

**THE BALOCHISTAN PROVINCIAL ASSEMBLY SECRETARIAT  
(RECRUITMENT)  
RULES, 2009**

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*RULES*

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**<sup>1</sup>THE BALOCHISTAN PROVINCIAL ASSEMBLY  
SECRETARIAT (RECRUITMENT)  
RULES, 2009**

**NOTIFICATION**

[8<sup>th</sup> June, 2009]

No. Admn: I (16)/73. In exercise of the powers conferred by clause (3) of Article 87 of the Constitution of the Islamic Republic of Pakistan, 1973<sup>2</sup>, read with Article 127, the Speaker with the approval of the Governor of Balochistan, is pleased to make the following rules regulating the recruitment of persons to the Secretariat of the Provincial Assembly of Balochistan, namely:—

**PART I – PRELIMINARY**

1. **Short title and commencement.**— (1) These rules may be called the Balochistan Provincial Assembly Secretariat (Recruitment) Rules, 2009<sup>3</sup>.

(2) They shall come into force at once.

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

- (a) “**Appointing Authority**” means the authority competent to make an appointment under rule 10;
- (b) “**Provincial Assembly**” means Provincial Assembly of Balochistan;
- (c) “**Constitution**” means the Constitution of Islamic Republic of Pakistan, 1973<sup>2</sup>;
- (d) “**Employee**” means a person appointed to a post;
- (e) “**Government**” means the Government of Balochistan;
- (f) “**Finance Committee**” means the Finance Committee<sup>4</sup> of the Assembly constituted under Article 88 of the Constitution<sup>2</sup> read with Article 127 thereof;
- (g) “**Post**” means a post in the Secretariat;
- (h) “**Provincial Secretariat**” means the departments of the Provincial Government when referred to collectively;
- (i) “**Schedules**” means schedules “A”, “B” and “C” annexed to these rules;
- (j) “**Secretariat**” means the Balochistan Provincial Assembly Secretariat;

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<sup>1</sup> These rules have been issued by the Balochistan Provincial Assembly Secretariat vide its notification No. Admn: I (16)/73, dated 8<sup>th</sup> June, 2009; and published in the Balochistan Gazette (Extraordinary) No. 85, dated 8<sup>th</sup> June, 2009.

<sup>2</sup> Constitution of the Islamic Republic of Pakistan (1973); enacted on 10<sup>th</sup> April, 1973 and authenticated by the Assembly on 12<sup>th</sup> April, 1973; published on the same day in the official Gazette of Pakistan; and came into force with effect from 14<sup>th</sup> August, 1973.

<sup>3</sup> For the earlier rules, repealed one after the other and amendments made therein, *see* foot-notes under rules 16.

<sup>4</sup> The Finance Committee of the Provincial Assembly of Balochistan, after its constitution under the relevant articles of the Constitution, has made its rules vide notification No. Admn: III- (27)/73, dated 24<sup>th</sup> October, 1973, i.e. the Balochistan Provincial Assembly (Finance Committee) Rules, 1973.

- (k) “**Secretary**” means the Secretary of the Assembly, and includes any person for the time being performing the duties of the Secretary;
- (l) “**Speaker**” means the Speaker of the Assembly;
- (m) “**Recognized Institute/University**” means any Institute/University recognized by the Government; *and*
- (n) “**Service**” means the Balochistan Provincial Assembly Secretariat Service.

(2) All words and expressions used but not defined in these rules, shall unless the context otherwise requires have the meanings assigned to them in the Constitution.

## **PART II — THE SECRETARIAT**

3. **Secretariat.**— There shall be a Secretariat headed by the Secretary.
4. **Eligibility & Composition of Service.**— (1) No person who is married to a foreign national shall be eligible for appointment to the Service.
- (2) The restriction imposed by sub-rule (1) above may be relaxed by the Speaker in special circumstances as per policy of the Government.
- (3) No person shall be eligible to the Service until he possesses a local/domicile certificate of Balochistan Province.
- (4) **Age.** No person who is less than eighteen years or more than thirty years of age shall be appointed to the Service by initial recruitment, provided that:—
- (a) In case of a person whose service under the Government have been terminated for want of a vacancy, the period of service already rendered by him, shall for the purpose of upper age limit under this rule be excluded from his age;
  - (b) The Speaker may relax upper age limit up to ten years.

## **PART III — RECRUITMENT**

5. **Methods of recruitment.**— (1) Recruitment to a post or class of posts may be made by one or more of the following methods, namely:—
- (a) by promotion;
  - (b) by transfer; *and*
  - (c) by initial recruitment.
- (2) Notwithstanding anything contained in these rules:—
- (a) Short term vacancies reserved for initial recruitment may be filled by promotion or transfer;
  - (b) if no suitable person is available for promotion or transfer, the vacancy may be filled by initial recruitment.
6. **By promotion.**— (a) Promotion to a post may be made:—
- (i) In the case of a selection post, on the basis of selection on merit; *and*

(ii) In the case of a non-selection post, on the basis of seniority-cum-fitness.

(b) Promotion of a person from one to another post shall be made on the recommendation of a Promotion Committee consisting of not less than three members to be constituted—

(i) in the case of posts in B-16 and above, by the Speaker; *and*

(ii) in the case of all other posts, by the Secretary.

7. **By transfer.**— Appointment by transfer shall be made with the concurrence of Government.

8. **Appointment by initial recruitment.** —

(a) Appointment by initial recruitment to posts in B-16 and above shall be made on the recommendations of a Selection Committee, consisting of not less than three members, to be constituted by the Speaker.

(b) Appointment by initial recruitment to posts other than those referred to in sub-rule(a) shall be made on the recommendations of a Selection Committee consisting of not less than three members , to be constituted by the Secretary.

9. **Qualification for appointment.**— The qualification, experience and age for appointment to the various categories of posts by promotion or otherwise shall be the same as mentioned in the relevant schedule against such posts.

10. **Appointing authority.**— Appointment to all posts in B-16 and above shall be made by the Speaker and appointment to all other posts shall be made by the Secretary on the recommendations of the respective Committee.

11. **Probation.**— (1) A person appointed to the service against a substantive post by initial recruitment or by transfer shall remain on probation for a period of one year.

(2) If the work or conduct of holder of the post during the period of probation has, in the opinion of the appointing authority, not been satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired dispense with his services if he has been appointed by initial recruitment and if he has been appointed by transfer revert him to his former post/department.

(3) On the satisfactory completion of the period of probation, the appointing authority may confirm a probationer in his appointment provided a clear vacancy exists.

12. **Seniority.**— The *inter se* seniority of the service in various posts shall be determined in following manners:—

**Seniority on initial appointment:**

(1) Persons appointed by initial recruitment on the recommendations of the Selection Committee through an earlier open advertisement shall rank senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are recommended in open advertisement by the Selection Committee their *inter-se* shall be determined in order of merit assigned by the Selection Committee.

(3) If only one candidate is recommended in open advertisement by the Selection Committee, his seniority shall be counted from:—

- (a) The date of recommendation by the Selection Committee, if he was already holding the same post on temporary basis: *and*
- (b) The date of his joining the post after being recommended by the Selection Committee if he was not already holding the same post.

**Seniority on promotion:** Seniority in a service, cadre or post to which an employee is promoted shall take effect from the date of regular promotion to that service, cadre, or post: provided that:

- 1) Employees selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date.
- 2) Employees selected for promotion to higher posts in one batch, shall on their promotion to the higher posts, retain their *inter-se* seniority as in the lower posts; *and*
- 3) Employees eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or inadvertently omitted from consideration in the original reference when they are subsequently considered and approved for promotion or whose cases were deferred while their juniors were promoted to the higher posts, shall on promotion, without supersession take their seniority with the original batch.

**Seniority on appointment by transfer:** Seniority in a service, cadre or post to which an employee is appointed by transfer shall take effect from the date of regular appointment to the service, cadre or post;

Provided that:-

- 1) Persons belonging to the same service, cadre or post selected for appointment by transfer to a service, cadre or post in one batch shall, on their appointment, take *inter-se* seniority in the order of their date of regular appointment in their previous service, cadre or post; *and*
- 2) Persons belonging to different services, cadres or posts selected for appointment by transfer in one batch shall take their *inter-se* seniority in the order of the date of their regular appointment to the posts which they were holding before such appointment and, where such date is the same the person older in age shall rank senior.

#### **PART IV — RE-EMPLOYMENT**

- 13. (a) A retired employee shall not be re-employed in the Secretariat; provided that the Speaker in the interest of public may make such re-employment for six months on such terms and conditions as prescribed by him, it may continue with approval of Finance Committee.
- (b) No other person shall be appointed in the Secretariat on contract basis without prior approval of Finance Committee.

#### **PART V — MISCELLANEOUS**

- 14. **Pay, Allowances and Pensions etc.**— A person appointed to a post shall be entitled to the pay, allowances and pension etc. as sanctioned by the Government from time to time.

15. **General Rules.**— In all matters not expressly provided in these rules the employees shall be governed by such rules as have been or may hereafter be prescribed by the Provincial Government.

16. **Repeal.**— The Balochistan Provincial Assembly Secretariat (Officers) Service Rules, 2004<sup>1</sup> and the Balochistan Provincial Assembly Secretariat (Employees) Service Rules, 2004<sup>2</sup> are hereby repealed.

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BY ORDER OF  
GOVERNOR BALOCHISTAN  
  
CHIEF SECRETARY  
GOVERNMENT OF BALOCHISTAN

(See Schedules on next Page)

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<sup>1</sup> Rules issued vide notification No. Admn: I (16)/73, dated 9<sup>th</sup> March, 2004, by the Balochistan Provincial Assembly Secretariat (BPAS); and published in the Balochistan Gazette (Extraordinary) No. 13, dated 9<sup>th</sup> March, 2004.

<sup>2</sup> Rules issued vide notification No. Admn: I (16)/73, dated 9<sup>th</sup> March, 2004, by the Balochistan Provincial Assembly Secretariat; and published in the Balochistan Gazette (Extraordinary) No. 12, dated 9<sup>th</sup> March, 2004.

For the earlier rules repealed one after the other and the amendments made therein, *See*—

- i. BPAS's notification No. Admn: I (16)/73, dated 30<sup>th</sup> June, 1975; published in the Baln. Gazette (Extraordinary) No. 26, dated 30<sup>th</sup> June, 1975 (*i.e. Recruitment Rules of 1975*).
- ii. BPAS's notification No. Admn: I (16)/73 – Vol -I, dated 1<sup>st</sup> December, 1987; published in the Baln. Gazette (Extraordinary) No. 174, dated 1<sup>st</sup> December, 1987 (*i.e. amendment in recruitment Rules of 1975*).
- iii. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 12, dated 22<sup>nd</sup> February, 1999 (*i.e. AP&T Rules of 1999*).
- iv. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 59, dated 22<sup>nd</sup> February, 1999 (*i.e. Personal Staff S. Rules of 1999*).
- v. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 58, dated 22<sup>nd</sup> February, 1999 (*i.e. Official Reporters S. Rules of 1999*).
- vi. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 65, dated 22<sup>nd</sup> February, 1999 (*i.e. Security Officers and Staff S. Rules of 1999*).
- vii. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 64, dated 22<sup>nd</sup> February, 1999 (*i.e. Head Translator and Translators Rules of 1999*).
- viii. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 60, dated 22<sup>nd</sup> February, 1999 (*i.e. Editing and Printing Cadre S. Rules of 1999*).
- ix. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 63, dated 22<sup>nd</sup> February, 1999 (*i.e. Research Officers S. Rules of 1999*).
- x. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 61, dated 22<sup>nd</sup> February, 1999 (*i.e. Automation Wing S. Rules of 1999*).
- xi. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 62, dated 22<sup>nd</sup> February, 1999 (*i.e. Library & Reference S. Rules of 1999*).
- xii. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 66, dated 22<sup>nd</sup> February, 1999 (*i.e. Miscellaneous Services S. Rules of 1999*).
- xiii. BPAS's notification No. Admn: I (16)/73, dated 22<sup>nd</sup> February, 1999; published in the Baln. Gazette (Extraordinary) No. 67, dated 22<sup>nd</sup> February, 1999 (*i.e. MPA's Hostel Officers and Staff S. Rules of 1999*).

## SCHEDULE "A"

{See rule 5, 6, 7, 8 and 9}

S. No.	Nomenclature & Basic Pay Scale of the Post	Minimum qualification for initial recruitment	Method of Recruitment
1	2	3	4
1.	Secretary, B-20.	---	By promotion from amongst Additional Secretaries (B-19) on seniority cum fitness basis who possesses 17 years service in B-17 and above and have successfully completed regular course at NIPA and if no suitable candidate is available then the post shall be filled up by transfer from amongst the officer in B-20 having 17 years service in B-17 with at least 12 years experience in Legislation and Parliamentary Affairs.
2.	Additional Secretary, B-19.	---	By promotion on merit from amongst the holder of the post of Deputy Secretaries (B-18) on seniority-cum-fitness basis having 12 years service in B-17 and above.
3.	Deputy Secretary, B-18.	---	By Promotion from amongst the Assistant Secretaries (B-17) on seniority-cum-fitness basis possessing 5 years service as such.
4.	Assistant Secretary, B-17.	---	a. 70% vacancies shall be filled by Promotion from amongst the Superintendents (B-16) on seniority-cum-fitness basis having 5 years service as such;  b. 30% vacancies shall be filled by Promotion from amongst the Private Secretaries (B-16) on seniority-cum-fitness basis having 5 years service as such.

5.	Superintendent, B-16.	---	By Promotion from amongst the Assistants (B-14) on seniority-cum-fitness basis having 5 years service as such.
6.	Private Secretary, B-16.	---	By Promotion from amongst the Senior Scale Stenographers (B-15) on seniority cum-fitness basis having 5 years service as such.
7.	Senior Scale Stenographer, B-15.	Secondary School Certificate from a recognized Board/University with a speed of 100/45 wpm in shorthand/typewriting.	a. 75% by promotion from amongst the Junior Scale Stenographers (B-12) on seniority-cum-fitness basis having 3 years service as such; <i>and</i> b. 25% by initial recruitment.
8.	Junior Scale Stenographer, B-12.	Secondary School Certificate from a recognized Board/University with a speed of 80/35 wpm in shorthand/typewriting and Computer knowledge.	By initial recruitment.
9.	Assistant, B-14.	Graduation in 2 <sup>nd</sup> Division from a recognized University.	a. 75% by promotion from amongst the Senior Clerks (B-9) on seniority- cum fitness basis having 5 years service as such; <i>and</i> b. 25% by initial recruitment.
10.	Senior Clerk, B-9	---	By promotion from amongst the Junior Clerks (B-7) on the basis of seniority-cum-fitness having 3 years service as such.
11.	Junior Clerk, B-07.	Intermediate with a typewriting speed of 30 wpm and Computer knowledge.	20% by promotion from amongst the Matriculate class IV employees (Mali, Farash, Naib Qasid, Chowkidar, Offset Machine Helper, Vehicle Cleaner, Bearer, Masalchi, Darban, Washer man, Sweeper, Daftri, Sound Helper, Vehicle Cleaner, Door Keeper, Bookbinder) with speed of 30 wpm typewriting and Computer knowledge on the seniority-

			cum-fitness basis having 3 years service as such; <i>and</i> 80% by Initial recruitment.
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## SCHEDULE "B"

{See rule 5, 6, 7, 8 and 9}

<b>S. No.</b>	<b>Nomenclature &amp; Basic Pay Scale of the Post</b>	<b>Minimum qualification for initial recruitment</b>	<b>Method of Recruitment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	Secretary to Speaker, B-19	M. Phil in Public Relations/International Relations from a recognized University with 5 years of relevant experience and full knowledge of Computer.	By initial recruitment.
2.	Chief Reporter, B-19.	---	By Promotion from amongst Reporters B-18 on the basis of seniority-cum-fitness having 12 years service in B-17 and above.
3.	Staff Officer to Speaker B-19	M. Phil in Public Relations/International Relations from a recognized University with 5 years of relevant experience and command over English language and Computer Knowledge is compulsory.	By initial recruitment.
4.	Public Relation Officer, B-18	M.A in International Relations or Journalism in 2nd Division from a recognized University with 6 years of experience.	a. 50% by promotion from amongst the Public Relation Officer (B-17) with five years service as such on seniority-cum fitness basis; b. 50% by initial recruitment.
5.	Chief Protocol Officer, B-18	M.A in Public Relations or Journalism from a Recognized University.	a. 50% by promotion from Protocol Officers B-17 /Coordination Officer B-17 /Liaison Officer B-17 on seniority cum fitness-basis having five years service as such; b. 50% by initial recruitment.
6.	Chief Accounts Officer,	Masters in Public Administration (in Finance) from a recognized	a. 50% by promotion from amongst the Accounts Officer (B-17) with five years service

	B-18	University with 5 years of relevant experience.	as such on seniority-cum-fitness basis; b. 50% by initial recruitment.
7.	Chief Editor of Debates B-18	---	By promotion from the Assistant Editor of Debates (B-16) having 12 years service as such on seniority-cum-fitness basis.
8.	Director Publication, B-18	---	By Promotion from the Publication Officer (B-16) having 12 years service as such on seniority-cum-fitness basis.
9.	Reporters, B-18	---	By promotion from amongst Reporters B-17 having 5 years service as such on seniority-cum-fitness basis.
10.	Librarian, B-18	---	By promotion from Assistant Librarian B-17 with 5 years service as such on seniority-cum-fitness basis;
11.	System Analyst, B-18	---	By promotion from Computer Programmer B-17 with 5 years service as such on seniority-cum-fitness basis;
12.	Chief Comptroller, B-18	---	By promotion from Comptroller, B-17 with 5 years service as such on seniority-cum-fitness basis.
13.	Computer Programmer B-17	Master degree in Computer Science from a recognized University.	By initial recruitment.
14.	Assistant Librarian B-17	Masters in Library Science from a recognized University.	By initial recruitment.
15.	Coordination Officer B-17	Post graduation from a recognized University.	By initial recruitment.
16.	Research Officer, B-17	Post graduation from a recognized University.	By initial recruitment.
17.	Reporter, B-17.	Graduation, with a speed of 140/50 wpm in short hand/ typewriting in <i>Urdu/ English, Balochi and Pashto</i> Languages knowledge is compulsory with 5 years relevant experience.	By initial recruitment.

18.	Transport Officer B-17	Post graduation from a recognized University with five years of relevant experience.	By initial recruitment.
19.	Estate Officer B-17	Post graduation from a recognized University with five years of relevant experience.	By initial recruitment.
20	Assistant Engineer B-17	M.E or B.E (Civil/ Electrical) from recognized University with five years of relevant experience.	By initial recruitment.
21.	Security Officer B-17	---	By promotion from the Assistant Security Officer B-16 having 5 years service as such on seniority-cum-fitness basis.
22.	Plantation Officer B-17	Post graduation (Horticulture) from a recognized University with five years of relevant experience.	By initial recruitment.
23.	Comptroller B-17	---	By Promotion from Assistant Comptroller B-16 having 5 years service as such on seniority-cum-fitness basis.
24.	Sergeant-at-Arms B-17	---	On deputation from Balochistan Police.
25.	Private Secretary to Speaker/ Deputy Speaker B-17.	Graduation from a recognized University with a speed of 100/40 wpm in English shorthand/ typewriting and Computer knowledge is compulsory with 5 years of relevant experience.	By initial recruitment
26.	Liaison Officer B-17	---	By Promotion from Assistant Liaison Officer B-16 with 5 years service as such.
27.	Protocol Officer B-17	---	By promotion from Assistant Protocol Officer B-16 with 5 years service as such.
28.	Accounts Officer	Masters in Business Administration from a	By initial recruitment.

	B-17	recognized University.	
29.	Head Translator B-17	Graduation from recognized University with experience of Translation from Urdu to English and English to Urdu and compulsory and knowledge of regional languages viz. Balochi & Pushto with 3 years of experience.	a. By promotion from Translators (B-11) with 10 years service as such; b. By initial recruitment if no suitable person is available by promotion.
30.	Public Relation Officer to Chairman, Public Accounts Committee (B-17)	Masters in Public Relations from a recognized University with three years experience of relevant job.	By initial recruitment.
31.	Assistant Liaison Officer B-16	Graduation from a recognized University with 2 <sup>nd</sup> Division.	By initial recruitment
32.	Assistant Editor of Debates B-16	Graduation from a recognized University with 2 <sup>nd</sup> Division.	By initial recruitment.
33.	Assistant Security Officer B-16	Graduation from a recognized University with 2 <sup>nd</sup> Division.	By initial recruitment.
34.	Assistant Protocol Officer B-16.	Graduation from a recognized University with 2 <sup>nd</sup> division.	By initial recruitment.
35.	Chief Photographer B-16.	---	By promotion from photographer (B-13) with 5 years service as such.
36.	Assistant Comptroller B-16.	---	By promotion from Assistant-cum-Caretaker (B-11) with 7 years service as such.
37.	Publication Officer B-16	Graduation from a recognized University with 2 <sup>nd</sup> Division.	By initial recruitment.

## SCHEDULE "C"

{See rule 5, 6, 7, 8 and 9}

<b>S. No.</b>	<b>Nomenclature &amp; Basic Pay Scale of the Post</b>	<b>Minimum qualification for initial recruitment</b>	<b>Method of Recruitment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	Sound Operator B-15	Diploma in Mechanical Engineering	a. By Promotion from Assistant Sound Operator (B-7) with years service as such. b. By initial recruitment if no suitable person is available.
2.	Photographer B-13	Intermediate with sufficient experience of photography.	By initial recruitment.
3.	Khateeb B-13	Sanad from Wafaq ul Madaras.	By initial recruitment.
4.	Translator B-11	Intermediate with 5 years experience of translation from Urdu to English and English to Urdu and compulsory Balochi & Pushto.	By initial recruitment.
5.	Assistant Cum-Caretaker B-11	---	By promotion from Receptionist (B-5)/ Telephone Operator (B-5) on seniority-cum-fitness basis with 3 years service.
6.	Mouazan B-11	Sanad from Deni Madaras.	By initial recruitment.
7.	Garage Superintendent B-11	---	By Promotion from Motor Mechanic (B-8) on seniority cum fitness basis with 10 years service as such.
8.	Offset Machine Operator B-10	Intermediate with 5 years experience of Operating Offset Machine.	By initial recruitment.
9.	Head Katib B-8	Intermediate with experience in calligraphy.	a. By promotion from Katibs (B-4) with 3 years service as such. b. By initial recruitment if no

			suitable person is available.
10.	Motor Mechanic B-8	Matric with two years experience in field.	By initial recruitment.
11.	Head Cook/Cook B-8	Matric with 5 years experience in the relevant field.	By initial recruitment.
12.	Assistant Sound Operator B-7	Intermediate with sufficient experience of sound system.	By initial recruitment.
13.	Copy Paster B-7	Intermediate with two years experience in field.	By initial recruitment.
14.	Supervisor (printing) B-6	---	By Promotion from Book Binder (B-2) and Offset Machine Helper (B-2) on basis of seniority cum fitness.
15.	Proof Reader B-6	Intermediate with two years experience in the field	By initial recruitment.
16.	Senior Security Supervisor B-6	---	By Promotion from the Security Supervisor (B-5) on basis of seniority cum fitness.
17.	Telephone Operator B-5	Intermediate with two years experience in the field.	By initial recruitment.
18.	Receptionist B-5	Intermediate with two years experience in the field.	By initial recruitment.
19.	Store Keeper B-5	Intermediate with two years experience in the field.	By initial recruitment.
20.	Security Supervisor B-5.	---	By Promotion from Security Guards (B-5) on the basis of seniority cum fitness.
21.	Security Guard B-5	Matric or Ex-service men of Armed Forces.	By initial recruitment.
22.	Steward B-5	Matric with 5 Years experience in the field.	By initial recruitment.
23.	Kitchen Supervisor B-4	Matric with 5 years experience in the field.	By initial recruitment.
24.	Katib B-4	Matric with two years experience in the field.	By initial recruitment.
25.	Door Keeper B-4	Matric	By initial recruitment.

26.	Driver B-4	Driving License with 5 years experience in the field.	By initial recruitment.
27.	Khadim Masjid, B-2.	Literate.	By initial recruitment.
28.	Daftri, B-2.	Literate.	By Promotion from Naib Qasids.
29.	Book Binder, B-2.	Literate.	By Promotion from Naib Qasids.
30.	Offset Machine, Helper B-2.	Literate with two years experience in field.	By initial recruitment.
31.	Mali/Farash/ Naib Qasid/ Chowkidar/ Helper/ Vehicle Cleaner/ Bearer/ Masalchi/ Darban/ Washerman/ Sweeper, B- 1.	Literate.	By initial recruitment.

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