) **“Schedule-1** means the schedule appended to the regulations.

(2) A word or an expression used in the regulations but not defined shall have the same meaning as in the Act.

3. **Conditions of Service.**—(1) An Appointment to a post shall be made by the Appointing Authority on the recommendation of a Committee from amongst the persons who possess the qualifications, age, experience, and other conditions as mentioned in the schedule.

4. **Constitution of committees.**—The Authority shall constitute a committee for initial recruitment for the posts of Islamabad Food Authority.

5. **Powers of the Board to Relax Rules.**—Where the Board is satisfied that it is not practicable to comply with any of these Regulations in a particular case or class of cases, the Board may, for reasons to be recorded and subject to such conditions as it may deem fit, relax any of these Regulations.

CHAPTER-III

APPOINTMENTS

6. **Appointment.**—Appointment to various posts may be made by Initial Appointment on Contract basis.

7. **Appointment to be made against sanctioned posts.**—All appointments in the Islamabad Food Authority shall be made against sanctioned posts (Schedule-I).

8. **Creation/Abolition of Post.**—The power for creation/abolition/upgradation/re-designation/down-gradation of all posts in Islamabad Food Authority shall vests in the Board of Directors.

9. **Method of Appointment.**—The method of appointment to the posts shall be as per Schedule-I of these Regulations.

**QUALIFICATIONS, EXPERIENCE AND
AGE LIMITS AND OTHER TERMS & CONDITIONS FOR INITIAL
APPOINTMENT**

10. A candidate must possess the requisite educational qualifications and post qualification experience and must be within the age limits as mentioned against the posts concerned in the Schedule-II to these Regulations provided that:—

- i. “Experience” means, post qualification experience gained in a regular/full-time paid job; in the relevant Field, in Government (both Federal and Provincial)/Semi-Government/Private or organization of repute.
- ii. The period spent by a candidate in case of 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) 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 posts for which the prescribed qualification is M.Phil/Ph.D.
- iii. The maximum age limit may be relaxed in respect of the candidates to the extent as may be specified by the Board according to the Government policy which are as follows:
 - (a) *The maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, and Gilgit Baltistan, or as may be specified by the Board of the Authority.*
 - (b) *The government servants who have completed at least 2 years of service, maximum age limit may be relaxed by not more than 10 years up to the age of 55 years.*

- iv. Eligibility of candidates shall be reckoned, as on the closing date fixed for submission of applications in accordance with these Regulations:
 - a. Vacancies shall be filled in on all Pakistan basis in accordance with the merit, provincial or regional quota as prescribed by the Government from time to time.
 - b. A candidate for appointment to a vacancy if the Islamabad Food Authority so requires shall have to undergo:
 - (1) Trade test, including written test,
 - (2) Interview by a Selection Committee, and
 - (3) Being declared medically fit by the Civil Surgeon.
- v. No deviation from the procedure laid down regarding appointments and promotion (if any) shall be made. No person shall, who had previously resigned from the service of the Islamabad Food Authority be appointed, unless he fulfills the conditions prescribed for direct recruitment. Provided that the appointment of such an employee shall, for all purpose be treated as fresh appointment.

11. **Appointing Authority.**—(1) The Director, Food Authority will be appointing authority for appointments to various posts through prescribed manner. Director food authority with the concurrence of the board can also appoint any person on *ex-officio* basis.

12. **Departmental Selection Committee.**—The notified HR, Committee shall be the Departmental Selection Committees (DSCs), the committee shall make recommendations for appointment to various posts in IFA.

13. **Employment to be on Contract basis.**—

- (a) Unless otherwise provided, an employee hired will be on contract basis and his/her services may be utilized as required by the IFA with or without any claim for additional remuneration.
- (b) All appointments which are made on contract basis shall require concurrence of the Board in the manner prescribed by these

regulations. The initial contract period shall be fixed by the Board and summary of any extensions shall be placed before the Board at least once during a year.

14. **Salaries & Other Benefits.**—The salaries/monetary benefits of the employees of Islamabad Food Authority shall be fixed at par with the project pay scales. The said pay scales shall be called “Professional Pay scales (PPS)”. The Islamabad Food Safety Act, 2021 section 4 (d) has authorized the Islamabad Food Authority Board in this regard.

15. **Probation.**—

- a. An initial appointment to a post, not being an appointment on a post on casual basis, shall be made on probation for a period of six months and this period may be extended by the Board for a further period not exceeding three months. Provided that in the case of initial appointment to a post, an employee shall not be deemed to have completed his/her period of probation satisfactorily until his character and antecedents have been verified as satisfactory and he/she is found medically fit.
- b. If, in the opinion of the head of department/Director Islamabad Food Authority, the work or conduct of an employee on probation is un-satisfactory or shows that he is not likely to become efficient, the Director IFA may terminate his/her contract without any notice.

16. **Commencement of Service.**—The service of an employee will commence from the date he/she reports for duty at the place and time specified in his/her offer or letter of appointment subject to medical fitness.

17. **Resignation from Service.**—

- a. A contract employee may resign from his post by giving one month’s notice in writing addressed to the Appointing Authority or deposit one month’s pay in lieu thereof.
- b. An acceptance of resignation of an employee shall be subject to recovery of any dues adjudged or otherwise in the opinion of the Islamabad Food Authority to be recoverable from such employee as provided in the terms and conditions of his service.

CHAPTER-IV

MISCELLANEOUS

18. **Leave.**—Government of Pakistan Revised Leave Rules 1980 as amended from time to time shall be followed *mutatis mutandis* in the Islamabad Food Authority.

19. **Performance Evaluation.**—For performance evaluation of the employees of Islamabad Food Authority, the guidelines mentioned in Establishment Division's booklet "*A Guide to Performance Evaluation 2004*" as amended from time to time shall be followed *mutatis mutandis* in the Islamabad Food Authority.

20. **Conduct, Discipline and Efficiency.**—Government Servants Conduct Rules 1964 as amended from time to time and Government Servants (Efficiency and Discipline) Rules, 2020 of the Government of Pakistan, Establishment Division as amended from time to time shall be followed *mutatis mutandis* in the Islamabad Food Authority.

21. **Appeal & Representation.**—For the purpose of Appeals and Representations, The Civil Servants Appeal Rules, 1977 *mutatis mutandis* in the Islamabad Food Authority.

22. **Holidays.**— Public holidays to be observed shall be in line with those of the Federal Government, However, Operational/Inspection activities can be carried as per need.

23. The Board shall be the authority for the interpretation of these regulations.

24. Any modifications or amendments in these regulations can be made with the approval of Board.

[No. 11(4)/Admin/2018.]

IRFAN NAWAZ MEMON,
Director (Islamabad Food Authority
Islamabad Capital Territory.

Functional Unit	Name of Sanctioned Post with Scale	Appointing Authority	Minimum Qualification for Appointment by Initial recruitment	Method of Appointment	SCHEDULE-1	
					Age for Initial Recruitment	
					Min	Max
Islamabad Food Authority	Director, IFA (PPS-09)	Secretary, Ministry of Interior	Ph.D. in Food Science & Technology/Food Science & Technology/Food safety & Quality Management/Food Safety and Control/Food Nutrition & Science from a recognized University with 02 years' experience in the line after acquiring qualification. OR Masters or Equivalent in Food Science & Technology/Food technology/Agriculture Food Science & Technology/Food safety & Quality Management/Food Safety and Control/Food Nutrition & Science from a recognized University with 05 years' experience in the line after acquiring qualification.	On contract or by posting from PAS/ICT officer in ICTA.	40	45
Islamabad Food Authority	Deputy Director (Operations) (PPS-08)	Director, IFA	Master's or Equivalent in Food Science & Technology/Food technology/Agriculture Food Science & Technology/Food safety & Quality Management/Food Safety and Control/Food Nutrition & Science from a recognized University with 05 years' experience in the line after acquiring qualification.	On Contract Basis	25	35

				having 5 years experience in food standards in line after acquiring qualification Or Bachelors or Equivalent in Food Science & Technology/Food Technology/Agriculture Food Science & Technology/Food safety & Quality Management/Food Safety and Control/Food Nutrition & Science from a recognized University and having 5 years experience in food standards			
Islamabad Food Authority	Deputy Director (Admin & Finance) (PPS-08)	Director, IFA		Masters or equivalent in Finance/ Economics / ACCA / ACCA with 5 years experience	On Contract Basis	25	35
Islamabad Food Authority	Assistant Director (Legal) (PPS-07)	Director, IFA		LLM from a recognized university with 3 years experience Or LLB from a recognized university with 5 years practice in line after acquiring qualification	On Contract Basis	22	33
Islamabad Food Authority	Assistant Director (Admin & Finance) (PPS-07)	Director, IFA		Masters or equivalent in Finance/ Economics / Public Administration from a recognized university.	On Contract Basis	22	33
Islamabad Food Authority	Veterinary Specialist (PPS-07)	Director, IFA		DVM/BS (Hons) (Animal Husbandry, Animal/Veterinary Sciences/Poultry Sciences) or equivalent degree from HEC recognized University. Having a valid registration with PVMC (Pakistan Veterinary Medical	On Contract Basis	22	33

Islamabad Food Authority	Dairy Specialist (PPS-07)	Director, IFA	Council) in case of DVM. 03 years post qualification experience. M.Sc. (Hons)/M.Phil./MS in Dairy Technology, Dairy Sciences or equivalent from HEC recognized University or Masters/B.Sc. (Hons) in Dairy Sciences or equivalent from a recognized HEC University with 03 years' experience after acquiring qualification.	On Contract Basis	25	33
Islamabad Food Authority	Public Analyst (Lab) (PPS-07)	Director, IFA	Master's or equivalent in Food Science & Technology/Food Technology/Agriculture Food Science & Technology/Food safety & Quality Management/Food Safety and Control/Food Nutrition & Science from a recognized University. 02 years post qualification experience.	On Contract Basis	25	33
Islamabad Food Authority	Food Safety Officer (PPS-07)	Director, IFA	M.Sc (Hons)/M.Phil/MS in Food Science & Technology/Food Technology/Agriculture Food Science & Technology/Food Safety and control from a recognized university after acquiring qualification OR Masters/B.Sc (Hons)/BS in Food Science & Technology/Food Technology/Agriculture/ Food Science & Technology/Food	On Contract Basis	25	33

Islamabad Food Authority	Assistant Food Safety Officer (PPS-06)	Director, IFA	safety & Quality management from a recognized university with three years experience in relevant filed after acquiring qualifications. Bachelors or Equivalent in Food Science & Technology / Food Technology / Agriculture/ Food Science & Technology / Food Safety & Quality management / Food Safety and Control/Food Nutrition & Science from a recognized university.	On Contract Basis	22	30
Islamabad Food Authority	Assistant (Accounts) (PPS-05)	Director, IFA	B.com or equivalent (2 nd Division) from a recognized university. 02 years post qualification experience	On Contract Basis	18	28
Islamabad Food Authority	Inspector (PPS-05)	Director, IFA	i. Intermediate or equivalent. ii. Diploma in Food Technology/Safety 03 years post qualification experience	On Contract Basis	18	25
Islamabad Food Authority	Lab Assistant (PPS-05)	Director, IFA	Bachelors or Equivalent in Food Science & Technology / Food Technology & diploma of Lab Technician. 03 years post qualification experience	On Contract Basis	18	25
Islamabad Food Authority	Data Entry Operator (PPS-05)	Director, IFA	Bachelor's Degree in Physics/ Mathematics / Statistics / Economics with a minimum speed of 10,000 key depression per hour.	On Contract Basis	18	25