

**PUNJAB AGRICULTURAL DEVELOPMENT & SUPPLIES
CORPORATION EMPLOYEES SERVICE RULES 1982**

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GOVERNMENT OF THE PUNJAB

AGRICULTURE DEPARTMENT

NOTIFICATION

The 20th February, 1983

No.SO (A-II)7-191(35)/82 ... In exercise of the powers conferred on him by Sub-Section(1) and Clause (e) of Sub-section (2) of Section 25 of the Punjab Agricultural Development and Supplies Corporation Act, 1973 Act No.XXI OF 1973 and in supersession Punjab Agricultural Development & Supplies Corporation Regulations, 1977 notified vide Government of the Punjab, Notification NBo.L-753 DATED 31ST. March 1977, the Governor of the Punjab is pleased to make the following rules:-

1. Short Title Commencement and Application:- (1) These Rules may be called "The Punjab Agricultural Development & Supplies Corporation Employees Service Rules 1982"

(2) They shall come into force at once.

(3) These Rules shall apply to the employees of the Corporation but shall not apply to the deputations from Government or other Corporate Bodies or persons who have been re-employed or appointed on contract basis.

2. Definition:- In these Rules unless the context otherwise requires:-

(i) "Act" means The Punjab Agricultural Development & Supplies Corporation Act, 1973 (Act NO.XXI of 1973)

(ii) "Ad-hoc appointment" means an appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, ¹[pending] recruitment in accordance with the said prescribed method.

(iii) "Appendix" means the appendix attached to these rules.

(iv) "Competent Authority" means the Board of Members or any other member of the Board or Officer of the Corporation to whom power have been delegated by the Board under Section 15 of the Act.

(v) "Duty" includes:-

(a) Services as a probationer

(b) Joining Times,

(c) Period spent on a duly authorized course of instruction or in service training in and outside Pakistan including the time reasonably required for the journeys to and from the place of institution of training.

¹ Misprinted in the gazette as "panding"

- (d) In the case of employees of defunct WPADC transferred to PAD&SC the period of service rendered in the defunct WPADC; and
- (e) Period during which an employee is on duty including rest days and official holidays as well as leave authorized by competent authority. Extraordinary leave (LWP) or un-authorized absence shall not count as duty.
- (vi) "Government" means Government of the Punjab.
- (vii) "Honoraria" means recurring or non-recurring payment granted to an employee or any other person as remuneration of a special meritorious service or labourious duty of an occasional character justifying a special reward.
- (viii) "Initial appointment" means appointment made otherwise than by promotion or transfer.
- (ix) "Pay" means the amount drawn monthly by an employee as pay and includes technical pay, special pay, personal pay or any other emoluments declared to be paid by the competent authority.
- (x) "Permanent Post" means a post carrying a definite rate of pay and sanctioned without limit of time.
- (xi) "Personal Pay" means additional pay granted to an employee:-
 - (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay otherwise than as disciplinary measures or
 - (b) in exceptional circumstances on other personal considerations.
- (xii) "Recognized University" means any University established in Pakistan under any law for the time being in force or any other University recognized by the Government of Pakistan.
- (xiii) "Service" means service of the Corporation.
- (xiv) "Special Pay" means an addition in the nature of pay, to the emoluments of a post granted in consideration of:-
 - (a) specially arduous nature of the duties, or
 - (b) specific addition to the work or responsibility, or
 - (c) un-healthness of locality in which the work is performed.

3. Classification or Post:- (1) The posts substituting service of the corporation shall be classified under the following groups:-

- (i) **Executive Group:**

All posts in Revised National Pay Scale No.19 and above.

(ii)

- (a) Medical Officer
- (b) Legal Advisor and
- (c) Other Officer of the same category on contract; provided that they are whole time employees.

(iii) Finance, Account, Audit Group:

- (a) All Deputy Directors and Assistant Directors of Finance, Accounts and Audit in Revised National Pay Scale – 18 & 17.
- (b) All Accounts Officers, District Audit & Accounts Officers in Revised National Pay Scale 16.

(iv) Field and Office Management:

- (a) All Deputy Directors (other than Deputy Directors of Finance, Accounts & Audit group) in Revised National Pay Scale-18.
- (b) All Regional Managers in Revised National Pay Scale–18.
- (c) All Deputy/Regional Managers/District Managers/Assistant Directors (Other than Assistant Directors) in Revised National Pay Scale–17.
- (d) All Managers, Staff Officers, Recovery Officers, Private Secretary to Managing Director and other Officers in Revised National Pay Scale 16.

(v) Officials and Worker Group:

- (1) All posts in Revised National Pay Scale 1 – 15.
- (2) The posts constituting the service shall bear nomenclatures as specified in column 2 of Appendix 1. The designations assigned from time to time are intended to describe the nature of responsibility attached to the job in a general manner. The Corporation, notwithstanding any other contrary provision, may assign any other designation not stated in the group of the employees scale if such designation is considered appropriate, the salary of an employee shall be dependent only upon the grade or scale and not on the designation assigned to him.

4. Appointing Authority:- Appointments to the posts shall be made by the Board or any other authority to whom power of appointment against specific posts is delegated by the Board under sub-section (1) of Section 15 of the Act.

5. Terms and Conditions of Appointment:- (1) No person shall be eligible for appointment in the Corporation unless he is a Pakistani National. However, when a suitable Pakistani is not available for a specific job, non-Pakistan may be appointed on

such terms and conditions and for such duration as the Board may decide subject to the policy of the Government.

(2) Appointments to the posts shall be made either by initial recruitment or by promotion or transfer by Government in accordance with the authorized strength approved by the Competent Authority, from time to time. Promotion shall be made in the respective groups of service on the basis of seniority-cum-fitness according to the channels of promotions described in column 4 of the Appendix attached. Initial recruitment shall be made in accordance with the qualification in and experience prescribe in column 5 of the Appendix to these Rules.

(3) Every employee appointed by the Corporation shall be liable to serve any where in or outside Pakistan provided than in case of his posting outside the service his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled, if he had not been so required to serve.

(4)

(i) No person who is less than 18 years or more than 35 years of age shall be appointed to the service by initial recruitment except the re employed personnels or Sweeper's class.

(ii) The age of superannuation shall be 60 years or as may be prescribed by Government and adopted by the Board. No employee shall be allowed to serve beyond the age of superannuation except in exceptional circumstances in which extension beyond 60 years may be allowed for such period and on such terms and conditions in accordance with the policy laid down by the Government from time to time with prior approval of the Board.

(5) No personnel shall be appointed to a post in the Corporation by initial recruitment unless he possesses the minimum qualification and experience prescribed for the post as indicated in column 5 of Appendix.

(6) No person shall be eligible for appointment in the Corporation unless he is declared medically fit by the Medical Officer nominated by the appointing authority concerned.

(7) The character and antecedents of every person appointed to the service of the Corporation by initial recruitment shall be got verified through the local Police or any other source deemed fit by the appointing authority.

(8) The employees entrusted with stocks, stores, cash or other valuables shall be required to furnish such cash securities or personal securities as may be prescribed by the appointing authorities. These securities/sureties shall be released on transfer from such posts subject to meeting the conditions, if any laid down for the purpose.

(9) No person shall be eligible for appointment if ;he is dismissed from service by the Federal or a Provincial Government or a Semi Government or Autonomous Body or Corporation directly or indirectly under the control of Federal or a Provincial

Government for reasons of misconduct or is verified by the Police to be a previous convict of a criminal offence involving moral turpitude. In cases of conviction in offences not involving moral turpitude it shall be the discretion of the appointing authority to consider the eligibility. If at any stage it transpires that any employee had willfully concealed his previous conviction/dismissal, he shall be liable to dismissal from service forthwith.

(10) Every person appointed to the service of the Corporation, before entering upon his office and every employee already in the service of the Corporation, if he had already not done so, shall make and subscribe an oath of allegiance to the Constitution of Pakistan and also sign a declaration of fidelity and secrecy in terms of Section 12 of the Punjab Agricultural Development & Supplies Corporation Act.

6. Terms and Conditions of Service:- (1) Every person appointed to the service shall remain on probation for a period of one year, extendable upto 2 years by the appointing authority. In case of promotion, the probationary period shall be six months extendable upto one year. This shall not apply to the persons appointed on contract or those who are on deputation with the Corporation.

Notes

- (1) If the work or conduct of an employee during the probationary period has been considered unsatisfactory, the competent authority may, notwithstanding the fact that the probation period has not been expired, dispense with his services he has been appointed by initial recruitment and if he has been appointed otherwise, revert him to his former post or if there is on such post dispense with his service.
 - (2) On the satisfactory completion of probationary period by an employee the competent authority may regularize his appointment but if his work and conduct has been considered as unsatisfactory proceeded against him as laid down in Note (1) *ibid*. Subsequent upon regularization of appointment employee concerned shall be entitled to all the privileges and rights of regular staff from the date of the joining the service.
 - (3) If no orders are passed by the competent authority by the date following completion of the initial or extended probationary period, as the case may be, the appointment of such probationer shall be deemed to have been regularized.
 - (4) During the probationary period, the appointing authority shall be fully competent to dispense with the services of a probationer without assigning any reason or prior notice. Similarly the probationer may resign without notice. However, such employee shall not be absolved of the obligations to obtain 'No Demand Certificate' from the Corporation.
- (2) For proper administration of service Cadre or grade the appointing authority shall cause seniority lists to be prepared in the manner and for purposes given below:-

- (i) The officials/workmen serving in NPS 1 to 15 shall have their interest seniorities in their respective cadres under the respective appointing authorities and receive promotions in the prescribed channels on the basis of seniority-cum-fitness both at the Headquarters and in the Field.
- (ii) A combined seniority list of all Accountants both at the Headquarter and in the Regions shall be prepared for their promotion to the posts in Finance/Accounts Group.
- (iii) A combined seniority list of all Assistants in NBPS 11/14 the Headquarters and those in NBPS 1 shall be prepared for promotions to the Management group. The principle of seniority shall be the date of continuous regular appointment against the respective post irrespective of disparity in the scales or pay.
- (iv) A Seniority list of Stenographers both at the Headquarters and Field in NPS 10 and above shall be maintained separately and the incumbent shall be given proportionate quota of promotion in the Management Group on the basis of their strength in NPS 10, 12 and 14.

Provided that:-

- (a) The seniority in general shall take effect from the date of regular appointment to a post in that cadre or grade and that the employees who are selected for promotion to a higher grades in one batch shall, in their promotion to the higher grade, retain their interse-seniority as in the lower grade.
- (b) In the case of persons appointed by initial recruitment in revised National Pay Scales 1 to 15, their seniority shall be determined from the dates of their joining services.
- (c) In the case of persons appointed by initial recruitment in Revised National Pay Scale 16 and above their seniority shall be determined in accordance with the order of merit assigned by the selecting authority and where no such order of merits is assigned by the selecting authority in any selection to seniority shall be determined from the date of joining the service in an earlier selection shall rank senior to the person selected in later selection.
- (d) In case of employees appointed by promotion their interse seniority shall be determined with reference to their continuous appointment in the lower grade and if the date of continuous appointment in respect of 2 or more Officers Official is the same, the older not join to the younger in the next below grade, shall rank senior to the Younger persons.
- (e) If a junior person in a lower grade is promoted to the higher grade or adhoc basis, in the interest of the service of Corporation,

even though permanently in the higher grade, it would not adversely affect the interest of his senior's in the fixation of his seniority in the higher grade.

(f) If a junior person in a lower grade is promoted to a higher grade by superseding his senior and subsequently senior is also promoted, the person promoted first shall rank seniority by person promoted subsequently. A junior person appointed to a higher grade shall be deemed to have superseded his senior if both the senior and junior were considered for the higher grade and the junior was promoted in reference to the senior.

(g) The seniority of the persons appointed by initial recruitment to the grade viz-a-viz there appointed otherwise shall be determined with reference to the date of continuous appointment of the grade and if the grades are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment but the inter-se-seniority of persons belonging to the same category will not be altered.

(h) In case of a group of persons is selected for initial appointment at one time the earliest date on which any one out of the group joins the service e will be deemed to be the date of appointment of all persons in the group, similarly in case a group of persons is appointed otherwise at one time in the same office order the earliest date on which any one out of the group joined the service will be deemed to be the date of a appointment of all persons in the group. The persons in each group will be placed with reference to the continuous date of appointment as a group in order of their inter-se-seniority.

(i) In case of transfer of employees in NPS 1 to 15 from Headquarters, Field and vice-versa and from one region to the other, their seniority will continue to reckon in the respective regions Headquarter cadre with the regional employer.

(ii) In case of mutually agreed transfer of an employee from Field to Headquarters and vice-versa and from one region to the other he will be considered junior most in Headquarters Region cadre in which he is transferred on mutual request and absorbed in that office.

(k) Where, the re-mustration from one cadre to the other is accepted on request basis, the seniority will be reckoned from the date of re-mustration the new group/cadre. However, where the remustration has been ordered in the interest of public, original seniority will be maintained to the date of continuous officiation in the original group/cadre.

(3) In all matters of leave, the employees shall be governed in accordance with Government Leave Rules as applicable to Government servants from time to time.

(4) Except as otherwise provides in these Rules, the employees of the Corporation, in matters of pay and allowances, shall be governed by such rules, regulation and order of Government are applicable to Government servants from time to time, provided that the Board may increase the pay scales and rates of compensatory allowances like nearness allowance, house rent allowance, conveyance, local compensatory allowances, washing allowance, bulk depot allowance if considered so expedient.

(5) The performance of every employee shall be assessed by the respective Heads of Offices / Divisions. Normal annual increments shall be allowed in routine without specific sanction order unless and until increments of particulars employees are specifically withheld or stopped by the competent authority before the due date. The Managing Director may in most deserving cases recommended by Heads of the Divisions / Offices in writing grant special increments not exceeding 5 at a time. The respective appointing authorities may give higher initial start in cases where the individual concerned possesses qualifications and experience higher than that prescribed for the post as well as keeping in view the salary drawn in the last employment under Government Corporate Body subject to prior clearance from the Finance Division.

(6)

(i) Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to such employee without the specific sanction of the authority empowered of withhold the increment.

(ii) The cases of crossing of efficiency bar shall be taken up atleast 2 months before the due date and while examining these cases, the annual confidential reports of past 5 years shall be taken into consideration and if there are any adverse remarks which are not expunged, permission to cross the efficiency bar shall be withheld till the employee concerned earns two consecutive satisfactory reports.

(iii) When an employee is allowed to cross an efficiency bar which had previously been enforced against him, he shall come on the time scale at such stage as the authority competent to declare the bar removed may fix for him, subject of courts the pay admissible according to this length of service in the respective scale.

(7) A competent authority may grant honorarium to the extent of Rs.500/- per mensem to any or all of its employees if the work done falls within the ambit of special meritorious service on a labourious duty of an occasional character.

(8) The Board may adopt the Punjab Government Travelling Allowance Rules as amended from time to time subject to such modifications as the Board may be special or general order consider expedient.

(9)(i) The Corporation may require any employee to undergo a training within Pakistan or outside Pakistan at any time and for any duration under such terms and conditions as are prescribed from time to time by the sponsoring agency provided that such terms shall not be less favourable to the existing terms and conditions of his appointment.

- (ii) Employees proceeding on training or scholarship whether under any aided programme or on the expenses of the Corporation shall before departure execute a surety bond to serve the Corporation on return from such training as under:-

Period of Training	Amount of Surety Bond (Rs.)	Period Of Service
Upto 3 calender months	30,000	2 years
More than 3 calender months but less than 6 months	50,000	3 years
Six Calender months or more	80,000	5 years

- (iii) In case a bonded employee leaves his service before expiry of the specified period, he would be required to pay only that amount of proportionate to the un-expired period.
- (iv) The period of training shall count as duty.
- (i) The Board may increase or decrease the amount of surety bond or period of service or relax etc. conditions.

(10)(i) Joining time may be allowed to a Corporation employee to enable him to:-

- (a) Join a new post to which he is appointed while on duty in his old post or
- (b) Join a new post on return from long leave or training course or
- (c) On transfer out of station.

(ii) No joining time will be permissible in case of transfer within the same office / establishment / station. Joining time shall be calculated as under subject to maximum of 3 days excluding Fridays and holidays:-

- (a) Six days for preparation and in addition thereto for the portion of the journey which the employee concerned travels or might travel as under:-

(i) By Railway A day for each 25 miles

40 K.M.

(ii) By Air The number of days actually

taken in the Air Journey.

(iii) By road in a motor a day for each 80 miles/Car Motor Lorry
128 KM.

Car or Other

Public Conveyance driven by horses.

(iv) In any other way a day for each 15 miles/24 K.M.

(b) An extra day will be allowed for any fraction of distance or the one prescribed above. The above distance shall be calculated by the route which a traveler normally use.

(iii) Joining time pay of an employee shall be admissible at the same rates as would have been drawn, has he not been transferred or the pay which will be drawn on taking charge of new post, whichever is less.

(iv) The transferring authority may curtail the normal joining time in cases of service exigencies. An employee who does not join his post within the authorized joining time shall not be entitled to pay or leave salary after the end of authorized joining time and his over-stay shall be treated as absence from duty and misconduct for the purpose of Efficiency and Discipline Rules.

(11) All employees whether employed on regular basis or on contract or on deputation and the member of their families shall be entitled to free medical facilities in accordance with the prescribed medical regulations provided that in the case of deputationists such facilities shall not be less favourable as compared to those available in their parent departments provided further in the cases of employees of defunct WPADC transferred to PAD&SC, these facilities shall not be less favourable than those which were admissible to them under the Medical Facilities Regulations of the defunct WPADC.

7. Contributory Fund:- The Corporation shall have a Contributory Provident Fund scheme to be constituted and regulated by such Regulations as may be framed by the Corporation for this purposes.

8. Gratuity:- (1) The competent authority may in the following types of cases pay Gratuity at a rate not exceeding one month's pay for every completed year of service. Any part of service exceeding six months shall count as completed years:-

(i) where any employee dies while in service, or

(ii) Where any employee is retired due to disablement on medical ground or

(iii) Where an employee retires on superannuation or

(iv) Where the service of an employee is terminated due to abolition of post.

(2) In case of death of an employee, the amount of Gratuity shall be payable to his legal heirs.

(3) No gratuity shall be admissible to those who are dismissed or removed from service for reasons or misconduct or those governed under the provisions of Standing Order 12 (6) of the Schedule of West Pakistan Industrial and Commercial Employment (Standing Order) Ordinance 1968.

9. Suspension:- An employee of the Corporation may be placed under suspension for an offence which if established may lead to any penalty. A suspended employee may be allowed subsistence allowance equal to ½ or as prescribed by Government from time to time of his pay plus full allowances. The suspension period shall normally be 90 days and in case where extension is unavoidable the permission of the next superior authority shall be obtained and where no such permission is obtained he shall be deemed to have been reinstated to his post after the expiry of 90 days or the period of extension as the case may be. The suspended employee shall not leave his Headquarters without the written permission of the authority authorized officer. On reinstatement, the employee may be allowed payment as under:-

- (a) If he is found not guilty of misconduct, full pay to which he should have been entitled had not been suspended be paid less subsistence allowance already paid
- (b) If otherwise he will not be entitled to receive any pay for the period of suspension of such proportion of pay and allowance as the competent authority may prescribe at his discretion.

10. Withholding of Emoluments and other dues where embezzlement or fraud is suspected. Where a Corporation employee is suspected of any embezzlement or fraud in Corporation property and such employee is put under suspension the authority competent to suspend him may direct that unless he furnishes security for the reimbursement of the money involved to the satisfaction of his immediate superior the payment of any sum due to such, employee be deferred till such time as the said authority passes final order on the charges framed against him provided the subsistence allowance payable during suspension period shall not be withheld.

11. Punishment:- In matters relating to the efficiency discipline punishment and appeals, the employees of the Corporation shall be governed by such rules regulations, orders or instructions as may be issued by the competent authority from time to time. Till such rules, regulations etc. are framed, the employees of the Corporation shall be governed mutatis mutandis by the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975 as applicable to Government servants from time to time except to the extent otherwise provided in these rules.

12. Termination of Service Resignation:- The appointment made in the Corporation shall be liable to termination on 30 days notice on either side or on payment of 30 days pay and allowances in lieu thereof, on either side. Provided the appointing authority may refuse to accept resignation in the exigency of public service. In cases where

proceedings are pending against an employee for subversion or misconduct or corruption his resignation shall not be accepted till the completion of the proceedings.

13. Retirement:- Every employee shall retire on his attaining the age of superannuation as prescribed by Government from time to time. The work and conduct of all employees shall be reviewed on completion of 25 years service and if found unsatisfactory, the employee may be compulsorily retired except where the Board by a general or special order directs that his service be continued for such period and on such terms and conditions as may be specified in the order.

14. Benevolent Fund:- The Corporation ;may introduce scheme of Benevolent Fund and formulate regulations therefore.

15. Group Insurance:- All employees shall be covered under the Group Insurance Scheme and in case an employee dies while in service, his family shall be paid Group Insurance compensation according to the limited prescribed by the Board from time to time sand or this purpose regulations shall be framed by the Corporation with the approval of the Government.

16. Deductions from the Salary or Pay:- The Corporation may recover from any employee by deduction from his salary or pay or from any other sum that may be due to him for any loss or damage sustained by the Corporation by reasons or negligence of inefficiency or misconduct of such employee.

17. Conduct:- The Corporation may formulate regulations for general conduct of the employees of the Corporation with the approval of the Government.

18. Right of Appeal or Representation:- Where a right of an employee relating to the terms and conditions of the service e as provided in any rule, regulation of the Corporation, is infringed, the employee concerned may make an appeal or application for review within 30 days of the date of such order provided that no representation, appeal or review shall lie relating to the determination of fitness of an employee to hold a particular post or promoted to a higher post or grade.

19. Regulations:- The Corporation may make regulations for carrying out the purposes of the Act and the rules made thereunder.

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PUNJAB AGRICULTURAL DEVELOPMENT AND SUPPLIES CORPORATION
(SERVICE) RULES 1982.

Sr. No.	Nomenclature Of the post	National Pay Scale No.	Channels of Promotion	Minimum qualification and Experience Prescribed For initial	Ratio of Initial Recruitment Filling of Vacancies by promotion
1	Directors	19	All Deputy Directors (including D.Ds of Finance and Accts, Group/Regional Managers with 13 years continuous service defunct WPADC-PAD&SC.	MBA or MSc(Agri.Economics or Marketing) or MA (Economics) or M.Com with 13 years experience in the field	67% by initial recruitment/deputations. 33% by promotion
2.	Secretary	19	-do-	MBA or Law Graduate with thirteen years experience of personal Management/ Administration	Ditto
3.	Director Finance & Accounts	19	-do-	ACA OR ACMA with 5 years experience, MBA or M.Com with 13 years experience	Selection post or by Deputationists of A/C and Audit Group having sufficient experience of

					commercial accounts.
4.	Dy.Direcor of Finance, Accounts and Audit Group	18	All Assistant Directors of Finance, A/c and Audit Group having 7 years experience in the field	MBA(Accounts),A CMA Inter Part-III)M.Com. with five years experience, B.Com with 10 years experience.	67% by initial recruitment. 33% by promotion.
5	Dy.Director of General Group/ Regional Managers	18	All Assistant Directors (other than A.Ds of Finance Accts and Audit Group) Deputy Regional Managers/ District Managers having seven years experience in the field	Graduate with Economics B.Com./B.Sc. Agri.with 10 years experience MBA/MPA with five years experience.	6% by initial recruitment. 33% by promotion
Sr. No.	Nomenclature Of the post	Natio nal Pay Scale No.	Channels of Promotion	Minimum qualification and Experience Prescribed For initial	Ratio of Initial Recruitment Filling of Vacancies by promotion
6.	Assistant Directors of General Group/ Deputy Regional Managers/ District Managers	17	Managers/Staff Officers/Private Secretary	MBA/M.Com/MA (Economic),Grad uates with Economics/B.Co m/BSc.Agri.with five years experience ;in the Marketing, Commercial	67% by initial recruitment 33% by promotion

				accounting.	
7.	Assistant Directors, Finance/ Accts/Audit	17	Accounts Officers/District Audit & Account Officer	MBA, BA(Economics), B.Com. with Five years experience in commercial accounting/ budgeting.	67% by initial recruitment 33% by promotion
8	Medical Officer	18	By initial recruitment	MBBS with reasonable experience	By initial recruitment.
9	Managers	16	Assistants / Store Inspectors	Graduate with Economics or BSc (Agri.), or B.Com with 3 years experience in marketing/inventory management.	67% by initial recruitment 33% by promotion
10.	Accounts Officers/ District Audit & Accounts Officer	16	Accountants	B.Com.with 3 years experience in commercial Accounting/Auditing	67% by initial recruitment 33% by promotion
11	Staff Officer	16	Assistants, Inspector, P.A., Senior Scale Stenographer	Graduate with 10 years Office experience	50% by initial recruitment 50% by promotion
12.	Recovery Officers	16	By initial Recruitment	Deputationists on retired Revenue Officers, Asstt. Registrar Cooperative Societies or Inspector Coopt. Societies	By initial recruitment or on deputations from Government.
13.	Private Secretary to	16	Personal	Graduate with at least seven years	Selection post

	M.D.		Assistant	experience as Senior Scale Stenographer	
Sr. No.	Nomenclature Of the post	National Pay Scale No.	Channels of Promotion	Minimum qualification and Experience Prescribed For initial	Ratio of Initial Recruitment Filling of Vacancies by promotion
14	Personal Assistant to MD	14	Senior Scale Stenographer		Selection Post
15	Assistant Selection Grade at HQ	14	20% of the posts of Assistant working at HQ will carry this selection Grade		By promotion.
16.	Mechanical Foreman	13	By initial Recruitment	Diploma in Mech. Engineering with five years experience.	By initial recruitment.
17.	Senior Scale Steno.	12	Steno Grade-I	Intermediate with speed of 120 w.p.m. in Shorthand and it transcription in typing at 45 w.p.m.	59 % by initial recruitment 50% by promotion.
18.	Telephone Supervisor	12	Telephone Operator	Ex-Servicemen with experience in telephone line.	Selection post.
19.	Draftsman	12	By Initial Recruitment	Matric with Diploma as Draftsman from a recognised Polytechnical Institute,	By initial recruitment
20.	Assistant at	12	Senior Clerk	Graduate with five years experience	50% by initial recruitment 50%

	Headquarter				by promotion
21.	Senior Cashier	12	Suitable Accountants/ Assistant/Senior Clerks	-	Selection post.
22	Care Taker at Headquarter	12	Supervisor/Assistant having experience of Store Keeping, Store Accounting maintenance of buildings Supervisor of labour and purchases.	-	Selection post.
23	Security Sergeant	12	By initial recruitment	Matric with experience of security /fire fighting.Ex-Service man of Army or Police will be given preference.	By initial recruitment.
24	Assistant in the field	10	Senior Clerk	Graduate with three years experience	50% by initial recruitment 50% by promotion.
25	Accountants	10	Accounts Clerk	B.Com with two years experience I.Com with five yeas experience of Accounts/Book Keeping	50% by initial recruitment 50% by promotion.
26.	Store Inspector	10	Store Supervisors	Graduate with five years experience in Store Handling/Accounting.	50% by initial recruitment 50% by promotion.

27	Stenographer	10	Steno Grade II	Intermediate with speed 100 wpm In shorthand and in typing 40 wpm.	50% by initial recruitment 50% by promotion.
28	Telax Operator	10	By initial recruitment	Matric with Diploma in trade plus 3 years experience in the trade	By initial recruitment.
29.	Staff Nurse	9	By initial recruitment	Diploma in Midwifery/Nursing with 3 years experience the trade	By initial recruitment.
30	Steno G-II	8	By initial recruitment.	Intermediate with speed of 80 wpm in Shorthand its transcription in typing at 35 wpm.	100% by initial recruitment.
31.	Auto-Electrician	8	By Initial recruitment	Diploma in the trade	Ditto.
32.	Auto-Mechanics	8	By initial recruitment	Diploma in the trade	Ditto.
33	Store Supervisor	8	Storeman	Intemediate with 3 years and Matriculation with 5 years experience in store handing accounting	50% by recruitment.50% by promotion.
34	Dispensers	7	By initial recruitment	Matric with Diploma of Dispensary	By initial recruitment.
35	Accounts Clerk	7	Senior Clerks Typing with qualification/ experience in accounts	B.Com.of I.Com with 2 years experience in account	50% by initial recruitment. 50% by promotion
36.	Telephone	6	By initial	Matric with	100% by initial

	Operators		recruitmen	experience in trade.	Recruitment
37.	Carpenter	6	By initial recruitment	Experience in the trade	By initial recruitment.
38.	Senior Clerks	6	Junior Clerks Typists in NPS-5	Intermediate with one year clerical experience.	50% initial recruitment 50% by promotion.
Sr. No.	Nomenclature Of the post	Natio nal Pay Scale No.	Channels of Prmotion	Minimum qualification and Experience Prescribed For initial	Ratio of Initial Recruitment Filling of Vacancies by Promotion
39.	Typist	5/6	By initial recruitments in NPS-5. By promotion of Typist to NPS-6.	Matric with typing speed 35 wpm and above.	In NS-5 by initial recruitment in NPS-6 100% by promotion.
40.	Storeman	5	By initial recruitment	Matric	100by initial recruitment.
41.	Ahlmad	5	Ditto.	Matirc preferably having experience as patwari or Revenue Department.	By initial recruitment
42	Electrician	5	Ditto	Experience n the trade	Ditto.
43.	Plumber	5	Ditto		
44	Despatch Rider	5	Ditto	Middle with valid Heavy Motor Car Driving Licence	Ditto
45.	Truck Driver	5	Ditto	Middle with valid Heavy Motor Dr.Licence.	Ditto
46.	Driver at	5/6	Ditto	Middle with valid	Ditto

	HQ/ Karachi.			Motor Car Dr.Licence.	
47.	Driver in the Field	4		Ditto	Ditto.
48	Lineman	4	Ditto	Middle with 2 years experience in trade	Ditto
49.	Dafri	2	Ditto	Middle Preferable having experience of book-binding.	Ditto.
50.	Truck Cleaners	2	Ditto	Two years experience in the trade	Ditto
51	Duplicating Machine Operator	2	Ditto	Middle with reasonable experience in the trade	Ditto
52	Mets Cook	1	Ditto	Having practical experience of cooking of Pakistani English Dishes.	Ditto
53	Mess Waiter	1	Ditto	Middle with reasonable experience in the trade	Ditto.
54	Mali	1	Ditto	Having 2 years experience of gardening.	Ditto.
55	Fireman	1	Ditto	Having training of Fire Brigade Civil Diploma in Fire fighting	Ditto
56.	Palledar	1	Ditto	Persons of sound	Ditto.

				body. Ex-Serviceman will be given preference.	
57	Chowkidar	1	Ditto	Ditto	Ditto
58	Naib Qasid	1	Ditto	Middle pass and smart looking youngmen be given preference.	Ditto
59	Sweeper	1	Ditto		

Note:-

(i) In NPS-16 to 19 10% vacancies shall be filled in from Ex-servicemen below age of 60 years.

(ii) NPS-3 to 15-25% vacancies shall be filled in from Ex-servicemen below age of 60 years. In case of Senior Clerks 10% additional vacancies shall go to service women.

(iii) In NPS-1 to 2, 50% vacancies shall be filled from Ex-Servicemen below age of 60 years.

(iv) In the case of NPS-18 and above the length of service prescribed shall be computed the length of service ;in R.N.P.S. 17 and above or in NPS 17 and above or in former class-I shall be added half of the service in NPS/R.N.P.S.-16 or in former Class-II and $\frac{1}{4}$ of service in NPS below No.16 or former non-gazetted service if any and the service rendered Federal Government or another Provincial Government shall also be taken in to account in the above manner, vide note below 11 of the Punjab Civil Servant Pay revision rules 1977.

(v)