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## **PART-II**

### **Statutory Notifications (S.R.O)**

GOVERNMENT OF PAKISTAN

**MINISTRY OF DEFENCE**

**(Defence Division)**

### **NOTIFICATIONS**

Rawalpindi, the 27<sup>TH</sup> November 1999

**S.R.O 1304 (I)/99.**-In exercise of the powers conferred vide section 18 (1) of the Maritime Security Agency Act, 1994, the Federal Government is pleased to lay down the following method, qualifications and other conditions for appointment to the under mentioned posts in the Maritime Security Agency under the Ministry of Defence.

| <b>S No</b> | <b>Designation of the Post</b>    | <b>BPS of the Post</b> |
|-------------|-----------------------------------|------------------------|
| 1.          | Stenographer                      | BPS-15                 |
| 2.          | Assistant                         | BPS-11                 |
| 3.          | MT Supervisor                     | BPS-8                  |
| 4.          | Draughtsman-III                   | BPS-7                  |
| 5.          | U.D.C                             | BPS-7                  |
| 6.          | L.D.C                             | BPS-5                  |
| 7.          | MT Driver                         | BPS-4                  |
| 8.          | Daftri                            | BPS-2                  |
| 9.          | Naib Qasid, Labourer/Mali/Sweeper | BPS-1                  |

**METHOD OF APPOINTMENT**

2. The method of appointment to the posts shall be as under:

| S No | Designation and BPS of the Post        | Method of Appointment |                        |
|------|--|-----------------------|------------------------|
|      |  | By Promotion          | By initial appointment |
| 1.   | Stenographer BPS-15                    | -                     | 100%                   |
| 2.   | Assistant BPS-11                       | 50%                   | 50%                    |
| 3.   | MT Supervisor BPS-8                    | -                     | 100%                   |
|      | Draughtsman-III BPS-7                  | -                     | 100%                   |
| 4.   | U.D.C BPS-7                            | 50%                   | 50%                    |
| 5.   | L.D.C BPS-5                            | 10%                   | 90%                    |
| 6.   | Daftri BPS-2                           | 100%                  | -                      |
| 7.   | Naib Qasid/Labourar/Mali/Sweeper BPS-1 | -                     | 100%                   |

Provided that if no suitable person is available for promotion, the posts reserved for promotion, shall be filled by initial appointment and failing that by transfer.

**CONDITION FOR PROMOTION**

3. Promotion to the posts in column 2 shall be made by selection from amongst the persons who hold the post specified in column 3 on a regular basis and fulfill the conditions prescribed in column 4:-

| S No | Designation and BPS of the Post | Persons eligible              | Conditions of eligibility           |
|------|---------------------------------|-------------------------------|-------------------------------------|
| 1    | 2                               | 3                             | 4                                   |
| 1.   | Assistant BPS-15                | UDC                           | 03(three) years service as UDC.     |
| 2.   | UDC BPS-7                       | LDC)                          | 03(three) years service as LDC.     |
| 3.   | LDC BPS-9                       | Employees holding lower posts | Matriculation typing speed 30 w.p.m |
| 4.   | Daftri BPS-2                    | Naib Qasid                    | 03(three) years service in BPS-1.   |

QUALIFICATION/EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. On the closing date for receipt of application as fixed in the relevant advertisement candidate or initial appointment to a post must possess the educational qualification and experience and must be within the age limits as mentioned against the post concerned in the schedule to this Notification:

Provided that the maximum age limit shall be relaxed in respect of the candidates specified and to the extent indicated, in the initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

QUALIFICATION/CONDITIONS OR APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment under the Federal Government on a regular basis in the same Basic Pay Scales or equivalent to or identical with the post to be filled provided the persons concerned possess the qualification/experience prescribed for initial appointment to the post concerned.

PROBATION

6. Persons appointment by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servant Act, 1973 read with rule 21 or the civil servants (Appointment, Promotion and Transfer) Rules, 1973.

7. This notification is issued with the congruence of the Establishment Division vide O.M No 4/6/92-R-5 dated the 16<sup>th</sup> September, 1999.

**SCHEDULE**

(See Rule 4)

**CONDITIONS FOR DIRECT RECRUITMENT**

| S No | Designation and BPS of the Post | Qualification & Experience  | Age Limit |          |
|------|---------------------------------|---|-----------|----------|
|      |                                 |   | Minimum   | Maximum  |
| 1    | 2                               | 3   | 4         |          |
| 1.   | Assistant BPS-11                | Graduate.   | 18 Years  | 28 Years |
| 2.   | Stenographer BPS-15             | (i). Intermediate.<br>(ii). Shorthand speed 100 w.p.m<br>(iii). Typing speed 50 w.p.m | 18 Years  | 25 Years |
| 3.   | MT Supervisor BPS-8             | (i). Matric<br>(ii). Diploma in Automobile from                                       | 18 Years  | 25 Years |

|    |                                     |   |          |          |
|----|-------------------------------------|---|----------|----------|
|    |                                     | any recognized Institute.                                     |          |          |
| 4. | Draughtsman BPS-7                   | (i). Matric.<br>(ii). Diploma in Draughting and Designing.    | 18 Years | 25 Years |
| 5. | UDC BPS-7                           | Intermediate.   | 18 Years | 25 Years |
| 6. | LDC BPS-5                           | Matric with typing speed of 30 w.p.m                          | 18 Years | 25 Years |
| 7. | MTD BPS-4                           | (i). Primary Pass.<br>(ii). Having valid driving license HTV. | 18 Years | 25 Years |
| 8. | Naib<br>Qasid/Labourer/Mali/Sweeper | Primary Pass.   | 18 Years | 25 Years |

[Case No F.9/28/90/m-1]

SYED MUHAMMAD KHURSHID AHMED

Section Officer