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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF HUMAN RIGHTS

NOTIFICATION

Islamabad, the 30th December, 2020

S. R. O. 1465/2020.— In exercise of the powers conferred by section 30 of the Islamabad Capital Territory Child Protection Act, 2018 , the Ministry of Human Rights, in consultation with the Federal Government, is pleased to make the following rules, namely:—

1. **Short title, commencement and application.**— (1) These rules may be called the Child Protection Institution Employees (Appointment and Conditions of Service) Rules, 2020.

(2) They shall come into force at once.

PART-I

2. **Definitions.**— (1) In this Act, unless the context otherwise requires,—

(a) “Appointing Authority” means the appointing authority mentioned in column 3 of the Schedule;

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- (b) “Board” means the Child Protection Advisory Board established under section 6 of Act;
- (c) “Child protection institution” means the Child Protection Institution established under sub-section (1) of section 10;
- (d) “Child Protection Officer” means a Child Protection Officer appointed under sub-section (2) of section 10;
- (i) “Appellate authority” means the authority next above the authority;
- (j) “Authority” means the appointing authority;
- (k) “Basic Pay” shall have the same meaning as assigned to pay in the Civil Servants Act, 1973 (LXXI of 1973) and any other allowance/emolument allowed by the Advisory Board;
- (l) “Basic Pay Scale” or “BPS” means a BPS as assigned to pay in the Civil Servants Act, 1973 (LXXI of 1973);

PART-II

3. **Powers and Functions of Director General.**— (1) Subject to the general control and superintendence of the Board, the Director General shall perform such functions and duties and exercise such power as may be necessary for carrying out the purposes of this Act.

(2) The Prime Minister, or a person authorized by him in this behalf, shall appoint a Director General for carrying out the purposes of this Act on the terms and conditions as may be prescribed.

financial year.

4. **Appointment of Director General.**— (1) The controlling Ministry shall invite applications of suitable persons for the post of Director General through public notice mentioning criteria of eligibility.

(2) After detailed scrutiny of applications, the Ministry shall submit a summary of three suitable candidates to the Prime Minister for appointment of Director General.

(3) The Prime Minister shall select and confirm the appointment of the Director General accordingly.

PART-III

5. Manner of appointment.—

- (i) The method of recruitment, minimum qualifications, age limit and other matters relating to a post in the Institute shall be such as provided in the Schedule.
- (ii) The appointing authority may make appointment of a person on a post in the Institute through initial recruitment, transfer or deputation in accordance with the Schedule.
- (iii) The authority may require a person appointed on a post in the Institute or a Candidate for a post in the Institute to take an examination in the manner as it may specify.
- (iv) The appointing authority shall not appoint a person through initial recruitment except on the recommendation of the Selection Committee.

6. Appointment through initial recruitment.—

- (i) The appointing authority shall make appointments on the posts in accordance with the provisions of the Schedule.
- (ii) A persons appointed through initial recruitment shall remain on probation for a period of two years and the appointing authority shall not confirm the person in the Institute unless he/she successfully completes the training and passes the examination, as may be specified by the Institute.
- (iii) If a person appointed in the Institute through initial recruitment fails to complete the training or fails in the specified examination, within specified time and attempts, the appointing authority shall terminate his/ her service.

7. Qualifications of a candidate.—

- (i) A candidate to a post in the Institute shall possess such minimum qualifications as mentioned in column 9 of the Schedule -II.
- (ii) Subject to any general or special direction of the authority, a candidate to a post in the Institute possessing equivalent or higher qualification shall be eligible to be appointed to the post.

8. **Appointing Authority.**—The person or authority, as the case may be, specified in column (3) of the Table below shall be appointing authority in respect of the post in BPS specified in column (2) thereof, namely:—

TABLE

S.No.	Posts in BPS	Appointing Authority
(1)	(2)	(3)
1.	Director General (BS 20)	Prime Minister, (Federal Government)
2.	BPS 16 to 19	Minister In-charge
3.	BPS 3 to 15	DG, CPI
4.	BPS 1 to 2	Director

Notwithstanding anything contained in rule (11) if the designated appointing authorities for BPS 01 to 15 are not available in the Institute the next higher authority may act as the appointing authority for such posts.

9. **Selection and Promotion Committee.**— (1) The committee comprising the persons specified in column (3) of the Table below shall be the selection and promotion committee for making recommendations to the appointing authority to make appointment to the post in BPS specified in column (2) of that Table, namely:—

TABLE

S. No	Posts in BPS	Selection and Promotion Committee	
(1)	(2)	(3)	
1.	BPS 16 -19	(a) Secretary MoHR/ Chairperson (b) Member (Advisory Board) (c) Director General (CPI) (d) JS (Admn-MoHR)	Chairperson Member Member Member-cum-Secretary
2.	BPS 11-15	(a) JS (Admn-MoHR) (b) DG(CPI) (c) DS (Admn-MoHR)	Chairman Member Member-cum- Secretary
3.	BPS 5- 10	(a) DG (CPI) (b) DS (Admn-MoHR) (c) SO Admn-MoHR)	Chairman Member Member-cum- Secretary
4.	BPS 1-4	(a) DG (CPI) (b) DS (Admn-MoHR) (c) SO (Admn-MoHR)	Chairman Member Member-cum- Secretary

Provided that the number of members of the aforesaid committees, the Advisory Board may add a member or members in any committee where it considers that selection against any post requires special knowledge and technical skills.

Notwithstanding anything contained in rule (12) if the officers mentioned in the Table in rule (12) are not available in the Advisory Board, the Institute may seek nomination of officers of equivalent ranks from Establishment and Finance Divisions for their appointment as members/chairman of the selection and promotion committee and appoint them as members or chairman as the case may be.

(2) Recommendations of majority members of the selection and promotion committee shall construed as recommendation of the committee.

(3) Where the appointing authority disagrees with recommendations of the selection and promotion committee, he shall record his reasons while taking a decision.

10. Appointment through deputation.—

(1) In case where a person possessing specific skills or expertise is required to assist the Institution in performing its functions and the required services cannot be immediately availed through direct recruitment, such vacant posts in the Institution may be filled by acquiring services of any person from Federal or Provincial Governments, departments, Autonomous and semi-autonomous bodies with the approval of Minister incharge, on deputation to equivalent post and in exceptional cases one step higher, for a period of three years extendable by two years and on such terms and conditions as mutually agreed by the lending authority and the Institution.

(2) An employee on deputation shall be entitled to pay and allowances of his post in the institution from the date he assumes charge of his post in addition to deputation allowance in accordance with the prescribed terms and conditions of deputation.

11. Probation.— (1) A person appointed to a regular post by direct recruitment shall be on probation for a period of one year, extendable for a further period not exceeding one year before expiry of the existing probation period if the performance of the incumbent is not satisfactory during the existing probation period.

(2) On successful completion of the period of probation or otherwise, as the case may be, the employee shall be informed accordingly.

(3) Where, in opinion of the appointing authority, performance or conduct of a person on probation has been unsatisfactory, the services of the employee shall be terminated, after duly serving him with a show cause.

(4) An employee, who satisfactorily completes the probation period, shall be deemed to have been confirmed.

12. **Additional charge of an equivalent post.**— (1) Where considered in the interest of the work an employee may be given with the approval of his appointing authority additional charge of an equivalent post falling vacant for less than six months.

(2) In all cases of additional charge of an equivalent post, the employee entrusted with the additional charge shall be entitled to an additional charge allowance of twenty percent of his basic pay.

13. **Current charge of a higher post.**—The current charge of the higher post may be governed in accordance with the policy of the Federal Government.

14. **Promotion on acting charge basis.**— (1) Where a post falls vacant for a period of six months or more and the vacancy is required to be filled against the quota of promotion and the senior most person eligible for promotion to that post fulfills all requirements of the promotion except prescribed length of experience, the appointing authority in the interest of work may on recommendation of the appropriate selection and promotion committee consider that person for his promotion on acting charge basis.

(2) On completion of prescribed length of experience, the appointing authority may pass orders for regular promotion of the person promoted on acting charge basis under sub-rule (1), provided that performance of the person concerned has been satisfactory during his acting charge appointment. Other terms and conditions will be in accordance with the policy of Federal Government.

15. **Applicability of code of conduct.**—

An employee of the Institute shall follow the code of conduct issued by the Board.

16. **Applicability of service rules of the Government.**—

- (i) In the absence of any rule, regulation or policy of the Institution, the service rules or any policy of the Government shall, *mutatis mutandis*, apply to regulate the service of employees of the Institution.
- (ii) Any reference to the Government in the service rules or policy of the Government, which applies to an employee of the Institution, shall be deemed to be reference to the Board and reference to any other authority or officer of the Government shall be construed

accordingly as reference to an officer of the Institution, as may be designated by the Board.

17. **Efficiency, discipline and appeals.**— (1) Subject to sub-rule (2), for the purpose of efficiency, discipline and appeals of an employee, the GOP Rules shall be applicable.

(2) Without prejudice to sub-rule (1), disciplinary proceedings initiated under sub-rule (1) shall be concluded within a maximum period of three months. In case the inquiry officer or the inquiry committee is not able to complete the proceedings within thirty days, he or it may request the authority on reasonable justification for an extension which may be granted once by the authority for a further period not exceeding 30 days.

18. **Resignation.**— In accordance with the prescribed rules of Federal Government.

19. **Retirement.**— The Employee will stand retired on attaining 60 years of age.

20. **Residuary powers.**— Any matters or subject not specifically provided for in these rules and all questions relating to enforcement of these rules shall be regulated in accordance with decisions of the Advisory Board.

SCHEDULE-I

Total Posts

S. No.	Designation	BPS	Number of Posts
1.	Director General	20	1
2.	Director	19	1
3.	Computer Programmer	17	1
4.	AD (DBMS)	17	1
5.	AD (Admn & Accounts)	17	1
6.	Child Protection Officer	17	3
7.	Assistant Private Secretary	16	01
8.	Steno Typist	14	02
10.	Data Entry Operator	12	03
15.	Driver	05	02
	Dispatch Rider	04	01
16.	Naib Qasid	01	02
17.	Sweeper	01	01
Total			20

SCHEDULE II

Sr. No.	Post with BPS	Appointing Authority	Method of appointment in percentage		Conditions for promotion		Conditions for direct recruitment		
			By direct recruitment	By Posting	Persons eligible	Conditions of eligibility	Academic qualification	Experience	Age-limit
(1)	(2)	(3)	(4)	(6)	(7)	(8)	(9)	(10)	(11)
1.	Director General (BPS-20)	Prime Minister	100%	0%	-	-	(a) Master's degree in law/Social Work/ Sociology/ Anthropology, Human Rights or Law or Public Policy or Administration with 2 nd Division from the HEC recognized University.	(a) 05-Years' experience in BPS-19 or above or equivalent in the field of administrations, management, finance, monitoring, evaluation, law, research related to international covenants / conventions on human rights in public or private sector	40-57 years
2.	Director (BS-19)		50%	50%	Child Protection Officer (BPS-17) Subject to completion of prescribed experience	(a) Required qualifications for direct recruitment; and (b) Experience in the field of Human Rights, Women Rights and Child Rights. Further length of required experience may be relaxed by 02 years in case of M.Phil. Degree holders and by 04 year in case of Ph.D. degree holders. The length of service for	(a) Master's degree in law/Social Work/ Sociology/ Anthropology, Human Rights or International Relations or Public Policy or Public Administration with 2 nd Division from the recognized University.	(b) 05 years' experience in BPS-18 or above or equivalent in the fields of administrations, management, monitoring, evaluation, law, research related to international covenants / conventions on human rights in public or private sector	35-45 years

						appointment shall be in accordance with the policy of the Federal Government						
3.	Computer Programmer (BPS-17)				100%		-	-	-	Master's Degree in Computer Science or IT or Software Engineering or equivalent in the relevant field with 2 nd division from the HEC recognized University	2 years' experience in Computer Sciences or IT or System Analysis or Networking or Programming or Database Design or System Development life cycle is preferable in public or private sector.	25-35 years
4.	Child Protection Officer (BPS-17)				100%		-	-	-	Master's Degree in Social Work, Sociology, Anthropology with 2 nd Division from the HEC recognized University	2 years' experience in Human Rights/ Child Rights/ Women Rights is preferable in public or private sector.	25-35 years
5.	Assistant Director Admin and Accounts (BPS-17)				100%		-	-	-	M.Com/ MBA Finance/MPA with 2 nd Division from the HEC recognized University having three years experience in public or private sector	2 years' experience in administration/ accounts is preferable in public or private sector.	25-30 years
6.	Assistant Director DBMS (BPS-17)				100%		-	-	-	Master's Degree in Computer Science or IT or Software Engineering or equivalent in the relevant field with 2 nd division from the HEC recognized University	2 years' experience in Computer Sciences or IT or System Analysis or Networking or Programming or Database Design or System Development life cycle is preferable in public or private sector.	

7.	Assistant Private Secretary (BPS-16)		50%		Steno Typist (BPS-14)	(a) Required qualifications for direct recruitment; (b) 3 years' service as Steno Typist (BPS-14).	Bachelor's degree from a University recognized by HEC with minimum speed of 100/50 wpm in shorthand/ typing respectively and should be Computer literate.	-	20-28 years.
8.	Steno Typist (BPS-14)		100%			Required qualifications for direct recruitment;	FA or equivalent with minimum 100/50 wpm in shorthand/ typing speed	-	20-30 years.
9.	Data Entry Operator BPS-12		100%			Required qualifications for direct recruitment;	FA or equivalent with minimum 100/50 wpm in shorthand/ typing speed		
10.	Driver (BPS-4)		100%	-	-	-	Primary Holder of a valid driving license	-	20-30 years.
11.	Dispatch Rider (BPS-04)		100%	-	-	-	Primary Holder of a valid driving license	-	18-30 years.
12.	Naib Qasid (BPS-01)		100%	-	-	-	Primary	-	18-30 years.
13.	Sweeper (BPS-01)		100%	-	-	-	Literate	-	18-30 years.

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MARYAM ASLAM,
Section Officer (Admn)

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