



Dated Quetta, the 8th August, 2023

NOTIFICATION

No. NO.3-7/SO.(DEV:)L&MPD/ 228 In exercise of the powers conferred by section 17(1) read with 22 of the Balochistan Technical Education & Vocational Training Authority (B-TEVTA) Act, 2022 (Act No.XXXVII of 2022), the Government of Balochistan, is pleased to make the following rules regulating the recruitment to the B-TEVTA (BPS-1 to 20) Services, and prescribing conditions of service for the persons appointed thereto, namely:-

CHAPTER I GENERAL

1. **Short Title, Application and Commencement.** (1) These rules may be called "the Balochistan Technical Education & Vocational Training Authority (BPS-1 to 20) Service Rules, 2023".

(2) They shall come into force at once and shall apply to all the employees appointed in the services of the Authority:

Provided that the persons employed as advisors or consultants, or contingent paid/daily wages/casual work-charged basis or on deputation with the Authority, notwithstanding anything contrary to the provisions of these rules shall be governed by the terms and conditions of their appointment or deputation or the wages, as the case may be.

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

- (a) "Act" means the Balochistan Technical Education and Vocational Training Authority Act, 2022 (Act No. XXXVII of 2022);
- (b) "Appendix" means the appendix appended to these rules;
- (c) "Appointing Authority" means the competent authority as specified for appointment in rule 11 of these rules;
- (d) "Authority" means the Balochistan Technical Education and Vocational Training Authority established under section 3 of the Act;
- (e) "Authority Board Members" means the members of Board constituted under section 4 of Act;
- (f) "Basic Pay Scale or BPS" means pay scale prescribed by the Government of Balochistan from time to time;
- (g) "Chairperson" means the Chairperson of the Authority as defined in section 2(g) read with section 7 of the Act;
- (h) "Government" means the Government of Balochistan;

- (i) **“Hierarchical Structure”** means the nomenclature of the posts of the Authority and hierarchical reporting of the employees of the Authority as placed at Appendix – B.
- (j) **“Managing Director”** means the executive head of the Authority as defined in section 2(p) read with section 8 of the Act;
- (k) **“Prescribed”** means the rules or regulations to be prescribed under the provisions of the Act or these rules;
- (l) **“Officer”** is a regular employee of B-TEVTA holding a position of BPS-17 and above and any other scale prescribed by the Authority;
- (m) **“Selection/Recruitment and Promotion Committees”** means the committees constituted under rule 12 of these rules for the purpose of making recommendations for appointment by initial recruitment or promotion to posts in BPS-1 to BPS-19 in the Authority;
- (n) **“B-TEVTA Employee”** means an employee who has been employed against a regular vacancy created by the Authority as specified in rule 5 of these rules; and
- (o) **“TVET”** means Technical and Vocational Education and Training.

(2) All words and expressions used but not defined in sub-rule (1) above, unless the context otherwise requires shall have the same meanings as assigned to them in the Act.

CHAPTER II
MANAGEMENT AND COMPOSITION

3. Management. (1) The general management and administration over the personnel of the Authority and all other affairs ancillary thereto, shall vest with the Managing Director, who shall exercise all powers and do all acts which may be exercised or done by the Authority in this regard, with the provisions of the Act and these rules.

(2) The Managing Director shall be the Chief Executive of the Authority and shall issue necessary orders, instructions and directives from time to time with the purpose to conduct the organization business and maintenance of its efficiency and discipline.

(3) If the Managing Director faces any difficulty due to any conflicting or ambiguous implications during implementation of these rules, it may be referred to the Authority Board or Chairperson for issuing clarifications or ruling, as the case may be.

4. Arrangement of Services and Organizational Structure. (1) The service of the Authority shall comprise of the posts as specified in Appendix and of such other posts as may consider necessarily to be created and sanctioned by the Authority from time to time.

(2) The nomenclature and grade of the posts of officers and staff in service, shall be such as specified in the Appendix to these rules.

(3) The age relaxation for initial recruitment shall be as specified by the Government for civil servants from time to time.

(4) Initially there shall be mentioned below Wings of the Authority which may be amended with the approval of the Authority Board:--

- (a) Operations Wing;
- (b) Admin & Finance Wing; and
- (c) Planning & Research Wing.

(5) The Wings of the Authority are headed by Director for each assigned wing and shall be directly responsible to Managing Director.

(6) The Authority Board may create, modify and amend the Wings, branches, sections, offices, pay & allowances, organizational structure, Appendix and Hierarchical Structure as it may considered necessary in view of the functions of the Authority and such shall be prescribed by regulations or rules as the case may be framed with the approval of Government.

CHAPTER III

APPOINTMENTS, PROMOTIONS AND TRANSFERS

5. **Appointments.** (1) Appointments to posts in the Authority as specified in the Appendix – A shall be made by any of the following methods:--

- (a) By Initial Recruitment;
- (b) By Promotion; and
- (c) By Transfer, in case of requirement for any Wing/Organization within the Authority.

(2) Composition of Selection/Recruitment and Promotion Committees for recommendation of appointment and promotion to various posts in the Authority as specified in section 12 of these rules, shall be liable for appointments or promotions as the case may be.

6. **Initial Recruitment.** (1) Initial recruitment to the posts of BPS-1 till BPS-19 shall be made on the basis of criteria specified under rule 7 and on recommendations of the respective Departmental Selection/Recruitment and Promotion Committee(s).

(2) A candidate for initial appointment to a post, must possess the educational qualifications and experience as provided in column 3 of the Appendix - A.

(3) A candidate for appointment shall be a local/domicile of Balochistan.

(4) A candidate for appointment must be in good mental and bodily health and free from any mental disorder likely to interfere with the discharge of his duties. A candidate who after such medical examination as Authority may prescribes is found not to satisfy these requirements, shall not be appointed.

(5) No person who is less than the prescribed age of Government shall be appointed to a post by initial recruitment. The Balochistan Government's initial appointment to civil service post (Age and relaxation Rules as amended from time to time of upper age limit) 2012 are adopted for appointment in the Authority against the posts in BPS-1 to 19.

(6) No person shall be substantively appointed to a permanent post without Medical Certificate of health in a manner prescribed by the Authority. Provided that quota for disabled

persons, women, minorities and deceased quota as prescribed by the Government of Balochistan would be adhered while recruitment against the sanctioned posts.

(7) No person shall be appointed against any post unless, the said post is created and service rules framed by the Authority and same is notified/endorsed by the Authority Board, in exception to the provision of section 10.

7. **Selection Criteria for Initial Recruitment.** (1) The criteria for selection of candidates in BPS-17 and above for initial recruitment shall be made on the following terms and on the recommendation of the respective appointing authority:

- | | | |
|-----|------------------------------|-----|
| (a) | Screening Test | 40% |
| (b) | Qualification and Experience | 40% |
| (c) | Interview | 20% |

Provided that the Selection Committees as constituted under sub-rule (2) (a) (b) of rule 12 may opt for heterogenous methods for Screening Test that may include from one of them or a combination of written tests, group discussions, writing assignments and research proposals etcetera, as the case may be for determining the potentiality of suitable candidate for the specified vacancy.

(2) The criteria for selection of candidates in BPS-5 to 16 for initial recruitment shall be made on the following terms and on the recommendation of the respective appointing authority:-

Sr. No	Item	Marks
1	Required Qualification including Additional/Technical Qualification	20 Marks
2	Screening Test	50 Marks
3	Experience	20 Marks
4	Interview	10 Marks
	Total	100 Marks

(3) The criteria for selection for candidates in BPS-1 to 4 for initial recruitment shall be made on the literacy requirement of the candidates to be determined by the respective appointing authority or as specified in column 3 of Appendix.

8. **Appointment by Promotion.** (1) Appointment by promotion to posts shall be made on the recommendation of respective Departmental Promotion Committees.

- (2) The Promotion Committee shall be competent:
- To make recommendation for promotion of the eligible employees;
 - Recommend deferment for promotion of the employees whose cases are incomplete or whose conduct is under enquiry or whose seniority is disputed. They will be reconsidered when the cause of deferment is removed;
 - Those found unfit for promotion in the light of service record shall be recommended for supersession. Consequent upon supersession the supersede shall lose seniority to the junior person who is to be promoted in the vacancy;
 - An employee who is superseded for promotion for the first time shall be considered after one year having earned report of adverse free performance evaluation of one year and removed the deficiency caused his supersession;
 - An employee is superseded twice shall be reconsidered after two years from the date of supersession and the one who is superseded thrice shall be deemed to have been superseded; and

- (f) An employee on promotion will get financial benefit of at least one premature increment in the high pay scale with fixation of pay at the next above stage in the new pay scale.

(3) Promotion shall be granted from the date of approval of Departmental Promotion Committee meeting and promotion shall be actualized from the date of assumption of charge of the post to which promotions are approved, and shall in no case be granted from the date of availability of post reserved for promotion.

(4) Pro forma promotion policy 2011 as amended from time to time by the Government is adopted.

(5) A retired employee shall not be eligible for grant of pro forma promotion except in exceptional cases as mentioned in the pro forma promotion policy, 2011.

9. Posting by Transfer/Deputation. Posting by transfer/deputation shall be made by respective appointing authority in light of Balochistan Civil Servants Deputation Policy 2012 as amended from time to time or any other rules of Provincial and Federal Government at the time in force, provided that:

- (a) Only such persons who possess the minimum required qualifications and meet the conditions laid down for the post shall be considered for transfer/deputation; and
- (b) The appointment shall be made with the consent of the lending agency on such terms and conditions as may be determined by the appointing authority in consultation with the lending agency and in determination to deputation policy.

10. Temporary/Contractual Appointments. (1) When the Managing Director considers it is significant in the organizational interest to fill a post of BPS-17 & below urgently, he may proceed to fill it on temporary basis for a period not exceeding six months. However, under special circumstances, the Authority Board may extend the time period for another definite period. The contractual staff may be subject to drawing of fixed monthly salary to be defined by Authority in its offer letter. The contract employee shall not be liable to transfer to any other section of the Authority.

(2) Appointments on contract under the budget head "Contingent Paid staff" shall be made by the Managing Director as per terms and conditions to be laid down in the offer letter.

11. Appointing Authority. The following authorities on the recommendation of concerned committee shall be competent to make appointment for initial recruitment or approve recommendations of respective Departmental Promotion Committee for promotion to the various posts in the Authority against specified positions mentioned in the Appendix:-

S No	Grade	Appointing Authority
1.	BPS-19 and above	Chief Minister Balochistan
2.	BPS 16 to 18	Chief Secretary Balochistan
3.	BPS 1 to 15	Managing Director

12. Selection/Recruitment and Promotion Committees.

(1) All appointments and promotions to the sanctioned posts in the service shall be made on the recommendation of the respective Departmental Selection/Recruitment and Promotion Committees for each Grade/category.

(2) The Composition of the department Selection/Recruitment & Promotion Committees shall be as follows:-

(a) Departmental Selection Committee/ Recruitment and Promotion Committee for BPS-19

S.No	Designation	Authority
1.	Chief Secretary	Chairman
2.	Secretary Labour and Manpower Department	Member
3.	Secretary Law and Parliamentary Affairs Department	Member
4.	Secretary S&GAD	Member
5.	Managing Director B-TEVTA	Member/Secretary

(b) Departmental Selection Committee/ Recruitment and Promotion Committee for BPS-17 & 18.

S.No	Designation	Authority
1.	Secretary Labour and Manpower Department	Chairman
2.	Managing Director B-TEVTA	Member
3.	Representative of S&GAD not below the rank of BPS-19	Member
4.	Representative of Finance Department not below the rank of BPS-19	Member
5.	Director B-TEVTA	Member/Secretary

(c) Departmental Selection Committee/ Recruitment and Promotion Committee for BPS-1 to 16.

S.No	Designation	Authority
1.	Director B-TEVTA	Chairman
2.	Representative of S&GAD not below the rank of BPS-17	Member
3.	Representative of Finance Department not below the rank of BPS-17	Member
4.	Representative of Labour Department not below the rank of BPS-17	Member
5.	Assistant Director B-TEVTA	Member/Secretary

Provided that the Chairman of the Departmental Selection/Recruitment or Promotion Committees may co-opt any other person as a technical member where in his opinion an expertise of the relevant field should have to assist the Committees in recruitment or promotion of candidates. However, such nomination shall be notified in an office order issued by Managing Director well before the date fixed for interviews.

(3) The recommendations of the Departmental Selection/Recruitment and Promotion Committee for appointment or promotion to BPS-1 and above would be referred to the concerned Appointing Authority for endorsement of the proposal of the respective committee.

BY ORDER OF GOVERNOR
BALOCHISTAN

SECRETARY
Labour & Manpower Department

The Chief Controller,
Government Printing and Stationery
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A Copy is forwarded to: -

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4. The Managing director B-TEVTA Balochistan, Quetta.
5. All Head of Attached Department in Balochistan.....
6. All the Divisional Commissioner/ Deputy Commissioners in Balochistan.
7. Director General Public Relations Balochistan.
8. The Director General Labour Welfare Balochistan, Quetta.
9. The Additional Secretary (Staff) to Chief Secretary Balochistan, Quetta.
10. PS to Minister for Labour & Manpower Department Balochistan, Quetta.
11. PS to Secretary Labour & Manpower Department. Quetta.
12. Master File.


8-8-2023
(ABDUL MALIK KAKAR)
Section Officer (Dev:)

APPENDIX - A
{See Rule 6, 7, and 11}

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
1.	Managing Director, (BPS-20).	--	By transfer on deputation basis from BCS, BSS and Federal Occupational Groups officers holding the post of BPS-19 or BPS-20.
2.	Director (Operations) (BPS-19).	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having five years of work experience, distinctly in TVET sector.	(a) 70% by promotion on combined seniority from amongst the members of the Service holding the post of Deputy Director (BPS-18) (Academics), (Operations) & (ICT), having at least twelve (12) years' service in BPS-17 and above or five (5) years' service as such, on seniority cum fitness basis; and have successfully completed MCMC; and (b) 30% by initial recruitment.
3.	Director (Admin & Finance), (BPS-19).	(a) Master's Degree (at least in Second Division) in commerce or in Business Administration (BBA 4-years') or equivalent qualification in the relevant field from a recognized University; or (b) Degree in Chartered Accountancy (CA) from a recognized Institute or Chartered Accounts of Pakistan; or (c) Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or	(a) 70% by promotion on combined seniority from amongst the members of the Service holding the post of Deputy Director (BPS-18) (F&A) and Deputy Director (BPS-18) (Admin and HRM) having at least twelve (12) years' service in BPS-17 and above or five (5) years' service as such, on seniority cum fitness basis; and have successfully completed MCMC; and (b) 30% by initial recruitment.

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
		<p>(d) ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute;</p> <p>(e) having five years of work experience, distinctly in TVET sector.</p>	
4.	Director (Monitoring & Evaluation) (M&E), (BPS-19).	<p>(a) Master's Degree in Business Administration or Public Policy or Social Sciences or Education from a recognized University; and</p> <p>(b) having five years of work experience, distinctly in TVET sector.</p>	<p>(a) 70% by promotion on combined seniority from amongst the members of the Service holding the post of Deputy Director (BPS-18) (IC), Deputy Director (BPS-18) (P&P) and Deputy Director (BPS-18) (M&E) having at least twelve (12) years' service in BPS-17 and above or five (5) years' service as such, on seniority cum fitness basis; and have successfully completed MCMC; and</p> <p>(b) 30% by initial recruitment.</p>
5.	Deputy Director (Academics), (BPS-18).	<p>(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and</p> <p>(b) having five years of work experience, distinctly in TVET sector.</p>	<p>(a) 50% by promotion on from amongst the members of the Service holding the post of Assistant Director (BPS-17) (Academics) having at least five (5) years' service as such, on seniority cum fitness basis; and</p> <p>(b) 50% by initial recruitment.</p>
6.	Deputy Director (Operations), (BPS-18).	<p>(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and</p> <p>(b) having five years of work experience, distinctly in TVET sector.</p>	<p>(a) 70% by promotion on combined seniority from amongst the members of the Service holding the post of Assistant Director (BPS-17) (Operations) and</p>

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
			Assistant Director (BPS-17) (M&E) having at least five (5) years' service as such, on seniority cum fitness basis; and (b) 30% by initial recruitment.
7.	Deputy Director (Information Communication Technology) (ICT), (BPS-18).	(a) Bachelor's Degree in Computer Science (BCS) (4 years) from a recognized University; or (b) Master's Degree at least in Second Division in Computer Science or IT or equivalent qualification in the relevant subject from a recognized University; or (c) (i) Master's Degree in Computer Software Engineering from a recognized University; and (ii) having registration with Pakistan Engineering Council; (d) having five years of work experience, distinctly in TVET sector.	(a) 50% by promotion on from amongst the members of the Service holding the post of Assistant Director (BPS-17) (MIS) having at least five (5) years' service as such, on seniority cum fitness basis; and (b) 50% by initial recruitment.
8.	Deputy Director (Finance & Accounts) (F&A), (BPS-18).	(a) Master's Degree (at least in Second Division) in Commerce (M.Com) from a recognized University; or (b) Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or (c) ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute; or (d) Master's Degree at least in Second Division in Business Administration (MBA) from a recognized University; or	(a) 70% by promotion on combined seniority from amongst the members of the Service holding the post of Assistant Director (BPS-17) (Accounts) and Internal Auditor (BPS-17) having at least five (5) years' service as such, on seniority cum fitness basis; and (b) 30% by initial recruitment.

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
		<p>(e) Master's Degree at least in Second Division in Economics or equivalent qualification from a recognized University;</p> <p>(f) having five years of work experience, distinctly in TVET sector.</p>	
9.	Deputy Director (Admin & HRM), (BPS-18).	<p>(a) Master's Degree in Business Administration (HR or Administration) or Social Sciences from a recognized University; or</p> <p>(b) having five years of work experience, distinctly in TVET sector.</p>	<p>(a) 70% by promotion from amongst the members of the Service holding the post of Assistant Director (BPS-17) (Admin) and Assistant Director (BPS-17) (HRM) having at least five (5) years' service as such, on seniority cum fitness basis; and</p> <p>(b) 30% by initial recruitment.</p>
10.	Deputy Director (Industrial Coordination) (IC), (BPS-18).	<p>(a) Master's Degree in Business Administration or Social Sciences from a recognized University;</p> <p>(b) Certification in Industrial Coordination;</p> <p>(c) having five years of work experience, distinctly in TVET sector.</p>	<p>(a) 50% by promotion from amongst the members of the Service holding the post of Assistant Director (BPS-17) (IC) having at least five (5) years' service as such, on seniority cum fitness basis; and</p> <p>(b) 50% by initial recruitment.</p>
11.	Deputy Director (Planning & Policy) (P&P), (BPS-18).	<p>(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and</p> <p>(b) having five years of work experience, distinctly in TVET sector.</p>	<p>(a) 50% by promotion from amongst the members of the Service holding the post of Assistant Director (BPS-17) (P&P) having at least five (5) years' service as such, on seniority cum fitness basis; and</p> <p>(b) 50% by initial recruitment.</p>

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
12.	Deputy Director (Monitoring & Evaluation) (M&E), (BPS-18)	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having five years of work experience, distinctly in TVET sector.	(a) 30% by promotion from amongst the members of the Service holding the post of Assistant Director (BPS-17) (M&E) having at least five (5) years' service as such, on seniority cum fitness basis; and (b) 70% by initial recruitment.
13.	Assistant Director (Academics), (BPS-17).	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.	By initial recruitment.
14.	Assistant Director (Operations), (BPS-17).	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.	By initial recruitment.
15.	Assistant Director (Monitoring & Evaluation) (M&E), (BPS-17)	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.	By initial recruitment.
16.	Assistant Director (Management Information System) (MIS), (BPS-17)	(a) Bachelor's Degree in Computer Science (BCS) (4 years) from a recognized University; or (b) Master's Degree at least in Second Division in Computer Science or IT or equivalent qualification in the relevant subject from a recognized University; or	By initial recruitment.

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
		(c) (i) Master's Degree in Computer Software Engineering from a recognized University; and (ii) having registration with Pakistan Engineering Council; (d) having three years of work experience, distinctly in TVET sector.	
17.	Assistant Director (Accounts), (BPS-17).	(a) Master's Degree (at least in Second Division) in Commerce or in Business Administration (BBA) (4 years') or equivalent qualification in the relevant subject from a recognized University; or (b) Degree in Chartered Accountancy (CA) from a recognized Institute of Chartered Accounts of Pakistan; or (c) Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or (d) ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute; (e) having three years of work experience, distinctly in TVET sector.	By initial recruitment.
18.	Assistant Director (Admin), (BPS-17).	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.	By initial recruitment.

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
19.	Assistant Director (Human Resource Management) (HRM), (BPS-17).	(a) Master's Degree in Business Administration (HR) from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.	By initial recruitment.
20.	Assistant Director (Industrial Coordination) (IC), (BPS-17)	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) Certification in Industrial Coordination; and (c) having three years of work experience, distinctly in TVET sector.	By initial recruitment.
21.	Assistant Director (Planning & Policy) (P&P), (BPS-17).	(a) Master's Degree in Business Administration or Social Sciences from a recognized University; and (b) having three years of work experience, distinctly in TVET sector.	By initial recruitment.
22.	Internal Auditor, (BPS-17).	(a) Master's Degree (at least in Second Division) in commerce or in Business Administration (BBA 4-years') or equivalent qualification in the relevant field from a recognized University; or (b) Degree in Chartered Accountancy (CA) from a recognized Institute or Chartered Accounts of Pakistan; or (c) Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or (d) ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute; and	By initial recruitment.

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
		(e) having three years of work experience, distinctly in Internal Audit or Risk Management Function.	
23.	Assistant Engineer, (BPS-17).	(a) Bachelor's Degree in Engineering or BS in Civil Engineering from a recognized University; and (b) registration as Engineer with Pakistan Engineering Council; and (c) having three years of work experience, preferably in TVET sector.	(a) 50% by promotion from amongst the members of the Service holding the post of Sub Engineer (BPS-11) possessing Bachelor of Engineering with at least (5) years' service as such, on seniority cum fitness basis; and (b) 50% by initial recruitment.
24.	Assistant Private Secretary, (BPS-16).	(a) Bachelor's Degree from recognized University; (b) Urdu and English typing skill with a speed of at least 40 words per minutes; (c) English short hand skill with a speed of at least 100 words per minutes; and (d) Computer knowledge with six months certificate in computer.	(a) 50% by promotion on combined seniority from amongst the members of the Service holding the post of Computer Operator and Data Entry Operator (BPS-12) with at least seven (7) years' service as such, on seniority cum fitness basis; and having Graduation/equivalent qualification for promotion is relaxed on attaining the age of 55 years; and (b) 50% by initial recruitment.
25.	Assistant Accounts Officer, (BPS-16).	(a) Bachelor's Degree (at least in Second Division) in Commerce from a recognized University; or (b) Degree in Cost and Management Accounting (CMA) from a recognized Institute of Cost Management Accounts of Pakistan; or	By initial recruitment.

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
		<p>(c) ACCA qualification from a recognized Association of Chartered Certified Accountants/Institute; or</p> <p>(d) Bachelor's Degree at least in Second Division in Business Administration from a recognized University.</p>	
26.	Assistant, (BPS-16).	<p>(a) Bachelor's Degree from HEC recognized University; and</p> <p>(b) having at least three months Office Automation Certificate in computer operations from a recognized Institute.</p>	By initial recruitment.
27.	Data Entry Operator	<p>(a) (i) Higher Secondary School Certificate from a recognized Board; and</p> <p>having one year's Diploma in Computer Science or IT, from a recognized Institute; or</p> <p>(ii) ICS from a recognized Institute/Board; and</p> <p>(b) typing skill on computer with a speed of at least 30 words per minute in English and Urdu.</p>	By initial recruitment.
28.	Assistant Computer Operator, (BPS-12).	<p>(a) (i) Higher Secondary School Certificate from a recognized Board; and</p> <p>having one year's Diploma in Computer Science or IT, from a recognized Institute; or</p> <p>(ii) ICS from a recognized Institute/Board; and</p> <p>(b) typing skill on computer with a speed of at least 30 words per minute in English and Urdu.</p>	By initial recruitment.

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
29.	Sub-Engineer	(a) Three years' Diploma of Associate Engineers in Civil, Mechanical and Electrical from a recognized University/Institute; (b) having two (2) years work experience in relevant field.	By initial recruitment.
30.	Record Keeper, (BPS-5)	Secondary School Certificate from recognized Board.	By initial recruitment.
31.	Driver, (BPS-4)	(a) Middle certificate; (b) possesses a valid HTV/LTV driving license issued from the Licensing Authority; and (c) having at least two years' experience as driver.	By initial recruitment.
32.	Dispatcher/ Dispatch Rider, (BPS-1)	Middle Pass Certificate.	By initial recruitment.
33.	Cook, (BPS-1)	(a) Secondary School Certificate from recognized Board; (b) Experience in Cooking.	By initial recruitment.
34.	Mali/ Gardner, (BPS-1)	(a) Secondary School Certificate from recognized Board; (b) Experience in Gardening.	By initial recruitment.
35.	Chowkidar/ Watchman, (BPS-1)	Middle Pass Certificate.	By initial recruitment.
36.	Naib Qasid/ Peon, (BPS-1)	Middle Pass Certificate.	By initial recruitment.
37.	Sweeper, (BPS-1)	Literate.	By initial recruitment.