

EXTRAORDINARY
GOVERNMENT



REGISTERED NO. PIII
G A Z E T T E

KHYBER PAKHTUNKHWA

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**GOVERNMENT OF THE KHYBER PAKHTUNKHWA INDUSTRIES,
COMMERCE & TECHNICAL EDUCATION, DEPARTMENT.**

NOTIFICATION

Dated, Peshawar 23rd September, 2015.

No.SO-II(IND)2-96/2014.--- In exercise of the powers conferred by section 29 of the Khyber Pakhtunkhwa Khyber Pakhtunkhwa Development Authority, 1972 (Khyber Pakhtunkhwa Act No. VI of 1973) ,the Government of the Khyber Pakhtunkhwa is pleased to make the following rules, namely:

THE KHYBER PAKHTUNKHWA DEVELOPMENT AUTHORITY SERVICE RULES 2015

1. **Short title, application and commencement.**---(1) These rules may be called the Khyber Pakhtunkhwa Development Authority Service Rules 2015.

- (2) These rules shall apply to all regular employees of the Authority.
- (3) These shall come into force at once.

2. **Definitions.**---In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-

- "Appendix" means an Appendix to these rules;
- "Appointing Authority" in relation to a post means the person authorize under rule 4 to make appointment to that post;
- "Departmental Selection and Promotion Committees" means a Committee constituted by the appointing authority for the purpose of making selection for initial appointment or promotion to posts in BPS-16 and below;

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- "employee" means an employee of the Authority appointed on regular basis, but does not include:
 - a person who is on deputation to the Authority from the Federal or any of the Provincial Governments or other Authority;
 - a person who is employed on contract, or on work charged basis or who is paid from contingencies; or
 - a person who is "worker" or "workman" as defined in the Factories Act, 1934 (Act-XXV of 1934), or the Workman's Compensation Act, 1923 (Act VIII of 1923); and
- "initial recruitment" means appointment made otherwise than by promotion or transfer;
- "month" means a calendar month;
- "pay" means the amount drawn monthly by an employee as pay, and includes special pay, personal pay and any other emolument declared by Government as pay, but does not include allowances;
- "post" means a post as specified in column No. 2 of the Appendix; and
- "Selection and Promotion Committee" means a Committee constituted by the Authority for the purpose of making selection for initial appointment or promotion to posts in BPS-17 and above.

3. Method of Appointment.—(1) Appointment to various posts in connection with the affairs of the Authority shall be made by initial recruitment, promotion or by transfer in the manner as specified in the Appendix.

(2) The qualification and other conditions applicable to a post shall be such as specified in the Appendix.

4. Appointing Authority.—The authorities competent to make appointment to posts in various basic pay scales shall be as follows:

S.No.	Posts.	Appointing Authority
1.	Posts in Basic Pay Scale 17 and above	Chairman of the Authority
2.	Posts in Basic Pay Scale 16 and below	Director concerned

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5. Appointment by initial recruitment or by promotion or by transfer.—(1) Appointment by initial recruitment or promotion to posts shall be made by the appointing authority, as specified in column No. 5 of the **Appendix**.

- (a) on the recommendations of Selection and Promotion Committee in the case of posts in BPS-17 and above; or
- (b) on the recommendations of the Departmental Selection and Promotion Committee in the case of posts in BPS-16 and below,

after the vacancies have been advertised in at least two daily newspaper of repute in case of initial recruitment.

(2) Subject to sub-rule (3) a candidate for initial appointment to a post must possess the qualifications and experience and must be within the age limit as specified in the **Appendix** for the post.

(3) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same basic pay scale, in which the post to be filled, exists.

(4) The appointing authority shall have the power to relax the upper age limit up to one year and the Authority up to three years, subject to the condition that a certificate to this effect may be recorded that no eligible candidate within the prescribed age limit was available.

6. Service Structure.—(1) The service of the Authority shall comprise the following cadres-

- (a) Engineering Cadre;
- (b) Managerial cadre;
- (c) Finance / Accounts cadre;
- (d) Ministerial cadre; and
- (e) Misc. cadre.

(2) Each cadre shall consist of the posts specified in the **Appendix** under the respective cadres and such other posts as may, from time to time, be added to it.

7. Seniority.—(1) The appointing authority shall maintain a proper seniority list for each cadre of its employees and shall notify the same once in every calendar year, preferably in the month of January.

- (2) The seniority inter se of the employees in the respective cadres shall be determined-
 - in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Authority; provided that persons selected for appointment in an earlier selection shall rank senior to the persons selected in a later selection; and

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- in the case of persons appointed otherwise, with reference to the dates of their continuous regular appointment to the post provided that persons selected for promotion to a higher post in one batch shall, on their promotion to the higher post retain their inter se seniority as in the lower post.

(3) Seniority inter se of the employees in the respective cadre appointed by initial recruitment vis-à-vis those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post in the cadre; provided that if the two dates are the same date, the person appointed by promotion shall rank senior to the person appointed by initial recruitment.

8. Eligibility.—(1) A candidate for appointment shall be a citizen of Pakistan and bonafide resident of the Province of the Khyber Pakhtunkhwa.

(2) No person, who has been married with a foreign national, shall be appointed to a post under these rules.

(3) No person, not already in Government Service or the service of the Authority, shall be appointed to a post unless he produces a certificate of character from the principal academic officer of the Academic Institution last attended and also certificates of character from two responsible persons not being his relatives, who are well acquainted with his character and antecedents.

(4) No candidate shall be appointed to a post by initial recruitment, unless he is found after such medical examination by a Medical Officer as the Authority may prescribe, to be in good mental and bodily health and free from physical defect likely to interfere in the efficient discharge of his duties.

(5) An employee shall stand retired from service of the Authority on attaining the sixteenth years of his age.

(6) Where a person appointed by initial recruitment to a post under these rules fails to produce any documentary proof regarding his age, the Authority may send him to its Medical Officer or to any other Registered Medical Practitioner, selected by the Authority for this purpose and his opinion with regard to the age of the employee shall be final. Age of the employee as registered at the time of his employment shall be recorded as final and will not be questioned by the employee. Retirement and other rules will also be applicable to him in accordance with his age so recorded.

9. Probation.—(1) A person appointed to a post in the prescribed manner shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise, provided that if his work or conduct during the period of probation has, in the opinion of appointing authority, not been found satisfactory, the appointing authority may, notwithstanding that he period of probation has not been expired:-

- dispense with his service, if he has been appointed by initial recruitment; or

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- revert him to his former post, if he has been appointed otherwise or if there will be no such post, dispense with his services; or
- extend the period of probation for a period not exceeding one year in all and during or on the expiry of such extended period, pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation---Officiating service or service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended, and if no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have satisfactorily completed his period of probation.

10. Confirmation--- On satisfactory completion of the probationary period, an employee shall be confirmed against a regular post, if available.

11. Resignation-

- An employee who wishes to resign from the service of the Authority shall give one month's notice in writing failing which he will be liable to pay the Authority an amount equal to one month's salary in lieu of the notice or such portion of one month's salary by which the notice falls short. In case the Authority terminates the services of an employee for want of a vacancy, it shall give one month's notice or one month's pay in lieu of the notice; and
- No employee shall tender his resignation or give notice of resignation while he is on leave. In such case, he will be treated to have left the Authority's service without notice on the day he proceeded on leave.

12. Salary and Allowances--- An employee of the Authority shall be entitled to which salary, allowances and other benefits, including pension and gratuity as may, from time to time, be sanctioned by the Government.

13. Other matters--- In all other matters not specifically provided for in these rules, the rules made by Government on those matters for civil servants shall be deemed to apply mutandis to the employees of the Authority.

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APPENDIX

(a): MANAGERIAL CADRE

S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment
1	2	3	4	5
1	General Manager (Administration) (BPS-19)			By promotion, on the basis of seniority-cum-fitness, from amongst the Manager (Personal and Administration) and Manager (General and Transport) with at least 12 years service in BPS-17 and above or seven years service in BPS-18: Provided that if no suitable person is available for promotion then by transfer from a Government Department.
2	General Manager Projects (BPS-19)			By promotion, on the basis of seniority-cum-fitness, from amongst the Manager (Planning) with at least 12 years service in BPS-17 and above or seven years service in BPS-18: Provided that if no suitable person is available for promotion then by transfer from a Government Department.
3	Manager (Personnel & Administration) (BPS-18)			By promotion, on the basis of seniority-cum-fitness, from amongst Assistant Manager (Administration) with at least 5 years service as such. Provided that if no suitable person is available for promotion then by transfer from a Government Department.

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S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment
1	2	3	4	5
4	Manager (General & Transport)/Manager Planning (BPS-18)			By promotion, on the basis of seniority-cum-fitness, from amongst Assistant Directors (Projects) with at least 5 years service as such: Provided that if no suitable person is available for promotion then by transfer from a Government Department
5	Assistant Director (Projects) (BPS-17)	At least second class Master's Degree in Business Administration from recognized university.	30-45 Years	By initial recruitment.
6	Assistant Manager (Admn) (BPS-17)	At least second class Master's Degree in Business Administration or Public Administration with five years experience in the Personnel Administration.	23-35 ears	By initial recruitment.

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(b): FINANCE & ACCOUNTS CADRE

S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment
1	2	3	4	5
1	General Manager (Finance) (BPS-19)	C.A (Preferably foreign qualified) ACMA / MBA (second class) from a recognized university with ten years experience in large Industrial concern of a Financial Institution in the field of Financial Management, Planning & Control.	30-45 Years	(i) Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst Manager Finance/Manager Accounts/Manager Audit with at least 12 years service in BPS-17 and above or seven years service in BPS-18; and (ii) twenty five percent by initial recruitment.
2	Manager Finance/Manager Accounts/ Manager Audit (BPS-18)	ACMA or Inter C.A / MBA (second class) with Major in Finance / M.Com (first class) from a recognized university with 6 Years experience in the filed of Finance, Accounts, Audit in the Govt. Audit & Accounts Department or in a big Industrial concern in the respective field.	30-45 Years	(i) Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst Assistant Manager Finance/Assistant Manager Budget/ Assistant Manager Accounts/Assistant Manager Audit (BPS-17) with at least 05 years service as such; and (ii) twenty five percent by initial recruitment.
3	Assistant Manager Finance/Assistant Manager Budget/Assistant Manager Accounts/Assistant Manager Audit (BPS-17)	At least second class M.B.A/B.B.A (Hon.) / M.Com from a recognized university with 2 years experience in the relevant field.	25-35 Years	By initial recruitment.

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S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment
1	2	3	4	5
4	Superintendents Finance / Accounts (BPS-17)			By promotion, on the basis of seniority-cum-fitness, from amongst the Senior Auditors and Accounts Assistant and Cashier (BPS-17) with at least 5 years service as such.
5	Senior Auditors (BPS-16)	At least second class Bachelor's Degree in Commerce with 5 Years experience in the field of Finance and Accounts in Government or big Industrial concern.	25-35 Years	By initial recruitment.
6	Accounts Assistant / Cashier (BPS-16)	At least second class Bachelor's Degree in Commerce/Business Administration with 03 years experience in Accounts field and having computer skills as well.	21-30	By initial recruitment.

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S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment
1	2	3	4	5
1	General Manager (Technical) (BPS-19)			By promotion, on the basis of seniority-cum-fitness, from amongst Industrial Estate Manager with at least 12 years service in BPS-17 and above or seven years service in BPS-18: Provided that if no suitable person is available for promotion then by transfer from a Government Department.
2	Industrial Estate Manager (BPS-18)			By promotion, on the basis of seniority-cum-fitness, from amongst the Technical Officer and Assistant Resident Engineer with five years service as such.
3	Technical Officer/Assistant Resident Engineer (BPS-17)	Bachelor of Engineering / B.Sc Engineering (Civil/Mechanical) with at least 05 years experience in the relevant field and having computer skills.	25-35	By initial recruitment.

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S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment
1	2	3	4	5
5	Senior Accountant BPS-17	Master's Degree in Commerce / Business Administration from a recognized university with at least 5 years experience in Finance & Accounts in Government or big Industrial concern & having computer skills.	25-35 Years	By initial recruitment.
6	Superintendent Technical (BPS-17)	Bachelor of Engineering / B.Sc Engineering (Civil) with at least 05 years experience in the relevant field and having computer skills.	25-35 Years	By initial recruitment.

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S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment
1	2	3	4	5
1	Superintendents (Admn: / Legal / Security) (BPS-17)			By promotion, on the basis of seniority-cum-fitness, from amongst Assistants with at least 05 years service as such: Provided that if no suitable person is available for promotion then by transfer from a Government Department.
2	Assistant (BPS-16)			By promotion, on the basis of seniority-cum-fitness, from amongst Senior Clerks three years service as such.
3	Senior Clerk (BPS-14)			By promotion, on the basis of seniority-cum-fitness, from amongst Junior Clerks/Typist five years service as such.
4	Junior Clerk / Typist (BPS-11)	(i) Secondary School Certificate from recognized Board; and (ii) A speed of 30 words per minute in English typing and having computer skills.	18-30	(i) Seventy five percent by initial recruitment; and (i) twenty five percent by promotion, on the basis of seniority-cum-fitness, from amongst from Class-IV employees having qualification prescribed for initial recruitment.

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(d): MINISTERIAL CADRE-II

S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment:
1	2	3	4	5
1	Private Secretary (BPS-17)	(a) Second class Bachelor's Degree from recognized University; and (b) A speed of 120 words per minute in short hand in English and 40-80 words per minute in English typing & having computer skills.	25-35 years	By promotion, on the basis of seniority cum-fitness, from amongst the Senior Scale Stenographer with at least 05 years experience as such: Provided that if no suitable person is available for promotion then by initial recruitment.
2	Senior Scale Stenographer (BPS-16)	(a) Bachelor's Degree from recognized University; and (b) A speed of 100 words per minute in short hand in English and 40 words per minute in English typing & having computer skills.	18-30	(i) Seventy five percent by promotion, on the basis of seniority-cum-fitness, from the amongst the Junior Scale Stenographers with at least 03 years service as such; and (ii) twenty five percent by initial recruitment.
3	Junior Scale Stenographer (BPS-14)	(i) Intermediate / D-Com from a recognized Board; (ii) A speed of 80 words per minute in short hand in English and 40 words per minute in English typing & having computer skills.	18-30	By initial recruitment

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(e): MISC. CADRE

S. #	Nomenclature of Posts with BPS	Minimum Qualification prescribed for appointment by initial recruitment	Age limit for initial recruitment	Method of appointment
1	2	3	4	5
1	Computer Programmer (BPS-17)	M.Sc Computer Science or BCS (4 years) from recognized University.	25-35 Years	By initial recruitment.
2	Data Processing Supervisor (BPS-14)	Second Class Bachelor's Degree in Computer Science with speed of 50-100 WPM of typing on Computer and 5 years experience in the relevant field.	25-35 Years	By initial recruitment.
3	Computer Technician (BPS-5)	At least second class Secondary School Certificate from a recognized Board alongwith one year Hardware Diploma in Computer.	18-30 Years	By initial recruitment.
4	Drivers (BPS-4)	Literate with Driving Licence LTV/HTV with three Years experience of driving vehicles.	18-30 Years	By initial recruitment.
5	Electrician (BPS-2)	At least second class Secondary School Certificate from a recognized Board along with Electrical diploma and 02 Years experience in the relevant field.	18-30 Years	By initial recruitment.
6	Naib Qasids (BPS-2)	Literate.	18-30 Years	By initial recruitment.
7	Chowkidars (BPS-2)	Literate.	18-30 Years	By initial recruitment.

**SECRETARY TO GOVT: OF KHYBER PAKHTUNKHWA
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