

GOVERNMENT OF [KHYBER PAKHTUNKHWA]
SERVICES, GENERAL ADMINISTRATION, TOURISM
AND SPORTS DEPARTMENT,
(Regulation Wing)
Dated, Peshawar the 30/04/1981

NOTIFICATION

No. SOR-II(S&GAD)2-7/78. in exercise of power conferred by section 26 of the ¹[Khyber Pakhtunkhwa] Civil Servants Act, 1973 (²[Khyber Pakhtunkhwa] ACT XVIII of 1973) the Governor of the ³[Khyber Pakhtunkhwa] is pleased to make the following rules, namely:

1. These rules may be called the ⁴[Khyber Pakhtunkhwa] Office of the Advocate General (Recruitment and Appointment) Rules, 1981.

(2) These shall come into force at once.

2. The method of recruitment, minimum qualifications, age limit and other matter related thereto for the post specified in column 2 of the Schedule annexed shall be such as given in column 3 to 6 of the said Schedule.

¹ . Substituted by Khyber Pakhtunkhwa Act No. IV of 2011, *for* "North-West Frontier Province"
² . Substituted by Khyber Pakhtunkhwa Act No. IV of 2011, *for* N.W.F.P."
³ . Substituted by Khyber Pakhtunkhwa Act No. IV of 2011, *for* "North-West Frontier Province"
⁴ . Substituted by Khyber Pakhtunkhwa Act No. IV of 2011, *for* "North-West Frontier Province"

THE KHYBER PAKHTUNKHWA
OFFICE OF THE ADVOCATE GENERAL SERVICE RULES, 1981
(UPDATED UPTO 03rd SEPTEMBER 2013)

S H E D U L E
(See Rule 2)

S. NO	NOMENCLATURE OF POST	MINIMUM QUALIFICATION PRESCRIBED FOR APPOINTMENT BY INITIAL RECRUITMENT OR BY TRANSFER.	AGE LIMIT FOR INITIAL RECRUITMENT	METHOD OF RECRUITMENT
01	02	03	04	05
1	Superintendent (B-16)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the posts of Assistants with at least five (05) years service, as such.
2	Librarian (B-17)	Degree with Diploma in Library Science from a recognized University	22 to 30 years	By initial recruitment
3	Private Secretary (B-17)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst the holders of post of Stenographers (B-16) with atleast five (05) years service, as such;
4	Assistant (B-14)	Degree from a recognized University	18 to 30 years	(a) Fifty (50) percent by initial recruitment and (b) Fifty (50) percent by promotion from amongst the holders of posts of Senior Clerk with at least three (03) years service, as such; or (c) If no suitable Senior Clerk is available for promotion, then by initial recruitment.
5	Senior Scale Stenographer (B-16)	(i) 2 nd Class Bachelor's Degree from a recognized University; (ii) A speed of 70 words per minute in shorthand in English and 45 words per minute in typing; and (iii) Knowledge of Computer in using MS Word and MS Excel.	20 to 30 years	(a) By promotion, on the basis of seniority-cum-fitness, from amongst the Stenographer with at least five (05) years service, as such; (b) Provided that If no suitable candidate is available for promotion, then by initial recruitment; and
6		(i) Intermediate or equivalent qualification		

	Stenographer (B-14)	from a recognized Board; (ii) A speed of 50 words per minute in shorthand in English and 35 words per minute in typing; and (iii) Knowledge of Computer in using MS Word and MS Excel.	18 to 30 years	By initial recruitment;
7	Data Processing Supervisor (B-14)	(i) Bachelor's Degree with Economics/Physics/Statistics/Mathematics or Computer Science as one of the subject; and (ii) One year's experience in the field of Data Processing and Supervision of Data Control or as Punch Verifier Operator.	18 to 30 years	By initial recruitment
7-a	Computer Operator (B-12)	2 nd Class graduation with one year Diploma in IT from Board of Technical Education or its equivalent.	18 to 30 years	By initial recruitment
7-b	Library Assistant (B-11)	2 nd Class Bachelor degree in Library Science from any recognized University/Institute	18 to 30 years	By initial recruitment
8	Senior Clerk (B-09)	---	---	By promotion from amongst the holders of posts of Junior Clerks with atleast two (02) years service, as such;
9	Junior Clerk (B-07)	(i) Matriculation or equivalent from a recognized Board; and (ii) a speed of 25 words per minute in typing	18 to 30 years	By initial recruitment
10	Driver (B-04)	(i) Literate; and (ii) in possession of a valid driving license.	18 to 32 years	By initial recruitment
11	Daftari (B-02)	Middle Standard	18 to 32 years	(a) By promotion, on the basis of seniority-cum-fitness, from amongst the Naib Qasids. (b) If no suitable Naib Qasid is available for promotion then by initial recruitment.
12	Naib Qasid/ Chowkidar/ Malies (B-01)	Preferably Literate	18 to 32 years	By initial recruitment