

**OFFICE OF THE DIRECTOR GENERAL, RAWALPINDI DEVELOPMENT
AUTHORITY (RDA) - NOTIFICATION REGARDING ¹(APPOINTMENT AND
CONDITIONS OF SERVICE) REGULATIONS, 2012**

No. RDA/DG/175

Date: 26.05.2012

In exercise of the powers conferred by Section 44 of the Punjab Development of Cities Act, 1976, (XIX of 1976), the Rawalpindi Development Authority is pleased to make the following regulations, namely:-

**THE RAWALPINDI DEVELOPMENT AUTHORITY RAWALPINDI
(APPOINTMENT AND CONDITIONS OF SERVICE)
REGULATIONS, 2012**

PART-I-GENERAL

1. (i) These Regulations may be called the Rawalpindi Development Authority (Appointment and Conditions of Service) Regulations, 2012.
- (ii) They shall come into force at once
- (iii) They shall apply to all employees of the Rawalpindi Development Authority.

2. **DEFINATIONS:-** In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby² respectively assigned to them that is to say:-
 - (a) “**Appointing authority**” in relation to a post means the person authorized under regulation 6 to make appointment to that post.
 - (b) “**Autonomous or semi-autonomous organization**” means an organization set up under a law by the Government.
 - (c) “**Committee**” means a Promotion Committee or Selection Committee.
 - (d) “**Competent Authority**” means the appointing Authority or a person duly authorized by the appointing authority in that behalf not being a

¹ The figure “(“ added being not printed in the Gazette Notification

² Printed in the Gazette Notification as “herby”

person lower in rank to the employee concerned.

- (e) “**Appellate Authority**” means the next above the competent authority to³ which an appeal lies against the orders of the competent authority and appellate authority against the orders of the Director General will be the Secretary HUD&PHE Department, Government of the Punjab.
- (f) “**Director General**” means the Director General of the Authority.
- (g) “**Employee**” means an employee of the Authority but does not include.
 - (i) a person on deputation to the Authority from the Government of Pakistan or an autonomous or semi-autonomous organization, and
 - (ii) a person who is employed on contract or on work charged basis or who is paid from contingencies.
- (h) “**Group**” means a group of employees in the same grade performing similar duties.
- (i) “**Initial Recruitment**” means appointment made otherwise than by promotion or transfer from Government or the Government of Pakistan or Autonomous or Semi-autonomous organization.
- (j) “**Managing Director**” means the Managing Director of an Agency or Authority.
- (k) “**Post**” means a post in connection with the affairs of the Authority.
- (l) “**Prescribed**” means prescribed by these regulations⁴.
- (m) “**Regulation**” means the Rawalpindi Development Authority (Appointment and Conditions of Service) Regulations 2012.
- (n) “**Schedule**” means the schedule to these Regulations.
- (o) “**Service**” means the service of the Authority.
- (p) “**Temporary post**” means a post created for limited period of time.
- (q) Words and expressions used but not defined shall bear the same meanings as they bear in the Punjab Civil Servants⁵ Act 1974 and Punjab Development of Cities Act 1976.

³ The word “to” added being missing in the Gazette Notification.

⁴ Printed in the Gazette Notification as “regulation”

3. (i) Appointment to posts shall be made by promotion, transfer or initial recruitment as specified in the schedule.
(ii) Appointment by promotion or transfer shall be made in accordance with part II and by initial recruitment in accordance with part III of these Regulations.
4. (i) There shall be one or more Promotion Committees and Selection Committees to be constituted with the approval of the Governing Body.
(ii) Each such committee shall consist of at least three members one of whom shall be appointed as Chairman of that Committee.
5. Where an appointing authority other than the Rawalpindi Development Authority does not accept the recommendation of a Committee, it shall record reasons thereof and submit a summary of the case for information to the next higher authority.
6. The authorities competent to make appointment to various grades shall be as specified in column 4 of the schedule.
7. (i) A person appointed to a post, other than a temporary post shall remain on probation for a period of two years, if appointed by initial recruitment and for a period of one year, if appointed otherwise, provided that the appointing authority may extend the period of probation by a further period not exceeding two years⁶ in all.

Explanation:- Service spent on deputation shall be counted towards the period of probation.

- (ii) No employee shall be confirmed in a post unless he has successfully completed such training and passed such Departmental Examination as may be prescribed by the competent authority from time to time

⁵ Printed in the Gazette Notification as "Servant"

⁶ Printed in the Gazette Notification as "year"

- (iii) If no orders have been made by the day following the completion of the initial probationary period of probation shall be deemed to have been extended.
 - (iv) Subject to the provision of sub-clause (ii) of this Regulation, a probationer, who has satisfactorily completed his periods of probation shall be confirmed with effect from the date of his continues appointment.
 - (v) Provident that where the period of his probation has been extended under the provisions of sub-Clause (i) of this regulation the date of confirmation shall subject to other provisions of this regulation be the date on which the period of probation was last extended.
 - (vi) If the work or conduct of an employee during the period of probation has been un-satisfactory the appointing authority may, without notice, notwithstanding that the period of probation has not expired, dispense with his service if he has been appointed by initial recruitment and if he has been appointed otherwise revert him to his former appointment or if there be no such appointment, dispense with his service.
 - (vii) There shall be no confirmation against any temporary post.
8. The seniority inter-se of employees appointed to post in the same grade in a group shall be determined.
- (i) (a) In the case of employees appointed by initial recruitment in accordance with the order of merit assigned by the Section Committee provided that employees selected for appointment to the grade in an earlier selection shall rank senior to the employees selected in a latter selection: and
 - (b) In the case of employees appointed otherwise with reference to the dates of their continuous appointment in the grade provided that if the date of continuous⁷ appointment in the case of two or more employees appointed to the grade is the same, the older if not junior to the younger in the next below grade shall rank senior to the younger employee.

Explanation-I If an employee junior in a lower grade is promoted to a higher grade by superseding his senior and subsequently the latter is also promoted, the promoted first shall rank senior to the one promoted subsequently.

⁷ Printed in the Gazette Notification as "continues"

Explanation-II Subject to the Provisions of Regulation 11, a junior appointed to a higher grade shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher grade and the junior was appointed in preference to senior.

- (ii) The seniority of employees appointed by initial recruitment to the grade vis-à-vis those appointed otherwise shall be determined with reference to the date of continuous⁸ appointment to the grade, provided that if two dates are the same, the employees appointed otherwise shall rank senior to the employees appointed by initial recruitment provided further that inter se-seniority of employees belonging to the same category will not be altered.

Explanation. In case a group of employees is selected for initial appointment at one time the earliest date on which any one the group joins the service will be deemed to be the date of appointment of all employees in the group. Similarly in case a group of employees is appointed otherwise at one time in the same office order the earliest date on which any one the group joins the service will be deemed to the date of appointment of all employees in the group.

PART II APPOINTMENT BY PROMOTION⁹ TRANSFER OR DEPUTAION

9. (i) Appointments by promotion to posts in various grades shall be made on the recommendations of the appropriate committee.
- (ii) Promotion including proforma promotion shall not be claimed as of right by any employee.
10. Only such employees as possess the qualifications and meet the conditions laid down for the purpose of promotion to a post shall be considered by the Promotion Committee.

⁸ Printed in the Gazette Notification as "continues"

⁹ Printed in the Gazette Notification as "PROMTION"

11. (i) A person in the service of Government or Autonomous or Semi-Autonomous organization who possesses the minimum educational qualification, experience or length of service prescribed for a post shall be eligible for appointment to the said post on deputation, in accordance with the policy prescribed by Government.

(ii) An employee of the Authority may be sent on deputation to a Government Department or a Autonomous or Semi-Autonomous Organization on such terms and conditions as may be decided by the Director General in consultation with the borrowing organization, provided that the leave and pension contribution shall invariably be paid by the borrowing organization.

(iii) The Director General may transfer any employee from the Authority to any of its agencies and vice versa, against equivalent posts and no deputation pay or allowance shall be admissible in such cases.

PART III- INITIAL APPOINTEMENT

12. (i) Initial appointment to posts in grade 16 and above shall be made on the basis of examination/ test or interview conducted by the appropriate Committee after advertisement of the vacancies in the Newspapers.

(ii) Initial appointment to all posts in grade 1 to 15 shall be made on the basis of examination/ test or interview to be held by the appropriate committee whether¹⁰ after advertisement of the vacancies in newspaper or after reference to the employment exchange.

13. (i) (a) A candidate for initial appointment to a post must possess the educational qualification and experience and must be within the age limits prescribed in the schedule, provided that:

(b) In the suitable cases for reasons to be recorded in writing the

¹⁰ Printed in the Gazette Notification as "with"er

appointing authority may relax the upper age limit up to a maximum of 5 years and the Director General may relax the upper age limit beyond the 5 years.

(c) The restriction regarding age shall not apply to candidate who is an employee of the authority in some other capacity, and

(d) Experience, where prescribed, would include equivalent experience in a profession or in the service of an autonomous or Semi-autonomous Organization or a Private Organization.

(ii) (a) Where recruitment is to be made on the basis of written examination age shall be reckoned as on the first of January of the year in which the examination is proposed to be held: and

(b) In other cases as on the last date fixed for submission of applications for appointment.

14. No person shall be appointed to a post unless he is a citizen of Pakistan, provided that this restriction may be relaxed by the Government in suitable cases.

15. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as the Authority may prescribe¹¹ is found not to satisfy these requirements shall not be appointed.

16. (i) No person, not already in the service of the authority shall be appointed to a post unless he produces certificates of character from two responsible persons not being his relatives who are well acquainted with his character and antecedents and a certificate of character from the head of academic institution last attended where applicable.

(ii) Notwithstanding anything in sub-clause (i) an appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidate to satisfaction of the appointing authority.

17. The instructions issued by Government of the Punjab HUD&PHE Department vide letter No. SO(A)4-3/2011 dated 26.04.2012 alongwith Government of the Punjab, Finance Department letter No. FD.SR.I/9-20/2006 dated 02.04.2012 shall be followed regarding "Recruitment of Civil servants /

¹¹ Printed in the Gazette Notification as "prescribed"

Government servants on market based salaries in different projects / ¹²[programs], policy units / policy cells / companies and commissions and other such like entities” in letter and spirit.

PART IV

18. An employee may resign from service by giving three months notice or forfeit three months pay in lieu thereof; provided¹³ that if the notice falls short of three months¹⁴ the employee shall have to forfeit pay for the period falling short of three months.

19. The services of an employee recruited against a temporary post may be terminated on 30 days notice or pay in lieu thereof.

20. In the event of a post being abolished or the posts in a group of the same grade being reduced in number, the services of the junior most employees in such a group shall be terminated after giving such employee thirty days notice or pay in lieu thereof.

21. An employee of the Authority shall retire from service:
 - (i) On such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the Competent Authority may, in the Public interest, direct; or
 - (ii) Where no direction is given under clause (i) on the completion of sixty years of his age.

PART V

¹² Misprinted in gazette as programmes

¹³ Printed in the Gazette Notification as “provide”

¹⁴ Printed in the Gazette Notification as “month”

22. Subject to the provisions of the Act, these regulations and the schedule, the following rules/ amendments shall apply *mutatis mutandis* to employees of the authority:-

- i. The Punjab Civil Servants (Appointment and conditions of Service) Rules, 1974.
- ii. The West Pakistan Government Servants (Conduct) Rules, 1966
- iii. The Punjab Civil Servants (Efficiency and Discipline) Rules, 1975
- iv. The Punjab Employees Efficiency, Discipline and Accountability Act, 2006
- v. The West Pakistan Civil Services Pension Rules, 1963.
- vi. The Punjab Civil Servant Revised Leave Rules 1981
- vii. The Punjab Civil Services Rules,
- viii. The Punjab Traveling Allowances Rules ,1976
- ix. The Punjab Financial Rules,
- x. The Punjab Civil Servants Pay Revision Rules, 1977
- xi. Government Medical Attendance Rules,
- xii. Promotion Policy, 2010
- xiii. Amendments made by RDA from time to time,
- xiv. Amendments made by the Government of Punjab from time to time.

PROVIDED THAT

- (a) Any reference to a Government Servant or Civil Servant shall be construed to be reference to an employee of the Authority.

- (b) Any reference to the Head of Department shall be construed to be a reference to the Director General in the case of Authority and to the Managing Director in the case of an Agency.
 - (c) Any reference to a Secretary to Government shall be construed to be a reference to the Director General in the case of both the Authority and its Agencies.
 - (d) Any reference to the Government shall be construed to be reference to the Chairman: and
 - (e) The Chairman, the Director General and Managing Director may by general or special order, delegate to any officer or officers of the Authority / agencies any of these powers under these rules, subject where necessary, to such conditions as may be specified
23. (i) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of the service is allowed to an employee by any of the rules mentioned in the Regulation 22 such appeal or application shall be made except as may otherwise be prescribed under the relevant rules within sixty days of the communication to him of such order.
- (ii) Where no provision for appeal or review exist in respect of any order under these regulations¹⁵ or the rules mentioned in Regulation 22, an employee aggrieved by any such order may except where such order is made by the Chairmen, make a representation *¹⁶ to the Authority next above the authority which made the order.

DIRECTOR GENERAL
RAWALPINDI DEVELOPMENT
AUTHORITY RAWALPINDI

¹⁵ Printed in the Gazette Notification as "regulation"

¹⁶ The word "to" deleted being unnecessary.

**CONSTITUTION OF SELECTION AND PROMOTION COMMITTEES FOR
APPOINTMENT OF POSTS IN DIFFERENT GRADES AND CADRES,
RAWALPINDI DEVELOPMENT AUTHORITY (UD WING, WASA & PHA)**

FOR POSTS IN BS-20 (UD WING, WASA & PHA)

i)	Chief Secretary, Government of the Punjab	Chairman
ii)	Secretary, Government of the Punjab HUD&PHED	Member
iii)	Director General, RDA	Member / Secretary

FOR POSTS IN BS-18-19 (UD WING, WASA & PHA)

i)	Director General, RDA	Chairman
ii)	Chief Engineer, RDA / Managing Director of concerned Agency	Member
iii)	Deputy Secretary (Admn), HUD&PHED or representative of the HUD&PHED	Member
iv)	Director (Admn & Finance) concerned	Member / Secretary

FOR POSTS IN BS-16-17 (UD WING)

i)	Director General , RDA	Chairman
ii)	Chief Engineer , RDA	Member
iii)	Deputy Secretary (Admn), HUD&PHED or representative of HUD&PHED	Member
iv)	Director (Admn & Finance), RDA	Member / Secretary

FOR POSTS IN BS-16-17 (WASA & PHA)

i.	Managing Director concerned	Chairman
ii.	Director concerned	Member
iii.	Deputy Secretary (Admn), HUD&PHED or representative of HUD&PHED	Member
iv.	Director (Admn & Finance) concerned	Member / Secretary

FOR POSTS IN BS-1 to BS-15 (UD WING)

i.	Director (Admn & Finance)	Chairman
ii.	Director Concerned	Member
iii.	Deputy Director (Admn) / Assistant Director (Admn)	Member / Secretary
iv.	Representative of HUD&PHED	Member

FOR POSTS IN BS-11 to BS-15 (WASA & PHA)

i.	Managing Director Concerned	Chairman
ii.	Dy. Managing Director / Director Concerned	Member
iii.	Director (Admn & Finance) concerned	Member / Secretary
iv.	Representative of HUD&PHED	Member

FOR POSTS IN BS-1 to BS-10 (WASA & PHA)

i.	Director (Admn & Finance) concerned	Chairman
ii.	Director Engineering concerned	Member
iii.	Dy. Director (Admn) concerned	Member / Secretary
iv.	Representative of HUD&PHED	Member

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
Rawalpindi Development Authority	Grade-20 / 21	Director General	Government	-	To be appointed by Government	-	-	-
Directorate of Administration & Finance / Land Development & Estate Management	Grade-19	Director Administration & Finance / Land Development & Estate Management	Director General	-	By deputation from Government or by selection on merit amongst the senior most Deputy Directors Admn /Land	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Development & Estate Management including Deputy Director (Finance) provided he is a graduate with at least 12 years regular service in Grade-17 and above including 5 years regular service in Grade-18.			

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-18	Senior Special Magistrate	Government	-	By deputation from Government.	-	-	
	Grade-18	Deputy Director Administration / Land Development & Estate Management	Director General	-	By deputation from Government or promotion on the basis of seniority-cum-fitness amongst the Assistant Director to DG / Administration / Land Development	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					& Estate Management) who are graduate with at least 5 years regular service in Grade-17.			
	Grade-18	Deputy Director Finance	do	-	By deputation or promotion on the basis of seniority-cum-fitness amongst senior Assistant Director Finance	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					holding M.B.A, M.A Economics / B.Com or equivalent degree with at least 5 years regular service in Grade-17			
	Fixed / Part time	Legal Advisor	Law & Parliamentary Affairs Deptt.	L.L.B with 5 years experience / practice	-	-	-	
	Fixed / Part time	Assistant Legal Advisor	Law & Parliamentary Affairs Deptt.	B.A L.L.B with 3 years practice as Advocate		-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-17	Assistant Director to DG / Administration / Land Development & Estate Management)	Director General	M.A / M.Sc / B.A L.L.B or equivalent Degree	75% by initial recruitment / deputation and 25% by promotion on the basis of seniority-cum-fitness amongst the Admn Officers who hold B.A. / B.Sc or equivalent degree with at least 5 years service in Grade-16.	21	25	-
	Grade-	Asstt. Director	do	ACMA/MBA(Fin.) / MA Economics	75% by initial recruitment	21	25	-

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	17	Finance		with 5 years relevant experience	and 25% by promotion on the basis of seniority-cum-fitness amongst Senior Accountant ¹⁷ who hold B.Com. degree or equivalent with at least 7 years service as Senior Accountant.			
	Grade 17 /	Medical Officer	-do-	M.B.B.S, with one year house	By initial	26	35	

¹⁷ Printed in the Gazette Notification as "Account"

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Part time / Fix pay			job and registered with PM&DC	recruitment			
	Grade-17	Public Relations Officer	do	Master's Degree in Journalism / Mass Communication with 5 years experience	By initial recruitment	25	30	
	Grade-17	Land Acquisition Collector	Government	-	By deputation from Government.	-	-	
	Grade-17	Private Secretary	Director General	-	By promotion on the basis of seniority-cum-fitness amongst the	-	-	-

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					PS / Stenographer (Grade-16) with at least 5 years service holding minimum Bachelor Degree.			
	Grade-17 / 16	Law Officer / Tehsildar	do	BA, LLB with 5 years experience	By initial recruitment / By deputation from Government or by promotion on the basis of seniority-cum-fitness	26	40	-

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					amongst Naib Tehsildar (Grade-14) with at least 5 years service as Naib Tehsildar who have passed the Government Departmental Examination for Promotion of Naib Tehsildar to Tehsildar.			
	Grade-16	Private Secretary / Stenographer	do	-	By promotion on the basis of seniority-cum-			

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					fitness amongst the Stenographer-1 (Grade-15) with at least 5 years service.			
	Grade-16	Administrative Officer	do	-	By promotion on the basis of seniority-cum-fitness amongst Assistants with at least 5 years service as Assistant.	-	-	-
	Grade-16	Senior Accountant	do	M.Com / B.Com with 3 years	(i) 50% by initial	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				experience or Matric with S.A.S (3 years experience in Government organization will be preferred)	recruitment: and (ii) 50% by promotion on the basis of seniority-cum-fitness amongst the Accountants (Grade-14) with at least 3 years service as such.			
	Grade-15	Stenographer-1	Director (Admn & Finance)	-	By promotion on the basis of seniority-cum-fitness amongst the Stenographer-	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					II (Grade-12) with at least 5 years service as such.			
	Grade-14	Naib Tehsildar	do	-	By deputation from Government or by promotion on the basis of seniority-cum-fitness amongst Qanungos (Grade-11) with at least 10 years service as Qanuungo	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					who have passed the Government Departmental Examination for Promotion of Qanungos to Naib Tehsildars.			
	Grade-14	Assistant	do	B.A. / B.Sc. or equivalent Degree	(i) 25% by initial recruitment: and (ii) 75% by promotion on the basis of seniority-cum-fitness amongst the	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Senior Clerks (Grade-09) with at least 5 years service.			
	Grade-14	Accountant	do	B.Com	(i) 25% by initial recruitment and (ii) 75% by promotion on the basis of seniority-cum-fitness amongst the Junior Accountants (Grade-7) with at least 5 years service	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					as Junior Accountant.			
	Grade-12	Stenographer-II	do	F.A / D.Com with a shorthand speed of 90 W.P.M & computer typing speed of 40 W.P.M.	By initial recruitment	21	25	
	Grade-11	Head Driver / Staff Car Driver	do	-	By promotion on the basis of seniority-cum-fitness amongst Drivers with at least 15 years service.	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-11	Encroachment Inspector	Director (Admn & Finance)	-	By promotion on the basis of seniority-cum-fitness amongst the Encroachment Inspectors (Grade-9) with at least 5 years service.	-	-	
	Grade-11	Qanungo	do	-	By deputation from Government or promotion on the basis of seniority-cum-fitness amongst Patwaris	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					(Grade-9) with at least 10 years service as Patwari.			
	Grade-9	Encroachment Inspector	do	Intermediate	By initial recruitment	18	25	
	Grade-9	Cashier	do	B.A or I.Com	By initial recruitment	18	25	
	Grade-9	Patwari	do	Matric with Patwar Course from any recognized Government School	By initial recruitment	18	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-9	Senior Clerk	do	-	By promotion on the basis of seniority-cum-fitness amongst Junior Clerks / Record Keepers (Grade-7) with at least 5 years service	-	-	
	Grade-7	Junior Accountant	do	B.A or I.Com	By initial recruitment	18	25	
	Grade-7	Junior Clerk / Record Keeper	do	Matric with one year diploma in computer	By initial recruitment	18	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-7	Telephone Operator	Director (Admn & Finance)	Matric with relevant experience	By initial recruitment	18	25	
	Grade-7	Head Constable	Government	-	By deputation from Government.	-	-	
	Grade-5	Police Constable	do	-	By deputation from Government	-	-	
	Grade-6	Driver	Director Admn & Finance	-	By promotion on the basis of seniority-cum-fitness amongst the Drivers of	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Grade-4 / 5 with at least 7 years service.			
	Grade-4	Driver	do	Middle with driving licence ¹⁸ (LTV) and 3 years experience	By initial recruitment.	21	35	
	Grade-3	Head Mali	do	-	By promotion on the basis of seniority-cum-fitness amongst the Malis with at least 10-years service.	-	-	

¹⁸ Printed in the Gazette Notification as "License"

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-3	Daftri	do	-	By promotion on the basis of seniority-cum-fitness amongst the Naib Qasid with at least 5-years service.	-	-	
	Grade-2	Naib Qasid - cum-Cook	do	Middle pass with 2 years cooking experience	By initial recruitment	18	25	
	Grade-1	Naib Qasid	do	Middle pass	By initial recruitment	18	25	
	Grade-1	Orderly	do	Middle pass	By initial recruitment	18	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-1	Frash	Director (Admn & Finance)	Middle pass	By initial recruitment	18	25	
	Grade-1	Mali / Baildar	do	Middle pass	By initial recruitment	18	25	
	Grade-1	Chowkidar / Scheme Chowkidar	do	Middle pass	By initial recruitment	18	25	
	Grade-1	Sweeper / Sanitary Worker	do	Literate	By initial recruitment	18	25	

SCHEDULE						RDA (UD WING)		
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		Remarks
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Fixed	Security Guard	do	Middle pass Ex-service men or from security agencies	On hiring			
Directorate of Engineering	Grade-20	Chief Engineer	Government	-	By deputation from Government or by selection on merit amongst senior most Directors (Engineering) with at least 17 years service in Grade-17 and above including 5 years service as Director (Engineering)	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					BS-19.			
	Grade-19	Director Engg	Director General	-	By deputation from Government or by selection on merit amongst senior most Dy. Directors Engg with at least 12 years service in Grade 17 and above including 5 year service in BS-18 who holds atleast B.Sc Engg. Degree.	-	-	
	Grade-	Deputy	do	-	By deputation	-	-	

SCHEDULE						RDA (UD WING)		
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		Remarks
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	18	Director Engineering			from Government or promotion on the basis of seniority-cum-fitness amongst Assistant Director Engineering with at-least 5 year service in Grade 17 who hold at least B.Sc (Engineering) Degree.			
	Grade-17	Assistant Director Engineering /	Director General	Bachelor's Degree in Civil / Mech. /	i) 65% by initial recruitment or deputation from	21	25	As per PHED / LDA

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		Quality Control		Electrical Engineering from a recognized University and registered with Pakistan Engg. Council	Government. ii) 15% by promotion on the basis of seniority-cum-fitness amongst Sub-Engineers possessing qualification of B.E/B.Sc Engineering / AMIE degree shall have three years experience and valid Registration with Pakistan Engineering Council and by			

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					<p>promotion on the basis of seniority-cum-fitness amongst Sub-Engineers possessing qualification of B-Tech (Hons.) with 5 year service as Sub-Engineer subject to approval of Administrative Department.</p> <p>iii) 20% by promotion on the basis of seniority-cum-fitness amongst</p>			

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Sub Engineers possessing 3-years Diploma of Associate Engineers from a ¹⁹ recognized institute provided that they are in Grade-16 with at least 10 years service and have passed Departmental Promotion Examination.			

¹⁹ The words “from a “ added being missing in the Gazette Notification.

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-17	Assistant Director Software ²⁰ and Computer Engineering	do	i) B.C.S (from recognized ²¹ Institute) ii) 03 years experience in application development using Oracle Tools (Developer 2000/forms 6i) etc. iii) Sound Knowledge of Windows Server and Professional with	By initial recruitment	21	28	

²⁰ Printed as “software”

²¹ Printed in the Gazette Notification as “recognize”

SCHEDULE						RDA (UD WING)		
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		Remarks
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				Experience of Proficient work experience in hardware trouble shooting, and MS Office products.				
	Grade-17	Assistant Director (Horticulture)	Director General	-	By deputation from Government or promotion on the basis of seniority-cum-fitness amongst Horticulture Assistant with at least 10 year service as Horticulture	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Assistant			
	Grade-16	Horticulture Assistant	do	B.Sc Agriculture with Horticulture as a special subject	By initial recruitment	21	25	
	Grade-16	Sub Engineer	do	-	By promotion on the basis of seniority-cum-fitness amongst the Sub Engineers (Grade-11) who have passed a 3 years diploma course from an Institute recognized by the Board of	-	-	25% of the total number of posts of Sub Engineer shall be placed in Grade-16

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Technical Education and have at least 10 years service as Sub - Departmental Promotion Examination.			
	Grade-11	Sub Engineer	Director (Admn & Finance)	3 years Diploma Course of Associate Engineer in Civil from a Recognized Institute	By initial recruitment	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-9	Surveyor	do	2 year diploma in surveying from Government recognized Institute or Trade Diploma with 5 years experience	By initial recruitment	18	25	
	Grade-6	FE Loader Driver	do	Middle pass and heavy duty licence ²² holder with 2 years experience in the relevant field	By initial recruitment or promotion on the basis of seniority-cum-fitness from amongst the Road Roller	18	25	

²² Printed in the Gazette Notification as "License"

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Drivers (Grade 5) and Drivers (Grade-4/5) who are heavy duty licence ²³ holders with at least 2 years relevant experience.			
	Grade-5	Electrician	do	Matric with a certificate from a recognized institute and at least one year experience	By initial recruitment	18	25	
	Grade-	Road Roller	do	Middle with	25% By initial	18	25	

²³ Printed in the Gazette Notification as "License"

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	5	Driver		requisite driving Licence	recruitment 75% by promotion amongst the Road Roller Cleaner / FE Loader Cleaner with at least 5 years experience & possessing driving licence ²⁴			
	Grade-5	Vehicle Mechanic	Director (Admn & Finance)	Matric pass and Certificate of Mechanic from a recognized	By initial recruitment	18	25	

²⁴ Printed in the Gazette Notification as "License"

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				Institute				
	Grade-5	Carpenter	do	Certificate of Carpentry from a recognized Institute	By initial recruitment	18	40	
	Grade-5	Plumber	do	Middle pass with experience	By initial recruitment	18	25	
	Grade-3	Mason	do	Literate with reasonable skill	By initial recruitment	18	25	
	Grade-1	Ferro Printer/ Photocopier	do	Middle pass	By initial recruitment	18	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-1	FE Loader Cleaner / Road Roller Cleaner	do	Middle	By initial recruitment	18	25	
	Grade-1	Survey Baildar	do	Middle	By initial recruitment	18	25	
Directorate of Metropolitan Planning & Traffic Engineering	Grade-19	Director (MP&TE) / (LU&BC)	Director General	-	By deputation from Government or by selection on merit amongst senior most Deputy Directors (Urban	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Planning / Planning / Building Control) with at least 12 years service in Grade-17 & above including 5 years service in Grade-18 and registered with PCATP.			
	Grade-19	Director (Architecture)	-do-	-	By deputation from Government or by selection on	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					merit amongst the senior most Deputy Directors Architecture with at least 12 years service in BS-17 and above including 5 year service in BS-18 and registered with PCATP.			
	Grade-18	Deputy Director (Urban Planning (U.P) / Planning (P) /	-do-	B.Sc Degree in Town Planning / City & Regional Planning from a Recognized	(i) 50% by initial recruitment; (ii) 50% by promotion on	18	35	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		Building Control (B.C))		University with 7 years experience in Government, Semi Government or Private organization (Master Planning, Strategic Planning, Urban renewal, Feasibility studies and report writing) or deputation.	the basis of seniority-cum-fitness amongst the Assistant Directors (Planning / Building Control / Metropolitan Planning & Land Use Control / Private Housing Scheme with at least 5-years service as Assistant Director in Grade-17 and			

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					registered with PCATP.			
	Grade-18	Deputy Director (Architecture)	Director General	B.Sc in Architecture from a recognized University with 5 years experience and registered with Pakistan Council of Architect and Town Planners	(i) 50% by initial recruitment / deputation from Government. (ii) 50% by promotion on the basis of seniority-cum-fitness amongst the Assistant Directors Architecture with at least 5-years	28	35	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					service in the functional unit in posts carrying Grade-17 and registered with PCATP.			
	Grade-17	Assistant Director (Planning (P) / Building Control (B.C) / Metropolitan Planning & Land Use Control (MP&LUC) / Private	do	Bachelor's Degree in Town Planning / City & Regional Planning from a recognized University (Preferably experienced)	By initial recruitment.	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		Housing Scheme (PHS))						
	Grade 17	Assistant Director Traffic Engineering Planning]	do	Bachelor's Degree in Town Planning / City & Regional Planning from a recognized University and registered with the Pakistan Council of Architects & Town Planners	(i) 50% By initial recruitment; (ii) 50% by promotion amongst the TEP Assistant / Sub-Engineers / Building Inspectors / Scheme Inspectors with relevant experience of	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					at least 5- years in Grade-16 or at least 12- years in Grade-11 holding 3 years diploma.			
	Grade-17	Assistant Director Architecture	Director General	Bachelor's Degree in Architecture from a recognized University or Institute and registered with the Pakistan Council of Architects &	By initial recruitment.	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				Town Planners				
	Grade-17 / 16	Traffic Engineering Planning (TEP) Assistant	do	-	By promotion on the basis of Seniority-cum-fitness from amongst the Sub-Engineer / Draftsman (BS-11) having overall experience of ten years in surveying, drafting, estimation, and execution of works with five years specialized	-	-	Already approved by the Governing Body.

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					experience in the said jobs related to traffic engineering with ability to conduct the relevant surveys of traffic engineering and their demarcation on the ground.			
	Grade-16	Sr. Head Draftsman	do	-	By promotion on the basis of seniority-cum-fitness amongst	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Senior Draftsman (Grade-13) who are diploma holder (3 years course) with at least 3 years service as such.			
	Grade-16	Building Supervisor / Superintendent Building Control / Scheme Superintendent	do	-	By promotion amongst the Building Inspectors / Scheme Inspectors on the basis of seniority-cum-fitness with at	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					least 10 years service as such having passed Departmental Promotion Examination.			
	Grade-13	Senior Draftsman	Director (Admn & Finance)		By promotion on the basis of seniority-cum-fitness amongst Divisional Head Draftsman (Grade-12) who are diploma holder (3 years			

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					course) with at least 5 years service as such.			
	Grade-12	Divisional Head Draftsman	do	-	i) 75% by promotion on the basis of seniority-cum-fitness amongst the Draftsman, who are diploma holder (3 years course) with at least 5 years service as Draftsman ii) 25% by	-	-	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					promotion on the basis of seniority-cum-fitness amongst the Draftsman, who are unqualified or who have completed 2 years course, with at least 10 years service as Draftsman.			
	Grade-11	Draftsman	do	3 years diploma in Civil Draftsman from a recognized Institute	75% by initial recruitment and 25% by promotion on the basis of	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					seniority-cum-fitness from amongst the Tracers (Grade-5) with at least 5 years service as Tracer for holders of 1 or 2 years certificates and 10 years service as Tracer in case of unqualified persons.			
	Grade-11	Building Inspector / Scheme	do	3 years Diploma Course in relevant subjects	By initial recruitment or by transfer	21	25	

SCHEDULE						RDA (UD WING)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		Inspector		from a recognized Institute	from Sub Engineers			
	Grade-5	Tracer	Director (Admn & Finance)	Matriculation or equivalent examination from a recognized University or Board with drawing as a subject.	By initial recruitment	18	25	
	Grade-4	Eagle Hammer-man	do	Literate	By initial recruitment	18	25	

SCHEDULE									WASA (RDA)	
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		Remarks		
						Minimum years	Maximum years			
1	2	3	4	5	6	7	8	9		
Water and Sanitation Agency Rawalpindi Development Authority										
	Grade-20	Managing Director	Government	-	To be appointed by Government	-	-	-		
	Grade-20/19	Deputy Managing Director (Engineering)	Government / Director General	BSc. Engineering degree	By deputation from Govt. or by selection on merit from amongst the senior-most Directors Engineering holding B.Sc. Engg. Degree	-	-			

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					with minimum 15 years experience with 5 years experience as Director in BS-19.			
	Grade-20/19	Deputy Managing Director (Admn & Finance)	Government / Director General	B.A L.L.B or M.A, M.Sc	By deputation from Govt. or by selection on merit from amongst the senior-most Directors Admn, Finance & Revenue with minimum 15 years	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					experience with 5 year experience as Director in BS-19.			
	Grade-19	Director (Administration)	Director General	-	By deputation from Govt. or promotion by selection on merit from amongst the 3 senior most Deputy Directors with at least 12 years service in Grade-17 and above including 5	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					years service in Grade-18.			
	Grade-19	Director (Finance & Revenue)	Director General	-	By deputation from Govt. or promotion by selection on merit from amongst the 3 senior most Deputy Directors Finance and Revenue, with at least 12 years service in Grade-17 and above including 5 years service			

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					in Grade-18.			
	Grade-18	Deputy Director (Administration)	Director General	-	By deputation from Govt. or promotion on the basis of seniority cum fitness from amongst the Assistant Directors (Non Technical) with at least 5 years service in Grade-17	-	-	
	Grade-18	Deputy Director (Accounts & Administration)	Director General	-	By deputation from Govt. or promotion on the basis of seniority cum fitness from amongst the Assistant Directors (Non Technical) with at least 5 years service in Grade-17	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		Finance)			the basis of seniority cum fitness from amongst the Assistant Directors Accounts, Finance who are Graduates with at least 5-years service in Grade-17.			
	Grade-18	Deputy Director (Revenue)	Director General	-	By deputation from Govt. or promotion on the basis of seniority cum	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					fitness from amongst the Assistant Directors (Assessment & Collection) who are Graduates with at least 5-years service in Grade-17.			
	Grade-17	Senior Special Magistrate	Government	-	By deputation from Govt.	-	-	
	18 / Fixed pay	MIS Manager	Director General	Master in IT / CS (from HEC recognized)	By initial recruitment.	25	35	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				university) with 07 years professional experience in application development and supervision at senior level, formulating & implementing strategies for hardware and software upkeep / security and procurement etc.				
	Grade 17 / Part time / Fix pay	Medical Officer	Managing Director	M.B.B.S, with one year house job and registered with PM&DC	By initial recruitment	26	35	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-17	Assistant Directors Administration / Personnel	Managing Director	B.A L.L.B or M.A M.Sc	By initial recruitment or by promotion from amongst the Admn. Officers / PS/ Superintendent, Social Organizer (BS-16) on the basis of seniority-cum-fitness with at least 5 years service in Grade-16.	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-17	Assistant Director (Information)	Managing Director]	M.A/ M.Sc Mass Communication / M.A. Journalism with two years experience in Government or Semi Government Organization	By initial recruitment.	22	30	
	Grade-17	Assistant Director Accounts & Finance	Managing Director	MBA (Finance & Accounts)/ M.Com. / M.Sc. Econ.	By initial recruitment or promotion on the basis of seniority-cum-fitness from amongst the Senior Accountants (Grade-16) who hold	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Bachelor degree with at least 5 years service as Senior Accountant.			
	Grade-17	Assistant Director (A&C)	Managing Director	MBA (Finance / Marketing) / M.Sc Econ. M.Com or B.B.A (Hons.) with two years experience	By initial recruitment or by promotion on the basis of seniority-cum-fitness from amongst the Billing Supervisors who hold B.Com / BBA (Hons) Degree with	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					at least 10 years service as such.			
	Grade-17	Law Officer	Managing Director	BA, LLB preferably experienced	By initial recruitment	21	28	
	Grade-17 / Fixed Pay	Database Administrator	Managing Director	MCS/B.C.S (from recognized Institute) with two & five years experience respectively with two years experience as Data Base Administrator in Client / Server environment and One year	By initial recruitment	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				experience as LAN administrator				
	Grade-17 / Fixed Pay	Programmer	Managing Director	i) B.C.S (from recognize Institute) ii) 03 years experience in application development using Oracle Tools (Developer 2000/forms 6i) etc. iii) Sound Knowledge of Windows Server and Professional with Experience of Proficient work experience in	By initial recruitment	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				hardware trouble shooting, and MS Office products.				
	Grade-16 / Fixed Pay	Assistant Programmer	Managing Director	i) ²⁵ BCS Or Post Graduate Diploma in IT (from a Govt. recognized Institute) with experience ii) ²⁶ 02 years experience in application development using Oracle Tools (Developer 2000/forms 6i) etc.	By initial recruitment	21	28	

²⁵ The figure "i)" added being missing in the Gazette Notification.

²⁶ The figure "ii)" added being missing in the Gazette Notification.

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				iii) Sound knowledge of Windows Server and Professional. iv) Work experience in hardware trouble shooting, and MS Office products.				
	Fixed Pay	Legal Advisor (Part Time)	Law & Parliamentary Affairs Department	BA, LLB with 5-years experience and Member of Bar Council.	By initial recruitment	-		
	Grade-16	Administrative Officer/ Superintendent	Managing Director	--	By promotion on the basis of seniority-	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		ent			cum-fitness from amongst the Assistants with at least 5 years service as such.			
	Grade-16	Senior Accountant	do	M.Com or B.Com with 3 years experience or Matriculation with S.A.S and 5 years experience	(i) 25% by initial recruitment and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Accountant / Payroll Supervisor /	21	25	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Cashier (Grade-14) with at least 3 years service as such.			
	Grade-16	PS	Managing Director	-	By promotion on the basis of seniority cum-fitness from amongst the stenographers Grade-12 with at least 5 years service.	-	-	
	Grade-16	Social Organizer	Managing Director	M.A / M.Sc (Sociology) Social work or B.A Social	By initial recruitment.	21	30	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				sciences with 5 years experience in computer adept				
	Grade-14	Accountant / Payroll Supervisor/ Cashier	Managing Director	B.com or equivalent degree	By initial recruitment or by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks with at least 5 years experience in Accounts having minimum B.A degree.	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-14	Assistant / Assistant to LA	Managing Director	B.A. / B.Sc or equivalent degree	25% by initial recruitment and 75% by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks with at least 5 years service as such.	21	28	
	Grade-12	Stenographer	Managing Director	F.A / D.Com or equivalent qualification with a short hand speed of 90 w.p.m. and typing speed of 40.w.p.m and	By initial recruitment	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				computer literate				
	Grade-11	Billing Supervisor	Managing Director	B. Com / BBA preferably computer literate	By initial recruitment or promotion on the basis of seniority-cum-fitness from amongst the Inspectors Revenue with at least 5 years service as such having minimum qualification as Matric.	21	28	
	Grade-11	PC	Managing	Matric / FA / F.Sc.	By initial	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		Technician	Director	with 3-years Diploma in Computer Hardware from Govt. recognized institution	recruitment.			
	Grade-11	Computer Operator	Managing Director	F.A / F.Sc with one year Diploma in Computer Sciences (DCS)/ PGD I.T from Govt. recognized institution	By initial recruitment or promotion by transfer from amongst Junior Clerk having prescribed qualification.	18	25	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-11	Security Sergeant	Managing Director	<p>B.A, B.Sc or retired JCO/ NCO²⁷ with 3 to 5 years experience</p> <hr/> <p>JCO/ NCO²⁸ in Signal Corps with 10 years experience in the Trade</p>	By initial recruitment. Intelligence qualified JCO/NCO ²⁹ shall be preferred.	21	40	

²⁷ Printed in the Gazette Notification as “JCo/NCo”

²⁸ Printed in the Gazette Notification as “JCo/NCo”

²⁹ Printed in the Gazette Notification as “JCo/NCo”

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-9	Imam Masjid	Director (Admin & Finance)	Hafiz-e-Quran, Tajweed-ul-Quran Or Dars-e-Nizami	By initial recruitment or by promotion from inter-seniority ³⁰ list of WASA establishment in Grade-1 to 4 having prescribed qualification.	21	28	
	Grade-9	Telephone Exchange	Director (Admn. & Finance)	Matric with one year diploma in	By initial recruitment.	18	25	

³⁰ Printed in the Gazette Notification as “inter see seniority”

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		Technician	Finance)	Telecommunication from recognized Technical Training Institute				
	Grade-9	Inspector Revenue	Director (Admn. & Finance)	Intermediate	50% by initial recruitment and 50% by promotion on the basis of seniority-cum-fitness from amongst Bill Distributors with minimum qualification Matric and having at least 5 years	18	25	Already approved by the Governing Body

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					service as such.			
	Grade-9	Senior Clerk	Director (Admn. & Finance)	-	By promotion on the basis of seniority-cum-fitness from amongst the Junior Clerks, Complaint Receivers and Care Taker with at least 5 years service as such.	-	-	
	Grade-9	Driver Heavy Duty	Director (Admn. &	Middle pass with valid HTV	By initial recruitment or	21	35	Already approved

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		for special vehicles	Finance)	Licence ³¹ and at least 5-years experience as Driver	by promotion amongst the senior most Drivers having at-least 5 years experience with HTV licence ³² .			by the Governing Body
	Grade-6	Care Taker	Director (Admn. & Finance)	Intermediate	By initial recruitment.	18	25	
	Grade-6	Complaint Receiver	Director (Admn. & Finance)	Matric preferably computer literate ³³	By initial recruitment or by promotion	18	25	

³¹ Printed in the Gazette Notification as “License”

³² Printed in the Gazette Notification as “License”

³³ Printed in the Gazette Notification as “litrte”

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
			Finance)		amongst the Tubewell Operators having qualification Matric with at least 5-years service.			
	Grade-5	Bill Distributor	Director (Admn. & Finance)	Matric	By initial recruitment or by promotion from inter-se-seniority ³⁴ list of WASA establishment in Grade 1-4 having minimum	18	25	

³⁴ Printed in the Gazette Notification as “inter see seniority”

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					qualification of matric with at least 5-years service.			
	Grade-7	Junior Clerk	Director (Admn. & Finance)	Matric with computer literate	By initial recruitment.	18	25	
	Grade-4	Driver	Director (Admn. & Finance)	Middle pass with a driving licence ³⁵ & reasonable experience	By initial recruitment.	21	35	
	Grade-4	Lift Operator	Director (Admn. & Finance)	Matric with one year relevant experience	By initial recruitment.	18	25	

³⁵ Printed in the Gazette Notification as "License"

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-3	Mason	Director (Admn. & Finance)	Literate with 7 years experience in the Trade	By initial recruitment.	21	35	
	Grade-2	Head Mali	Director (Admn. & Finance)	-	By promotion on the basis of seniority-cum-fitness from amongst malies who are literate and have atleast 10 years service as malies.			
	Grade-1	Chowkidar	Director (Admn. & Finance)	Middle	By initial recruitment.	18	35	Already approved by the

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
								Governing Body
	Grade-1	Mali	Director (Admn. & Finance)	Literate	By initial recruitment.	18	25	
	Grade-1	Naib Qasid	Director (Admn. & Finance)	Middle	By initial recruitment.	18	25	
	Grade-1	Sweeper	Director (Admin & Finance)	Literate	By initial recruitment.	18	25	

SCHEDULE						WASA (RDA)		
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		Remarks
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
Water and Sanitation Agency Rawalpindi Development Authority Engineering Cadre	Grade-19	Director (Engineering)	Director General	-	On deputation from Govt. or by selection on merit from amongst the three senior most Deputy Directors Engg with at least 12 years service in Grade-17 and above including 5 years service in Grade-18 who hold B.Sc. Engg. degree.			-
	Grade-18	Deputy Director (Engineering)	Director General	-	By promotion on the basis of seniority-cum-	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
		/ Deputy Director (M &E) / P&D			fitness from amongst the Assistant Directors Engineering / S.D.Os with at least 5 years service in Grade-17 who hold at least B.Sc Engg. Degree.			
	Grade-18	Deputy Director (FP) / Plant Manager	Director General	M.S. Environmental Engg / M. Phil (Chy) M.Sc. Chy/ Zoology/ Botany from HEC recognized University with at-least 5 years experience in water	On deputation from Govt. or by promotion on seniority-cum-fitness basis from amongst the Asstt. Directors (Engg:) /S.D.O	25	35	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				treatment & quality control.	having at least BSc. (Engg) degree /Junior Research Officer/Asstt. Director Water Quality having at least M.S. Environmental Engg with at-least 5 years service in Grade-17. If none is available for promotion then by initial recruitment in Grade-18 having qualification in Column-5.			

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-17	Assistant Director (Engineering) / S.D.O	Managing Director	B.Sc Engineering in Civil/ Technical/ Electrical discipline from recognized Institute Registered with PEC	i) 65% by initial recruitment or deputation from Government. ii) 15% by promotion on the basis of seniority-cum-fitness amongst Sub-Engineers possessing qualification of B.E/B.Sc Engineering / AMIE degree shall have three years experience and valid registration with Pakistan	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					<p>Engineering Council and by promotion on the basis of seniority-cum-fitness from amongst Sub-Engineers possessing qualification of B-Tech (Hons.) with 5 year service as Sub-Engineer subject to approval of Administrative Department.</p> <p>iii) 20% by promotion on the basis of seniority-cum-fitness from</p>			

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					amongst Sub Engineers possessing 3-years Diploma of Associate Engineers from recognized institute provided that they are in Grade-16 with at least 10 years service .and have passed Departmental Promotion Examination .			
	Grade-17	Assistant Director (M&E / P&D)	Director General	Bachelor's degree in Civil/ Mechanical/Electrical	By initial recruitment or by promotion	21	28	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				Engineering from recognized Universities registered with PEC	amongst the Sub Engineers (BS-16) who have passed DPE or by deputation from Govt.			
	Grade-17	Assistant Director (Water Quality) / JRO	Managing Director	M.Sc. Environmental Engineering / M.Sc. Bio-Chemistry / Analytical Chemistry or Micro Biology / Zoology/Botany from recognized University	By initial recruitment.	21	28	
	Grade-16	Sub-Engineer	Managing Director	-	By selection on the basis of seniority-cum-fitness from amongst the Sub			25% of the total number of posts

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Engineers (Grade-11) who have passed a 3 years diploma course from an Institute recognized by the Board of Technical Education and have at least 10 years service as Sub Engineer and have passed Departmental Promotion Examination.			of Sub Engineer shall be placed in Grade-16
	Grade-12	Head Draftsman	Managing Director	-	i) 75% by promotion on the basis of seniority-cum-fitness from	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					<p>amongst the Draftsman, who are diploma holder (3 years course) with at least 5 years service as Draftsman</p> <p>ii) 25% by promotion on the basis of seniority-cum-fitness from amongst the Draftsman, who are unqualified or who have completed 2 years diploma course, with at least 10 years service as</p>			

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Draftsman.			
	Grade-11	Sub Engineer	Managing Director	3 years diploma of Associate Engineer (Civil / Mechanical / Electrical) after Matriculation in relevant subjects from a recognized institute	By initial recruitment.	21	25	
	Grade-11	Quantity Surveyor	Managing Director	Matric with 3 years Diploma of Associate Engineer or Quantity Surveying from recognized institute	By initial recruitment.	21	25	
	Grade-11	Draftsman	Managing Director	3 years diploma after Matriculation from a recognized institute	50% by initial recruitment and 50% by promotion	21	25	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
				or Auto CAD diploma	on the basis of seniority-cum-fitness from amongst the Tracers with at least 5 years service as Tracer having 1 years certificate and 10 years service as Tracer in the case of unqualified person with matriculation.			
	Grade-9	Supervisor (WS)	Director (Admin, Finance)	--	By promotion on the basis of seniority cum fitness from amongst the	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					Mechanics/Fitters / Pipe Fitters/ Electrician with 10-years service preferably matriculate.			
	Grade-9	Supervisor (S&D)	Director (Admin, Finance)	---	By promotion on the basis of seniority cum fitness from amongst the Mates with 10-years service preferably matriculate.	-	-	
	Grade-9	Supervisor (Store)	Director (Admin, Finance)	Intermediate with 5 years relevant experience	By initial recruitment or by promotion on the	21	25	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					basis of seniority cum fitness form amongst the Store Keeper with at least 10-years service.			
	Grade-9	Jetting / Sucker / Excavator Machine Driver ³⁶ / Operator	Director (Admin, Finance)	Middle pass with valid HTV Licence ³⁷ and at-least 5-years experience as Driver in special vehicle	By initial recruitment or by promotion amongst the senior most Drivers holding HTV licence ³⁸ with at least 10 years	25	45	

³⁶ Printed in the Gazette Notification as “Drive”

³⁷ Printed in the Gazette Notification as “License”

³⁸ Printed in the Gazette Notification as “License”

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					experience of special vehicles.			
	Grade-9	Inspector Tube Wells	Director Admn. & Finance	-	By promotion on the basis of seniority cum fitness amongst the Head Tube Well Operators, Operator F/Plants			
	Grade-5	Head TWO.	Director (Admin, Finance)	-	By promotion on the basis of seniority cum fitness form amongst the Tube Well Operators with at least 10-years' service.			

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade-6	Lab Assistant	Director (Admin, Finance)	Matric Science with 1 year experience	By initial recruitment	18	25	
	Grade-6	Store Keeper	Director (Admin, Finance)	Matric	By initial recruitment	18	25	
	Grade-6	Operator (F/P)	Director (Admin, Finance)	Matric with Science	By promotion amongst the TWO with 10-years service having minimum qualification matric.	-	-	
	Grade-6	Compressor / Gen. Opr.	Director (Admin,	Matric with at least two years relevant	By initial recruitment	18	25	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
			Finance)	experience.				
	Grade-6	Electrician	Director (Admin, Finance)	Matriculate with a certificate from a recognized school of electricians and with at least 5 years experience.	By initial recruitment	18	25	
	Grade-5	Tracer	Director (Admin, Finance)	Matric or equivalent examination from recognized Board / University with drawing as subject	By Initial recruitment	18	25	
	Grade-5	TW Mechanic	Director (Admin,	Matric with 6 month certificate from recognized institute	By initial recruitment or by promotion on the	18	25	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
			Finance)	in relevant field	basis of seniority cum fitness form amongst the Assistant TW Mechanics with at least 5 years service.			
	Grade-5	Pipe Fitter / Plumber	Director (Admin, Finance)	--	By promotion on the basis of seniority cum fitness form amongst the Helpers with at least 5 years service.	-	-	
	Grade-5	Dewatering Set Operator	Director (Admin, Finance)	--	By promotion on the basis of seniority cum	-	-	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					fitness from amongst Sewermen having 5 years experience in relevant field.			
	Grade-5/9	Photographer / Video Operator	Director (Admin, Finance)	Matric with two years experience in relevant field	By initial recruitment or by promotion from the inter-seniority ³⁹ list of WASA establishment in Grade 1-4 having prescribed experience.	21	25	

³⁹ Printed in the Gazette Notification as “inter see seniority”

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
	Grade- 4	Tube Well Operator	Director (Admin, Finance)	Matric with Science	By initial recruitment or by promotion from amongst the Valveman who have minimum 5 years service.	18	25	
	Grade-4	Chlorine Attendant	Director (Admin, Finance)	Matric with Science	By initial recruitment	18	25	
	Grade-4	Asstt. TW Mechanic	Director (Admin, Finance)	Matric with Science	By initial recruitment	18	25	
	Grade-4	Auto Mechanic	Director (Admin,	Matric with 6 months course in Auto	By initial recruitment	18	25	

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
			Finance)	Mechanics from recognized Training Centre or 3- years relevant experience				
	Grade-4	Auto Electrician	Director (Admin, Finance)	Matric with 6 months course or 3 years relevant experience.	By initial recruitment	18	25	
	Grade-4	Motor Winder	Director (Admin, Finance)	Matric with 2 year relevant experience	By initial recruitment	18	25	
	Grade-3/5	Mate (S&D)	Director (Admin, Finance)	-	By promotion on the basis of seniority-cum-fitness amongst the Sewermen & Sweepers having at least 5-years'			

SCHEDULE						WASA (RDA)		Remarks
Name of the Department/ Functional Unit	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for Initial Recruitment	Method of Recruitment	Age for initial recruitment		
						Minimum years	Maximum years	
1	2	3	4	5	6	7	8	9
					service preferably literate.			
	Grade-1	Helper / Cooli	Director (Admin, Finance)	Literate	By initial recruitment	18	25	
	Grade-1	Valveman	Director (Admin, Finance)	Literate	By initial recruitment	18	25	
	Grade-1	Sewerman	Director (Admin, Finance)	Literate	By initial recruitment	18	25	

DIRECTOR GENERAL
RAWALPINDI DEVELOPMENT AUTHORITY
RAWALPINDI