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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF NARCOTICS CONTROL

NOTIFICATIONS

Islamabad, the 25th September, 2008

S. R. O. 1056 (I)/2008.—In exercise of powers conferred by sub-rule (2) of rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the following method, qualifications and other conditions are laid down for appointment to the following, posts in Anti Narcotics Force under Ministry of Narcotics Control:—

S. No.	Designation and BPS of the post	BPS
1.	Librarian	14
2.	Photographer	13
3.	Auditor	11
4.	ASI (Accounts Clerk)	9/11
5.	ASI (Data Entry Operator)	9/11
6.	Data Entry Operator	9/11

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S. No.	Designation and BPS of the post	BPS
7.	Veterinary Compounder	9
8.	Electric Wireman	9
9.	Carpenter	5
10.	Photostate Machine Operator	4/5
11.	Orderly	1
12.	Cook	1
13.	Waiter	1
14.	Mali	1
15.	Sweeper	1

Initial appointment against the post of ASI shall be made in BPS-09 and appointment on transfer/secondment from Army shall be made in BPS-11.

METHOD OF APPOINTMENT

2. Method of appointment to the posts shall be as under:—

S. No.	Designation and BPS of the post	Method of Appointment		
		By initial Appointment	By promotion	By transfer/ Deputation
1.	Librarian (BPS-14)	100%	-	-
2.	Photographer (BPS-13)	100%	-	-
3.	Auditor (BPS-11)	40%	-	60%
4.	ASI (Accounts Clerk) (BPS-11)	50%	-	50%
5.	ASI (Data Entry Operator) (BPS-9/11)	-	-	100%
6.	Data Entry Operator (BPS-9/11)	100%	-	-
7.	Veterinary Compounder (BPS-9/11)	-	-	100%
8.	Electric Wireman (BPS-7)	100%	-	-
9.	Carpenter (BPS-5)	100%	-	-
10.	Photostate Machine Operator (BPS-4/5)	50%	50%	-
11.	Orderly (BPS-1)	100%	-	-
12.	Cook (BPS-1)	67%	-	33%
13.	Waiter (BPS-1)	100%	-	-
14.	Mali (BPS-1)	100%	-	-
15.	Sweepers (BPS-1)	67%	-	33%

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to the posts in column (2) below shall be made by selection from amongst the persons who hold the post specified in column (3) on a regular basis and fulfill the conditions prescribed in column (4):—

S. No.	Name & BPS of the post	Persons Eligible	Conditions of Eligibility
1.	Photostate Machine Operator (BPS-4)	All officials below BPS-4	Minimum three years service. Middle Pass with experience in handling of Photostate machines.

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age limit shall be relaxed in respect of the candidates specified, and to the extent indicated, in the Initial Appointment of Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

QUALIFICATIONS/CONDITIONS FOR APPOINTMENT BY TRANSFER/DEPUTATION

5. (1) 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.

(2) Appointment by deputation shall be made in accordance with the standard terms and conditions of deputation as prescribed by the Federal Government from time to time.

PROBATION

6. Persons appointed 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) Rules, 1973.

7. This Notification issues with the concurrence of the Establishment Division *vide* O.M. No. 27/2/2008. R-5 dated 30th August, 2008.

SCHEDULE

(See Rules-4)

S. No.	Designation and BPS of the post	Qualification and experience	Age Limits (Years)
1.	Librarian (BPS-14)	Graduate with Diploma in Library Science from a University or Bachelor of Library Science. <i>OR</i> Graduate with certificate in Library Science from recognized Institutions and notified by the Ministry of Education plus two years experience.	18-25
2.	Photographer (BPS-13)	Intermediate with 3 years experience in any department/ agency in photography.	18-25
3.	Auditor (BPS-11)	BA/B.Sc./B. Com. with Computer Literacy	18-25
4.	Data Entry Operator (BPS-9)	(i) F.Sc. (ii) Minimum speed of 10,000 key depressions per hour for data entry/ verification.	18-25
5.	ASI Accounts Clerk (BPS-9)	Intermediate minimum 2nd Division with Diploma in Commerce & Computer Literate.	18-25
6.	Electric Wireman (BPS-7)	Matric with Certificate/Diploma in the relevant trade with 2 years experience of handling and repairs of electric gadgets etc.	18-25
7.	Carpenter (BPS-5)	Middle with proficiency in the skill of carpentry.	18-25
8.	Photostate Machine Operator (BPS-4)	Middle Pass with 3 years experience of operating and handling of Photostate Machines	18-25
9.	Orderly (BPS-1)	Primary pass	18-25
10.	Cook (BPS-1)	Primary Pass with Cooking experience essential	18-25
11.	Waiter (BPS-1)	Primary pass	18-25
12.	Mali (BPS-1)	Primary Pass Experience in Gardening desirable	18-25
13.	Sweeper (BPS-1)	Primary Pass Experience relevant field preferable.	18-25