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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION AND
PROFESSIONAL TRAINING
(Inter-Bard Committee of Chairmen Islamabad)

NOTIFICATION

Islamabad, the 15th July, 2022

S. R. O. 1164(I)/2022.—In exercise of the powers conferred by section 7 of the Federal Supervision of Curricula, Text-books and Maintenance of Standards of Education Act, 1976 (Act X of 1976), the Government is pleased to make the following rules, namely:—

1. **Short title and commencement and application.**—(1) These rules shall be called the Inter-Board Committee of Chairmen (IBCC) Employees Modified Service Rules, 2021.

(2) These shall come into force at once.

(3) These rules shall apply to all employees during the employment with IBCC, other than—

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- (a) employees appointed on deputation or contract unless their terms of appointment or contract make these rules applicable to them; and
- (b) employees paid from contingencies.

2. **Definition.**—(1) In these rules, unless there is anything repugnant in the subject or context,—

- (a) “appointing authority” means the person or authority specified in schedule-II competent to make appointment to a post on recommendation of the appropriate Selection Board or Selection Committee, as the case may be;
- (b) “Chairman/Chairperson” means Chairman/Chairperson of the IBCC Forum;
- (c) “Committee” or “IBCC” means Inter-Board Committee of Chairmen (IBCC);
- (d) “emoluments” or “salary” means the amount of monthly pay and allowances granted by the IBCC to any of its employees;
- (e) “employee” means a fulltime employee of IBCC; and does not include persons appointed on contract, adhoc, daily wages or on contingency or on deputation;
- (f) “Government” means the any authorized functionary of the Ministry/Division acting as Principal Accounting/Administrative Officer;
- (g) “Federal Government” means the Government of Islamic Republic of Pakistan discharging duties through Federal Cabinet;
- (h) “meeting” means meeting of Inter-Board Committee of Chairmen Forum or any other committee of IBCC;
- (i) “post” means the post specified in schedule I to these rules;
- (j) “Secretary” or “Executive Director” means the Chief Executive Officer of the IBCC;
- (k) “Selection Board” means a Board constituted under schedule-II for the purpose of selection of persons or employees for initial appointment or promotion to the posts in BPS 17 and above;

- (l) “Selection Committee” means a Committee constituted under schedule II to make selection of persons or employees for initial appointment or promotions to the posts in BPS-16 and below; and
- (m) “service” means the whole period of continuous service including the period spent on leave as per Government rules.

(2) All other words and expressions used, but not defined herein, shall have the same meanings as assigned there to in the Act X of 1976 and the rules applicable to civil servants of the Federal Government, subject to the condition that in case of any inconsistency, the meanings under the Act of 1976 shall prevail.

3. **Method of appointment, qualification etc.**—(1) Appointment to posts shall be made by any of the following methods, namely:—

- (a) by promotion;
- (b) by initial appointment;
- (c) by transfer; and
- (d) by deputation.

(2) The method of appointment, qualifications and experience and other conditions for appointment to various posts shall be as provided for in schedule-I to these rules.

4. **Appointment by promotion.**—Appointment by promotion to various posts shall be made by the appointing authority as specified in schedule-II, on the recommendations of the Selection Board or Selection Committee, as the case may be.

5. **Eligibility for promotion.**—(1) An employee possessing such minimum qualifications shall be eligible for consideration for promotion to a higher post reserved under these rules for departmental promotion subject to fulfillment of requisite eligibility criteria, as specified in schedule-I.

(2) A post may either be a selection post or a non-selection post to which promotions shall be made,—

- (a) in case of a selection post, on the basis of selection on merit-cum-fitness; and
- (b) in the case of a non-selection post, on the basis of seniority-cum-fitness.

6. **Procedure of promotion.**—(1) Procedure for appointment by promotion to posts in BPS-02 to 20 shall be made by the appointing authority on the recommendations of the respective Selection Board or Selection Committee, as the case may be.

(2) The Selection Board or, as the case may be, the Selection Committee shall consider the case of eligible employees in order of their seniority and may—

- (a) recommend an employee for promotion as on becoming eligible; or
- (b) recommend an employee for supersession on the ground of his/her performance for the time being unfit for promotion; or
- (c) defer consideration for promotion of an employee, if—
 - (i) his/her dossier is incomplete or another document or information required by the Selection Board or the Selection Committee for determining employee's fitness for promotion is not available; or
 - (ii) disciplinary or departmental or criminal proceedings are pending for a period of less than one year in case of departmental proceedings and for a period of less than three years in case of criminal proceedings against the employee whose promotion case comes up for consideration before the Selection Board or the Selection Committee; or
 - (iii) the employee does not possess the required length of service; or
 - (iv) the employee's seniority is sub-judice:

Provided that in the case of deferment a vacancy shall be reserved for the employee if it is filled, it shall be subject to the condition that when the employee is subsequently promoted without having been superseded, the arrangement shall be reversed and the junior most person be reverted to his/her lower post.

(3) If an employee is superseded, he shall not be considered for promotion again unless, he has earned PERs for two full years.

(4) An employee who is deferred shall be considered for promotion as soon as the reason for which he was deferred ceases to exist.

7. **Initial recruitment.**—Initial appointment, recruitment shall be made by appointing authority on the recommendations of selection board or selection committee as in the Schedule II to these rules. The IBCC shall, as far as practicable, consider and recommend a panel of at least three names for each vacancy for initial appointment if there are three or more applicants.

8. **Contract/Deputation recruitment.**—(i) The contract/deputation employment shall, under exceptional circumstances, be made through prescribed procedure leading to substantive extension based on fulfillment of prescribed procedure of appointment and satisfactory performance.

(ii) The recruitment of Executive Director/Secretary IBCC shall initially be made for the period of three years extendable, at-least, for same span of tenure. The appointment against the post of Secretary IBCC, already made, shall be regulated under these rules.

9. **Citizen of Pakistan shall be eligible for appointment.**—No person, who is not a citizen of Pakistan shall be eligible for appointment to a post in the IBCC.

10. **Vacancies to be advertised.**—All vacancies, to be filled in by an initial appointment, shall be advertised in the newspapers of wide circulation.

11. **The appointing authority may not accept.**—Where an appointing authority does not accept the recommendations of the selection board or selection committee for initial appointment, it shall record reasons thereof.

12. **Medical fitness.**—A candidate for initial appointment shall be in good mental and bodily health and free from any physical defect likely to interfere in the discharge of his/her duties. A candidate, who after such medical examination is found not to satisfy these requirements, shall not be appointed.

13. **Character etc.**—Character and antecedents of a candidate shall be verified and the appointment shall be made only if, in the opinion of the appointing authority, his/her character and antecedents are satisfactory.

14. **Appointment by transfer.**—(1) Appointment by transfer shall be made on the recommendations of the selection board or selection committee, as the case may be.

(2) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in a post in the same basic pay scale or equivalent or identical with the post required to be filled.

(3) Only such persons who possess the qualifications and experience conditions laid down in the schedule-I for initial appointment to the post shall be

considered by the Selection Board or Selection Committee for appointment by transfer to that post.

15. **Probation.**—(1) Persons appointed by promotion, initial recruitment and transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reason, to be receded, if considered necessary or at may be extended for a period not exceeding one year as may be specified at the time of appointment.

(3) On successful completion of probation period, the appointing authority shall, by a specific order, terminate the probation.

(4) Unless specific orders are issued for extension of the probation period before expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule (2):

Provided that, in the absence of an order under sub-rules (2), (3) or (4), the period of probation shall, on the expiry of the extended shall be deemed to have successfully been completed.

16. **Confirmation.**—Confirmation of the employees in IBCC shall be made in accordance with the rules and instructions applicable to civil servants of the Federal Government.

17. **Seniority.**—Seniority of the employees of the IBCC shall be determined in accordance with the rules and instructions applicable to civil servants of the Federal Government.

18. **Termination of Service.**—(1) The service of an employee may be terminated without notice.—

(a) during the initial or extended period of probation:

Provided that, where such employee is appointed by promotion on probation or, as the case may be, is transferred from one cadre or post to another cadre or post, his/her services shall not be so terminated so long as he holds a lien against his/her post in such cadre or post, as the case may be;

(b) if the appointment is made on contract basis, on completion of his/her contract in accordance with the terms and conditions of his/ her contract.

(2) Where, on the abolition of a post or reduction in the number of posts in a cadre, the services of an employee are required to be terminated, the

person whose services are terminated shall ordinarily be the one who is the most junior in such cadre.

(3) Notwithstanding the provisions of sub-rule (1) but subject to the provisions of sub-rule (2) the services of an employee in temporary employment or appointed on contract basis or daily wages shall be liable to termination on fourteen days notice or pay in lieu thereof.

19. **Resignation.**—(1) An employee who wishes to resign, is required to submit his/her resignation to the appointing authority in writing and he shall continue to be in the service of the IBCC until his/her resignation is formally accepted by the appointing authority, provided that if no decision is made within the notice period, the resignation shall on expiry of that period stand accepted.

(2) The resignation shall be subject to a notice of not less than one month or forfeiture of pay for the period falling short of such notice period.

20. **Retirement.**—(1) An employee shall retire from service—

- (a) on such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the IBCC may in the public interest direct; or
- (b) where no direction is given, on the completion of sixtieth year of his/her age.

(2) No order under clause (a) of sub-rule (1) shall be made in respect of an employee, unless the appointing authority has informed him in writing of the grounds, on which, it is proposed to make the order and has given him an opportunity of showing cause against it.

21. **Efficiency and discipline.**—An employee shall be liable to disciplinary actions and penalties in accordance with the rules applicable to civil servants of or any other the Federal Government.

22. **Conduct of employees.**—For the purposes of conduct, the rules applicable to civil servants of the Federal Government shall apply.

23. **Annual increment.**—The annual increment shall accrue only on the first day of the month of December following the completion of at least six months of service at the relevant stage in the scale and shall be allowed as a matter of course unless withheld under a specific order.

24. **Applications of rules.**—In all matters not specifically provided for in these rules, the rules and procedures applicable to civil servants of Federal Government, shall apply to the employees of the IBCC:

Provided that no financial benefits shall thereby become admissible automatically unless specifically sanctioned or to be sanctioned by the IBCC Forum or Ministry concerned.

25. **Repeal.**—The actions taken, decisions made with respect to recruitment made through any mode and other service benefits extended to the employees of IBCC under erstwhile rules, prior to promulgation of these rules, shall be deemed to have been taken under these rules. Hence forthwith, the IBCC Service Rules already operating/acting upon shall hereby be repealed.

2. This Notification issues with the approval of the Secretary Ministry of Federal Education & Professional Training (FE&PT) *vide* note No. 165 Dated 18-07-2022 after having been ratification from the relevant Forum/ Ministry/Division.

REVISED SCHEDULE-I

METHOD OF APPOINTMENT

Sr. No.	Designation of the post(s)	Posts (BS)	Sanctioned Posts	METHOD OF APPOINTMENT	CONDITIONS OF ELIGIBILITY FOR PROMOTION		CONDITIONS OF ELIGIBILITY FOR INITIAL APPOINTMENT	
				Contract/ Deputation	Person Eligible	Conditions of Eligibility	Minimum qualification and experience	Age Limit
(1)	(2)	(3)	(4)		(7)	(8)	(9)	(10)
1	Secretary / Executive Director	21	01	Tenure post for 03 years (Extendable)	—	—	(i) Minimum 1st Class or Grade 'B' Master's Degree or its equivalent in any discipline from a university / institution recognized by HEC. (ii) 17 Years Academic / Administrative Experience in BS-17 and above or equivalent in a Government or Public Sector Organization.	45-57

METHOD OF APPOINTMENT

Sr. No.	Designation of the post(s)	Posts (BS)	Sanctioned Posts	METHOD OF APPOINTMENT		CONDITIONS OF ELIGIBILITY FOR PROMOTION		CONDITIONS OF ELIGIBILITY FOR INITIAL APPOINTMENT	
				By Promotion	By initial appointment	Person Eligible	Conditions of Eligibility	Minimum qualification and experience	Age Limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
2	Director General	20	01	100%	—	Director (BS-19)	Five (05) years Service in (BS-19) OR Twelve (12) years Service in (BS-18) and above. OR Seventeen (17) years Service in (BS-17) and above.	(i) Minimum 2nd Class or Grade 'C' Master's Degree or equivalent in any discipline from a university / institution recognized by HEC. (ii) 15 Years Academic / Administrative Experience in BS-17 and above or equivalent in a Government or Public Sector Organization.	45-55
3	Director	19	06	80%	20%	Deputy Director (BS-18)	Seven (07) years Service in (BS-18). OR Twelve (12) years Service in (BS-17) and above.	(i) Minimum 2nd Class or Grade 'C' Master's Degree or its equivalent in any discipline from a university / institution recognized by HEC. (ii) 12 Years Academic/ Administrative Experience in BS-17 and above or equivalent in a Government or Public Sector Organization.	35-45
4	Deputy Director	18	12	80%	20%	Assistant Director (BS-17)	Five (05) years Service in (BS-17).	2nd Class or Grade 'C' Master's Degree or its equivalent in any discipline from a university / institution recognized by HEC and 05 Years Academic/ Administrative Experience in BS-17 or equivalent in a Government or Public Sector	28-35
5	Assistant Director	17	20	65%	35%	Officers of BS-16	Three (03) years Service in BS-16 having 1st class or Grade 'B' Master's Degree or its equivalent in any discipline from a university/ institution	1st Class or Grade 'B' Master's Degree or its equivalent in any discipline from a university/ institution recognized by Higher Education Commission. Experience in the relevant field in an Educational Institution/ Board / University	22-30

Sr. No.	Designation of the post(s)	Posts (BS)	Sanctioned Posts	METHOD OF APPOINTMENT		CONDITIONS OF ELIGIBILITY FOR PROMOTION		CONDITIONS OF ELIGIBILITY FOR INITIAL APPOINTMENT	
				By Promotion	By initial appointment	Person Eligible	Conditions of Eligibility	Minimum qualification and experience	Age Limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
							recognized by Higher Education Commission.	shall be preferred.	
6	System Administrator	17	01	—	100%	—	—	First Class or Grade 'B' Master's degree in Computer Science or its equivalent from HEC recognized institution/ university. Experience in the relevant field shall be preferred.	22-30
7	Programmer	17	01	—	100%	—	—	First Class or Grade 'B' Master's degree in Computer Science or its equivalent from HEC recognized institution/ university. Experience in the relevant field shall be preferred.	22-30
8	Statistical Officer	17	01	—	100%	—	—	First class Master Degree in Statistics or Econometrics or its equivalent from HEC recognized institution/ university. Experience in the relevant field shall be preferred.	22-30
9	Law Officer (litigation)	17	01	Contract Post		—	—	LLB or its equivalent qualification from a university / institution recognized by Higher Education Commission with 2 years' experience as lawyer at the level of High Courts.	22-30
10	Audit Officer	17	01	—	—	100%	—	M.Com / ICMA/MBA with 2 year experience of Audit/ Accounts work (or) Second Class Bachelor's Degree in Commerce along with 5 year experience of Audit / Accounts Work in public sector.	22-30
11	Research Officer	17	01	—	100%	—	—	First class Master Degree in Economics/ Econometrics or its equivalent from HEC recognized institution/ university. Experience in the relevant field shall be preferred.	22-30

Sr. No.	Designation of the post(s)	Posts (BS)	Sanctioned Posts	METHOD OF APPOINTMENT		CONDITIONS OF ELIGIBILITY FOR PROMOTION		CONDITIONS OF ELIGIBILITY FOR INITIAL APPOINTMENT	
				By Promotion	By initial appointment	Person Eligible	Conditions of Eligibility	Minimum qualification and experience	Age Limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
12	PS to CEO / Executive Director	17	01	—	100%	Assistant Private Secretary (BS-16)	Three (03) years Service as Assistant Private Secretary.	Minimum 3 rd Class Degree with handling affairs of the officer of CEO	20-28
13	Superintendent	16	05	80%	20%	Assistant (BS-15)	Three (03) years Service as Assistant	At least 2nd Class or Grade 'C' Bachelor degree from a university / institution recognized by Higher Education Commission along with an office work experience of 06 years in public sector organization including at least 03 years as Office Assistant.	20-28
14	PA to CEO / Executive Director	16	01	80%	20%	Steno-typist (BS-14)	Three (03) years Service as Stenotypist.	At least 2nd Class or Grade 'C' Bachelor degree from a university / institution recognized by Higher Education Commission along with a speed of 100 words in Shorthand and 50 words per minute in typing / computer handling.	20-28
15	Assistant Private Secretary	16	10	80%	20%	Steno-typist (BS-14)	Three (03) years Service as Stenotypist.	At least 2nd Class or Grade 'C' Bachelor degree from a university / institution recognized by Higher Education Commission along with a speed of 100 words in Shorthand and 50 words per minute in typing / computer handling.	20-28
16	Assistant	15/16	30	50%	50%	Upper Division Clerk (BS-11)	Three (03) years Service as Upper Division Clerk.	At least Second Class Bachelor's Degree with 5 year experience in office management.	20-28
17	Data Entry Operator	14	10	80%	20%	Employee of BS-12 and below	Three (03) years Service in BS-12 and below	At least second division or grade "C" in HSSC with computer Science along minimum typing speed of 50 words per minute.	18-25
18	Steno-typist	14	10	20%	80%	Employee of BS-12 and below	Three (03) years Service in BS-12 and below	At least second division or grade "C" in HSSC with computer Science along minimum typing speed of 50 words per minute.	18-25

Sr. No.	Designation of the post(s)	Posts (BS)	Sanctioned Posts	METHOD OF APPOINTMENT		CONDITIONS OF ELIGIBILITY FOR PROMOTION		CONDITIONS OF ELIGIBILITY FOR INITIAL APPOINTMENT	
				By Promotion	By initial appointment	Person Eligible	Conditions of Eligibility	Minimum qualification and experience	Age Limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
19	Upper Division Clerk	11	34	80%	20%	Lower Division Clerk BS-09	Three (03) years Service as Lower Division Clerk.	At least second division or grade "C" in HSSC with computer Science along minimum typing speed of 50 words per minute.	18-25
20	Lower Division Clerk	09	34	20%	80%	Employees of BS-08 and below	SSC Pass with Typing / Computer handling speed of 30 words per minute.	SSC Pass with Typing/ Computer handling speed of 30 words per minute.	18-25
21	Telephone Operator	09	06	20%	80%	Employees of BS-08 and below	SSC pass having 2 year experience as Telephone Operator.	SSC pass having 2 year experience as Telephone Operator.	18-25
22	Plumber	05	01	—	100%	—	—	SSC Pass having practical experience of plumbing and pipe-fitting, preferably having certificate of relevant trait from a recognized institution.	18-25
23	Electrician	05	01	—	100%	—	—	SSC Pass having practical experience as electrician, preferably having certificate of relevant trait from a recognized institution.	18-25
24	Driver	04	04	—	100%	—	—	(i) SSC Pass (ii) HTV License with 3 year experience as Driver (iii) Knowledge of traffic rules	18-30
25	Dispatch Rider	04	04	80%	20%	Employee of BS-03 and below	(i) License of Motor Cycle with 2 year of relevant experience (ii) Knowledge of traffic rules	(i) SSC Pass (ii) License of Motor Cycle with 2 year of relevant experience (iii) Knowledge of traffic rules	18-30
26	Daftari	04	10	80%	20%	Naib Qasid (BS-01)	Three (03) years Service as Naib Qasid.	SSC pass with two year experience with official matters.	20-28
27	Naib Qasid	01	20	—	100%	—	—	Literate with good health	18-25
28	Mali	01	03	—	100%	—	—	Literate with good health along with relevant experience.	18-25

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				By Promotion	By initial appointment	Person Eligible	Conditions of Eligibility	Minimum qualification and experience	Age Limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
29	Chowkidar	01	10	—	100%	—	—	Literate with good health	18-25
30	Sanitary Worker	01	10	—	100%	—	—	Literate with good health	18-25

REVISED SCHEDULE-II

**COMPOSITION OF SELECTION BOARD/DEPARTMENTAL
SELECTION COMMITTEE / DEPARTMENTAL PROMOTION
COMMITTEE**

Sr. No.	Posts (BS)	Composition of Departmental Selection/ Promotion / Elevation Board/Committee
(1)	(2)	(3)
1.	Posts in BPS-17 to 20 or Equivalent	i. Secretary / Executive Director IBCC (Chairman) ii. IBCC Officer appointed by its Chairman (Member) iii. Representative of Controlling Ministry/Division, (Not below Grade 20) (Member)
2.	Posts in BPS-01 to 16 or equivalent	i. Director General (Chairman) ii. IBCC Officer appointed by Secretary IBCC (Member) iii. Representative of Controlling Ministry/Division (Not below Grade 18) (Member)

Appointing Authorities

- Prime Minister - for appointment of Executive Director/Secretary IBCC.
- Executive Director/Secretary IBCC - from Assistant Director to Director General IBCC.
- Director General – for Ministerial & Supporting Staff up to BS-16.

This Notification issues with the approval of the Secretary Ministry of Federal Education & Professional Training (FE&PT) *vide* note No. 165 Dated 18-07-2022 after having been ratification from the relevant Forum/Ministry/Division.

[No. F. 7-3/2009-IBCC(Prom).]

HAMEED KHAN NIAZI,
Deputy Secretary.