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REGISTERED No. M - 302
L.-7646

The Gazette of Pakistan

EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, THURSDAY, AUGUST 18, 2016

PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL
TRAINING

NOTIFICATION

Islamabad, the 21st July, ~~2015~~ ²⁰¹⁶

S. R. O. 769 (I)/2016.— In exercise of the powers conferred by sub-rule (2) of Rule 3 of the Civil Servant (Appointment, Promotion and Transfer) Rules, 1973 and Section 7(1) (b) (i) & (ii) of FPSC Ordinance, 1977 (XLV of 1977), the following method, qualification and other conditions are laid down for appointment for the under mentioned posts in the Pakistan National Commission for UNESCO, Ministry of Federal Education & Professional Training:—

S. #	Name of post	BPS
1	Secretary General	20
2	Deputy Secretary General	19
3	Assistant Secretary General	18
4	Assistant Secretary General	17
5	Librarian	17
6	Administrative Officer	17
7	Accountant	16
8	Protocol Officer	16

(2579)

Price : Rs. 5.00

[3530 (2016)/Ex. Gaz.]

METHOD OF APPOINTMENT

2. The method of appointment to the post(s) shall be as under:—

S. #	Designation and BS of the post	Method of appointment	
		By Promotion	By initial appointment
(1)	(2)	(3)	(4)
1	Secretary General (BS-20)	50%	50%
2	Deputy Secretary General (BS-19)	50%	50%
3	Assistant Secretary General (BS-18)	50%	50%
4	Assistant Secretary General (BS-17)	-	100%
5	Librarian (BS-17)		100%
6	Administrative Officer (BS-17)	50%	50%
7	Accountant (BS-16)	25%	75%
8	Protocol Officer (BS-16)	50%	50%

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled in 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 conditions of eligibility as prescribed in column 4:

S. #	Designation and BPS post	Persons eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1	Secretary General (BS-20)	Deputy Secretary General (BS-19)	17 years service in BS-17 and above OR 12 years service in BS-18, in case of initial appointment in BS-18. OR 05 years service in BS-19, in case of initial recruitment in BS-19.

S. #	Designation and BPS post	Persons eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
2	Deputy Secretary General (BS-19)	Assistant Secretary General (BS-18)	12 years service in BS-17 and above. OR 07 years service in BS-18 in case of initial recruitment in BS-18.
3	Assistant Secretary General (BS-18)	Assistant Secretary General (BS-17)	05 years service in BS-17.
4	Administrative Officer (BS-17)	Assistant In-charge (BS-15)/ Assistant (BS-14)	08 years service as Assistant In-charge/Assistant.
5	Accountant (BS-16)	Assistant (Accountant) BS-14	05 years service as Assistant Accounts.
6	Protocol Officer (BS-16)	Assistant In-charge (BS-15)/ Assistant (BS-14)	05 years service as Assistant In-charge/Assistant

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the posts concerned in the Schedule to this Notification provided that:—

- (i) "Experience" means, experience gained in a regular full-time paid job after obtaining the required qualification;
- (ii) The period spent by a candidate in obtaining degree of M.Phil or Ph.D in the relevant field shall be treated, as practical experience up to a maximum period of two and four years respectively for the purpose of initial appointment, provided that:—
 - (a) a candidate who has obtained that degree of M.Phil or Ph.D during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post; and
 - (b) this concession shall not be available for the posts for which the prescribed qualification is M.Phil/Ph.D.
- (iii) 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; and

- (iv) Eligibility of candidates shall be reckoned, as on the closing date fixed for submission of applications in accordance with these Recruitment Rules and the Instructions issued by the Federal Government and the Federal Public Service Commission from time to time.

APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made by selection from amongst the persons holding appointment on a regular basis under the Federal 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.

PROBATION

6. Persons appointed by initial appointment or promotion or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment. Appointment on probation shall be subject to the provisions of Section 6 of Civil Servant Act, 1973, read with Rule 21 of the Civil Servants (Appointment, promotion and Transfer) Rules, 1973.

7. This Notification issues with the approval of the Establishment Division *vide* their O.M.No.7/1/2004-R-5 dated 2nd October, 2015 and with the concurrence of FPSC *vide* its letter No. F.12-21/2015-RR-I, dated 04-07-2016.

SCHEDULE

(See Rule 4)

S.#	Designation and BPS of the post	Qualification and experience	Age Limit	
			Min.	Max.
(1)	(2)	(3)	(4)	(5)
1	Secretary General (BS-20)	(i) 2nd class or grade "C" Master's degree or equivalent qualification from a University recognized by HEC. (ii) 17 years experience in the field of education/ culture administration/ research/ training/ planning and management.	37 years	45 years

(1)	(2)	(3)	(4)	(5)
2	Deputy Secretary General (BS-19)	(i) 2nd class or grade "C" Master's degree or Equivalent qualification from a University recognized by HEC. 12 years experience in the field of education/ Culture administration/ research/ training/ planning and management.	32 Years	40 Years
3	Assistant Secretary General (BS-18)	(i) 2nd class or grade "C" Master's degree or equivalent qualification from a University recognized by HEC. (ii) 05 years experience in the field of education/ culture administration/ research/ training/ planning and management.	25 Years	35 Years
4	Assistant Secretary General (BS-17)	(i) 2nd class or grade "C" Master's degree or equivalent qualification from a University recognized by HEC. (ii) 02 years experience in the field of education/ culture administration/ research/ training/ planning and management.	22 Years	30 Years
5	Librarian (BS-17)	2nd class or grade "C" Master's degree in Library Science/ Information Science from a University recognized by the HEC.	22 Years	30 Years
6	Administrative Officer (BS-17)	2nd class or grade "C" Master's degree in Business Administration/ Public Administration/ Commerce or equivalent qualification from a University recognized by the HEC.	22 years	30 Years
7	Accountant (BS-16)	(i) 2nd class or grade "C" Bachelor's degree in Commerce or equivalent qualification from a University recognized by the HEC. (ii) 02 years experience in the field of Accounting/ Auditing OR 2nd class or grade "C" Master's degree in Commerce/ MBA (Finance).	20 years	28 years
8	Protocol Officer (BS-16)	2nd class or grade "C" Bachelor's degree with 02 years experience in the field of Protocol/ PRO.	20 Years	28 years

[F. No. 4(5)/2011-12/PNCU (Admn).]

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