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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF STATES AND FRONTIER REGIONS

NOTIFICATION

Islamabad, the 22nd December, 2021

S.R.O. 1657(1)/2021.— In exercise of powers conferred by sub-rule (2) of rule-3 of the 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 Provincial Commissionerate for Afghan Refugees (CARs) under the Ministry of States & Frontier Regions, Islamabad:—

Sl.No.	Designation of the post	BPS
(1)	(2)	(3)
Commissionerate for Afghan Refugees, Khyber Pakhtunkhwa, Peshawar		
1.	Sub Inspector	14
2.	Senior Clerk	11
3.	Junior Clerk	09
4.	Store Keeper	09

(2887)

Price: Rs. 10.00

[1824(2021)/Ex. Gaz.]

SI.No.	Designation of the post	BPS
(1)	(2)	(3)
5.	Head Constable	07
6.	Mechanic	06
7.	Foot Constable	05
8.	Chowkidar	01
9.	Helper	01
10.	Sweeper	01
11.	Mali	01
Commissionerate for Afghan Refugees, Punjab		
1.	Account Assistant	14
2.	Sub Inspector	14
3.	Senior Clerk	11
4.	Junior Clerk	09
5.	Head Constable	07
6.	Store Keeper	06
7.	Typist	05
8.	Constable (Security)	05
9.	Chowkidar	01
10.	Sweeper	01
11.	Mali	01
Commissionerate for Afghan Refugees, Balochistan		
1.	Senior Clerk	11
2.	Junior Clerk	09
3.	Chowkidar	01
4.	Levy Man	01
5.	Sweeper	01

METHOD OF APPOINTMENT

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

SI.No.	Designation and BPS of the Post	Method of Appointment	
		By promotion %	By initial appointment %
(1)	(2)	(3)	(4)
Commissionerate for Afghan Refugees, Khyber Pakhtunkhwa, Peshawar			
1.	Sub-Inspector (BPS-14)	100%	-
2.	Senior Clerk (BPS-11)	80%	20%
3.	Junior Clerk (BPS-09)	10%	90%
4.	Store Keeper (BPS-09)	-	100%
5.	Head Constable (BPS-07)	100%	-

SI.No.	Designation and BPS of the Post	Method of Appointment	
		By promotion %	By initial appointment %
(1)	(2)	(3)	(4)
6.	Mechanic (BPS-06)	-	100%
7.	Foot Constable (BPS-05)	-	100%
8.	Chowkidar (BPS-01)	-	100%
9.	Helper (BPS-01)	-	100%
10.	Sweeper (BPS-01)	-	100%
11.	Mali (BPS-01)	-	100%
Cormmissionerate for Afghan Refugees, Punjab			
1.	Accounts Assistant (BPS-14)	100%	-
2.	Sub-Inspector (BPS-14)	100%	-
3.	Senior Clerk (BPS-1 1)	80%	20%
4.	Junior Clerk (BPS-09)	10%	90%
5.	Head Constable (BPS-07)	100%	-
6.	Store Keeper (BPS-06)	-	100%
7.	Typist (BPS-05)	-	100%
8.	Constable (Security) (BPS-05)	-	100%
9.	Chowkidar (BPS-01)	-	100%
10.	Sweeper (BPS-01)	-	100%
11.	Mali (BPS-01)	-	100%
Commissionerate for Afghan Refugees, Balochistan			
1.	Senior Clerk (BPS-11)	80%	20%
2.	Junior Clerk (BPS-09)	10%	90%
3.	Chowkidar (BPS-01)	-	100%
4.	Levy Man (BPS-01)	-	100%
5.	Sweeper (BPS-01)	-	100%

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

CONDITION FOR PROMOTION

3. Promotion to the posts in column (2) below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and fulfill the qualifications and experience prescribed in column 4:—

Sl.No.	Designation and BPS of the Post	Persons Eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
Commissionerate for Afghan Refugees, Khyber Pakhtunkhwa, Peshawar			
1.	Sub Inspector (BPS-14)	Head Constable (BPS-07)	Seven years' service as Head Constable (BPS-07).
2.	Senior Clerk (BPS-I 1)	Junior Clerk (BPS-09)	(i) Five years' service as Junior Clerk (BPS-09). (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.
3.	Junior Clerk (BPS-09)	i. Officials in BPS-01 to 05. ii. Mechanic (BPS-06)	(i) Matric with a minimum typing speed of 30 wpm. (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.
4.	Head Constable (BPS-07)	Foot Constable (BPS-05)	Five years' service as Foot Constable (BPS-05).
Commissionerate for Afghan Refugees, Punjab			
1.	Accounts Assistant (BS-14)	Senior Clerk (BPS-11)	Five years' service as Senior Clerk (BPS-11).
2.	Sub Inspector (BPS-14)	Head Constable (BPS-07)	Seven years' service as Head Constable (BPS-07).
3.	Senior Clerk (BPS-1 1)	Junior Clerk (BPS-09)	(i) Five years' service as Junior Clerk (BPS-09). (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.
4.	Head Constable (Security) (BPS-07)	Constable (Security) (BPS-05)	Five years' service as Constable Security (BPS-05).
5.	Junior Clerk (BPS-09)	i. Officials in BPS-01 to 03. ii. Typist (BPS-05)	(i) Matric with a minimum typing speed of 30 wpm. (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.
Commissionerate for Afghan Refugees, Balochistan			
1.	Senior Clerk (BPS-11)	Junior Clerk (BPS-09)	(i) Five years' service as Junior Clerk. (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.

Sl.No.	Designation and BPS of the Post	Persons Eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
2.	Junior Clerk (BS-09)	Officials in BPS-01 to 03.	(i) Matric with a minimum typing speed of 30 wpm. (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. 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”, as amended from time to time.

QUALIFICATIONS/ CONDITIONS FOR APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made in accordance with the provisions 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 schedule of these Rules for initial appointment to the post concerned.

PROBATION

6. Persons appointed by promotion or 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.

7. This Notification issues with concurrence of the Establishment Division *vide* O.M No. 5/2/89-R-3/R-6/R-V dated 16th December 2021.

SCHEDULE

(See para 4)

SI.No.	Designation and BPS of the Post	Qualification / Experience	Age Limit	
			Min	Max
(1)	(2)	(3)	(4)	(5)
Commissionerate for Afghan Refugees, Khyber Pakhtunkhwa, Peshawar				
1.	Sub-Inspector (BPS-14)	Second class or grade "C" Bachelors degree from a University recognized by HEC.	18 years	25 years
2.	Senior Clerk (BPS-11)	(i) Intermediate. (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.	18 years	25 years
3.	Junior Clerk (BPS-09)	(i) Matric. (ii) Minimum typing speed of 30 w.p.m (iii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.	18 years	25 years
4.	Store Keeper (BPS-09)	(i) Intermediate or equivalent qualification recognized by IBCC. (ii) Three years' experience in the relevant field.	18 years	25 years
5.	Head Constable (BPS-07)	Matric in second division.	18 years	25 years
6.	Mechanic (BPS-06)	Matric with five year's relevant experience.	18 years	25 years
7.	Foot Constable (BPS-05)	Matriculate.	18 years	25 years
8.	Chowkidar (BPS-01)	Primary pass.	18 years	25 years
9.	Helper (BPS-01)	Primary pass.	18 years	25 years
10.	Sweeper (BPS-01)	Primary pass.	18 years	25 years
11.	Mali (BPS-01)	Primary pass with two years relevant experience.	18 years	25 years
Commissionerate for Afghan Refugees, Punjab				
1.	Accounts Assistant (BPS-14)	Second class or grade "C" Bachelors in Commerce or equivalent qualification from a University recognized by HEC.	18 years	25 years

SI.No.	Designation and BPS of the Post	Qualification / Experience	Age Limit	
			Min	Max
(1)	(2)	(3)	(4)	(5)
2.	Sub-Inspector (BPS-14)	Second class or grade "C" Bachelors degree from a University recognized by HEC.	18 years	25 years
3.	Senior Clerk (BPS-11)	(i) Intermediate. (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.	18 years	25 years
4.	Junior Clerk (BPS-09)	(i) Matric. (ii) Minimum typing speed of 30 w.p.m (iii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.	18 years	25 years
5.	Head Constable (BPS-07)	Matric in second division.	18 years	25 years
6.	Store Keeper (BPS-06)	(i) Matric in 2nd division or equivalent qualification recognized by IBCC. (ii) Three years' experience in the storage and computer skills.	18 years	25 years
7.	Typist (BPS-05)	(i) Matric. (ii) Minimum typing speed of 30 w.p.m.	18 years	25 years
8.	Constable Security) (BPS-05)	Matriculate.	18 years	25 years
9.	Chowkidar (BPS-11)	Primary pass.	18 years	25 years
10.	Sweeper (BPS-01)	Primary pass.	18 years	25 years
11.	Mali (BPS-01)	Primary pass with two years relevant experience.	18 years	25 years
Commissionerate for Afghan Refugees, Balochistan				
1.	Senior Clerk (BPS-1 1)	(i) Intermediate. (ii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.	18 years	25 years

SI.No.	Designation and BPS of the Post	Qualification / Experience	Age Limit	
			Min	Max
(1)	(2)	(3)	(4)	(5)
2.	Junior Clerk (BPS-09)	(i) Matric. (ii) Minimum typing speed of 30 w.p.m (iii) Three weeks Basic IT Training Course (including MS Office) conducted by NITB.	18 years	25 years
3.	Chowkidar (BPS-01)	Primary pass.	18 years	25 years
4.	Levy Man (BPS-01)	Primary pass.	18 years	25 years
5.	Sweeper (BPS-01)	Primary pass.	18 years	25 years

[F. No. 1(2)-RM/2010.]

DR. SHAHZAD KHURSHID,
Deputy Secretary.