

REGISTERED No. M - 302
L.-7646



EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, THURSDAY, SEPTEMBER 1, 2022

PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
(Pakistan Veterinary Medical Council)

NOTIFICATION

Islamabad, the 31st August, 2022

S. R. O. 1642(I)/2022.—In exercise of the powers conferred under section 23 of the Pakistan Veterinary Medical Council Act, 1996 (III of 1996), the Pakistan Veterinary Medical Council may with the previous sanction of the Federal Government is pleased to make the following regulations, namely:-

1. **Short title, application and commencement.**—(1) The regulation shall be known as “Pakistan Veterinary Medical Council (Employees’ Service) Regulations, 2022”.

(2) These regulations shall, unless specified otherwise, apply to all regular employees in the whole time employment of the Council.

(3) These regulations shall come into force at once.

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

(3763)

Price: Rs. 40.00

[9195 (2022)/Ex. Gaz.]

- (i) “Act” means the Pakistan Veterinary Medical Council Act, 1996 (III of 1996);
- (ii) “accused” means a regular employee or temporary employee against whom action, in respect of his misconduct, inefficiency, discipline or such other irregularity or shortcoming etc., is taken under these regulations;
- (iii) “appellate authority” means a person to whom appeal or review application lies under these regulations;
- (iv) “appointing authority” in relation to a post means the person or authority authorized under these regulations to make appointment to that post;
- (v) “authority” for the purpose of regulating efficiency, discipline and conduct of a regular or temporary employee means the appointing authority prescribed under these regulations;
- (vi) “contract service” means the service on specific contract for a specified purpose and limited period;
- (vii) “initial appointment” means appointment made otherwise than by promotion or transfer;
- (viii) “joining time” means the time allowed to a regular or temporary employee to join a new post or travel to or from a station to which he is posted;
- (ix) “lien” means the title of a regular employee to hold substantively a permanent post to which has he been appointed substantively after confirmation;
- (x) “misconduct” means—
 - (a) conduct prejudicial to good order or service discipline of a regular or temporary employee;
 - (b) acts of negligence or inordinate delay in performance of duties;
 - (c) monetary or financial corruption or any unlawful gain;
 - (d) disorderly behavior or undue inter-ferece in business of the Council;

- (e) conviction, by a competent court of law, for a criminal offence involving moral turpitude;
- (f) willful performance or an act detrimental to the interest of the Council;
- (g) breach or evasion of regulations, legitimate orders or instructions of the Council;
- (h) irregular or late attendance or early leaving of office or duty;
- (i) willful tampering with, theft or destruction of any record, documents or property of the Council; and
- (j) disclosure of any fact or record by an authorized regular or temporary employee to unauthorized person or authority, or by an unauthorized regular or temporary employee to an authorized person or authority, about working of the Council prejudicial to the interest of the Council;
- (xi) “penalty” means a penalty which may be imposed under these Regulations;
- (xii) “permanent post” means a post specified in the schedule sanctioned without limit of time;
- (xiii) “President” means the President of the Council elected under section 5 of the Act;
- (xiv) “promotion and selection committee” or “PSC” means a committee constituted under these regulations to make to the appointing authority recommendations in respect of persons and regular employees for appointment to a post after fulfilling other conditions as provided in these regulations and the schedule;
- (xv) “regular employee” means an officer or member of staff appointed without limit of time on whole-time basis in the manner prescribed under these regulations but shall not include a person appointed for a specific period on whole-time or part-time basis on contract, *ad-hoc*, contingent paid basis, work charged basis or on daily wages or a person on deputation to the Council or a person who is a worker or workman as defined in the Factories Act, 1934 (XXV of 1934) or the Workmen’s Compensation Act, 1923 (VIII of 1923);
- (xvi) “Schedule” means the schedule to these regulations;

(xvii) “Secretary” means the Secretary of the Council;

(xviii) “temporary employee” means a person other than a regular employee;

(xix) “temporary post” means a post other than a permanent post;

(2) All other words and expressions used but not defined in these regulations shall have the same meanings as assigned thereto in the Act, the Civil Servants Act 1973, (LXXI of 1973), and in case of any inconsistency, the definitions under the Act shall prevail.

3. **Appointment.**— (1) Appointment to a post shall be made by one or more of the following methods, namely:—

(a) by initial appointment; or

(b) by promotion; or

(c) by transfer.

(2) Appointment to a post specified in column (2) of the Schedule shall be made by the method and in the ratio specified respectively in columns (3) and (4) of the **Schedule-II**.

(3) All appointments in the Council shall be made against the sanctioned posts of **Schedule-I**.

(4) An appointment, made in accordance with these regulations, shall be notified in cases of posts in BPS-15 and below by an office order and in cases of posts in BPS-16 and above by a notification in the official Gazette and both under signatures of the Secretary or Registrar or a person authorized by the Council in this behalf.

4. **Appointing authority and appellate authority.**—The person or authority specified in column (4) of the **Schedule-V** shall be appointing authority to make, on recommendations of the appropriate promotion and selection committee, appointment to a post in the basic pay scale specified in column (2) of **Schedule-V**.

5. **Promotion and selection committees.**—The following shall be composition of various promotion and selection committees specified in column (3) of the **Schedule-V** to recommend to the appointing authority suitable persons and regular and temporary employees for their appointment to posts in the basic pay scales specified in column (2) of **Schedule-V**.

6. **Initial appointment.**—(1) No person shall be appointed through initial appointment on regular basis or on contract to a post specified in column (2) of the Schedule unless such person possesses the qualifications, experience and is within the age-limit as specified against that post respectively in columns (3), (4) and (5) of the **Schedule-IV**.

(2) Without prejudice to anything contained in sub-regulation (1), no person shall be eligible for initial appointment to a post unless he is a citizen of Pakistan and not below the age of eighteen years.

(3) The initial appointment to a post on regular or on contract basis shall not be made unless advertised in at least one Urdu and one English leading daily newspapers. However, it should be in accordance with recruitment policy of the Federal Government as amended from time to time.

(4) Vacancies in the posts in basic pay scales 3 and above shall be filled on all Pakistan basis in accordance with the merit, provincial and regional and women, non-Muslims and disabled, etc. quotas as prescribed by the Federal Government from time to time in accordance with Article 27 of the Constitution of the Islamic Republic of Pakistan or any other law for the time being in force, otherwise on merit.

(5) Subject to sub-regulation (4), if no suitable person holding the domicile of the province or region or an instrument of his other status to which a vacancy has been allocated and fulfilling the prescribed qualifications and experience is found even after the vacancy has been advertised twice, the appointing authority may fill the vacancy—

- (a) by promotion in excess of promotion quota to be adjusted in subsequent vacancies; or
- (b) in case no person is found suitable under clause (a) for promotion, then on open merit through appointment on contract, initially for a period of one year and if no suitable candidate of the requisite quota, qualifications and experience is found within this period, the contract appointment may be extended for another one year in the public interest or till availability of suitable candidate against requisite quota, whichever is earlier.

(6) Vacancies in BPS-1 and 2 and equivalent shall ordinarily be filled on local basis, after advertisement under sub-regulation (3).

(7) No person who is not already in service of the Federal Government or a Provincial Government shall be considered for appointment unless he

produces a certificate of his good moral character issued by an officer in basic pay scale 17 or above in the service of the Federal Government or a Provincial Government.

(8) Character and antecedents of a candidate for initial appointment or appointment by transfer to a post shall be required to be verified from police and intelligence agencies and the appointment shall be made only if in the opinion of the appointing authority his character and antecedents are satisfactory:

Provided that verification of character and antecedents shall not be required in respect of a person who is already in service of the Council or holding a post under the Federal Government or a Provincial Government and whose character and antecedents have already been verified and found satisfactory.

(9) A candidate for appointment to a post as regular or temporary employee must be in good mental and bodily health and free from any physical and mental defect likely to interfere in the discharge of his duties on that post. A candidate who after such medical examination is found not to satisfy the requirements shall not be appointed. This provision shall not be applicable in case of posts reserved for a disabled person whose disability does not interfere in the discharge of his duties on the post to which he is appointed.

(10) Without prejudice to any order of a competent court of law in this behalf, the date of birth of a regular or temporary employee once recorded at the time of joining service on his initial appointment shall be final and thereafter no alteration in the date of birth of such regular or temporary employee shall be permissible.

7. **Appointment by promotion.**—(1) A regular employee specified in column (3) of the **Schedule-III** possessing the minimum educational and other qualifications, length of service and other conditions as specified in column (4) thereof shall be eligible for consideration for promotion to the corresponding higher post specified in column (2) of the **Schedule-III** for the time being reserved for promotion.

(2) The posts in BPS-18 and below shall be non-selection posts, promotion to which shall be made on seniority-cum-fitness basis.

(3) The posts in BPS-19 and above shall be selection posts, promotion to which shall be made on the basis of selection on merit.

(4) The appropriate promotion and selection committee shall consider the case of eligible regular employees for promotion to higher posts in accordance with the criteria specified in the **Schedule-III**.

(5) A regular employee who is superseded shall not be considered for promotion again unless he has earned one more performance evaluation report for a full year.

(6) A regular employee whose case is deferred shall be considered for promotion when the reason for his deferment ceases to exist.

(7) Where a post is reserved for promotion and no suitable regular employee is available for promotion to such post, the appointing authority may fill the vacancy by initial appointment on open merit on contract, initially for a period of one year and if no suitable regular employee is found within this period, the contract appointment may be extended for another one year in the public interest or till availability of suitable regular employee for promotion, whichever is earlier.

8. **Appointment by transfer.**—(1) Where no suitable person fulfilling the requisite conditions specified in the Schedule for initial appointment or promotion to a post is found, the appointing authority may fill the vacancy in that post by transfer which shall be made with approval of the appropriate appointing authority, on recommendation of the appropriate promotion and selection committee and by selection from amongst the persons holding appointment on regular basis under the Federal or a Provincial Government or autonomous bodies of the Federal or a Provincial Government in the same basic pay scale in which the post to be filled exists, provided that the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned except the age-limit thereof and such person may, with mutual agreement of that person, his parent department and the Council, be inducted on that post on regular basis, with approval of the appropriate appointing authority and on recommendation of the concerned promotion and selection committee.

9. **Appointment on deputation.**—(1) Appointment on deputation to a post may be made only in the interest of the Council and it should be in accordance with the deputation policy of the Federal Government.

(2) Appointment on deputation shall be made initially for a period of three years extendable for another two years on the terms and conditions mutually agreed by both the borrowing Council and lending department.

10. **Appointment on acting charge basis.**—(1) Where the appointing authority considers it to be in the public interest to fill a post reserved under these regulations for promotion and the most senior regular employee belonging to the cadre concerned who is otherwise eligible for promotion does not possess the specified length of service, the appointing authority may appoint him to that post on acting charge basis.

(2) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made.

(3) Appointment on acting charge basis shall be made on recommendation of the appropriate promotion and selection committee.

(4) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(5) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.

11. Additional charge.—(1) Additional Charge will be granted in the light of Establishment Division's policy issued through O.M.No.3/89/2004-R-2 dated 1st January, 2005, Finance Division's O.M. No. F.2(9) R-3/85 dated 1st March, 1987 as amended from time to time and FR 49(1) and (2).

12. Probation.—(1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year. The period of probation may be curtailed for good and sufficient reasons to be recorded or it may, prior to completion of the initial period of one year, be extended for a period not exceeding one year as may be specified at the time of appointment, provided that where no order is made for extension, the probation shall be deemed to have been completed satisfactorily on completion of the initial period of one year.

(2) The period of probation shall not in any case exceed two years.

13. Current charge of a higher post.— Current charge appointment of regular employees may be made with approval of the appointing authority on following conditions, namely:-

- (a) the arrangement should not be made for a period less than one month and should not exceed three months, however, it may be extended by another three months with approval of the next authority; and
- (b) in making current charge arrangement, the senior most regular employee available in the organization and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

14. Liability to serve anywhere in any post.—A regular and temporary employee shall be liable to serve anywhere in Pakistan against the vacant post of same basic pay scale and cadre he is holding.

15. Reversion to a lower basic pay scale or post.—A regular employee appointed to a higher post on temporary or officiating basis shall be liable to reversion to his lower post if the vacancy in the higher post in which he has been so appointed has ceased to exist.

16. **Resignation.**—(1) A regular or temporary employee may at any time resign from service of the Council by writing under his hand addressed to the appointing authority with prior fourteen days notice or payment or forfeiture of his pay for the period falling short of such notice period.

(2) The resignation under sub-regulation (1) shall be submitted through his immediate officer to the authority competent to make appointment to the post held by him and containing following information, namely:—

- (a) whether any dues are recoverable from the regular or temporary employee;
- (b) whether any disciplinary proceedings are pending or contemplated against him; and

(3) Where a regular or temporary employee tenders, under sub-regulation (1), his resignation from service and withdraws it before it is accepted by the appointing authority or having been accepted but before it becomes effective *i.e.* before he is relieved or he relinquishes charge of his post, the resignation shall be deemed to have been withdrawn.

17. **Age of superannuation.**—Subject to other provisions of these regulations, a regular and temporary employee shall retire at the age of sixty year from service of the Council.

Explanation.—When a regular or temporary employee is required to retire on attaining a specified age, the day on which he attains that age shall be reckoned as a non-working day.

18. **Disciplinary proceedings.**—For the purpose of “Efficiency and Discipline”, the employees of PVMC shall be governed under the Civil Servants (Efficiency & Discipline) Rules, 2020 as amended from time to time.

19. **Penalties.**—For the purpose of “Efficiency and Discipline”, the employees of PVMC shall be governed under the Civil Servants (Efficiency & Discipline) Rules, 2020 as amended from time to time.

20. **Procedure for inquiry.**—For the purpose of “Efficiency and Discipline”, the employees of PVMC shall be governed under the Civil Servants (Efficiency & Discipline) Rules, 2020 as amended from time to time.

21. **Powers of inquiry officer and inquiry committee.**— For the purpose of “Efficiency and Discipline”, the employees of PVMC shall be governed under the Civil Servants (Efficiency & Discipline) Rules, 2020 as amended from time to time.

22. **Action in respect of accused who proceeds on leave.**—For the purpose of “Efficiency and Discipline”, the employees of PVMC shall be governed under the Civil Servants (Efficiency & Discipline) Rules, 2020 as amended from time to time.

23. **Procedure for disciplinary proceedings against regular employees on deputation.**—For the purpose of “Efficiency and Discipline”, the employees of PVMC shall be governed under the Civil Servants (Efficiency & Discipline) Rules, 2020 as amended from time to time.

24. **Appeal.**—(1) For the purpose of “Appeals and representations”, the employees of PVMC shall be governed under the Civil Servants (Appeal) Rules, 1993 as amended from time to time.

25. **Appearance of counsel.**—No party shall be represented by a lawyer in any disciplinary proceedings under these regulations.

26. **Application of other rules, etc.**—For matters not specifically covered in these regulations, a regular or temporary employee shall be governed by the laws, rules, regulations, orders, instructions, etc. with necessary modifications which are applicable respectively to a civil servant or, as the case may be, government servant of the Federal Government of the same status and pay scale held by the regular or temporary employee. However in financial matters the consultation of Finance Division is mandatory.

27. **Record of service.**—(1) Service record shall be maintained in respect of each regular and temporary employee in their service book.

(2) Service record under sub-regulation (1) shall be maintained by the Assistant Director (Admin) in the case of regular or temporary employees holding posts in basic pay scale 9 and above and by the Admin Assistant in respect of others or as the President of the Council may determine.

(3) Performance evaluation reports shall be maintained and retained in record by Assistant Director (Admin) or as the President of the Council may determine.

28. **Appointment of consultants, advisors, experts, etc.**—Notwithstanding anything contained in these regulations, the President may appoint or engage consultants, advisors, experts, etc. on contract on whole-time or part-time basis for a specific period and for performance of a specific task or assignment for which their services are required to be hired in lump sum, variable emoluments or consideration and for this purpose, their equivalency to the specific pay scale shall be determined at the time of appointment.

29. **Entries in service record.**— All entries during service of a regular or temporary employee regarding appointment, leave, joining time, training,

deputation outside the Council, suspension, interruption in service and penalties imposed etc. shall be recorded in the service record and each entry shall be properly signed.

30. **Personal files.**—Personal file of each regular and temporary employee shall be maintained duly page numbered by the Council's Secretariat in which all papers, copies of office orders or notifications etc. relating to his record of service shall be kept.

31. **Wedlock policy.**—Every regular employee shall be entitled to wedlock policy in relation to his posting at the same station as is admissible to civil servants of the Federal Government.

32. **Amendment of Schedule.**—The President may, by notification in the official Gazette and with previous approval of the Council, amend the Schedule, so as to add any entry thereto or omit any entry there from or modify or amend any entry therein.

Schedule-I

POSTS AND THEIR SANCTIONED STRENGTH

Sr. No.	Designation of Post	BPS	Sanctioned Strength
(1)	(2)	(3)	(4)
1.	Secretary/ Registrar	19	1
2.	Deputy Registrar	18	1
3.	Assistant Director (Technical)	17	1
4.	Assistant Director (Admin)	17	1
5.	Assistant Director (Council)	17	1
6.	Assistant Director (Budget & Coordination)	17	1
7.	Accountant	16	1
8.	Assistant Private Secretary	16	1
9.	Assistant	15	4
10.	Assistant-Cum-Cashier	15	1
11.	Stenotypist	14	4
12.	Computer Operator	12	1
13.	Upper Division Clerk	11	4
14.	Driver	4	2
15.	Photocopier	4	1
16.	Naib Qasid	1	6
17.	Chowkidar	1	2
18.	Sweeper	1	1
19.	Frash	1	1

Schedule-II**METHOD OF APPOINTMENT**

Sr. No.	Designation and BPS of the post	By promotion (%)	By Initial appointment (%)
(1)	(2)	(3)	(4)
1.	Secretary/ Registrar, (BPS-19)	50%	50%
2.	Deputy Registrar, (BPS-18)	75%	25%
3.	Assistant Director, Technical, (BPS-17)	-	100%
4.	Assistant Director, Admin, (BPS-17)	25%	75%
5.	Assistant Director, Council, (BPS-17)	-	100%
6.	Assistant Director, Budget & Coordination (BPS-17)	25%	75%
7.	Accountant, (BPS-16)	50%	50%
8.	Assistant Private Secretary, (BPS-16)	50%	50%
9.	Assistant (BPS-15)	50%	50%
10.	Assistant-Cum-Cashier, (BPS-15)	50%	50%
11.	Stenotypist, (BPS-14)	-	100%
12.	Computer Operator, (BPS-12)	-	100%
13.	Upper Division Clerk, (BPS-11)	50%	50%
14.	Lower Division Clerk, (BPS-09)	20%	80%
15.	Driver, (BPS-04)	-	100%
16.	Photocopier, (BPS-04)	50%	50%
17.	Naib Qasid, (BPS-01)	-	100%
18.	Chowkidar, (BPS-01)	-	100%
19.	Sweeper, (BPS-01)	-	100%
20.	Frash, (BPS-01)	-	100%

Schedule-III**CONDITION FOR PROMOTION**

Promotion to the posts in column 2 below shall be made by selection on the basis seniority-cum-fitness from amongst the persons who hold the posts specified in column 3 on a regular basis and fulfil the conditions prescribed in column 4:-

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1.	Secretary/ Registrar, (BPS-19)	Deputy Registrar (BPS-18)	DVM with 12 years' service in BPS-17 and above or 07 years' service in BPS-18 in case of initial appointment in BPS-18 and Promotion will be made on merit being selection post.
2.	Deputy Registrar, (BPS-18)	Assistant Director (Technical) (BPS-17)	5 years' service as Assistant Director (Technical) (BPS-17)
3.	Assistant Director, Admin (BPS-17)	Assistant (BPS-15)	2nd class master degree with 8 years' service as Assistant (BPS-15)
4.	Assistant Director, Budget & Coordination (BPS-17)	Accountant (BPS-16)	5 years' service as Accountant (BPS-16)
5.	Accountant, (BPS-16)	Assistant-cum-Cashier (BPS-15)	3 years' service as Assistant-cum-Cashier
6.	Assistant Private Secretary, (BPS-16)	Stenotypist (BPS-14)	3 years' service as Stenotypist
7.	Assistant, (BPS-15)	Upper Division Clerk (BPS-11)	3 years' service as U.D.C & six weeks basic IT Training Course (including MS Office) conducted by NITB.
8.	Assistant-cum-Cashier, (BPS-15)	Upper Division Clerk (BPS-11)	B.Com with 3 years' service as U.D.C & three weeks basic IT Training Course (including MS Office) conducted by NITB
9.	UDC (BPS-11)	LDC (BPS-09)	3 years' service as L.D.C & three weeks basic IT Training Course (including MS Office) conducted by NITB
10.	LDC (BPS-09)	BPS-01 to BPS-08	Matric with 3 years' experience and typing speed 30
11.	Photocopier, (BPS-04)	BPS-01 to BPS-03	3 years' service in BPS-01 to BPS-03 & knowledge of operating photocopier machine.
12.	Naib Qasid (BPS-01)	Frash (BPS-01)	3 years' service as frash (BPS-01)

Schedule-IV**QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT**

Sr. No.	Designation and BPS of the post	Qualification and experience	Minimum age limit	Maximum age limit
(1)	(2)	(3)	(4)	(5)
1.	Secretary/ Registrar, (BPS-19)	At least 2nd class or Grade C in MSc (Hons) or M.Phil in Veterinary Sciences; and DVM or B.Sc (Hons) AH and 08 years' experience in Admin, Technical and research field. The degree must be from the institutions/ university recognized by HEC/ PVMC. Must be registered with PVMC or At least 2nd class or Grade C DVM or B.Sc (Hons) AH and 12 years' experience in Admin, Technical and research field. The degree must be from the institutions/university recognized by HEC/PVMC. Must be registered with PVMC And Length of required experience may be relaxed by 2 year in case of M.Phil degree holders and by 4 years in case of PhD degree holders.	32	40
2.	Deputy Registrar, (BPS-18)	At least 2nd class or Grade C DVM/B.Sc (Hons) A.H recognized by HEC/PVMC in and 05 years' experience in the relevant field	25	35
3.	Assistant Director, Admin (BPS-17)	At least 2nd class or Grade C in MA/M.Sc from the institutions recognized by the HEC	22	30
4.	Assistant Director, Technical (BPS-17)	At least 2nd class or Grade C in M.Sc in Animal Sciences or DVM or B.Sc (Hons) A.H at least 2nd class or Grade C and Must be registered with PVMC	22	30

Sr. No.	Designation and BPS of the post	Qualification and experience	Minimum age limit	Maximum age limit
(1)	(2)	(3)	(4)	(5)
5.	Assistant Director, Council (BPS-17)	At least 2 nd class or Grade C in MA/M.Sc from the institutions recognized by the HEC.	22	30
6.	Assistant Director, Budget & Coordination (BPS-17)	At least 2 nd class or Grade C in MBA Finance or M.Com/M.A Economics/ACMA/CA, (Inter) and degrees must be from the institutions recognized by HEC.	22	30
7.	Accountant, (BPS-16)	At least 2 nd class or Grade C in B.Com with 3 years' experience in relevant field and degree must be from the institution recognized by HEC.	20	28
8.	Assistant Private Secretary, (BPS-16)	(i) Second class or Grade "C" Bachelor's degree from a university recognized by HEC. (ii) A minimum speed of 100/50 w.p.m. in shorthand/typing respectively. (iii) Must be computer literate.	20	28
9.	Assistant, (BPS-16)	Graduate with six weeks basic IT Training Course (including MS Office) conducted by NITB. The degree must be from the institution recognized by HEC.	18	28
10.	Assistant-cum-Cashier, (BPS-15)	Graduate with six weeks basic IT Training Course (including MS Office) conducted by NITB. The degree must be from the institution recognized by HEC.	18	28
11.	Stenotypist, (BPS-14)	(i) Intermediate (ii) A minimum speed of 80/40 w.p.m. in shorthand/typing respectively. (iii) Must be computer literate.	18	25
12.	Computer Operator, (BPS-12)	Intermediate or diploma in Computer Science (MS Office/IT) with minimum speed of 10,000 key depressions per hours for data entry.	18	25
13.	UDC, (BPS-11)	Intermediate with three weeks Basic IT Training Course	18	25

Sr. No.	Designation and BPS of the post	Qualification and experience	Minimum age limit	Maximum age limit
(1)	(2)	(3)	(4)	(5)
		(including MS Office) conducted by NITB.		
14.	LDC (BPS-09)	Matric with three weeks Basic IT Training Course (including MS Office) conducted by NITB.	18	25
15.	Driver, (BPS-04)	Primary pass with valid driving license holder and well versed in the traffic rules	18	30
16.	Photocopier, (BPS-04)	Primary pass, Knowledge of operating photocopier machine essential.	18	25
17.	Naib Qasid, (BPS-01)	Primary pass	18	25
18.	Chowkidar, (BPS-01)	Primary pass	18	25
19.	Sweeper, (BPS-01)	Primary pass	18	25
20.	Frash, (BPS-01)	Primary pass	18	25

Schedule-V**SELECTION BOARDS/DEPARTMENTAL PROMOTION /SELECTION COMMITTEES**

Sr. No.	Designation and BPS of the post	Composition of the Selection Board/DPC/DSC	Appointing Authority
(1)	(2)	(3)	(4)
1.	17 to 19	(a) President (b) Vice-President (c) Secretary or Registrar and if there is neither Secretary nor Registrar, then a member of Council nominated by the President.	The composition of Selection Board/DPC/DSC should be in accordance with the guidelines circulated vide Establishment Divisions O.M No.6/4/96-R-3 DATED 10-05-1997.
2.	11 to 16	(a) Vice-President (b) Secretary or Registrar and if there is neither Secretary nor Registrar, then an officer in BPS 19 or 18 nominated by the President (c) Deputy Registrar and in his absence, Assistant Director (Admin)	The appointing authorities for different grade are as under:

Sr. No.	Designation and BPS of the post	Composition of the Selection Board/DPC/DSC	Appointing Authority
(1)	(2)	(3)	(4)
3.	01 to 09	(a) Assistant Director (Admin) (b) Assistant Director (Technical) (c) Assistant Director (Budget & Coordination) or any other officer in BPS-17 to be nominated by Secretary PVMC.	For Post in BS-21 and 22=Prime Minister. For BS-20=Minister in-charge For BS-19 and below= an officer authorized by the Head of the Organization.

[No. F. 1(30)/2013-(T&R).]

HAFEEZ ULLAH ABBASI,
Deputy Secretary (T&R), IPC.