

**THE MDA (APPOINTMENT
AND CONDITIONS OF
SERVICE) REGULATIONS,
1980
SCHEDULE**

THE MULTAN DEVELOPMENT AUTHORITY
(APPOINTMENT AND CONDITIONS OF SERVICE) REGULATIONS, 1980
SCHEDULE

Pay scale	Name of the post	Appointing Authority	Minimum qualifications for initial recruitment	Method of recruitment	Age for initial recruitment	Remarks
1	2	3	4	5	6	7

DIRECTORATE OF

1. ADMINISTRATION
2. FINANCE
3. ESTATE MANAGEMENT

20 / 21	Director General	Government		-	-	-	-
20	Additional Director General (Coordination)	Government	-	By promotion from amongst the Directors in BS-19 (general cadre) having 12 years service as Director on seniority-cum-fitness basis.	-	-	
19 / 20	Deputy Managing Director (WASA)	Government	-	By deputation from the Government or by promotion from Directors in Engineering Cadre on seniority-cum-fitness.	-	-	
19	Director	Director General	-	By deputation from the Government or by selection on merit from amongst the three senior most Dy: Directors provided he is a graduate with at least 12 years service in grade 17 or above including 5 years service in grade 18.			
18	Deputy Director Admn / Estate Management	Director General	-	By Promotion from amongst the Assistant Directors/Assistant Directors Computer who are graduates with at least 5 years service in grade 17 on the basis of seniority-cum-fitness.	-	-	
18	Deputy Director	Director General	-	By promotion from amongst Assistant Directors who	-	-	

	Finance			are M.Com. or MBA with specialization in Finance with at least 5 years service in BS-17 on the basis of seniority-cum-fitness.			
18	Deputy Director Computer	Director General	M.Sc. Computer Science with 5 years practical experience in that field.	By promotion from amongst Assistant Director (Computer) with at least 5 years service as such.	-	-	
18	Medical officer (Male)	Director General	M.B.B.S. with 5 years experience.	By initial recruitment or by deputation from the Government.	26	40	
18	Medical Officer (Female) (Part-time)	Director General	M.B.B.S. with 5 years experience.	By initial recruitment or by deputation from the Government.	26	40	
18	Deputy Director Horticulture	Director General	-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Director (Horticulture) with 5 years service in grade 17.	-	-	
18	Magistrate	Government	-	By deputation from the Government.	-	-	
18	Deputy Director Legal	Director General	B.A. LLB. With 12 years practice as Advocate.	By promotion from amongst the Assistant Director Legal on seniority-cum-fitness with at least 5 years service.			
17	Assistant Director/ Administrative Officer / Estate Officer	Director General	M.A. 2 nd division preference shall, however, be given to MBA/MPA/M.Com/M.Sc Economics or Statistics & experience hand to which due weightage will be given.	25% by initial recruitment, 25% by promotion from private Secretaries who are graduate and Transport Supervisor (BS-16) on seniority-cum-fitness basis with 5 years service as such in grade 16, 50 % by promotion from Office Superintendents who are graduate or equivalent on seniority-cum-fitness basis with 5 years service in BS-16.	21	26	
17	Assistant Director Legal	Director General	B.A. LLB. With 12 years practice as Advocate.	By initial recruitment or by promotion from Prosecutor on the basis of seniority-cum-fitness who are Law Graduate and have at least 5 years experience in Legal / Judicial Branch.	-	-	-
17	Assistant Director Finance / Accounts Officer	Director General	-	By deputation or promotion on the basis of seniority-cum-fitness from the Senior Accountants who have passed the S.A.S. examination with at least 5 years service as senior Accountant.	-	-	-

16	Public Relations Officer	Director Admn	-	By promotion from amongst the incumbents of the posts carrying BS-10 to BS-14 possessing Master Degree and ten years service in relevant scale & seniority-cum-fitness or by deputation from Government.	-	-	
16	Litigation Officer	Director Admn	B.A. LLB.	By initial recruitment OR by promotion on the basis of seniority cum-fitness from amongst Office Assistants & Site Inspectors possessing LLB Degree with at least 5 years service.	-	-	
17	Land Acquisition Collector	Government	-	By deputation from the Government.	-	-	
17	Land Control Officer	Director General	-	By promotion from amongst Land Control Supervisor BS-16 on renaming the post of Investigator BS-16 with at least 5 years as such.	-	-	
17	Assistant Director Horticulture	Director General	-	By promotion on the basis of seniority-cum-fitness from amongst the Horticulture Supervisor / Horticulture Assistant with at least 10 years service.	-	-	
17	Assistant Director Computer	Director General	-	By promotion from amongst Assistant Programmers BS-16 with 10 years service as such on seniority-cum-fitness.	-	-	
17/16	Motor Transport Supervisor	Director General	-	By promotion on the basis of seniority-cum-fitness from amongst Investigators BS-14 having at least 5 years service as such.	-	-	-
16	Private Secretary	Director General	-	By promotion on the basis of seniority-cum-fitness from amongst the Personal Assistants with at least five years service.	-	-	
16	Hostel Manager	Director Admn	B.A./B.Sc. having Management experience in running Lodges / Hotel or Diploma Holder in Hotel Management.	By initial recruitment.	25	30	
16	Librarian	Director Admn	Diploma in Library Science from a recognized University.	By initial recruitment.	18	25	

16	Superintendent Horticulture	Director Admn	B.Sc. Agriculture major subject Horticulture.	By initial recruitment.	18	25	
16	Superintendent Demolition	Director Admn	B.A./B.Sc.	By promotion from amongst the Investigators BS-14 on seniority-cum-fitness basis with at least 5 years as such.	-	-	
16	Prosecutor	Director Admn	B.A. LLB.	By initial recruitment.	21	30	
16	Procurement Officer	Director Admn	B.A./retired Army Personnel.	With sufficient experience in relevant store keeping.	21	30	
16	Tehsildar	Government	-	On deputation from Government.	-	-	
16	Office Superintendent	Director Admn	-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants / Head Clerks with at least 5 years service as such.	-	-	
16	Superintendent Finance	Director Admn	B.Com, BA/BSc/BBA	By promotion on the basis of seniority-cum-fitness from amongst the Divisional Accountants (BS-15) who hold B.Com degree with at least 10 years of satisfactory service record or through direct recruitment.	-	-	
16	Security Officer	Director Admn	Retired JCO and above or a person with not less than 5 years service as Security Officer in a private organization, semi-autonomous bodies.	By deputation from Government or initial recruitment.	30	50	
16	Assistant Programmer	Director Admn	2 nd class Bachelor Degree with Computer Science. Two years experience in programming (proof is required) OR 2 nd class Bachelor Degree with Math/ Stat/ Physics/ Economics from a recognized University and Computer Training. Two years experience in programming (proof is	75% by initial recruitment, 25% by promotion from amongst the Key Punch Operators / Computer Assistants on the basis of seniority-cum-fitness with at least 10 years service as Key Punch Operator (BS-11).			

			required).				
15	Personal Assistant	Director Admn	-	By promotion on the basis of seniority-cum-fitness from amongst the senior Stenographers with at least 10 years service in the clerical grade.	18	25	
15	Senior Scale Stenographer	Director Admn	F.A./F.Sc./ Matric or equivalent with shorthand speed of 120 w.p.m. and typewriting speed 45 w.p.m.	25% by initial recruitment, 75% by promotion on the basis of seniority-cum-fitness amongst the Stenographers with at least 5 years service as Stenographer.	18	25	
14	Superintendent Store	Director Admn	-	By promotion from amongst Assistants / Head Clerks with at least 5 years service or by re-employment of JCO/NCO with at least 10 years service.	-	-	
14	Garden Supervisor	Director Admn	B.Sc. Agriculture	By initial recruitment or by re-employment of Ex-Servicemen of the rank of JCO/NCO.	21	25	
14	Work Supervisor (Divisional)	Director Admn	Three years diploma of Associate Engineering or Ex-Army Personnel of the rank of JCO/NCO.	By initial recruitment.	21	25	
14 / 15	Addl: Office Supdt/ Senior Assistant	Director Admn	B.A. with at least 5 years experience.	50% by initial recruitment and 50% by promotion from amongst Stenographers on the basis of seniority-cum-fitness.	18	25	
14	Naib Tehsildar	Director Admn	-	By deputation from the Government, or by promotion on the basis of seniority-cum-fitness from amongst Qanungos who are Matriculate with at least 10 years service as Qanungos and who have passed the Government Departmental Examination for promotion of Qanungos to the post of Naib Tehsildar.	-	-	
14	Vigilance Superintendent	Director Admn	B.A. LLB. or Ex-Army Personnel of the rank of JCO/NCO.	By initial recruitment or on deputation from Government or re-employment of Ex-Servicemen.	21	25	
15	Divisional Accountant	Director Admn	-	Joint seniority of Auditors, Accounts Assistants & Cashier shall be maintained and the post of Divisional Accountant shall be filled up from	-	-	

				amongst these three categories of employees with at least 5 years service as Auditor.			
12	Stenographer	Director Admn	Intermediate or equivalent qualification from a recognized Board. A speed of 90 w.p.m. in shorthand in English & 40 w.p.m. in Typewriting.	By initial recruitment.	18	25	
12	Agriculture / Horticulture Supervisor	Director Admn	2 years diploma in Agriculture / Floriculture Matric with Field Assistant Course Certificate from a recognized Institute of Agriculture Department.	By initial recruitment or on deputation.	18	25	
11	Computer Assistant	Director Admn	B.A./B.Sc. with course in Computer Training.	By initial recruitment.	18	25	
11	Site Inspector	Director Admn	-	25% of the posts of Site Inspectors (BS-11) shall be filled in by promotion from amongst the Surveyors (BS-9) and the residue 75% by promotion from amongst the Work Super-visors BS-10 and Demolition Inspector BS-10 having at least 5 years service as such.	-	-	
13	Accounts Assistant / Auditor	Director Admn	B.Com.	25% by initial recruitment and 75% by promotion on the basis of seniority-cum-fitness from amongst Accounts Clerks with at least 5 years service as Accounts Clerk.	-	-	
14	Office Assistant / Head Clerk	Director Admn	-	By promotion from amongst Senior Clerks/ SDC/Store Keeper/Reader having 5 years service at their credit on seniority-cum-fitness.	-	-	
10	Demolition Inspector	Director Admn	F.A. or equivalent examination from a recognized Board.	By initial recruitment.	21	25	
10	Care-Taker /	Director Admn	B.A./B.Sc. or retired JCO/	By initial recruitment.	18	25	

	Vigilance Supervisor		NCO of Pak Army.				
10	Arboriculture Inspector	Director Admn	Matric with Field Assistant Course from a recognized Institute of Agriculture Department.	By initial recruitment.	18	25	
11	Qanungo	Director Admn	-	By deputation from the Government or by promotion on the basis of seniority-cum-fitness from amongst Patwaris with at least 10 years service as Patwaris.	18	25	
11	Accounts Clerk	Director Admn	Inter-Com/D.Com.	By initial recruitment.	18	25	
8	Imam Masjid	Director Admn	HAFIZ-E-QUR'AAN and possesses certificate from any registered DARS-E-ISLAMI.	By initial recruitment.	20	40	
7	Reader	Director Admn	B.A.	By initial recruitment.	18	25	
9	Senior Clerk	Director Admn	-	By promotion on the basis of seniority-cum-fitness from amongst the Junior Clerks with at least 5 years service as Junior Clerk.	-	-	
6	Senior Cook (Hostel)	Director Admn	Preferably literate with 10 years experience of cooking.	By initial recruitment / Ex-Servicemen having 10 years experience as Mess Cook; By transfer from Cooks / Mess Waiters.	18	25	
6	Electrician	Director Admn	Matriculation with a certificate from a recognized School of Electrician and with at least one year experience.	By initial recruitment.	18	25	
6	Dispenser	Director Admn	Matriculation with Dispenser's Course from a recognized Institute.	By initial recruitment.	21	25	
9	Urdu Typist	Director Admn	Matriculation with speed of 20 w.p.m. in Urdu typewriting.	By initial recruitment.	18	25	
9	Patwari	Director Admn	Matric having passed Patwar Course from a recognized	By initial recruitment.	Age limit will be fixed as		

			Institute / Agency.		per Schedule of Service Regulations of the Government of the Punjab.		
7	Junior Clerk including Machine Operator	Director Admn	Matriculation with speed of 30 w.p.m.	80% by initial recruitment, 20% by promotion on the basis of seniority-cum-fitness from amongst the employees of all categories from BS-1 to BS-4 who are matriculate and have 25 w.p.m. typing speed on Computer in English. Preference shall be given to those who also know typing in Urdu at a speed of 25 w.p.m.	18	25	
	Police Personnel	Government	-	By deputation from Government.	21	25	
5	Nursing Assistant	Director Admn	Matriculation with Dispenser's Course from a recognized Institute / Ex-Army Personnel of Medical Corps.	By initial recruitment.	18	25	
4/6	Driver	Director Admn	Middle pass with driving license and reasonable driving skill.	By initial recruitment.	18	25	
4	Nurse Daya	Director Admn	Certificate in the trade.	By initial recruitment.	18	25	
3	Mate Garden	Director Admn	-	By initial recruitment.	18	25	
2	Mate Road	Director Admn	-	By initial recruitment.	18	25	
2	Qasid	Director Admn	-	By promotion from Naib Qasids on seniority-cum-fitness basis.	-	-	
2	Daftri	Director Admn	-	By promotion on the basis of seniority-cum-fitness from Naib Qasids who are Middle Pass with at least 5 years service.	-	-	
2	Mali Garden	Director Admn	-	By initial recruitment.	18	25	
2	Khadim / Moazzin	Director Admn	Can recite the Holy Qur'aan	By initial recruitment.	18	25	

			and knows Basic Islamic Education. Middle pass.			
1	Naib Qasid	Director Admn	-	By initial recruitment.	18	25
1	Chowkidar	Director Admn	-	By initial recruitment.	18	25
1	Sanitary Worker	Director Admn	-	By initial recruitment.	18	25
1	Khalasi	Director Admn	-	By initial recruitment.	18	25
1/3	Mess Waiter / Cook	Director Admn	-	By initial recruitment.	18	25
1	Dispensary Attendant	Director Admn	Middle pass.	By initial recruitment.	18	25
1	Process Server	Director Admn	Literate.	By initial recruitment.	18	25
1	Coolie / Orderly / Demolition Person	Director Admn		By initial recruitment.	18	25

DIRECTORATE OF TOWN PLANNING

19	Director	Director General	B.Sc. Town Planning with 12 years experience in related field.	By deputation from Government or promotion by selection on merit from amongst the Deputy Directors Town Planning with at least 12 years service in grade 17 and above or by initial recruitment.	35	40
18	Deputy Director TP	Director General	B.Sc. Town Planning with 5 years experience in related field.	By promotion from amongst Assistant Directors Town Planning with at least 5 years service on the basis of seniority-cum-fitness.	-	-
18	Deputy Director Architecture	Director General	Degree or Diploma in Architecture 5 years full time course from a recognized University with 5 years experience.	By promotion from amongst Assistant Directors Architecture on seniority-cum-fitness basis with at least 5 years service.	-	-
18	Deputy Director Commercialization	Director General	Degree in B.Sc. City & Regional Planning from recognized university with five years experience.	By promotion from amongst Assistant Directors Town Planning with at least 5 years service or by initial recruitment if it is not possible to fill the post by promotion.	-	-
17	Assistant Director Building Control	Director General	-	By promotion on the basis of seniority-cum-fitness from amongst the Building Inspectors who	-	-

				have been placed in BS-16 after passing Departmental Promotion Examination as prescribed by the organization and have put in at least 10 years service as Sub-Engineer/Building Inspector in BS-11 and BS-16.			
17	Assistant Director Architect	Director General	B.Sc. Engineering in Architecture from any University recognized by PCATP. Registration with PCATP. Preference will be given to experienced in relevant field.	By initial recruitment	21	28	
17	Assistant Director Town Planning	Director General	B.Sc. Town Planning	By initial recruitment.	21	26	
17	Research Officer	Director General	M.A. in Geography, Statistics, Economics, Sociology or Social Works.	By initial recruitment.	21	25	
16	Land Control Supervisor	Director General	M.A. Economics	By promotion from amongst the Investigators BS-14 on seniority-cum-fitness basis with at least 5 years as such.	-	-	
16	Evaluation Officer	Director Admn	M.A. in Statistics or Economics	By initial recruitment.	21	25	
16	Architectural Assistant	Director Admn	M.A. / M.Sc. in Statistics or Economics	By initial recruitment.	21	25	
16	Assistant Design Officer	Director Admn	-	By promotion from amongst the Senior Draftsman in BS-13 on the basis of seniority-cum-fitness with 5 years service as such.	-	-	
13	Senior Draftsman	Director Admn	-	By promotion on the basis of seniority-cum-fitness from amongst the Junior Draftsman who are Diploma Holder with at least 5 years service as Junior Draftsman.	-	-	
11	Building Inspector / Sub-Engineer	Director Admn	Diploma in the requisite Engg Discipline after undergoing a minimum of 3	By initial recruitment.	18	25	

			years course from Punjab Board of Technical Education or equivalent qualifications.				
11	Estimator	Director Admn	Diploma in Civil Technology from a recognized Institute.	By initial recruitment.	18	25	
5	Tracer	Director Admn	Matric or equivalent examination from a Board recognized Institute with Drawing as subject.	By initial recruitment.	18	25	
7	Draftsman	Director Admn	6 months trade course of Civil Draftsman in Drafting, Designing in Civil / Electrical / Mechanical or Architectural Draftsman from a recognized Institute.	By initial recruitment.	18	25	
9	Draftsman	Director Admn	The above qualification with 2 years experience.	By initial recruitment.	18	25	
11	Draftsman	Director Admn	Matric 2 nd division with 3 years diploma in Architectural Draftsmanship from a recognized Institute.	25% by initial recruitment, 75% by promotion on the basis of seniority-cum-fitness from amongst the Tracers with at least 5 years service as Tracer.	21	26	
11	Sub-Engineer Survey	Director Admn	Diploma in Survey / Civil Technology from any recognized Institute.	By initial recruitment.	18	25	
9	Surveyor	Director Admn	Matric with 2 years diploma or certificate of Survey or one year Survey Course with 5 year as experience. Holding certificate of Survey Course less than one year duration would be given Pay Scale-7.	By initial recruitment.	18	25	
2	Ferro Printer	Director Admn	Middle pass.	By initial recruitment.	18	25	

1	Ferro Printer	Director Admn	Literate.	By initial recruitment.	18	25	
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DIRECTORATE OF ENGINEERING

20	Chief Engineer	Government	-	By deputation from Government or promotion by selection on merit from amongst the 3 senior most Directors Engineering (Superintending Engineer) with at least 15 years service in grade 17 and above including 5 years service as Director Engineer.	-	-	
19	Director Engineering / Superintending Engineer	Director General	-	By deputation from Government or by selection on merit from amongst 3 senior most Deputy Directors (Engg) Technical Officers who have at least 12 years in grade 17 & above including 5 years service in grade 18.	-	-	
18	Deputy Director Traffic & Transportation	Director General	Master degree in Transportation Engg with at least five years experience.	By direct recruitment or available persons of MDA possessing the prescribed qualification.	-	-	
18	Staff Officer (Tech)/ Executive Engineer / Deputy Director Engg	Director General	M.Sc. Civil Engineering with at least five years service.	85% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors Engg / SDOs with at least 5 years service. 15% on deputation from Government or by direct recruitment.	-	-	
17	Assistant Director Engg / SDO	Director General	Degree in Engineering in the requisite discipline from a recognized University or an equivalent qualification and registration as a "Professional Engineer" with the Pakistan Engineering Council.	75% by initial recruitment, 5% by promotion on the basis of seniority-cum-fitness from amongst Sub-Engineers with not less than 3 years service possessing qualification prescribed for initial recruitment. 20% by promotion on the basis of seniority-cum-fitness from amongst Sub-Engineers and Building Inspectors for requisite discipline who hold the minimum qualifications prescribed for initial recruitment.	21	25	

16	Sub-Engineer / Building Inspector	Director Admn	-	(i) By selection on the basis of seniority-cum-fitness from amongst the Sub-Engineers in BS-11 who have passed three years Diploma Course from an Institute recognized by the Board of Technical Education & have at least 10 years service as Sub-Engineer and have passed Departmental Promotion Examination. (ii) 33% of the total No. of posts of Sub-Engineers shall be placed in grade-16. (iii) BS-16 shall be granted to Sub-Engineers/Building Inspectors who have served 20 years service or more at their credit in BS-11 with experience in Buildings/ Roads / Sewerage / Water Supply Works etc.	-	-	
14	Investigator	Director Admn	-	By promotion on the basis of seniority-cum-fitness from amongst the Site Inspectors BS-11 having at least five years service as such.	-	-	
14	Estate Supervisor	Director Admn	-	By promotion on the basis of seniority-cum-fitness from amongst the Site Inspectors BS-11 having at least five years service as such.			
17	Chief Draftsman	Director Admn	-	By promotion on the basis of seniority-cum-fitness from amongst Circle Head Draftsman who are Diploma holder (3 years service as Circle Head Draftsman).	-	-	
16	Circle Head Draftsman	Director Admn	-	By promotion on the basis of seniority-cum-fitness from amongst Divisional Head Draftsman with at least five years service as Divisional Head Draftsman.	-	-	
13	Divisional Head Draftsman	Director Admn	-	75% by promotion on the basis of seniority-cum-fitness from amongst who are Diploma holder (3-2 years course) with at least five years service and 25% by promotion on the basis of seniority-cum-	-	-	

				fitness from amongst Draftsman with five years service or from Asstt Draftsman who are unqualified or who have completed two years course with ten years service as Asstt Draftsman.			
11	Foreman	Director Admn	Matric with three years Diploma of Associate Engineer in Mechanical Engg / Auto and Diesel Technology from any recognized Institute.	By initial recruitment.	21	25	
11	Sub-Engineer / Building Inspector	Director Admn	Diploma in requisite Discipline of Engineer after undergoing a minimum of three years course from the Punjab Board of Technical Education or equivalent qualifications.	By initial recruitment.	21	25	
11	Draftsman / Asstt Draftsman	Director Admn	-	By promotion from amongst the Draftsman in BS-9 with five years service in BS-9.	-	-	
10	Work Supervisor	Director Admn	B.A./B.Sc./F.A./ or retired JCO/NCO.	By initial recruitment.	21	25	
9	Telephone Operator	Director Admn	Matric, T&T Department's qualified persons / retired JCO / NCO of Signal Corps.	By initial recruitment.	21	25	
7/8	Mechanic	Director Admn	-	By initial recruitment.	18	25	
7	Sub-Divisional Clerk	Director Admn	-	By promotion from amongst the Junior Clerks who have at least five years service on the basis of seniority-cum-fitness.	18	25	
5/6	Operator	Director Admn	Middle pass.	By initial recruitment.	18	25	
5	Road Roller / Dumper Driver	Director Admn	Literate possessing valid license.	25% by initial recruitment & 75% by promotion from amongst such Cleaners and have got valid driving license and 10 years service on seniority-cum-fitness basis.	18	35	
5	Carpenter	Director Admn	Certificate of Carpenter from	By initial recruitment.	18	40	

			a recognized Institute.			
5	Material Mistry	Director Admn	-	By initial recruitment.	18	25
2	Material Checker	Director Admn	-	By initial recruitment.	18	25
2	Mate	Director Admn	-	By initial recruitment.	18	25
1	Beldar	Director Admn	-	By initial recruitment.	18	25
1	Cleaner	Director Admn	-	By initial recruitment.	18	25
1	Laboratory Attendant	Director Admn	Middle pass.	By initial recruitment.	18	25

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**DIRECTOR GENERAL
MULTAN DEVELOPMENT AUTHORITY**