



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
RELIEF REHABILITATION & SETTLEMENT DEPARTMENT**

Peshawar, dated the 9<sup>th</sup> January, 2017

**NOTIFICATION**

No. SO(Estt:)RR&SD/4-6/2015/CD/Vol-I: In pursuance of the provisions contained in sub-rule (2) of rule 3 of the Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989, and in supersession of all previous notifications issued in this behalf, the Relief, Rehabilitation and Settlement Department, in consultation with the Establishment Department, Law Department and the Finance Department, hereby lays down the method of recruitment, qualification and other conditions specified in column No.3 to 5 of the appendix to this Notification, which shall be applicable to the posts born in the Directorate of Civil Defence and its subordinate offices, specified in column No.2 of the said Appendix.

— *sd* —  
SECRETARY TO GOVT. OF KHYBER PAKHTUNKHWA,  
RELIEF, REHABILITATION & SETTLEMENT DEPARTMENT

**ENDST: NO. & DATE**

Copy forwarded to the:

1. All Administrative Secretaries, Govt: of Khyber Pakhtunkhwa
2. The Accountant General, Khyber Pakhtunkhwa
3. The Secretary Public Service Commission, Khyber Pakhtunkhwa
4. The Director Civil Defence, Khyber Pakhtunkhwa.
5. Director Information, Khyber Pakhtunkhwa.
6. The Manager, Government Printing Press, Khyber Pakhtunkhwa for publication in the next issue of the Government Gazette.
7. PS to Secretary RR&S Department.
8. Master File

57  
*S. N. Khattak*  
(SHER NAWAB KHATTAK)  
SECTION OFFICER (ESTT:)

**GOVERNMENT OF THE KHYBER PAKHTUNKHWA**  
**RELIEF, REHABILITATION AND**  
**SETTLEMENT DEPARTMENT**

**NOTIFICATION**

*Peshawar, dated the 09.01.2016*

NO. SR/RE/16/4-6A/05/CD.-- In pursuance of the provisions contained in sub-rule (2) of rule 3 of the Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989, and in supersession of all previous notifications issued in this behalf, the Relief, Rehabilitation and Settlement Department, in consultation with the Establishment Department and the Finance Department, hereby lays down the method of recruitment, qualification and other conditions specified in column No.3 to 5 of the Appendix to this Notification, which shall be applicable to the posts born in the Directorate of Civil Defence and its subordinate offices, specified in column No.2 of the said Appendix.

**APPENDIX**

S. No.	Nomenclature of the post.	Minimum qualification prescribed for appointment by initial recruitment.	Age Limit for appointment by initial recruitment.	Method of Recruitment.
1	2	3	4	5
1.	Director (BPS-19).	-	-	By transfer from amongst the Pakistan Administrative Services (PAS), Provincial Civil Services (PCS) (Secretariat Group and Executive Group) or Provincial Management Services (PMS) Officers in BPS-19.
2.	Deputy Director (BPS-18).	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst the Civil Defence Officers with at least five years service as such.
3.	Assistant Director (BPS-17).	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst the Superintendents with at least five years service as such.

4.	Civil Defence Officer (BPS-17).	At least Second Class Master's Degree in Disaster Management or Bachelor's of Sciences (four years) or equivalent qualification from a recognized University.  <b>Note:</b> Preference shall be given to the candidates having Civil Defence General Instructor's course from any Federal Civil Defence Training School or Institution.	21-32 years.	(a) Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst the Instructors Grade-I with at least three years service as such, having four courses of Federal Civil Defence Training School Peshawar, three courses of Civil Defence Academy Lahore and three courses of National Institute of Fire Technology Islamabad; and  (b) twenty five percent by initial recruitment.
5.	Superintendent (BPS-17).	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst the Assistants with at least five years service as such.
6.	Assistant (BPS-16).	At least Second Class Bachelor's Degree from a recognized University.	20-32 years.	(a) Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst the Senior Clerks with at least five years service as Junior and Senior Clerk; and  (b) twenty five percent by initial recruitment.
7.	Senior Scale Stenographer (BPS-16).	(a) At least Second Class Bachelor's Degree from a recognized University; (b) a speed of seventy (70) words per minute in shorthand in English and forty five (45) words per minute in typing; and (c) knowledge of Computer in using MS Word, MS Excel.	20-32 years.	By promotion on the basis of seniority-cum-fitness, from among the Stenographers with at least five years service as such:  Provided that if no suitable official is available for promotion than by initial recruitment.

8.	Store Keeper (BPS-16).	<p>(a) At least Second Class Intermediate Certificate or equivalent qualification from a recognized Board; and</p> <p>(b) one year experience Certificate in the relevant field from a Government Department or a well reputed private sector.</p>	18 to 30 years.	By initial recruitment.	
9.	Instructor Grade-I (BPS-15).	<p>(a) At least Second Class Master's Degree or Bachelor's of Sciences (four years) Environmental Sciences, Social Sciences, Disaster Management, Physics, Chemistry or LLB from a recognized University; and</p> <p>(b) Civil Defence General Instructor's course from any Federal Civil Defence Training School or Institution.</p>	21-32 years.	<p>(a) Seventy five percent by promotion, on the basis of seniority-cum-fitness, from amongst the Instructors Grade-II, with at least four years service as such and six courses from Federal Civil Defence Training School; and</p> <p>(b) twenty five percent by initial recruitment.</p>	
10.	Stenographer (BPS-14).	<p>(a) At least Second Class Intermediate Certificate or equivalent qualification from a recognized Board;</p> <p>(b) a speed of fifty (50) words per minute in shorthand in</p>	18-30 years.	By initial recruitment.	

		English and thirty five (35) words per minute in typing; and  (c) knowledge of Computer in using MS Word, MS Excel.		
11.	Senior Clerk (BPS-14).	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst the Junior Clerks and Accountants with at least five years service a such:  Provided that for the purpose of promotion, there shall be maintained a joint seniority list of Junior Clerks and Accountants.
12.	Instructor Grade-II (BPS-12).	(a) At least Second Class Bachelor's Degree with Physics, Chemistry, Sociology, Social Work, Psychology, Political Science, International Relation, Environmental Sciences or Disaster Management as one of the subject from a recognized University; and  (b) Civil Defence General Instructor Course from any Federal Civil Defence Training School or Institution.	18-30 years.	(a) Fifty percent by promotion, on the basis of seniority-cum-fitness, from amongst the Instructors Grade-III, with three years service as such and three courses from Federal Civil Defence Training School; and  (b) fifty percent by initial recruitment.
13.	Junior Clerk (BPS-11).	(a) At least Second Class Intermediate Certificate or	18-32 years.	(a) Thirty three percent by promotion, on the basis of seniority-cum-fitness, from amongst

		<p>equivalent qualification from a recognized Board; and</p> <p>(b) a speed of thirty (30) words per minute in typing.</p>		<p>the Naib Qasids and Chowkidars including other equivalent Post, having Intermediate Certificate or an equivalent qualification from a recognized Board with two years service as such; and</p> <p>(b) sixty seven percent by initial recruitment.</p> <p><b>Note:</b> for the purpose of promotion, there shall be maintained a joint seniority list of Naib Qasids and Chowkidars with reference to the dates of their acquiring the Intermediate Certificate:</p> <p>Provided that-</p> <p>(a) if two or more officials have acquired the Intermediate Certificate in the same session, the inter se seniority in the lower post shall be maintained for the purpose of determining seniority in the higher post; and</p> <p>(b) where a senior official does not possess the requisite qualification at the time of filling up a vacancy, the official next junior to him possessing the requisite qualification shall be promoted in preference to the senior official or officials.</p>
14.	Accountant (BPS-12).	At least Second Class Bachelor's Degree with Commerce (B.Com), Business Administration (BBA) or equivalent qualification from a recognized University.	21-30 years.	By initial recruitment.

15.	Fire Officer (BPS-10).	-	18-30 years.	By promotion, on the basis of seniority-cum-fitness, from amongst the Firemen with at least five years service as such, having three courses from any Civil Defence Training School or Institution.
16.	Instructor Grade-III (BPS-8).	(a) At least Second Class Secondary School Certificate or equivalent qualification from a recognized Board; and  (b) Civil Defence General Instructor's Course from any Federal Civil Defence Training School or Institution.	18-30 years.	By initial recruitment.
17.	Fireman (BPS-6).	(a) At least Second Class Secondary School Certificate or equivalent qualification from a recognized Board; and  (b) Civil Defence Fireman's Course from any Federal Civil Defence Training School or Institution.	18-30 years.	By initial recruitment.
18.	Driver Cum Mechanic (BPS-6).	(a) Literate, having valid heavy transport vehicle Driving license;  (b) two years of experience Certificate in the repairing and maintenance of automobiles from Government or a well reputed private sector workshop; and  (c) at least one year training in auto servicing or	18 to 40 years.	By initial recruitment.

		repairing from a recognized Institute.		
19.	Driver (BPS-6).	Literate, having valid light transport vehicle Driving license:  Provided that preference shall be given to those who have sufficient experience in driving, repairing and maintenance of vehicle.	18-40 years.	By initial recruitment.
20.	Naib Qasid (BPS-3).	At least Middle pass.	18-40 years.	By initial recruitment.
21.	Chowkidar (BPS-3).	At least Middle pass.	18-40 years.	By initial recruitment.
22.	Sweeper (BPS-3).	At least Middle pass.	18-40 years.	By initial recruitment.

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