

EXTRAORDINARY
GOVERNMENT



REGISTERED NO. P.III
GAZETTE

KHYBER PAKHTUNKHWA

Published by Authority

PESHAWAR, FRIDAY, 6th JANUARY, 2023.

THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY EMPLOYEES (APPOINTMENT, PROMOTION & TRANSFER) REGULATIONS, 2022.

NOTIFICATION

Peshawar Dated, the 5th January, 2023.

No.DG/PIA/Admin/Service /Regulations/1077:-

PART-1

GENERAL

1. **Short title, application & commencement:-** (1) These regulations may be called "The Khyber Pakhtunkhwa Provincial Housing Authority Employees (Appointment, Promotion and Transfer) Regulations, 2022."

(2) These shall apply to all employees of the Khyber Pakhtunkhwa Provincial Housing Authority.

(3) They shall come into force at once.

2. **Definitions:-** In these regulations, unless there is anything repugnant in the subject or context, the following terms shall have the meanings assigned to them as under:-

- a. "Act" means the Khyber Pakhtunkhwa Provincial Housing Authority Act, 2005 (North-West Frontier Province Housing Authority Act 2005 No. XI of 2005);
- b. "appointment" means appointment by initial recruitment, promotion or by transfer;

- c. "Authority" means the Khyber Pakhtunkhwa Provincial Housing Authority constituted under section-3 (3) of the Act.
- d. "Board" means a board or committee constituted for the purpose of appointment or promotion of the positions in BS-17 and above in the authority.
- e. "Directorates" means various sections/departments established within the authority in terms of section-4 of the Act for carrying out the purpose of the Act;
- f. "permanent post" means a post sanctioned without limit of times;
- g. "temporary post" means a post other than a permanent post and shall not include ad hoc, contingent or work charge;
- h. "appointing authority" means a person, body or authority authorized under these regulations to make appointment to a post.
- i. "committee" means a promotion committee or a selection committee or any other committee constituted under the directions of the authority under these regulations.
- j. "employee" means an employee of PHA but does not include a person on deputation to the PHA, contract employee or work charge.
- k. "cadre" means the strength of service or a part of service sanctioned as a separate unit.
- l. "initial recruitment" means appointment made other than promotion or transfer in the prescribed manners.
- m. "post" means a post in connection with the affairs of the PHA.
- n. "prescribed" means as prescribed in the Act and these regulations.
- o. "Provincial Housing Authority (PHA)" means the Khyber Pakhtunkhwa Provincial Housing Authority constituted under section-3 (1) of the Act.

p. "schedule" means the schedules attached as appendix to these regulations.

Throughout these regulations whenever the context admits words implying masculine gender shall include the feminine gender and singular shall include plural.

All other terms and expressions shall have the same meanings as assigned to them under the Act and these regulations.

PART-II

APPOINTMENT BY INITIAL RECRUITMENT, PROMOTION AND TRANSFER

3. **General Terms and Conditions of Service:** - The terms and conditions of service of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be as provided under these regulations.

4. **Method of Appointment:** - Appointment to a post shall be made by any of the following methods, namely;

- a) by initial recruitment in accordance with the provisions contained in these regulations.
- b) by promotion or transfer in accordance with the provisions contained in these regulations.

5. **Appointing Authority:** - The following shall be the authorities competent to make appointment by initial recruitment, promotion or appointment by transfer to the posts specified against each on the recommendation of the Selection Committee and/ or Selection Board as the case may be:-

S. No.	Post/Pay Scale	Appointing Authority.
1.	BPS-16 and below	Director General PHA on the recommendation of Selection or Promotion Committee
2.	BPS-17 and BS-18	Secretary, Housing Department on the recommendation of Selection or Promotion Board.
3.	BPS-19	Authority (PHA) on the recommendation of Selection or Promotion Board.

S. No.	Post/Pay Scale	Appointing Authority.
4.	Additional Director General BPS-20	Authority (PHA) through promotion from amongst the Directors (BS-19) on the basis of seniority cum fitness.
5	Director General BPS-20	By transfer from Establishment Department, Khyber Pakhtunkhwa.

6. **Selection Committee:-** There shall be a Selection Committee to initiate cases of initial recruitment and promotion against various posts in Basic Pay Scale-16 and below in the Khyber Pakhtunkhwa Provincial Housing Authority. The Selection Committee shall consist of:-

Additional Director General, PHA	Chairman
Director Administration, PHA	Member
Director (Finance), PHA	Member
Director concerned	Member
Representative of Housing Deptt;	Member
Assistant Director (Admin)	Member/Secretary

7. **Selection Board:** There shall be a Selection Board to initiate cases of initial recruitment and promotion against various posts in BS-17 to BS-20 in the Khyber Pakhtunkhwa Provincial Housing Authority for initial appointment and promotion. The Selection Board of Khyber Pakhtunkhwa Provincial Housing Authority shall consist of: -

i) **For BS-17**

Director General, PHA	Chairman
Director (Finance), PHA	Member
Director concerned	Member
Deputy Secretary Housing Department	Member
Representative of Establishment Department	Member
Representative of Finance Department	Member
Deputy Director (Admn) PHA	Member/Secretary

ii) For BS-18 and BS-19

Secretary, Housing Department	Chairman
Director General, Provincial Housing Authority	Member
Representative of the Finance Department	Member
Representative of the Establishment Department	Member
Director Finance, PHA	Member
Director Administration, PHA	Member/Secretary

iii) For BS-20 (Additional Director General)

Secretary, Housing Department.	Chairman
Director General, Provincial Housing Authority	Member
Representative of the Finance Department not below the rank of Additional Secretary	Member
Representative of the Establishment Department not below the rank of Additional Secretary	Member
Director Finance, PHA	Member
Director Administration, PHA	Member/Secretary

3. **Appointment to posts: -**

(a) **By initial recruitment:-**

(1) On the vacation, creation or re-designation of a post (detail of staff **Appendix-B**) in the Khyber Pakhtunkhwa Provincial Housing Authority, the Director Administration upon the approval of Director General, Provincial Housing Authority shall advertise it for information of all concerned if the same falls within the quota of initial recruitment.

(2) The advertisement shall be made in at least two leading newspapers (Urdu & English) as well as hoisting on the websites of the KPPRA and Khyber Pakhtunkhwa Provincial Housing Authority.

(3) At least two weeks' time shall be given to the candidates to apply for the posts on the prescribed form (if applicable).

(4) The applications submitted by the candidates should be supported with Bio-Data/Curriculum Vita of the applicants and all relevant testimonials relating to the Education/Technical qualifications and required experience of the applicants duly certified with the prescribed age limit for the post and except as regulation framed for the purpose of relaxation of age limit.

(5) Final shortlisted candidates shall be called for interview before the Selection Committee/Selection Board on the basis of eligibility against the post and merit provided by the Director General PHA/ Testing Agency as the case may be.

(6) The method of appointment, qualification and other conditions applicable to post of Provincial Housing Authority shall be such as laid down in the recruitment Regulations (**Appendix-C & D**) provided that promotion and seniority of all Directorates shall be maintained separately under the recruitment regulations. Selection for direct recruitment shall be made on merit in accordance with the criteria (**Appendix-E**) for posts in BS-16 and below and for posts in BS-17 and above as per criteria (**Appendix-F**).

(7) Recommendations of the Selection Board or Selection Committee, as the case may be, to this effect shall be placed before the Appointing Authority for approval

(b) Appointment by Promotion: -

For the purpose of recommendations regarding promotion unless the officers/officials has completed such minimum length of service as specified in regulations, the Secretary of the Selection Board/Committee concerned shall prepare a working paper according to the prescribed regulations which will be authenticated by him. The Selection Committee/Selection Board shall consider the working paper placed before it according to the prescribed procedure, criteria and shall make recommendations as to the suitability or otherwise of the employee for the proposed promotion and for that matter.

(c) Appointment by transfer:-

Appointment by transfer shall be made by the Establishment Department, Khyber Pakhtunkhwa from amongst the Civil Service of the Provincial Government on the basis of deputation on such terms and conditions as may be determined by the policy of the Government from time to time.

(d) Appointment on acting charge basis:- (1) Where the competent authority considers it to be in public interest to fill a post reserved under these regulations for promotion and the most senior employee belonging to the cadre concerned, who is otherwise eligible for promotion, does not possess the prescribed length of service, the competent authority subject to the recommendation of the Selection/Promotion Board or Committee (as the case may be) may appoint him to the post on acting charge basis.

(2) Provided; that no such appointment shall be made, if the prescribed length of service is short by more than 02 years

(3) Acting charge appointment shall be made against posts which are likely to remain vacant for a period of six months or more.

(4) On appointment on acting charge basis, the employee will assume full responsibilities of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post.

(5) Acting charge appointment shall not amount to promotion on regular basis for any purpose including the inter-se-seniority of the incumbents in the cadre, nor shall it confer any vested right for regular promotion to the post held on acting charge basis.

(e) **Appointment on current charge basis**

The charge of vacant post may be given to the senior most employee in the cadre present in the Authority, if the employee is otherwise fit and eligible for promotion, with the approval of the relevant appointing authority.

(f) **Additional charge:-**

If a post falls vacant and it is not possible to fill it in the prescribed manner, the Director General may entrust additional charge of the vacant post to another employee of the same grade at the same station for a period of three months and extendable for three months further.

(g) **Appointment by deputation:-** (1) Appointment by deputation to a post in the PIA shall be made sparingly and only in the interest of the Service on mutually agreed terms and conditions.

(2) The appointment in the Authority on deputation shall be made with the consent of the lending authority for such period and on terms and conditions as may be mutually agreed between the lending and borrowing entities with the incumbent having no right to claim absorption in the Authority or claiming any vested right or having perpetual effect or rights and privileges for which a regular employee of the Authority is entitled.

(3) The Competent Authority may allow any of its employees to proceed on deputation to the Government Departments or Autonomous Bodies as per Government Policy.

(4) The PIA may in public interest allow transfer of an employee, who has successfully completed probation period and has served in the Authority for a minimum 05 years may be allowed on deputation initially for a period of three years, extendable at the request in writing of the borrowing authority by another one year, to the Federal Government, a Provincial Government or any organizational setup managed/controlled by such Government, on such terms and conditions as may be mutually agreed upon between the lending and borrowing authorities.

(5) An employee may be considered for promotion only after resumption of duty in the Authority. The employee shall be given timely intimation when due for promotion so that the employee can earn at least one performance evaluation report for one year before case comes up for consideration. If an employee resumed duty then promotion case shall be considered in normal course. If an employee does not resume duty in the Authority, promotion case shall be deferred (while seniority to remain intact) till return on the expiry of period of deputation and earning performance evaluation report for one calendar year after resuming duty.

(6) An employee who returns from deputation shall not be considered again for deputation until has served in the Authority for a continuous period of five years.

(h) **Temporary Appointment:** (1) The Director General PHA may hire a person(s) over and above the sanctioned strength of the Authority on fixed pay/wages on need basis due to exigency of the situation as an interim arrangement for a period not exceeding 60 days on such terms and conditions as may be specified on the recommendation of the Administration Wing of PHA.

(2) The fixed pay/wages of the person(s) so hired shall not exceed the salary of a regular employee of the same category and shall not be entitled to any fringe benefits or vested rights of appointment.

(i) **Appointment of Legal Advisor, Consultant or Counsel** (1) The Director General may hire as the case may be, for a specific period Legal Advisor(s)/ Consultant(s) or Counsel, for the courts of competent jurisdiction on need basis as it may consider necessary on such terms and conditions as it may deem suitable provided that funds for the purpose are available.

(2) The terms and conditions or honorarium or pay or wages of hiring of the above shall be properly determined by the committee under the Director Finance of the Authority including the Deputy Director Legal and Collector of the Authority

9. **Special Provisions :-**

- i) No person may be substantively appointed to a post in the Khyber Pakhtunkhwa Provincial Housing Authority without a medical fitness certificate of health by a competent authority as prescribed under the relevant Government policy. The certificate be attached to his first pay bill and the audit section shall return the same after seeing it so that it is placed in the personal file of the employee concerned for official record.
- ii) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
- iii) An employee cannot be appointed, except as a temporary measure on additional charge basis, to two or more permanent posts at the same time.
- iv) An employee cannot be appointed substantively to a post on which another employee holds a lien. However, an employee can officiate against such a post if the permanent incumbent has vacated the post temporarily on any of the following grounds: -

- a) he has proceeded on long leave.
- b) he has been posted against another tenure post.
- c) he is on deputation to any other department, institution of Govt. or any autonomous / corporate body.
- d) he has been appointed to another post regularly but has not so far confirmed against that post.

10. General Provision: -

- i. Tenure based appointment by transfer shall only be made from equivalent post holding by the employee substantively.
- ii. No promotion/upward elevation is allowed to ex-cadre post in the higher Pay Scale i.e. the posts other than the cadre posts of the employee concerned.
- iii. On posting of an employee against ex-cadre post, any appointment against such a post on promotion as acting charge and on subsequent repatriation of the original incumbent of the post, the junior most acting charge appointee shall be reverted to the lower post to make room for adjustment of the original incumbent so repatriated. In case, however, if the post had been filled on Adhoc basis through initial recruitment, the services of the junior most contractual employee in the cadre shall be dispensed with.
- iv. No horizontal posting of an employee of a particular cadre shall be allowed against an ex-cadre post if the officer/official of the said cadre in the lower tier is qualified and eligible for promotion/ upward elevation.

11. Posting/Transfer: -

The respective appointing authority shall be competent authority for posting and transfer amongst the employee in Provincial Housing Authority as prescribed in these regulations.

PART-III
PROBATION AND CONFIRMATION

12. **Probation:** - (1) A person appointed to a post on regular basis 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 the appointing authority, not been found satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired-

- (a) dispense with his service, if he has been appointed by initial recruitment; or
- (b) revert him to his former post, if he has been appointed otherwise, or if there be no such post, dispense with his services; or
- (c) extend the period of probation for a period not exceeding one year in all and may, 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.

13. **Confirmation:** - After satisfactory completion of the probationary period, an employee of Provincial Housing Authority shall be confirmed:

Provided that he holds a substantive post, provided further that the employee shall not be deemed to have satisfactorily completed his period of probation, if he has failed to pass an examination, test or course or has failed to complete successfully a training prescribed.

PART-IV
SENIORITY AND LIEN

14. **Seniority:** - (1) For proper administration of a service, cadre or post, the appointing authority shall cause a seniority list of the members for the time being of such service, cadre or post to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or post as the case may be.

(2) Subject to the provision of sub-section (1), the seniority of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be reckoned in relation to other employees of the Khyber Pakhtunkhwa Provincial Housing Authority belonging to the same service or cadre.

(3) The seniority inter-se-seniority of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority appointed to a service, cadre or post shall be determined;

(a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board or Selection Committee, as the case may be.

(b) in the case of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority appointed otherwise, with reference to the dates of their continuous regular appointment in the post, provided that employees of the Khyber Pakhtunkhwa Provincial Housing Authority selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter seniority as in the lower post.

Provided that if a junior person in a lower post is promoted to a higher post temporarily in the public interest, even though continuing later permanently in the higher post, it would not adversely affect the interest of his erstwhile seniors in fixation of his seniority in the higher post.

Provided further that if a junior person in a lower post is promoted to a higher post by superseding a senior person and subsequently that senior person is also promoted, the person promoted first shall rank senior to the person promoted subsequently; provided that junior person shall not be deemed to have superseded a senior person if the case of the senior person is deferred for the time being for want of certain information or for incompleteness of record or for any other reason not attributing to his fault or demerit.

15. Lien: -

- i) An employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien priory acquired on any other post.
- ii) An employee holding substantively a permanent post retains a lien on that post:
 - (a) while on duty on that post;
 - (b) while holding a post in a foreign service in an officiating capacity for a period of three years, provided that for reasons to be recorded by the Committee, this period may be extended up to five years;
 - (c) while holding a temporary post or officiating in another post;
 - (d) while on joining time or transfer to another post;
 - (e) while on leave; and
 - (f) while under suspension..

PART-V

RETIREMENT, SUSPENSION AND RESIGNATION

16. Age for Retirement: -

- i) The age of retirement of all employees of the Khyber Pakhtunkhwa Provincial Housing Authority shall be sixty years.
- ii) An employee of the Khyber Pakhtunkhwa Provincial Housing Authority may, however, apply for premature retirement at the age or length of service in accordance with the prevailing provincial government policy under the respective pension rules.
- iii) The competent authority on the recommendation of the Committee to be constituted for the purpose by the Authority, may compulsorily retire an employee of the Khyber Pakhtunkhwa Provincial Housing Authority subject to observing the prescribed process under the E&D regulations of the Authority.

17. Suspension:-

- i) An employee under suspension is entitled to subsistence allowance equal to his total monthly emoluments in accordance with the relevant policy of the Provincial Government.
- ii) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable; or when an employee who has been dismissed, removed, or suspended, is reinstated, the appellate or Competent Authority may grant him for the period of his suspension;
 - a) if he has been, in its opinion honorably acquitted, the full pay to which he would have been entitled if he had not been dismissed, removed, or suspended and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension, the period of absence from duty being treated as a period spent on duty; or
 - b) if otherwise a proportion of such pay and allowances as the appellate or competent authority may decide and the period of absence in his case shall not be treated as period spent on duty unless the appellate or competent authority so directs.
- iii) Leave shall not be granted to the employee under suspension.

18. Resignation: -

- (a) An employee of the Khyber Pakhtunkhwa Provincial Housing Authority, desirous of resigning his office, shall give to the competent authority, a notice of such period as provided below; or in his special contract of service, and in the event of his failure to do so he shall deposit to the Khyber Pakhtunkhwa Provincial Housing Authority, the salary due to him for the period of his notice: -

1.	Employees in BS-16 and below	1 month.
2.	Employees in BS-17 and above	15 Days

In the case of a temporary or a permanent employee whose post is retrenched, the Khyber Pakhtunkhwa Provincial Housing Authority shall give to the employee a notice of such period as is provided above for the employee.

The Khyber Pakhtunkhwa Provincial Housing Authority may, in lieu of any notice herein provided for, give a sum equal to the amount of pay for the period of notice or in the case of notice shorter than the prescribed period, equal to the amount of pay for the period by which such notice falls short.

- (b) If an employee of the Khyber Pakhtunkhwa Provincial Housing Authority is compelled to resign for reasons of ill health, or if the appointing authority is satisfied that his resignation is due to circumstances beyond his control and he could not have, under the circumstances given a timely notice, such forfeiture or a part of it may be waived off by the Competent Authority. The Competent Authority for this purpose is the Appointing Authority.
- (c) When an employee of the Khyber Pakhtunkhwa Provincial Housing Authority gives a notice of resignation he shall not be granted any leave other than sick leave.
- (d) Notice of resignation given by an employee on leave other than sick leave shall expire at least one month after the last day of his leave.

PART-VI

QUOTAS, LEAVE AND ANCILLARY

19. **Quotas: -**

Policy of the Provincial Government on allocation of quota to different Zones in different categories shall apply.

20. **Application for posts outside the Khyber Pakhtunkhwa Provincial Housing Authority:**

An employee of the Khyber Pakhtunkhwa Provincial Housing Authority applying for posts outside the cadre shall do so through proper channel, inter-alia on the following terms and conditions: (1) Application for competitive examinations, if an employee of the Khyber Pakhtunkhwa Provincial Housing Authority applies for permission and is otherwise eligible to appear in a competitive examination to be held by a Provincial or the Federal Public Service Commission or any other authority/forum, his application shall be forwarded.

(2) When a person whose application has been forwarded to the Appointing Authority or a Public Service Commission in accordance with these regulations, is selected for appointment, he shall ordinarily be released from his duties in the Khyber Pakhtunkhwa Provincial Housing Authority.

(3) If any person, who before appointment to any service of the Khyber Pakhtunkhwa Provincial Housing Authority or to any post in connection with the affairs of the Khyber Pakhtunkhwa Provincial Housing Authority, has appeared in any competitive examination or has applied for a post elsewhere and is, as a result, offered a post, he shall be released to join such service or post.

21. Leave: -

- i) The employees of the Khyber Pakhtunkhwa Provincial Housing Authority shall be entitled to such kind of leave as prescribed in the leave regulations.
- ii) A leave account for each kind of leave shall be maintained for each member of the staff of the Khyber Pakhtunkhwa Provincial Housing Authority. If a member wishes to resume his duty before the expiry of his leave, he may do so with the prior approval of the Competent Authority.
- iii) An employee of the Khyber Pakhtunkhwa Provincial Housing Authority accepting employment elsewhere during leave, including leave preparatory to retirement from the Khyber Pakhtunkhwa Provincial Housing Authority, without the prior sanction of the Appointing Authority, shall be liable to forfeit his leave salary from the date of his accepting such appointment.
- iv) Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant it.
- v) Other matters relating to leave shall be dealt with under the leave Rules of the Khyber Pakhtunkhwa Provincial Housing Authority.

22. Medical Aid:-

Employees of the Khyber Pakhtunkhwa Provincial Housing Authority shall be entitled to medical assistance in accordance with the procedure prescribed in the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Medical Attendance) Regulations, 2022.

23. Residuary Provisions: -

- i) There shall be maintained a permanent register or an electronic instrument in which shall be entered all appointments, promotions, leave, suspensions, fines, reduction or enhancement of salaries and office arrangements regarding all employees of the Khyber Pakhtunkhwa Provincial Housing Authority staff. The register may be called a nominal roll register.
- ii) If any employee of the Khyber Pakhtunkhwa Provincial Housing Authority who has served efficiently and with dedication dies before the age of retirement, the Director General may in cases of real hardship grants stipends and/or amenities as the case may be, to the legal heirs in accordance with the relevant Government policy.

24. **General Provisions:-**

- i) ~~✗~~ In matters not provided for in these regulations, the rules or instructions issued by the Government of Khyber Pakhtunkhwa from time to time in respect of Government Servants shall mutatis mutandis apply to the employees of the Khyber Pakhtunkhwa Provincial Housing Authority.
- ii) ~~✗~~ In a case, where the operation of these regulations involves undue hardship to an employee of the Khyber Pakhtunkhwa Provincial Housing Authority, the Competent Authority may, for reason to be recorded in writing, relax any of these regulations in his/her favour.

25. **Training:-**

The Authority may require an employee to undergo such training or refresher courses for the employees of PHA required professionally enhancing their technical expertise abroad or within the country respectively for such a period and on such terms the Authority may specify. In case of foreign training, the trainee shall execute a surety bond to the effect that after completion of the training, the employee shall serve in the service for a period of at least five years. failing which the employee shall pay the cost double to the entire expenditure incurred on the training besides initiation of disciplinary action. Only housing sector related shall be allowed under this clause of the regulation.

APPENDIX "B"

DETAIL OF STAFF (SCALE WISE)

A. DIRECTORATE GENERAL

S. No.	Nomenclature of post	BPS	No. of post
1.	Director General	20	1
2.	Additional Director General	20	1
3.	Private Secretary	17	2
4.	Computer Operator	16	1
5.	Junior Clerk	11	2
6.	Senior Driver	07	2
7.	Qasid	05	2
8.	Naib Qasid	03	2
	Total	---	13

B. DIRECTORATE, PLANNING & DEVELOPMENT

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Director (P&D)	19	1
2.	Deputy Director (P&D)	18	1
3.	Deputy Director Horticulture	18	1
4.	Assistant Director (P&D)	17	2
5.	Assistant Director Horticulture	17	1
6.	Senior Scale Stenographer	16	1
7.	Senior Assistant Horticulture	16	1
8.	Assistants	16	1
9.	Junior Scale Stenographer	14	1
10.	Assistant (Horticulture)	14	1
11.	Senior Clerk	14	2
12.	Junior Clerk	11	2
13.	CAD Operator	11	1
14.	Surveyor	09	1
15.	Driver	06	2
16.	Naib Qasid	03	2
	Sub Total:-	---	21

C. DIRECTORATE ARCHITECTURE AND BUILDING CONTROL

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Director	19	1
2.	Deputy Director (Architecture)	18	1
3.	Assistant Director (Architecture)	17	2
4.	Assistant Director (Civil)	17	1
5.	Senior Scale Stenographer	16	1
6.	Assistants	16	1
7.	Senior CAD Operator	14	1

S. No.	Nomenclature of the post	BPS	No. of posts.
8.	Junior Scale Stenographer	14	1
9.	Senior Clerk	14	1
10.	Junior Clerk	11	2
11.	CAD Operator (1 post specific to Additional qualification as 3D visualizer)	11	2
12.	Architectural / Building Inspectors	11	5
13.	Draftman	11	1
14.	Driver	06	2
15.	Naib Qasid	03	2
	Sub Total:-	---	24

D. LAND ACQUISITION AND MANAGEMENT

S. No.	Name of Post	BPS	NO. of posts
1.	Land Acquisition Collector	18	1
2.	Tehsildar	16	1
3.	Accountant	16	1 ✓
4.	Assistant	16	1
5.	Naib Tehsildar	14	1
6.	Junior Scale Stenographer	14	1
7.	Gardawar	11	1
8.	Junior Clerk	11	1
9.	Patwari	09	5
10.	Driver	06	1
11.	Naib Qasid	03	1
	Sub total		15

E. DIRECTORATE TECHNICAL

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Director North & South	19	2
2.	Deputy Director (Technical)	18	4
3.	Deputy Director (Electrical)	18	1
4.	Assistant Director (Technical)	17	8
5.	Assistant Director (Electrical)	17	3
6.	Assistant Director (M&E)	17	1
7.	Assistant Director (Material & Testing)	17	2
8.	Assistant	16	4
9.	Senior Scale Stenographer	16	2
10.	Senior Electrical Supervisor	16	5
11.	Senior Sub Engineer	16	8
12.	Junior Scale Stenographer	14	1
13.	Senior Clerk	14	3
14.	Junior Clerk	11	2
15.	Electrical Supervisor	11	2
16.	Sub Engineer	12	12
17.	CAD Operator	11	1
18.	Surveyor	09	4
19.	Driver	06	4
20.	Trasar	05	2
21.	Naib Qasid	03	5
Sub Total:-		---	76

F. DIRECTORATE ESTATE MANAGEMENT
i) AT HEADQUARTER

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Director	19	1
2.	Deputy Director(N&S)	18	2
3.	Assistant Director (N&S)	17	2
4.	Assistant	16	1
5.	Senior Scale Stenographer	16	1
6.	Junior Scale Stenographer	14	1
7.	Senior Clerk	14	1
8.	Junior Clerk	11	2
9.	Driver	06	2
10.	Naib Qasid	03	2
Sub Total:-		---	15

ii) ESTATE MANAGEMENT AT SITE OFFICES

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Assistant Director	17	4
2.	Assistants	16	4
3.	Sub Engineer	11	4
4.	Junior Clerk	11	4
5.	Horticulture Supervisor	11	4
6.	Electrical Supervisor	11	4
7.	Pesh Imam	09	6
8.	Driver/Operator	06	4
9.	Pipe Fitter/Plumber	05	6
10.	Tube well Operator	05	10
11.	Naib Qasid	03	4
12.	Work Massan/Mistry	04	2
13.	Electrification	05	3
14.	Lift Operator	03	4
15.	Chowkidar/Security Gaurds	03	12
16.	Mali	03	18
17.	Sweeper	03	5
18.	Helper	03	20
	Sub Total:-	---	118

G. DIRECTORATE OF FINANCE, ACCOUNTS AND AUDIT

S. No.	Nomenclature of the post	BPS	No. of post.
1.	Director Finance & Accounts	19	1
2.	Deputy Director (Finance & Accounts)	18	1
3.	Deputy Director Audit	18	1
4.	Assistant Director (Finance)	17	1
5.	Assistant Director (Accounts)	17	1
6.	Assistant Director (Audit)	17	1
7.	Assistant (Accounts) /Accountant	16	4 ✓
8.	Senior Auditor	16	2
9.	Accounts Clerk	14	4
10.	Junior Clerk	11	2
11.	Driver	06	2
12.	Naib Qasid	03	3
	Sub Total:-	---	23

II. DIRECTORATE OF ADMINISTRATION, COORDINATION & IT

S. No.	Nomenclature of the post	BPS	No. of posts
1.	Director Administration	19	1
2.	Deputy Director Admn	18	1
3.	Deputy Director IT	18	1
4.	Deputy Director Legal	18	1
5.	Assistant Director Admn	17	1
6.	Private Secretary	17	1
7.	Assistant Director (IT)	17	1
8.	Assistant Director (HR)	17	1
9.	Assistant Director (Legal)	17	1
10.	Assistant	16	4
11.	Junior Scale Stenographer	14	2
12.	Senior Clerk	14	2
13.	Junior Clerk	11	2
14.	Store Keeper/Cashier	11	2
15.	Qasid	07	4
16.	Garage Superintendent	16	1
17.	Driver cum Supervisor	08	2
18.	Senior Driver	07	4
19.	Driver	06	2
20.	Electrician	05	2
21.	Plumber.	05	2
22.	Telephone Operator	05	2
23.	Naib Qasid	03	5
24.	Record Lifter/Daak Runner	02	3
25.	Chowkidar	03	4
26.	Security Guard	03	4
27.	Mali	03	2
28.	Sweeper	03	6
Sub Total:-		—	64

I. DIRECTORATE OF REGIONAL FACILITATION CENTRE (KHPAL KOR)

S. No.	Nomenclature of the post	BPS	No. of post.
1	Director	19	1
2	Deputy Director Finance and Administration	18	1
3	Assistant Director Administration	17	04
5	Assistant Director Finance	17	04
6	Assistant Director Legal	17	03
8	Assistant	16	12
10	Senior Clerk	14	01
11	Junior Clerk	11	04
12	Naib Qasid	03	04
13	Driver	03	04
14	Cook	03	04
15	Chowkidar	03	04
16	Mali	03	04
17	Sweeper	03	04
Sub Total:-			54

Note:- Fresh and new recruitment to the extended positions except the promotions shall be made on need basis authorized by the P H Authority.

APPENDIX "C"

RECRUITMENT REGULATIONS

S.No	Nomenclature of the post	BPS	Minimum qualification for appointment by initial recruitment/ promotion and transfer	Age limit for initial recruitment	Method of recruitment
1.	Director General	20	-	-	By transfer from Establishment Department from PAS/PMS or senior most officer of PHA
2.	Additional Director General	20	-	-	By promotion amongst Directors (BS-19) on the basis of seniority cum fitness having 17 years service in BS-17 & above or at least 9 years service in BS 19.
3.	Director Planning & Development	19	-	-----	By promotion from amongst the Deputy Director Planning (BS-18) on the basis of seniority-cum-fitness in BS-18 with 7 years' service in BS-18 or 12 years' service in BS-17 and above (with at least three years in BS 18)
4.	Director Architecture	19	-	-----	By promotion from amongst the Deputy Director Architecture (BS-18) on the basis of seniority-cum-fitness with 7 years' service in BS-18 or 12 years' service in BS-17 and above with at least three years in BS 18
5.	Director Technical	19	-	-----	i. By promotion from amongst the Deputy Director Technical (BS-18) on the basis of seniority-cum-fitness with 7 years' service in BS-18 or 12 years service in BS-17 and above with at least three years in BS 18. ii. On deputation having at least 15 years relevant experience.

6.	Director Estate Management	19		-----	<p>i. By promotion from amongst the Deputy Director Estate Management (BS-18) on the basis of seniority-cum-fitness with 7 years' service in BS-18 or 12 years service in BS-17 and above.</p> <p>ii. By transfer from Establishment Department</p>
7.	Director Administration	19		-----	<p>i. By promotion from amongst the Deputy Director (Admn) (BS-18) on the basis of seniority-cum-fitness with <u>05 years'</u> service in BS-18 or <u>12 years'</u> service in <u>BS-17</u> and above amongst AD (Admin) or AD (HR)</p> <p>ii. By transfer from Establishment Department</p>
8.	Director Finance	19		-----	<p>By promotion from amongst the Deputy Directors (Finance and Accounts) (BS-18) on the basis of seniority-cum-fitness with 7 years' service in BS-18 or 12 years service in BS-17 and above with at least three years in BS 18.</p>
9.	Deputy Director (Planning & Development)	18		-----	<p>i. By promotion from amongst the Assistant Director (P&D) (BS-17) on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>ii. On deputation basis from Govt. department /Autonomous bodies with relevant qualification and service as such</p>
10.	Deputy Director (Information Technology)	18		-----	<p>i. By promotion from amongst the Assistant Director IT (BS-17) on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>ii. On deputation basis from Govt. department /Autonomous bodies with relevant qualification and service as such</p>

11	Deputy Director Architecture	18	-----	-----	<p>i. By promotion from amongst the Assistant Director Architecture BS-17 on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>ii. On deputation basis from Govt. department /Autonomous bodies with relevant qualification and service as such</p>
12	Deputy Director Technical	18	-----	-----	<p>i. By promotion from amongst the Assistant Director Technical BS-17 on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>ii. On deputation basis from Govt. department /Autonomous bodies with relevant qualification and service as such</p>
13	Deputy Director (Estate Management)	18	-----	-----	<p>i. By promotion from amongst the combined seniority of Assistant Director Estate Management BS-17 and Private Secretary BS-17 on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>ii. On deputation basis from Govt. deptt; /Autonomous bodies with relevant qualification and service as such</p>
14	Land Acquisition Collector	18	-	-	By transfer from Establishment Department
15	Deputy Director Finance and Accounts	18	-----	-----	<p>i. By promotion amongst the Assistant Director Finance /Accounts BS-17 on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>ii. On deputation basis from Govt. deptt; /Autonomous bodies with relevant qualification and service as such</p>

16	Deputy Director (Administration)	18	---	---	<p>i. By promotion amongst Assistant Director (Admin), Assistant Director (HR) on the basis of combined seniority cum fitness.</p> <p>ii. On deputation basis from Govt. Depts/ Autonomous bodies</p>
17	Deputy Director (Legal)	18	---	---	<p>i. By promotion amongst Assistant Director (Legal) BS-17 seniority-cum-fitness with 5 years' service as such.</p> <p>ii. By deputation / transfer from Law Department/Autonomous body.</p>
18	Deputy Director Audit	18	---	---	By deputation from Accountant General/Finance Department Khyber Pakhtunkhwa
19	Deputy Director Horticulture	18	---	---	<p>i. By promotion amongst the Assistant Director Horticulture BS-17 on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>ii. On deputation basis from Govt. deptt. /Autonomous bodies with relevant qualification and service as such</p>
20	Deputy Director Electrical	18	---	---	<p>i. By promotion amongst the Assistant Director Electrical BS-17 on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>ii. On deputation basis from Govt. deptt. /Autonomous bodies with relevant qualification and service as such</p>
21	Assistant Director (Legal)	17	<p>i- Degree in Law / LLB (Hons) from HEC recognized university)</p> <p>ii- Having valid licence for practice in Civil Courts/High Court with 03 years post qualification experience as such.</p>	22-32	<p>i. By initial recruitment. Or</p> <p>ii. By deputation /transfer from Law Department.</p>

22	Assistant Director (IT)	17	<p>i. Master Degree in Computer Science/IT from HEC recognized University.</p> <p>ii. 03 years post qualification experience in IT in a Govt. or private sector/organization</p>	22-32	<p>i. 50% by initial recruitment.</p> <p>ii. 50% by promotion from amongst the post of Computer operator (BPS-16) on the basis of seniority-cum-fitness having master degree in Computer Sciences / Information Technology with 5 years service as such.</p>
23	Assistant Director (Monitoring and Evaluation)	17	<p>i. Degree in Civil Engineering from a recognized University with Pakistan Engineering Council.</p> <p>ii. 03 Years Post qualification experience in Monitoring & Evaluation in any Govt. Organization</p>	22-32	<p>i. 50% by initial recruitment</p> <p>ii. 50% by promotion from amongst the Sub Engineer (BS-12) having Degree in Civil Engineering on the basis of seniority-cum-fitness having 05 years' service as such.</p>
24	Assistant Director Planning & Development	17	<p>i. Degree in Town Planning from a recognized University</p> <p>ii. Registered with Pakistan Council of Architects and Town Planners (PCATP) with 3 years post qualification experience in the relevant field</p>	22 -32	By initial recruitment.
25	Assistant Director Architecture	17	<p>i. 5 years Degree in Architecture from a recognized University;</p> <p>ii. Registered with Pakistan Council of Architects and Town Planners (PCATP) with 3 years post qualification experience in the relevant field</p>	22-32	<p>i. 50% by initial recruitment</p> <p>ii. 50% by promotion amongst Senior Computer Aided Design (CAD) Operator (BS-11) with Degree in Architecture having 05 years service as such.</p>

26 Assistant Director Technical	17	Degree in Civil Engineering from a recognized University registered with Pakistan Engineering Council and having 02 years post qualification experience in the relevant field	22-32	<p>i. 30% by initial recruitment.</p> <p>ii. 30% by promotion from amongst the Senior Sub Engineers Civil/Senior Draftsman (BS-16) on the basis of seniority-cum-fitness having 05 years' service as or overall service of 10 years in BS-12 and above as such.</p> <p>iii. 20% by promotion from amongst the Sub Engineer (BS-12) having Degree in Civil Engineering on the basis of seniority-cum-fitness having 05 years' service as such.</p> <p>iv. 20% by promotion from amongst the Sub Engineer (BS-12) having B-Tech in Civil Engineering on the basis of seniority-cum-fitness having 05 years' service as such.</p>
27 Assistant Director (Estate Management)	17	Master degree in MBA, M.Com. MPA and Economics from HEC recognized University with 3 years post qualification experience in the relevant field	-----	<p>i. 45% by promotion from amongst the Assistants (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such;</p> <p>ii. 25% by promotion from amongst the Senior Scale Stenographers (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such.</p> <p>iii. 30% by initial recruitment.</p>
28 Assistant Director Finance	17	-----	-----	<p>i. By promotion from amongst the Assistant Accounts (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such having MBA(Finance) or M.Com(16 years of Education) or</p> <p>ii. On deputation basis with relevant qualification and service as such</p>

29	Assistant Director Accounts	17	-----	-----	i. By promotion from amongst the Assistant Accounts (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such having MBA(Finance) or M.Com(16 years of Education) or ii. On deputation basis with relevant qualification and service as such.
30	Assistant Director Audit	17	-----	-----	By deputation from Finance department/Accountant General Khyber Pakhtunkhwa.
31	Assistant Director (HR)	17	Master degree in Human Resource Management qualification from HEC recognized University with 02 years post qualification experience in the relevant field.	22-32	i. 40% by initial recruitment or ii. 60% by promotion from amongst the Assistants (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such
32	Assistant Director (Material Testing)	17	Degree in Geo-Technical Engineering/Geological Engineering with PEC membership from recognised University having 02 years post qualification experience in the relevant field	22-32	By initial recruitment
33	Assistant Director Administration	17	Master degree in Management Sciences from a recognized University with 02 years post qualification experience in the relevant field	22-32	i. 40% by initial recruitment or ii. 60% by promotion from amongst the Assistants (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such
34	Private Secretary	17	-----	-----	By promotion from amongst the Senior Scale Stenographer (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such or 10 year Service as Junior scale Stenographer BPS-14 and above on seniority Cum fitness.

35	Assistant Director Horticulture	17	MSc (Hons) Horticulture/Forestry from HEC recognized university with 02 years post qualification experience.	22-32	<p>i. 50% by initial recruitment</p> <p>ii. 50% by promotion from the amongst the Senior Horticulturist (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such.</p>
36	Assistant Director (Electrical)	17	Bachelor Degree in Electrical Engineering from PEC recognized University with 03 years post qualification experience.	22-32	<p>i. 25% by initial recruitment.</p> <p>ii. 25% by promotion from amongst the Senior Sub Engineers Electrical (BS-16) on the basis of seniority-cum-fitness having 05 years' service as or 10 years' service as Electrical Supervisor BS-11 and above as such.</p> <p>iii. 25% by promotion from amongst the Electrical Supervisor (BS-11) having Degree in Electrical Engineering on the basis of seniority-cum-fitness having 05 years' service as such.</p> <p>iv. 25% by promotion from amongst the Electrical Supervisor (BS-11) having B-Tech Electrical Engineering on the basis of seniority-cum-fitness having 05 years' service as such.</p>
37	Senior Sub Engineer Civil	16	-----	-----	By promotion amongst Sub Engineers Civil (BS-12) with (B.Tech) or Diploma in Associate Engineering having 03 and 05 years' service as such on seniority cum fitness basis respectively.
38	Senior Sub Engineer Electrical	16	-----	-----	By promotion amongst Electrical Supervisor (BS-11) having 05 years' service as such on seniority cum fitness basis.

1299 KHYBER PAKHTUNKHWA GOVERNMENT GAZETTE, EXTRAORDINARY, 6th JANUARY, 2023

39	Senior Draftsman	16			By promotion from amongst Draftsman (BS-11) on seniority cum fitness basis having 05 years' service as such.
40	Assistant	16	Bachelor Degree from HEC recognized University	21-30	i. 50% by initial recruitment ii. 50% by promotion from amongst the Senior Clerk (BS-14) on the basis of seniority-cum-fitness having 05 years' service as such or 10 years service as Junior clerk as such.
41	Assistant (Accounts) / Accountants	16	M.Com/MBA from a recognized University with 03 years post qualification experience in Accounting with computer literacy	21-30	i. 20% by initial recruitment ii. 80% by promotion from amongst the Accounts Clerk (BS-14) with 5 years' experience as such and Junior Clerk with 10 year service having M.Com/MBA on the basis of seniority-cum-fitness as such.
42	Senior Auditor	16			i. By deputation from Accountant General Khyber Pakhtunkhwa ii. Finance Department Khyber Pakhtunkhwa
43	Senior Scale Stenographer	16			By promotion from amongst the Junior Scale Stenographers (BS-14) on the basis of seniority-cum-fitness with 5 years' service as such.
44	Tehsildar	16			By deputation from Board of Revenue Khyber Pakhtunkhwa
45	Senior Horticulturist	16	B.Sc (Hons) (Horticulture). BS (Forestry) from a recognized University Or Diploma in Horticulture from a recognized institute with 2 years post qualification experience in the relevant field.	21-30	By promotion on the basis of seniority cum fitness from amongst the Assistant Horticulture (BPS-14) with at least 05 years' service as such.

46	Senior Computer Aided Design (CAD) Operator	16	-----	----	By promotion, from amongst CAD Operator (BS-11) having 05 years service as such.
47	Garage Superintendent	16			By promotion from amongst the Driver Cum Supervisor (BS-08) on the basis of seniority-cum-fitness with 05 years' service as such.
48	Senior Clerk	14	-----	----	By promotion from amongst the Junior Clerks/Care Taker (BS-11) on the basis of seniority-cum-fitness with 05 years' service as such.
49	Accounts Clerk	14	-----	----	i. 50% by initial recruitment ii. 50% by promotion from amongst the Junior Clerks (BS-11) on the basis of seniority-cum-fitness having qualification in Commerce / Business Administrations with 05 years' service as such.
50	Assistant Horticulture	14	BSc (Honours) Horticulture, BS (Forestry) from recognised university	21-30	By Initial recruitment.
51	Junior Scale Stenographer.	14	i. Intermediate from a recognized Board ii. Shorthand speed 50 wpm and typing 30 wpm iii. Diploma/Certificate in computer literacy	18-30	By initial recruitment
52	Junior Clerk	11	i. SSC or equivalent with at least 2 nd division from a recognized board ii. Typing Speed 30 wpm (by initial recruitment) iii. preferably computer literate	18-30	i. 50 % by initial recruitment. ii. 50% by promotion from amongst Class-IV, who have passed Secondary School Certificate Examination on the basis of seniority-cum-fitness with 10 years service as such

53	Care Taker	11	-----	----	By promotion from amongst Class-IV, who have passed Secondary School Certificate Examination on the basis of seniority-cum-fitness with 10 years service as such
54	Draftsman	11	A three years diploma in Auto cad/certificate/draftsman ship from recognized institute and 02 years' experience in the relevant field.	18-30	i. 50% by initial recruitment. ii. 50% by Promotion Tracer having 05 years service as such on seniority cum fitness basis.
55	Gardawar	11	-----	----	By deputation from the Revenue Department.
56	Electrical Supervisor	11	Diploma of Associate Engineer (Electrical) from the Board of Technical Education with three years' experience in the relevant field	18-30	i. 80% by initial recruitment. ii. 20% by promotion amongst the Electrician having Diploma of Associate Engineering (Electrical) on the basis of seniority -cum-fitness with 05 years' service as such.
57	Computer Aided Design (CAD) Operator	11	Diploma in Associate Engineer in (Architecture) with Certificate in Computer Aided Design (CAD) with knowledge of 3D software and animation from any institute registered with TEVTA/ PTB/ TTB.	18-30	By initial recruitment.
58	CAD Operator (3D visualizer)	11	Diploma in Associate Engineer in (Architecture) with Certificate in Computer Aided Design (CAD) with knowledge of 3D software and animation from any institute registered with TEVTA/ PTB/ TTB.	18-30	By initial recruitment
59	Sub Engineer	12	Diploma of Associate Engineer (Civil) from the Board of Technical Education with 03 years experience in the relevant field	20-30	i. 80% by initial recruitment. ii. 20% by promotion from amongst the Surveyors (BS-09) with 05 years' service as such.

60	Building Inspector	11	Diploma of Associate Engineer Civil/ Architecture from the Board of Technical Education with 03 years experience in the relevant field	20-30	By initial recruitment.
61	Pesh Imam	09	Sanad from Wafaq-ul-Madaras	18-30	By initial recruitment.
62	Patwari	09	i. SSC from a recognised Board ii. Passed Patwar Exam and a registered candidate in the Revenue Deptt.	18-30	By initial recruitment or by deputation from Board of Revenue
63	Surveyor	09	i. Diploma of Associate Engineer Civil / Surveying from the Board of Technical Education; ii. 02 years experience in the relevant field.	18-30	By initial recruitment.
64	Driver cum Supervisor	08	-----	-----	By promotion from amongst the Senior drivers (BS-07) with at least 05 years service as such.
65	Senior Driver	07	-----	-----	By promotion from amongst the drivers (BS-06) with 05 years' service as such.
66	Driver	06	i. SSC from a recognized Board ii. HTV/LTV valid licence with 05 years experience in the relevant field.	18-30	By initial recruitment.
67	Tracer	05	i. SSC from a recognised Board. ii. Having Know-how of draftsmanship/tracing.	18-30	By initial recruitment. Or By deputation from Govt. Department/Dev Authorities.
68	Electrician	05	i. SSC from a recognized Board ii. Certificate from TEVTA/ PTB/ TTB as Electrician with 03 years experience in the relevant field.	18-30	By initial recruitment.

69	Plumber/Pipe Fitter	05	i. SCC from a recognized Board ii. Certificate from TEVTA/ PTB/ TTB as Plumber/Pipe Fitter with 03 years' experience in the relevant field.	18-30	By initial recruitment.
70	Telephone Operator	05	SSC from a recognized Board	18-30	By initial recruitment
71	Qasid	05	-----	-----	By promotion amongst the Naib Qasid (BS-03) at least 5 years' service as such
72	Record Lifter	04	SSC from a recognized Board	18-30	By initial recruitment.
73	Naib Qasid	03	Literate preferably SSC qualification from a recognized Board.	18-30	By initial recruitment
74	Chowkidar	03	Literate preferably SSC qualification from a recognized Board.	18-30	By initial recruitment.
75	Security Guard	03	i. SSC from a recognized Board ii. Preference will be given to Retired Personnel of Army, FC , Police as Naik/Sepy or from Security Agencies	18-30	By initial recruitment
76	Mali	03	i. SSC from a recognized Board ii. Knowledge/Experience in gardening	18-30	By initial recruitment.
77	Helper	03	SSC from a recognized Board	18-30	By initial recruitment.
78	Cook	03	i. SSC from a recognized Board ii. Knowledge/Experience in Cooking	18-30	By initial recruitment.
79	Sweeper	03	Preferably literate	18-30	By initial recruitment.
80	Sanitary Attendant	03	Preferably literate	18-30	By initial recruitment.
81	Tube Well Operator	03	i. SSC from a recognized Board ii. Knowledge/Experience as Tube well Operator	18-30	By initial recruitment.

APPENDIX "D"

RECRUITMENT REGULATIONS FOR KHPAL KOR

S.No	Nomenclature of the post	BPS	Minimum qualification for appointment by initial recruitment/ promotion and transfer	Age limit for initial recruitment	Method of recruitment
1.	Director	19	-----	----	i. By promotion from amongst the Deputy Directors Khpal Kor BS-18 on the basis of seniority cum fitness with at least 07 years' service in BS-18 or 12 years' service in BS-17 as such. ii. By transfer from Establishment Department
2.	Deputy Director Administration	18	-----	----	By promotion from amongst the Assistant Director Administration BS-17 on the basis of seniority cum fitness with at least 05 years' service as such.
3.	Deputy Director Finance	18	-----	----	By promotion from amongst the Assistant Director Finance BS-17 on the basis of seniority cum fitness with at least 05 years' service as such.
4.	*Assistant Director Administration	17	Degree in Management Science (Hons) MBA from HEC recognised university.	22-32	i. 25% by promotion amongst the Assistant BS-16 on the basis of seniority cum fitness with 05 years' service as such. ii. 75% by initial recruitment
5.	**Assistant Director Finance	17	Degree in MBA Finance, MBA Accounts and M.Com from HEC recognised university.	22-32	By initial recruitment

1305 KHYBER PAKHTUNKHWA GOVERNMENT GAZETTE, EXTRAORDINARY, 6th JANUARY, 2023

6.	***Assistant Director Legal	17	i. Degree in Law from a recognized university. ii. Having valid license for practice in Civil Courts/High Courts with 05 years' experience as such.	22-32	By initial recruitment.
7.	****Assistant	16	2 nd class master degree from a recognized university with three years' experience in office administration/Accounts/Finance/Audit, with computer literacy.	21-30	i. 50% by promotion from amongst the Senior Clerk (BS-14) with 5 years' service as such or over all service as 10 years as Junior Clerk and above on the basis of seniority-cum-fitness ii. 50% by initial recruitment
8.	Senior Clerk	14	----	----	By promotion from amongst the Junior Clerks (BS-11) on the basis of seniority-cum-fitness with 05 years' service as such.
9.	Junior Clerk	11	i. F. A/F.SC or equivalent with at least 2 nd division from a recognized board. ii. Typing speed 30 w.p.m. (By initial recruitment).	18-30	i. 50 % by initial recruitment. ii. 50% by promotion from amongst Class-IV, who have passed Secondary School Certificate Examination on the basis of seniority-cum-fitness with 10 years service as such
10.	Qasid	05	-----	-----	By promotion amongst the Naib Qasid (BS-03) with 05 years service as such.
11.	Cook	03	i. SSC from a recognized Board ii. Knowledge/Experience in Cooking	18-30	By initial recruitment
12.	Naib Qasid	03	Literate preferably SSC qualification from a recognized Board.	18-30	By initial recruitment.
13.	Driver	03	i. SSC from a recognised Board ii. HTV/LTV valid licence with 05 years experience in the relevant field.	18-30	By initial recruitment.
14.	Chowkidar	03	Literate preferably SSC qualification from a recognized Board.	18-30	By initial recruitment.
15.	Mali	03	i. SSC from a recognized Board ii. Knowledge/Experience in gardening	18-30	By initial recruitment.
16.	Sweeper	03	Preferably Literate	18-30	By initial recruitment.

*Synchronizing project positions with Government nomenclature, the Manager Khpal Kor BS-17 to be renamed as Assistant Director Administration BS-17 already working.

**Synchronizing project positions with Government nomenclature, the Financial Expert Khpal Kor BS-17 to be renamed as Assistant Director Finance BS-17 already working.

***Synchronizing project positions with Government nomenclature, the Legal Expert Khpal Kor BS-17 to be renamed as Assistant Director Legal BS-17 already working.

****Synchronizing project positions with Government nomenclature, the Business coordinator Khpal Kor BS-16 to be renamed as Assistant BS-16 already working.

APPENDIX "E"

**CRITERIA OF SELECTION FOR INITIAL RECRUITMENT
TO POSTS IN BS-16 AND BELOW**

1. Criteria of Selection for initial recruitment:-

(i) **For post in BS-1 to 5-** The criteria shall be adopted by the Selection Committee for selection of suitable candidates for appointment against the post in BS-1 to 5, keeping in view the qualification, age limit etc. prescribed in these regulations.

(ii) **For posts in BS-6 to BS-16** -In addition to the total marks allocated for a written competitive examination, (if any) the total marks will be 100 as per distribution given below: -

a.	Prescribed qualification ...	70
b.	Higher qualification ...	12
c.	Experience ...	10
d.	Interview ...	<u>08</u>

Total marks- 100

Para (ii) above indicates only the general distribution of the marks. Enabling to develop criteria of comparative grading of candidates, a model exercise (given below) may be followed:-

2. Minimum Prescribed Qualification.

(A) For Non-Professional Posts

		<u>1st Division</u>	<u>2nd Division</u>	<u>3rd Division</u>	<u>Total Marks</u>
i.	SSC	70	53	42	70
ii.	SSC	35	26	21	
	FA/F.Sc.	35	27	21	
iii.	SSC	23	17	14	
	FA/F.Sc.	23	18	14	
	B.A/B.Sc.	24	18	14	
iv.	SSC	17	13	10	
	F.A/F.Sc.	17	13	10	
	B.A/B.Sc.	17	13	11	
	M.A/M.Sc.	19	14	11	

Note:-

- SSC or equivalent qualification.
- Intermediate shall include equivalent qualification.
- Bachelor Degree/14 years of education shall include all bachelor Degrees/Associate Bachelor Degrees from recognized University/Institute.
- Master Degree/BS Honors/16 years of education and shall include all equivalent qualifications recognized by the HEC.

(B) For Professional Posts

(i) For four examinations

	<u>1st Division.</u>	<u>2nd Division.</u>	<u>3rd Division.</u>	<u>Total Mark</u>
1 st . Professional	17	13	10	70
2 nd Professional	17	13	10	
3 rd Professional	17	13	10	
Final	19	14	12	

(ii) For three examinations

1 st . Professional	23	17	14	70
2 nd Professional	23	17	14	
Final	24	53	42	

(iii) For two examinations

1 st . Professional	35	26	21	70
Final	35	26	21	

3. Higher Qualification:-

For higher education above the prescribed qualification for a particular post 12 marks shall be allocated as under: -

(i)	One stage above	06	
(ii)	Two stage above	09	
(iii)	Three stage above	12	12

4. Experience:-

For experience in the relevant field for a particular post 10 marks shall be allocated as under: -

(i)	Experience of one year	04	
(ii)	Experience of two years	07	
(iii)	Experience of three years and above	10	10

5. Interview:-

For interview only 8 marks in aggregate shall be allocated 08

Total marks:- 100

The above grading can be applicable only where academic qualifications are from SSC onwards. In cases where technical qualifications (like Diploma or Certificate) are also prescribed after these basic qualifications, in such cases 70 marks for comparative grading shall be distributed as below:-

(i)	Basic qualification like SSC, Intermediate or Graduation as provided in these regulations: -	50
(ii)	Additional Technical qualifications: -	<u>20</u>
	Total marks-	70

The method for further distribution 50 mark for basic qualification and 20 marks for additional technical qualification shall be allocated as under: -

Qualification	1 st Division	2 nd Division	3 rd Division	Total Mark
i) Basic qualification	50	38	30	50
(ii) Addl; Technical Qualification:	<u>20</u>	<u>15</u>	<u>12</u>	<u>20</u>
	70	53	42	70

Note:- If not specifically provided otherwise in the relevant service regulations "experience" will mean only that experience shall be considered which has been relevant to the post applied for and is acquired after the acquisition of minimum qualifications prescribed for the post.

APPENDIX-F

CRITERIA FOR APPOINTMENT OF OFFICERS OF BS-17 AND ABOVE

1. Evaluation /Marking System

The total marks for evaluation in case of appointment of officers in BS-17 and above shall be one hundred to be awarded on the following basis: -

Appointment Criteria/Marks	<u>BS-17</u>
i. Academic Record	20
ii. Screening Test	45
iii. Higher Relevant Qualification	03
iv. Hifz-ul-Quran	03
v. Distinction for 1 st in Board /University	04
vi. Interview	25

Total: 100

2. Academic Record

(For BS-17 and above) = 20 Marks.

- (i) In the case of appointment of officers, the academic marks of all the four examinations (Matric to M.A/Msc) are to be calculated as under: -

Sum of the marks obtained from Matric to M.A/Msc x 20 = ?
Sum of the total marks from Matric to M.A/M.sc

To illustrate, if a candidate obtains 2120 marks out of 3650 marks in four examinations, his credit will come to:

11.61 marks out of 20, to be counted as 12 marks.

3. Screening/Written Test = 45 Marks.

A Screening/ Written Test shall be conducted in case of appointment in BS-17, BS-18 and BS-19 by the Selection Board.

The candidate obtaining 50% marks in screening/written test shall stand qualified for interview of the Selection Board. The secured marks shall be counted for short listing purposes as well as for evaluation.

4. **Experience:**

- i) The prescribed experience for specific posts in BS-17 and above shall be mandatory as a basic qualification for the applicant to apply for appointment against duly advertised vacant post/ position.
- ii) The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification: -
 - a. Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the prescribed qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M.Phil. in the relevant field will be excluded from the claimed length of experience.
 - b. Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
 - c. Period of practical training undergone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic Sessions.
 - d. Experience gained in the recognized institution shall be taken into consideration if it is supported by valid documentary proof.

5.	Performance In Interview	=	25 Marks
	i. (For BS-17)	=	25 Marks
	ii. (For BS-18 & above)	=	25 Marks

6. **Procedure For Marking In The Interview**

Members of the Selection Board shall record their marking independently. After the interview the final grade of candidate based on the assessment of the Members shall be determined on the basis of average by aggregating the marks awarded by each member.

7. General

- i. Degrees/Certificates revised with retrospective effect shall be taken into consideration only where such revision has taken place before the last date fixed for receipt of applications.
- ii. When a candidate fails to provide the proof of secured marks in a particular examination, he shall be deemed to have passed in parts and with the lowest passing marks.
- iii. For the purpose of promotion, PER/ ACR for the last five years in respect of in-service candidates shall be placed before the board or committee, as the case may be.
- iv. For appointment against vacant position of BS-17 and above, if not otherwise provided under these regulations, the respective committee/board may consult recruitment criteria of Khyber Pakhtunkhwa Public Service Commission for guidance and shall not be binding for appointment, recruitment and promotion under these regulations.