PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

ESTABLISHMENT DIVISION
(Management Services Wing)

NOTIFICATION

Islamabad, the 10th March, 2020

S. R. O. 266(I)/2020.—In exercise of the powers conferred by sub-rule (2) of Rule 3 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the up-graded post of Data Entry Operator (BS-14) in the Management Services Wing under the Establishment Division, Islamabad:—

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation of post</th>
<th>BS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data Entry Operator</td>
<td>14</td>
</tr>
</tbody>
</table>

(855)

Price : Rs. 6.00

[5378 (2020)/Ex. Gaz.]
METHOD OF APPOINTMENT

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation and BS of the post</th>
<th>Method of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>By Promotion (%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>By Initial Appointment (%)</td>
</tr>
<tr>
<td>1</td>
<td>Data Entry Operator (BS-14)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Provided that if no suitable person is available for initial appointment, the post(s) shall be filled in by transfer:

Provided further that initially, the upgraded posts shall be filled in by the existing incumbents of the upgraded post in the manner prescribed in Establishment Division’s d.o. letter No. 8/36/2000-R-I, dated 31-12-2008.

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

3. On the closing date for receipt of application(s) as fixed in the relevant advertisement, a candidate for initial appointment to the post must possess the educational qualification & experience and must be within the age limits 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

4. 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

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

6. This Notification issues with concurrence of the Establishment Division vide O.M. No. 28/1/83-R-V, dated 25-02-2020.

SCHEDULE
(See Rule 4)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation and BPS of the post</th>
<th>Qualification</th>
<th>Age Limit</th>
<th>Min.</th>
<th>Max.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data Entry Operator (BS-14)</td>
<td>a. Bachelor’s degree in Computer Science/Statistics/Mathematics/Economics or equivalent qualification from HEC recognized University. b. Minimum speed of 10,000 key depressions per hour for Data Entry/Verification.</td>
<td>18 years</td>
<td>25 years</td>
<td></td>
</tr>
</tbody>
</table>

[No. F. 14/7/2007-Admn.]  

ASAD MEHMOOD KHAN,  
Section Officer (Admn).

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