

- . **Service Rules of Directorate of Relief, Rehabilitation & Settlement Department. Notification No. RRSD (ESTT)/4-6/2015/CD dated, 9th January, 2017.**
- . Amendments in the Rules Ibid
Notification No. SO(ESTT:)RR&SD/4-6/2015/CD/VOL-III dated, 28th October, 2021.



KHYBER PAKHTUNKHWA

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GOVERNMENT OF KHYBERPAKHTUNKHAWA RELIEF, REHABILITATION AND SETTLEMENT DEPARTMENT

NOTIFICATION

Peshawar dated the 9th January 2017.

No.RR&SD(ESTT)/4-6/2015/CD. In pursuance of the provisions contained in sub rule (2) of rule (3) of Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989, and in supersession of all previous notification issued in this behalf, the Relief, Rehabilitation & Settlement Department, in consultation with Establishment Department and 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 post 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 BPS -19.
2.	Deputy Director (BPS -18)			By promotion, on the basis of seniority-cum-fitness, from amongst the Civil Defence Officer 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 Science (four years) or equivalent from a recognized University). Note: 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 Clerk 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 amongst 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 of Bachelor's of Science(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 Instructor 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 Clerk and Accountants with at least five years service as such: Provided that for the purpose of promotion, there shall be maintained a joint seniority list of Junior Clerk 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 Science 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 Instructor 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

13.	Junior Clerk (BPS-11)	<p>equivalent qualification from a recognized Board; and</p> <p>(b) a speed of thirty (30) words per minute in typing.</p>	18-32 years	<p>the Naib Qasid 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>(c) sixty seven percent by initial recruitment</p> <p>Note: For the purpose of promotion, there shall be maintained a joint seniority list of Naib Qasid 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 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 same 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)	<p>At least Second Class Bachelor's Degree with Commerce (B.Com), Business Administration (BBA) or equivalent qualification from a recognized University.</p>	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 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 Foremen'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 repairing from a recognized institute.	18-40 years	By initial recruitment

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.

Sd/-
SECRETARY TO
GOVERNMENT OF KHYBER PAKHTUNKHWA
RELIEF REHABILITATION AND
SETTLEMENT DEPARTMENT



KHYBER PAKHTUNKHWA

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GOVERNMENT OF KHYBER PAKHTUNKHWA RELIEF REHABILITATION &
SETTLEMENT DEPARTMENT

NOTIFICATION

Peshawar, dated the 28th October, 2021

NO.SO(ESTT)RR&SD/ 4-6/2015/CD/VOL-III- 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, the Relief, Rehabilitation and Settlement Department, in consultation with the Establishment Department and the Finance Department, hereby directs, that in this Department's Notification No.SO(ESTT)RR&SD/4-6/2015/CD, dated the 09th January, 2017, the following amendments shall be made, namely:

AMENDMENTS

In the APPENDIX,-

- (i) against Serial No. 2, in Column No. 2 and 5, for the existing entries the following shall respectively be substituted, namely:

2	5
"Deputy Director/Deputy Director (Admin) (BPS-18).	(a) Sixty six percent (66%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Civil Defence Officer with at least five years service as such; and (b) thirty four percent (34%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Director and Budget Officer with at least five years service as such. Note: For the purpose of promotion, there shall be maintained a joint seniority list of the Assistant Directors and Budget Officers."

- (ii) against Serial No. 3, in Column No. 2 and 5, for the existing entries the following shall be substituted, namely:

3	5
At least Second Class Master Degree in Business Administration, Public Administration or Bachelor of Business Administration (Hons) four years or its equivalent qualification from a recognized University.	(a) Sixty six percent (66%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Superintendents with at least five years service as such; and (b) thirty four percent (34%) by initial recruitment."

(iii) after Serial No. 3, as so amended, in Column No. 1 to 5, the following new entries shall respectively be inserted, namely:

1	2	3	4	5
3A.	Budget Officer (BPS-17).	At least Second Class Master's Degree in Commerce or in Business Administration (Finance) or its equivalent qualification from a recognized University.	22-32 years.	By initial recruitment: Provided that till the appointment of Budget Officer by initial recruitment, the post shall be filled by deputation from the office of Accountant General.

(iv) against Serial No. 5, in Column No. 5, for the existing entry the following shall be substituted, namely:

5
<p>(a) Ninety percent (90%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant with at least five years service as such; and</p> <p>(b) ten percent (10%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Senior Scale Stenographer and Computer Operator with at least five years service as such.</p> <p>Note: For the purpose of promotion, there shall be maintained a joint seniority list of the Senior Scale Stenographers and Computer Operators.”;</p>

(v) after Serial No. 8, in Column No. 1 to 5, the following new entries shall respectively be inserted, namely:

1	2	3	4	5
8A.	Computer Operator (BPS-16).	<p>(a) At least Second Class Bachelor's Degree in Computer Science or Information Technology (BCS/BIT four years) or its equivalent qualification from a recognized University; or</p> <p>(b) at least Second Class Bachelor's Degree from a recognized University with One year Diploma in Information Technology from a recognized Board of Technical Education.</p>	20-30 years.	By initial recruitment.”;

(vi) against Serial No. 9, in Column No. 3 and 5, for the existing entries the following shall respectively be substituted, namely:

3	5
<p>At least Second Class Master's Degree or its equivalent qualification from a recognized University.</p>	<p>(a) Seventy five percent (75%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Instructor Grade-II, with at least four years service as such, who have successfully completed the following courses from Federal Civil Defense Training School Peshawar:</p> <p>(i) Civil Defense Specialist Instructor (Causality Service) Course;</p> <p>(ii) Firemen Course; and</p> <p>(iii) Leading Firemen Course; and</p> <p>(b) twenty five percent (25%) by initial recruitment.”;</p>

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(vii) against Serial No. 12. in Column No. 3 and 5, for the existing entries the following shall respectively be substituted, namely:

3	5
<p>"At least Second Class Bachelor's Degree or its equivalent; qualification from a recognized University."</p>	<p>(a) Fifty percent (50%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Instructor Grade-III, with three years service as such;</p> <p>(b) ten percent (10%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Fire Officer, with at least three years service as such; who have successfully completed the following courses from Federal Civil Defense Training School Peshawar:</p> <p style="margin-left: 40px;">(i) Civil Defense General Instructor Course;</p> <p style="margin-left: 40px;">(ii) Civil Defense Specialist Instructor (Rescue Service) Course; and</p> <p style="margin-left: 40px;">(iii) Civil Defense Specialist Instructor (Warden Service) Course;</p> <p>Note: In case if the Fire Officers are not available for promotion, then Instructor Grade-III shall be promoted on the basis of seniority-cum-fitness; and</p> <p>(c) forty percent (40%) by initial recruitment.";</p>

(viii) against Serial No. 13. in Column No. 5. at Clause (a) and (b). for the words "thirty three percent" and "sixty seven percent", the words "forty percent" and "sixty percent" shall respectively be substituted:

(ix) after Serial No. 13. as so amended, in Column No. 1 to 5, the following new entries shall respectively be inserted, namely:

1	2	3	4	5
<p>"13A.</p>	<p>Electrician (BPS-11).</p>	<p>At least Second Division Diploma in Electrical Technology or its equivalent qualification from a recognized Board of Technical Education.</p>	<p>20-30 years.</p>	<p>By initial recruitment.";</p> <p>and</p>

- (x) against Serial No. 16, in Column No. 3 and 5, for the existing entries, the following shall be substituted, namely:

3	5
<p>At least Second Division Intermediate Certificate or its equivalent qualification from a recognized Board.</p>	<p>(a) Forty percent by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Naib Qasid, Chowkidar, Sweeper and including other equivalent post, having at least Second Division Intermediate Certificate or its equivalent qualification from a recognized Board with two years service, who have successfully completed the following courses from Federal Civil Defense Training School Peshawar:</p> <ul style="list-style-type: none"> (i) Civil Defense General Instructor Course: and (ii) Firemen Course. <p>(b) sixty percent by initial recruitment.</p> <p>Note: For the purpose of promotion, there shall be maintained a joint seniority list of the Naib Qasid, Chowkidar, Sweeper with reference to the dates of their acquiring the Intermediate Certificate:</p> <p>Provided that-</p> <ul style="list-style-type: none"> (i) 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 (ii) 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.

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SECRETARY
RELIEF, REHABILITATION & SETTLEMENT
DEPARTMENT