

PUNJAB AUQAF ORGANIZATION (APPOINTMENT & CONDITIONS OF SERVICE) RULES, 1994

CONTENTS

1. ****
2. **Definitions**
3. **Constitution and Composition of the Service**
4. **Appointment to service**
5. **Initial Recruitment**
6. **Appointment by promotion or by transfer**
7. **Appointment on adhoc basis**
8. **Probation**
9. **Seniority**
10. **Liability to transfer**
11. **Remuneration**
12. ****
13. **Retirement**
14. **Pension and gratuity**
15. **Conduct**
16. *****
17. **Leave**
18. **Appeal or representation**
19. **Benevolent fund and group insurance**
20. **Service book**
21. **Character roll**
22. **General**
23. **Relaxation**
24. **Repeal**
25. **Schedule I**
26. **Schedule II**
27. **Schedule III**
28. **Schedule IV**
29. **Schedule V**
30. **Schedule VI**
31. **Schedule VII**
32. **Schedule VIII**
33. **Schedule IX**

TEXT

PUNJAB AUQAF ORGANIZATION (APPOINTMENT & CONDITIONS OF SERVICE) RULES, 1994

**No.US(G)3-82/A/93
GOVERNMENT OF THE PUNJAB
AUQAF DEPARTMENT**

Dated Lahore, the 8th February, 1994

NOTIFICATION

In exercise of the powers conferred by Section 25 of the Punjab Waqf Properties Ordinance, 1979 (IV of 1979), the Governor of the Punjab is pleased to make the following rules, namely:-

1. (1) These rules may be called the Punjab Auqaf Organization (Appointment & Conditions of Service) Rules, 1994.
 - (2) They shall come into force at once.
 - (3) They shall apply to the incumbents of all posts paid out of Auqaf Fund and employees of the corporation constituted under Sub-Section (3) of Section 3 of the Ordinance except:
 - (i) a person who is on deputation with the Auqaf Organization from Federal or any Provincial Government Department or any Autonomous or Semi- Autonomous Organization.
 - (ii) a person who is employed on a specific contract or on work-charged basis
2. (1) **Definitions.**— In these rules, unless the context otherwise requires, the following words and expressions shall have the meaning hereby respectively assigned to them, that is to say:-
- (a) "**Adhoc appointment**" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment pending recruitment in accordance with such method.
 - (b) "**Appointing Authority**" means the Chief Administrator or any officer declared as such by the Chief Administrator in relation to a post or category of posts.
 - (c) "**Auqaf Organization**" means the offices and institutions established under the corporation constituted vide Sub-Section (3) of Section 3 of the Ordinance.
 - (d) "**Committee**" means a Departmental Selection or a Departmental Promotion Committee as may be constituted by the Chief Administrator in relation to a post or a number of posts of various grades.
 - (e) "**Functional Unit**" means a group of posts or a part of such group sanctioned as a separate unit in or under the Organization.
 - (f) "**Grade**" has the same meaning as in the Punjab Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1974.
 - (g) "**Initial Recruitment**" means appointment made otherwise than by promotion or by transfer.
 - (h) "**Ordinance**" means the Punjab Waqf Properties Ordinance, 1979.

- (i) **"Service"** means the Punjab Auqaf Organization Service.
 - (j) **"Schedule"** means the schedule appended to these rules.
 - (k) **"Zone"** means the area declared by the Chief Administrator as under the charge of a Zonal Administrator.
- (2) All words and expressions used herein and defined in the Ordinance, and not here-in-before defined, shall be deemed to have the meanings respectively attributed to them by the Ordinance.

3. Constitution and Composition of the Service. –

- (i) The service shall consist of all posts sanctioned by the Chief Administrator with the approval of the Government, expenditure where of is to be met out of Auqaf Fund-
- (ii) The posts comprising the service shall be classified according to the functional units indicated in the Schedule.
- (iii) The persons already holding the posts indicated in the Schedule on regular basis immediately before the enforcement of these rules and those appointed herein after under these rules shall be the members of the service.

4. Appointment to service.–

Appointment to a post in the service shall be made by initial recruitment, by promotion or by transfer as prescribed in relation to the post indicated in the schedule.

"Provided that the Chief Administrator may fill a post temporarily by appointment of a suitable and qualified person on contract basis or by obtaining the services on deputation of a suitable and duly qualified person serving under the Federal or any Provincial Government or any Autonomous or Semi-Autonomous Organization established under a law by such Government.

Provided further that appointment to any post may be made by posting of a person holding on regular basis any other post of equivalent status. The person so posted will, however, be liable to be posted back to his own post.

5. Initial Recruitment.–

- (1) Appointment by initial recruitment shall be made on the recommendations of the appropriate Selection Committee after fair competition, subject to the recruitment policy of the Government in vogue.
- (2) A candidate for initial recruitment to a post must possess the prescribed qualifications and experience and must be within age limit as laid down for the respective post in the schedule, provided that:-
 - (i) In case of a person whose services under the Government or Auqaf Organization were terminated for want of vacancy or post, the period of service rendered by him previously shall be excluded for the purposes of upper age limit;
 - (ii) In case of a person who is in the service of the Government or Auqaf Organization, the period of his such continuous service shall be excluded for the purposes of upper age limit; and
 - (iii) Authorities mentioned below shall for special reasons to be recorded in writing, be competent to allow relaxation in upper age limit to the extent indicated below:-

Appointing Authority upto 5 years.

Chief Administrator upto 15 years.

- (3) For the purposes of Sub-rule (2) age shall be reckoned:-
- (a) in a case where recruitment is to be made on the basis of written examination and or test/interview, on the first of January of the year in which the examination and or test is proposed to be held; and
 - (b) in other cases on the last date fixed for submission of applications for recruitment.
- (4) No person below the age of eighteen years shall be appointed to the service.
- (5) No person shall be appointed to a post in the service unless he is a citizen of Pakistan, provided that this restriction may be relaxed by Government in suitable cases.
- (6) No person who has married a foreign national, shall be appointed to a post in the Service, provided that such restriction may be relaxed by Government in case of person who has married a citizen of India.
- (7) A post in the Provincial Headquarters Office or allied Institutions at Provincial Headquarters shall be filled in from amongst the bonafide residents of the Province of the Punjab and a post falling in a Zonal Cadre or Institutions shall be filled from amongst bonafide residents of the zone concerned.
- (8) No person shall be appointed to a post in the service unless he is in a good mental and bodily health and is free from any physical deformity or defect likely to interfere with or create hindrance in the discharge of his duties, and produces a certificate of medical fitness from the Medical Superintendent of concerned District Headquarter Hospital or Medical Superintendent Data Darbar Hospital, Lahore or any other Medical Authority nominated by the Chief Administrator for this purpose.
- (9) No person not already in service of the Government shall be appointed to a post in the service unless he produces a certificate of good character from the Principal, Academic Officer of the Academic Institution last attended and also a certificate of good character from two respectable and responsible persons not being his relatives who are well acquainted with his character and antecedents.
- Provided further that an appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidate or the person so appointed, to the satisfaction of the appointing Authority.

6. Appointment by promotion or by transfer. –

- (1) A member of the service shall be eligible for promotion to a higher post for the time being reserved for promotion, if he possesses such qualifications and experience as indicated in relation to the post in the Schedule.
- Provided that in the case of a Selection Post promotion shall be made on the basis of the Selection on merit while in the case of a non-Selection post promotion shall be made on the basis of Seniority-cum-fitness.
- (2) Appointment by promotion and by transfer shall be made on the recommendations of appropriate Departmental Promotion Committee.
- (3) Promotion including proforma promotion shall not be claimed as a right.
- (4) Appointment by transfer may be made from amongst persons holding appointments in the Government, if such a person fulfils the conditions of appointment to the post to which he is to be

transferred and satisfies such other conditions, if any, as may be laid down by the Chief Administrator; provided that such person holds an appointment in Government on regular basis in the same grade as that of the post to which appointment is proposed, to be made

- (5) Where a post falls vacant as a result of deputation, leave, suspension or appointment on acting charge basis of the regular incumbent of the post or is reserved under the rules to be filled in by transfer and no suitable person is available for such appointment, the appointing Authority may on the recommendations of the appropriate Promotion Committee, make appointment by promotion against such post on officiating basis.
- (6) An officiating promotion shall not confer any right of promotion on regular basis and shall be liable to termination as soon as the regular incumbent resumes duty or suitable person becomes available for appointment on regular basis by transfer as the case may be.
- (7) Officiating promotion shall be made on the same terms and conditions as to pay as are prescribed for promotion on regular basis but the period of officiating promotion shall not count towards seniority in the higher post.
- (8) Where a post is required to be filled by promotion as indicated in the Schedule, the senior most member of the service in the functional unit concerned who is otherwise eligible for promotion, but does not possess the specified length of service, may on the recommendations of the appropriate Departmental Promotion Committee be appointed by Appointing Authority to the post on acting charge basis.

7. Appointment on adhoc basis. –

- (1) When the appointing Authority considers it expedient to fill a post immediately in the public interest, it may, pending Selection of a candidate by the appropriate Departmental Selection Committee, fill such, post on adhoc basis for a period not exceeding one year if such post is required to be filled in by initial recruitment.
- (2) No person shall be appointed on adhoc basis unless he possesses qualification, laid down for the post in the Schedule and appointment shall be made subject to revocation at any time.
- (3) No person shall be appointed on adhoc basis unless the vacancy is advertised properly in the leading newspapers and selection is made by the Appointing Authority on the basis of merit determined by objective criteria.
- (4) An adhoc appointment shall terminate on the expiry of one year or on the date appointment on regular basis is made which ever is earlier.
- (5) Appointment on adhoc basis will neither confer any right on the person so appointed in the matter of regular appointment to the same post nor such service shall count towards seniority.

8. Probation.–

- (1) A person appointed to a post in the service against a substantive vacancy 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 extended the period of probation by a further period upto the extent of two years.

EXPLANATION: Officiating Service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

- (2) If the work and conduct of a member of the service during the period of probation has been found to be un-satisfactory, the Appointing Authority may, notwithstanding that the period of probation has not expired, dispense with his service if he has been appointed by initial recruitment and if appointed otherwise, revert him to his former post.
- (3) No person shall be confirmed in a post unless the post is permanent and he has successfully completed such training and passed such examination as may be specified by the Chief Administrator. If a member of the Service fails to complete successfully any training or pass departmental examination so specified, the appointing authority may:-
 - (a) in case he has been appointed by initial recruitment, dispense with his services;
 - (b) in case he has been appointed otherwise, revert him to his former post and if there be no such post, dispense with his services.
- (4) If no orders have been made by the day following completion of the initial probationary period, the period of probation shall be deemed to have been extended.
- (5) Subject to the provisions of Sub-rule (3) if no orders have been made by the day on which the maximum period of probation expires the probationer shall be deemed to have been confirmed in the appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.
- (6) A probationer who has satisfactorily completed his period of probation against a substantive vacancy shall be confirmed with effect from the date of his continuous appointment in such vacancy;

Provided that when the period of his probation has been extended under the provisions of Sub-rule (1) of this rule, the date of confirmation shall, subject to other provisions of this rule, be the date on which the period of probation was last extended.

9. Seniority.-

- (1) The seniority, interse, of persons appointed to a post in the functional Unit shall be determined:-
 - (a) in the case of persons appointed by initial recruitment, in accordance with the merit assigned by the Selection Committee, provided that persons selected for appointment to the post in earlier selection shall rank senior to the persons selected in a later selection; and where no such merit has been assigned shall reckon from date of assumption of duty, and if date of assumption of duty is the same in respect of two or more persons the elder in age, shall rank senior to the younger in age.
 - (b) in the case of persons appointed otherwise, with reference to the date of their continuous appointment on regular basis, provided that if the date of such appointment in the case of two or more persons is the same, older if not junior in the next below grade or post shall rank senior to the younger person.

EXPLANATION-I

If a person junior in a lower post is promoted to higher post by superseding his senior and subsequently the latter is also promoted, the person promoted first shall rank senior to the one promoted subsequently.

EXPLANATION.II

A junior promoted to a higher post shall be deemed to have superseded his senior only if both the junior and senior were considered for higher post and the junior was promoted in preference to the senior, and the senior if not superseded shall on promotion to higher post shall retain his seniority over his junior as in the lower post.

- (2) The seniority of persons appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined with reference to the date of continuous appointment to the post. Provided that if the dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment, provided further that the seniority, interse of persons belonging to same category will not be altered.

EXPLANATION.

In case a group of persons is selected for appointment by initial recruitment at one time, the earliest date on which anyone out of the group joined service will be deemed to be the date of appointment of all persons in that group. Similarly in case a group of persons is appointed otherwise at one time in the same office order the earliest date on which anyone out of the group joined the service will be deemed to be the date of appointment of all persons in that group, and the persons in each group will be placed with reference to the continuous date of appointment as a group in order of their interse seniority.

- (3) Notwithstanding the provisions of this rule the seniority lists already prepared in accordance with the rules applicable immediately before the commencement of these Rules shall be construed as seniority lists in respect of persons already in service and amendments therein shall continue to be made in accordance with those rules to settle interse seniority disputes among them.
- (4) The Appointing Authority shall, for proper administration of the service, from time to time, prepare and circulate seniority list of the incumbents of each post in all Functional Units of the Service.

10. Liability to transfer.–

- (1) Members of the Service shall be liable to transfer anywhere in Punjab.
- (2) Members of the Service shall not apply for any other appointment / employment without prior written permission of the Appointing Authority.

11. Remuneration.–

- (1) Members of the services shall be entitled to the pay attached to the post to which such member is appointed and such other allowances as may be determined by the Chief Administrator with the approval of the Government.
- (2) In the matter of fixation of pay the members of the Service shall, subject to any general or specific order of the Chief Administrator be governed by the rules and instructions applicable to Government Servants.

12. (1) The service of a member of the service may be terminated without notice:-

- (a) If the appointment is made on adhoc basis.
 - (b) During the initial or extended period of his probation, Provided that when such a member is appointed by promotion or transfer, he shall be reverted to the post or service from which he was promoted or transferred.
- (2) In the event of the post being abolished or number of posts in a functional Unit being reduced the services of the junior most shall be terminated.
- (3) A member of the Service appointed to officiate in a higher post or to hold a higher post on acting charge basis shall be liable to reversion to his lower post without notice.

13. Retirement.—

- (1) A member of the service shall retire from service;
- (i) On any date after he has completed ten years of service qualifying for pension or other retirement benefits as the appointing Authority, may in public interest, direct;
 - (ii) If no direction is given under clause (i) then on completion of sixtieth year of his age, provided that no order under clause (i) shall be made in respect of a member of the service unless the Appointing Authority has informed him in writing of the grounds on which it is proposed to make the order and has given him an opportunity of showing cause against it.
 - (iii) Subject to permission of the Appointing Authority, on or after completion of twenty five years of service qualifying for pension or other retirement benefits at his option so to retire; communicated to the Appointing Authority at least sixty days before the date from which he intends to seek retirement.
- (2) A retired member of the Service shall not be re-employed unless such reemployment is necessary in public interest and is made with prior approval of the Government.
- (3) A member of the Service, during leave preparatory to retirement or after retirement may seek private employment; provided that where employment is sought during leave preparatory to retirement, he shall obtain prior approval of the Appointing Authority.

14. Pension and gratuity.—

A member of the Service shall, on retirement be entitled to such pension and gratuity as may be prescribed provided that the service paid from the Auqaf Fund only shall be treated as service qualifying for pension.

15. Conduct.—

The conduct of member of the service shall be regulated by the Government Servants (Conduct) Rules, 1966 as amended from time to time or such other rules as may be applicable to Government Servants.

16. Members of the Service shall, subject to any general or special directions of the Chief Administrator, be liable to such disciplinary action and penalties and in accordance with such procedures as prescribed in the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975, as amended by the Government from time to time.

17. Leave.—

Subject to such modification as may be specified by the Chief Administrator Auqaf, Punjab Revised leave Rules, 1981 as amended from time to time, shall be applicable to the members of the Service.

18. Appeal or representation.—

A member of the Service aggrieved by an order concerning his terms and conditions service shall have a right to make a representation to the Authority next above the Authority who passed the order within sixty days of the communication of the order. Where such order has been passed by the Chief Administrator representation shall lie to the Government. Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post.

Provided further that where the specific rules provide for a right of appeal, review or revision, no representation shall be entertainable.

19. Benevolent fund and group insurance.—

- (i) Chief Administrator may, if the majority of the members of the service so desire, provide by Standing Orders a scheme to establish a Benevolent Fund for relief of the members of the Service and their families and a scheme to establish Welfare Fund for their Group Insurance.
- (ii) On the introduction of such a scheme the members of the Service shall be liable to make contributions towards the Benevolent Fund or the Welfare Fund as the case may be at the rate specified from time to time by the Chief Administrator and the amount of contributions shall, as far as possible, be deducted at the source from their pay, or in the manner specified by Chief Administrator in the Standing Order and the same shall be credited or remitted to the respective Fund.

Provided that a member of the service who opts not to participate in a scheme shall not be liable to make contribution towards the Benevolent Fund or Welfare Fund as the case may be.

20. Service book.—

Service Book shall be maintained by the Appointing Authority or Authority authorized to do so by the Appointing Authority in respect of each member of the Service indicating therein all important events relating to his service namely pay, leave, punishments, warnings, age and confirmation etc. in the same form as is prescribed for Government Servant.

21. Character roll.—

The character roll of the members of the Service shall, subject to any general or special directions of the Chief Administrator, be recorded and maintained in the same form and in accordance with the same procedure etc. as applicable to Government Servants.

22. General.—

In all matters not expressly provided for in these rules, and subject to general or special directions of the Chief Administrator, members of the service shall be governed as nearly as possible, by Government Servants T.A. Rules, Medical Attendance Rules, as amended from time to time and such other general Rules as may have been or may hereafter be prescribed by Government for Government Servants from time to time.

23. Relaxation.—

Any of these rules may, for reasons to be recorded in writing be relaxed by the Government in an individual case, if Government is satisfied that strict application thereof would cause undue hardship to the individual concerned.

24. Repeal.—

- (i) The West Pakistan Auqaf Service Rules, 1962, and the West Pakistan Auqaf Department (Khateeb's and Imams) Service Rules, 1968, so far as applicable in the Punjab, are hereby repealed.

- (ii) Except for the provisions relating to appeals, Review, and Revision, any disciplinary proceedings initiated under the West 'Pakistan Auqaf Department (Khateeb & Imams) Service Rules, 1968 and pending immediately before coming into force of these Rules, shall be completed and orders passed thereon as if the said rules had not been repealed.

FUNCTIONAL UNIT

**ADMINISTRATION AND MANAGEMENT
I**

SCHEDULE PART-I

Sr. #	Name of Post and its Grade	Qualification for initial recruitment and transfer	Method of appointment	Age	
				Minimum	Maximum
1	2	3	4	5	
1.	Director Administration (Grade-19)		By posting on deputation from SGA&I Department of the Status of Deputy Commissioner/ Additional Secretary.		
2.	Director Estate (Grade-19)		By posting on deputation from SGA&I Department of the Status of Deputy Commissioner having revenue experience and having served for atleast two years as Assistant Commissioner/Deputy Commissioner.		
2.A	¹ Deputy Director Estate/Administration (Grade-18)		By promotion on seniority-cum-fitness basis from Amongst assistant Director/ Zonal Administrator/Executive Officer(BS-17) having 5- years service as Assistant Director/ Zonal Administrator/ Executive Officer.		
3.	Director Finance (Grade-19)		By posting on deputation from Audit and Accounts Department of Punjab Local Fund Audit Department (Either PA & AS or SAS qualified and experienced officers)		
3.A	² Deputy Director Finance (Grade-18)		By promotion on seniority-cum-fitness basis from amongst the Assistant Directors Accounts		

¹ Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

² Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

			(Grade-17) having 5 years of service as Assistant Director Accounts.		
4.	Zonal Administrator (Grade-18)		<p>i) Not more than 25% by promotion from amongst Assistant Directors with atleast five years service in Grade-17 on the basis of selection on merit with particular reference to suitability for higher field assignment and seniority alone not being the criteria.</p> <p>ii) Not less than 75% by posting on deputation from SGA&I Department (Officers of status of Assistant Commissioner with practical revenue experience)</p>		
5.	Administrator (Grade-17)		<p>By posting on selection on merit basis from amongst Assistant Directors. (They will be inter-transferable with Assistant Directors). Or By posting on deputation basis from SGA&I Department. (Officers of the Status of EAS preferably with practical revenue experience).</p>		
6.	Manager (Grade 16)	Graduate 2 nd Division	<p>i) 60% by initial recruitment through the Punjab Public Service Commission. ii) 40% by promotion from amongst Stenographers, (Senior Scale</p>	20	30

			<p>Stenographers and Stenographers), Assistants, Accountants, Auditors and Officials of equivalent Grade/Status on selection on merit basis provided they have rendered three years service as such or not less than five years Service in the Auqaf Organization and have passed the Departmental Examination as may be specified by the Chief Administrator.</p> <p>(They will be inter-transferable with the Superintendents and Assistant Accounts / Audit Officers of Grade-16).</p> <p>The posts reserved in promotion quota will be distributed proportionately amongst eligible officials of the categories mentioned above on the basis of Cadre strength of each category.</p>		
--	--	--	--	--	--

FUNCTIONAL UNIT

MINISTERIAL ESTABLISHMENT AND OTHER MISCELLANEOUS POSTS

SCHEDULE PART-II

Sr. #	Name of Post and its Grade	Qualification for initial recruitment and transfer	Method of appointment	Age	
				Min	Max
1	2	3	4	5	
1.	³ Assistant Director / Zonal Administrator / Executive Officer (BS-17)		By promotion on basis of seniority-cum-fitness i) 60% from amongst Managers(BS-16) with		

³ Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

			three years service as Manager. ii) 40% amongst from Superintendents(BS-16) and Private (BS-16) Secretaries with three years service as Superintendents or Private Secretary.		
2.	Public Officer Relation (BS-17)	Master Degree (2 nd Division) in Journalism or Political Science or Urdu Literature or English Literature from a recognized university.	By initial recruitment or on deputation from the Information Department.	21	35
2.A	⁴Computer Programmer (Grade-17)	i) MCS; or ii) MIT; or iii) BSCS (4-years) from recognized University with minimum 2.5 CGPA.	By initial recruitment.	21	30
3.	Superintendent (Grade-16)		By promotion on seniority-cum-fitness basis from Assistants with atleast five years service as such. (they will be inter-transferable with Managers)		
4.	Private Secretary (Grade-16)		By promotion on seniority-cum-fitness basis from Senior Scale Stenographers with atleast three years service as such.		
4A.	⁵Urs Supervisor / Protocol Assistant (BS-15)	M.A Islamiat / Arabic (IInd Division with Dars Nizami (Tanzeem-ul-Mudaris)	By initial recruitment (on contract basis)	20	35
5.	Senior Scale Stenographer	i) Graduate. ii) Type writing (English/Urdu) speed of 40 WPM and short-hand	By promotion on seniority-cum-fitness basis from Stenographers with atleast five years experience as such. If	21	30

⁴ Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

⁵ Amended Vide Notification no ADA17(185)98 dated 21st February 2008

		(English/Urdu) 100WPM.	none available for promotion then by initial recruitment.		
6.	Naib Raees-ul-Tableegh (Grade-15)		By posting on selection basis from amongst the Divisional Khateeb.		
6.A	⁶ Computer Operator (BS-14)	BCS (2 nd Division)	By initial recruitment	18	30
6.B	⁷ Proof Reader (BS-13)	Graduate and three years experience in Proof reading	By initial recruitment	18	30
7.	Stenographer (Grade-12)	i) Intermediate ii) Type Speed (English/Urdu) speed of 40 WPM and short-hand (English/Urdu) 90 WPM	By initial recruitment.	18	25
8.	Photographer (Grade-12)	i) Matric. ii) Diploma / Certificate in Photography from a recognized Institution/Board of Technical Education. iii) Practical knowledge of various processes of Photography and practical experience of not less than 3 years in Photography.	By initial recruitment or on deputation from any Government Department.	18	30
9.	Muallim Tajweed-ul-Qiraat (Grade-12)		By posting on selection basis from amongst Mudarrisin Grade-12.		
10.	Assistant/Superintendent, Dar-ul-Aman (Grade-11)	Graduate	i) 1/3 rd by initial recruitment. ii) 2/3 rd by promotion on seniority-cum-fitness basis from senior clerks with two years service	20	30

⁶ Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

⁷ Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

			as such.		
11.	Istaqbalia Assistant Badshahi Mosque (Grade-11)		By posting on selection basis from amongst Assistants (Grade-11)		
12.	Muballigh (Grade-9)		By posting on selection basis from amongst the Khateeb/Imams of Grade-9.		
13.	Senior Clerks (Grade-7)		By promotion on seniority-cum-fitness basis from Junior Clerks with two years service as such.		
14.	Telephone Operator (Grade-11)	i) Matric ii) Certificate/training as Telephone Operator from Telephone Department/recognized Institution. iii) Practical experience of one year.	By initial recruitment or on deputation from any Government Department.	18	30
15.	Assistant Sound Operator (Grade-5)	i) Middle Pass. ii) Certificate in Electronics from a recognized Institute/Board of Technical Education. iii) Practical experience of one year.	By initial recruitment or on deputation from any Government Department.	18	30
16.	Junior Clerk (Grade-5)	i) Matric ii) Typing speed 25 WPM. Preference for those knowing Urdu Type writing.	i) 80% by initial recruitment. ii) 20% by promotion from employees in BS-1 to BS-4 with three years service having qualification prescribed for initial recruitment and below the age of 45 years. If none is available then by initial recruitments.	18	25

17.	Generator Operator / Electrician (Grade-4)	i) Middle Pass. ii) Certificate of Electrician from a recognized Institute/Board of Technical Education. iii) Practical experience of one year.	By initial recruitment or on deputation from any Government Department.	18	30
18.	Driver (Grade-4)	i) Middle Pass. ii) Possession of valid Driving Licence.	By initial recruitment.	21	35
19.	⁸ Naib Qasid/Caretaker/Nigran/Feroprinter/Chowkidar (BS-2)	i) Primary education. ii) Necessary skill/experience of the respective job. iii) Driving Licence and knowledge of cooking will be preferred.	By initial recruitment. Note: Naib Qasid, Nigran and Khadims will be inter-transferable.	18	30
19. A	⁹ Naan Bai/Langri/Mashki (Grade-2)	Literate and Physically fit having relevant skills.	By initial recruitment.	18	30
19. B	¹⁰ Sweeper (Grade-2)	Literate and Physically fit having relevant skills.	By initial recruitment	18	30
20.	Daftri, Laboratory Attendant (Grade-2) and other functionaries in Grade 2 to 4.	i) Middle Pass. ii) Necessary training/skill and experience of the respective job.	By initial recruitment. The post of Daftri and Laboratory Attendant will be inter-transferable.	18	30

Note: - 20% posts in Grade 1 to 5 out of initial recruitment quota shall be reserved for the children of the employees of Auqaf Organization if otherwise eligible, as per policy of the Punjab Government for such benefit extended to Government to Government Servants. If none is available in the category then by normal initial recruitment.

FUNCTIONAL UNIT BUDGET AND ACCOUNTS ESTABLISHMENT

SCHEDULE PART-III

⁸ Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

⁹ Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

¹⁰ Amended vide Notification no SO(G) 9-28/2010 dated 23rd August 2010

Sr.#	Name of Post and its Grade	Qualification for initial recruitment and transfer	Method of appointment	Age	
				Min	Max
1	2	3	4	5	
1.	Assistant Director (Budget)/(Accounts) (Grade-17)		By promotion on the basis of seniority-cum-fitness from amongst:- Audit Officers and Assistant Accounts Officers with three years service as such. (Common seniority list of the above mentioned categories will be maintained for the purpose on the basis of continuous date of regular appointment to the respective post).		
2.	Audit Officer /Assistant Accounts Officer. (Grade-16)	M.Com	i) 2/3 rd by promotion on seniority-cum-fitness basis from Accountants/Auditors. ii) 1/3 rd by initial recruitment. (They will be inter-transferable with Managers).	21	35
3.	Accountant/Auditor (Grade-11)	B.Com	i) 2/3 rd by promotion on seniority-cum-fitness basis from Senior Clerks having at least five years experience in accounts. ii) 1/3 rd by initial recruitment.	20	30

FUNCTIONAL UNIT

REVENUE ESTABLISHMENT

SCHEDULE PART-IV

Sr.#	Name of Post and its Grade	Qualification for initial recruitment and transfer	Method of appointment	Age	
				Min	Max
1	2	3	4	5	
1.	Tehsildar. (Grade-16)	Graduation from recognised University	i) By transfer Or ii) On deputation from Revenue Department.	21	35
1.A	¹¹ Naib Tehsildar (BS-14)	Graduation from recognised University	By promotion on the basis of seniority-cum-fitness from amongst Kanungos with atleast three years experience as such who have passed the Kanungo's examination prescribed by the Board of Revenue Punjab. If none is available then by initial recruitment.		
2.	Qanungo (Grade-9)		By promotion on seniority-cum-fitness basis from Patwaris with 10 years service as such having passed Qanungo Departmental Examination and Training as prescribed by Revenue Department.		
3.	Patwari (Grade-5)	i) Matric. ii) Patwar Examination Pass	i) By initial recruitment. Or ii) By transfer or on deputation from Revenue Department.	18	25

FUNCTIONAL UNIT

ENGINEERING ESTABLISHMENT

SCHEDULE PART-V

Sr.#	Name of Post and its Grade	Qualification for initial recruitment and transfer	Method of appointment	Age	
				Min	Max
1	2	3	4	5	
1.	Director Projects (Grade-19)	Degree in Engineering in the requisite discipline or equivalent qualification, registered as Professional Engineer	By promotion from amongst Executive Engineers on the basis of selection on merit, having 12 years service in Grade-17 and above or 7		

¹¹ Amended vide Notification no AD (A)10 (71)1995, dated 20th April, 2010

		with the Pakistan Engineering Council and at least 7 years experience as XEN.	years service as XEN Or By transfer or on deputation from any Government Department.		
2.	Executive Engineer (Grade-18)	Degree in Engineering in the requisite discipline or equivalent qualification, registered as Professional Engineer with the Pakistan Engineering Council with five years experience.	i) By promotion on seniority-cum-fitness basis from Engineering Graduate, Assistant Engineers and S.D.O with 5 years service as such. ii) If none suitable is available then by transfer or on deputation from any Government Department.		
3.	Assistant Engineer/S.D.O (Grade-17)	B. Sc. Engineering in the relevant discipline and registered as Professional Engineer with the Pakistan Engineering Council.	i) 75% by initial recruitment ii) 5% by promotion on seniority-cum-fitness basis from Sub-Engineer/Sound Operator/A.C. Operator possessing qualifications prescribed for initial recruitment. and, iii) 20% by promotion on seniority-cum-fitness basis from Sub-Engineer/Sound Operator/A.C. Operator possessing three years Diploma prescribed for the post of Sub-Engineer in the relevant discipline and having 10 years service as such and having qualified the Departmental Examination for such purpose specified by the Department and placed in BS-16.	21	35
4.	Sub-Engineer/Sound Operator/A.C. Operator (Grade-11)	Three years Diploma of Associate Engineering in the relevant discipline from any recognized Board of Technical Education.	i) By initial recruitment. Or, ii) By transfer or on deputation from Government Departments.	18	25
5.	Circle Head Draftsman (Grade-16)		i) By promotion on seniority-cum-basis from amongst Head Draftsmen with 5 years service as such.		

			ii) If none suitable is available for promotion then by transfer or on deputation from other Government Department.		
6.	Head Draftsman (Grade-13)	i) Matric ii) Three years Diploma in Associate Engineering/Technical Draftsmanship from any recognized Board of Technical Education and five years experience.	i) By promotion on seniority-cum-basis from amongst Head Draftsmen with 5 years service as such. ii) If none suitable is available for promotion then by transfer or on deputation from Government Departments.		
7.	Draftsman (Grade-11)	i) Matric. ii) Three years Diploma in Associate Engineering/Technical Draftsmanship from any recognized Board of Technical Education.	80% by initial recruitment. 20% by promotion from Tracers who are Matriculate on the basis of seniority-cum-fitness Or By transfer or on deputation from Government Departments.	18	25
8.	Tracer (Grade-5)	i) Matric ii) Tracer Course of 6 months duration or Draftsman course of atleast 9 months duration.	By initial recruitment. Or By transfer or on deputation from Government Departments.	18	25

Functional unit

Medical Establishment

SCHEDULE PART-VI

Sr.#	Name of post its Grade	Qualification for initial recruitment and transfer	Method of Appointment	Age	
				Min	Max
1	2	3	4	5	
1.	Data Darbar Hospital Medical Superintendent (Grade-20)		By Promotion on selection on merit basis from Grade-19 Doctors of the Hospital having rendered at least 17 years service in grade-17 and above or 12 years service in Grade-18 and above if		

			appointed initially in Grade-18 or 5 years Service if appointed initially to Grade-19. If none suitable is available for promotion then by transfer from a Government Department.		
2	Senior Eye Surgeon (Grade-19)		By Promotion on Seniority-cum-fitness basis from Eye Surgeons Grade-18 of the Hospital having rendered at least 12 years service in Grade-17 and above or 7 years service in Grade-18 if appointed initially in Grade-18.		
3	Eye Surgeon (Grade-18)	<p>i) MBBS or equivalent qualification recognized by the Pakistan Medical and Dental Council and registered with the said council.</p> <p>ii) M.S. or FCPS in Ophthalmology</p> <p>Or</p> <p>Post Graduate qualification like D.O or D.O.Ms or MCPS in the relevant subject.</p> <p>Or</p> <p>Equivalent qualification recognized by the P.M.D.C with two years practical experience in the relevant subject before or after post-graduation.</p>	<p>i) By promotion on seniority-cum-fitness basis from Grade-17 Doctors of the Hospital possessing qualifications prescribed for initial recruitment.</p> <p>ii) If none suitable for promotion then by initial recruitment.</p>	26	45
4	Anaesthetise. (Grade-18)	<p>M.B.B.S or equivalent qualification recognized by P.M.D.C with following Post-Graduate qualifications:</p> <p>F.C.P.S (Anaesthesia)</p> <p>OR</p> <p>Equivalent qualifications recognized by P.M.D.C.</p>	<p>i) By promotion on seniority-cum-fitness basis from Grade-17 Doctors of the Hospital possessing qualifications prescribed for initial recruitment.</p> <p>ii) If none suitable available for</p>	26	45

		<p>If no such candidate with the afore-said Post-Graduate qualification is available then the following Post-Graduate qualifications:</p> <p>Diploma in Anaesthesia.</p> <p>Or</p> <p>Equivalent qualification recognized by P.M.D.C., and</p> <p>Two years practical experience in the relevant subject before or after Post-Graduation.</p>	<p>promotion then by initial recruitment.</p>		
5.	Child Specialist (Grade-18)	<p>i) M.B.B.S. or equivalent qualifications recognized by the Pakistan Medical and Dental Council and registered with the said Council.</p> <p>ii) M.D or F.C.S. in Pediatrics.</p> <p>Or</p> <p>Post Graduation qualification like D.C.H. , or M.C.P.S (Paediatrics) or other equivalent qualification recognized by the P.M.D.C. with two years Practical experience in the relevant subject before or after Post-graduation.</p>	<p>i) By promotion on seniority-cum-fitness basis from Grade-17 doctors of the Hospital possessing qualifications prescribed for initial recruitment.</p> <p>ii) If none suitable available for promotion then by initial recruitment.</p>	26	45
6.	Gynecologist (Grade-18)	<p>i) MBBS or equivalent qualifications recognized by the Pakistan Medical and Dental Council and registered with the said Council.</p> <p>ii) M.S or F.C.P.S. in Gynecology.</p> <p>Or</p> <p>Post Graduate qualifications like D.G.O./M.C.P.S. in Gynecology or other equivalent qualifications recognized by the PMDC with two years practical experience in the relevant subject before or after post-Graduation.</p>	<p>i) By promotion on seniority-cum-fitness basis from Grade-17 Doctors of the Hospital possessing qualifications prescribed for initial recruitment.</p> <p>ii) If none suitable available for promotion then by initial recruitment.</p>	26	45
7.	Radiologist	<p>i) MBBS or equivalent</p>		26	45

	(Grade-18)	<p>qualifications recognized by the Pakistan Medical and Dental Council and registered with the said Council.</p> <p>ii) M.D. or F.C.P.S in the subject .</p> <p>Or</p> <p>Post Graduate qualifications like D.M.R.D. / M.C.P.S. in the relevant subject or other qualifications recognized by the P.M.D.C. with two years practical experience in the relevant subject before or after Post-Graduation.</p>	do--	--		
8.	Pathologist (Grade-18)	<p>M.B.B.S. with D.Sc. or Ph.D or M. Phil or F.C.P.S. or M.S (two years duration) in the relevant subject or other qualifications recognized by the P.M.D.C.</p> <p>Or M.B.B.S or M.Sc. in the relevant subject with post-graduate qualification like D.C.Path. or other qualifications recognized by P.M.D.C. with two years practical experience in the relevant subject before or after post-graduation.</p>	do--	--	26	45
9.	Medical Officer (Grade-17)	<p>i) MBBS or equivalent qualifications recognized by the Pakistan Medical and Dental Council and registered with the said council.</p> <p>ii) Regular house job for one year after acquiring the qualification at (i) above.</p>	By recruitment	initial	22	35
10.	Dental Surgeon. (Grade-17)	B.D.S. or equivalent qualifications recognized by the Pakistan Medical and Dental Council and registered with the said Council	By recruitment	initial	21	35
11.	Sister (Grade-16)	i) Registered A. Grade Nurse.	i) By promotion from Staff Nurses on seniority-cum-		25	35

	(Selection Grade)	ii) Registered Midwife. iii) Diploma in teaching and Ward Admn. Or Equivalent qualification recognized by Pakistan Nursing Council.	fitness basis. ii) if none suitable is available for promotion then by initial recruitment. By initial recruitment.		
12.	Staff Nurse (Grade-14)	i) Matric. ii) Registered A. Grade Nurse. iii) Regd. Midwife.	By initial recruitment	20	35
13.	Dispenser/Assistant Store Keeper (Medical) (Grade-6)	i) Matric. ii) Dispensers Certificate from Punjab Medical Faculty.	By initial recruitment	18	25
14.	E.C.G (Technician) (Grade-9)	i) Matric with Science ii) Certificate/Diploma in E.C.G. Technology from Medical Faculty/international institute of Health, Islamabad. iii) Practical experience of at least 3 years.	--do--	18	30
15.	X-Ray Assistant (Grade-6)	i) Matric. ii) Diploma in X-Ray Technology from a recognized Board of Technical Education.	--do--	18	25
16.	Laboratory Technician (Grade-6)	i) Matric with Science. ii) Certificate/Diploma, in Lab: Technology from Medical Faculty/National Institute of Health Islamabad.	--do--	18	25
17.	Operation Theatre Assistant (Grade-5)	Matric with Science.	--do--	18	25
18.	Dresser (Grade-5)	Matric with Science.	--do--	18	25
19.	Midwife (Grade-5)	i) Female. ii) Matric. iii) Registered Midwife.	--do--	18	25

20.	Vaccinator (Grade-5)	i)Matric with Science Trained Vaccinator.	By initial recruitment	18	25
21.	Dental Technician cum-Assistant (Grade-9)	i)Matric with Science. ii)Two years Diploma of Dental Technology form Punjab Medical Faculty.	--do--	18	25
22.	Hakim (Grade-9)	Matric and Zubda-Tul-Hukama Or Mahar-e-Tibb-o-Jarahat (L.U.M.S) Or Fazal-e-Tibb-o-Jarahat or equivalent qualifications from recognized Tibbia College/University/Board /NationalCouncil of Unani and Ayurvedic system of Medicines, Islamabad.	--do--	23	35
23.	Dawasaz (Grade-5)	Certificate from Tibbia College recognized by the Punjab Health Department.	--do--	18	25
24.	Senior Dispenser/ Store-Keeper (Grade-8)	Matric with Dispensers Certificate from Punjab Medical Faculty/other recognized Institution with one year experience.	i)By promotion from amongst Dispensers on the basis of seniority-cum-fitness, possessing qualifications for initial recruitment. ii)If none suitable is available for promotion then by initial recruitment.	18	25

FUNCTIONAL UNIT

AUQAF ACADEMY ESTABLISHMENT

SCHEDULE PART-VII

S.#	Name of Post and its Grade	Qualification for initial recruitment and transfer	Method of appointment	Age	
				Min	Max
1	2	3	4	5	
1.	Principal Punjab Auqaf Academy (Grade-19)	i. M.A. Arabic 2 nd Division. ii. M.A. Islamiat Studies 2 nd Division. iii. Ph.D. Uloom-e-Islamia or related subject. iv. Experience Taleemi/Tadreesi research of 10 years. v. Three years practical teaching experience.	By initial recruitment. Or By transfer or on deputation	25	40
1.A	¹² Director General Religious Affairs (Grade-20)	i. Ph.D. Islamic Studies/Arabic or related subject. ii. M.A. Arabic/Islamic studies (1st Division) iii. 12 Research papers published in recognized journals.	by promotion on the basis of selection on merit from amongst BS-19 officers of the Directorate General Religious Affairs Auqaf possessing the requisite qualification and having rendered 17 years service against posts in basic Scale-17 and above of which atleast three years service should be in Basic Scale-19. Or 12 years service against posts in Basic Scale-18 and above of which atleast 3 years service should be in Basic Scale-19 (in case initial appointment is made in BS-18) or 5 years service if appointed initially in Grade-19.	40	50
2.	Deputy Director		By promotion on		

¹² Amended vide Notification no SOG(A)19 (64) 95 Vol-II dated 15th January, 2008

	Religious Affairs (Grade-18)		the basis or selection on merit from amongst Assistant Directors/Lecturers of the Academy/Assistant Directors Ministerial Establishment having at least 2 nd Class Master Degree in Islamiat or Arabic and Sanad of Dars-e-Nizami.		
3.	Librarian (Grade-17)	i. M.A. Library Science. ii. Two years practical experience.	By promotion from Assistant Librarian possessing qualifications for initial recruitment. Or If none suitable available for promotion then by initial recruitment	20	30
4.	Lecturer/Assistant Director (Research / Training / Academic) (Grade-17)	M.A. Islamiat 2 nd Div: Dars-e-Nizami/Fazil Arabi.	By initial recruitment.	20	28
5.	Asstt: Librarian	i. B.A./B.Sc. ii. Certificate/Diploma in Library Science.	-do-	18	25

FUNCTIONAL UNIT

MOSQUE ESTABLISHMENT

SCHEDULE PART-VIII

S.#	Name of Post and its Grade	Qualification for initial recruitment and transfer	Method of appointment	Age	
				Min	Max
1	2	3	4	5	
1.	¹³ Khateeb Badshahi Mosque, Lahore/Rais-ul-Tableegh, Punjab (Grade-18)	i) Sanad Shahadat-ul-Aalmia of WAFAQ-UL-MADARIS (HANFI) (MUMTAZ) or equivalent qualification as recognized by Universities Grants Commission. ii) Research experience (at least three papers on Islamic affairs in renowned international Journals or at least three lectures in International Conference (s) of Islamic Affairs)	By Initial recruitment. If appointed not from amongst serving khateeb the Selectee will work as Provincial / Divisional Khateeb for atleast one years. (Unchanged)	35	50

¹³ Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

		<p>iii) Practical Khatabat experience of seven years.</p> <p>PREFERENCE</p> <p>i) For those serving as Khateeb in Auqaf Organization with atleast 10 Years service in Grade-14 and above possessing qualifications of sanad Shahadat-ul-Aalmia (Hanfi) (JAYAD JIDDAN) and training course from Auqaf Academy.</p> <p>ii) M.A Islamiat / Islamic Studies/Arabic from a recognized university.</p> <p>iii) Hafiz-e-Quran</p> <p>iv) Proficiency in Arabic and English Speaking.</p> <p>v) Comparative knowledge of other Religions.</p> <p>vi) Complete Knowledge of Islamic Fiqah.</p> <p>vii) Married</p>			
1.A	¹⁴ Khateeb Data Darbar Mosque Lahore (BS-18)	<p>i) Sanad Shahadat-Ul-Aalmia Of Tanzeem-Ul-Madaras (Hanfi) Jayyad I.E 2nd Division.</p> <p>ii) Qari.</p> <p>iii) Practical Khitabat Experience Of Seven Years.</p> <p>iv) Proficiency In Arabic</p> <p>v) Married.</p> <p>PREFERENCES</p> <p>i) Hafiz-e-Quran.</p> <p>ii) Serving as Khateeb in the Punjab Auqaf Organization with at least ten years service in grade 16 and above, possessing the above mentioned qualifications.</p> <p>iii) Comparative Knowledge of other religions.</p> <p>iv) Complete knowledge</p>	By initial recruitment	40	50
2	¹⁵ Provincial Khateeb (Grade-17)	<p>i) Sanad Shahadat-ul Aalmia of WAFaq -UL-MADARIS (HANFI) Tanzeem-ul- Madaris or equivalent qualifications as recognized by Universities Grants Commission.</p> <p>ii) Fazal-e-Arbi from any recognized Board of</p>	By Promotion on Selection on merit basis from amongst Divisional Khateeb (Maslakwise) with atleast five years service in Gade-15 and above. <p>v)</p>	----	----

¹⁴ Ammended vide Notification SO(G)3-11/2008 dated 29th September, 2008.

¹⁵ Ammended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

		Education / University. iii) Sanad Daure-e-Tafsir-ul-Quran from any recognized and registered Institution. iv) Training Course of Auqaf Academy.			
3	¹⁶ Divisional Khateeb (Grade-15)	<p>i) Sanad Shahadat-ul-Aalmia of WAFAQ-UL-MADARIS (HANFI). Tanzeem-ul-Madaris (Jayad Jiddan) or equivalent qualification as recognized by Universities Grants Commission.</p> <p>ii) Khitabat experience of 7 years.</p> <p>iii) Ability to guide and train the subordinate.</p> <p style="text-align: center;"><u>PREFERENCE</u></p> <p>i) M.A Islamiat / Islamic Studies/Arabic from a recognized university.</p> <p>ii) Hafiz-e-Quran</p> <p>iii) Adequate Knowledge of other Religion.</p> <p>iv) Adequate Knowledge of Islamic Fiqah.</p> <p>v) Married.</p>	<p>i) By Promotion on Selection on merit basis from amongst District Khateeb (Maslakwise) with atleast 2 years service as such keeping in view, interalia, utility and fitness to face and tackle administrative affairs, good reputation, integrity, coordination with Administration and Ulamas of Various Masalik, ability to guide and train the subordinates and Ham-o-Fazal wise ability to address the audience.</p> <p>ii) If none suitable available for promotion then by initial recruitment.</p>	30	45
4	¹⁷ District Khateeb (Grade-14)	-----	<p>By Promotion on Selection on merit basis from amongst Senior Khateeb / Imams / Grade-12 (Maslakwise) having passed Training Course from the Auqaf Academy, Lahore. Keeping in view, interalia, utility and fitness to face and tackle administrative affair good, reputation, integrity, coordination with the Administration and Ulamas of various Masalik, ability to guide and train the subordinates and Ham-o-Fazalwise ability to address the audience. Preference to those</p>	----	----

¹⁶ Amended vide Notification no US(G)3-82/A/931 dated 15th January, 2008

¹⁷ Amended vide Notification no US(G)3-82/A/931 dated 15th January, 2008

			possessing qualifications of M.A Islamiat / Islamic Studies / Arabic from recognized University.		
5	¹⁸ Khatib-cum-Imam (Grade-12)	<p>i) Shahadat-ul-Aalmia Fil Uloom-ul-Arabia Wal-Islamia (Jayad Jiddan) or Equivalent from (TANZEEM /WAFaq) OR M.A Islamiat or Arabic from any recognized University (1st Division)</p> <p>ii) Sanad Tajveed, Qiraat(Institution affiliated with Wafaq or Tanzeem)</p> <p>iii) Hafiz-e-Quran</p> <p>PREFERENCE</p> <p>i) Adequate Knowledge of Uloom-e-Jadedah.</p> <p>ii) Ulema Academy Course.</p> <p>iii) Five Years experience in Khatabat.</p> <p>iv) Married.</p>	<p>i)70% by initial recruitment.</p> <p>ii)30% by Promotion from amongst Khatib-cum-Imam (Grad-9) through selection on merit.</p> <p>Note:</p> <p>i) For Promotion of Khatib-cum Imam (already in service from Grade-9 to Grade-12 Auqaf language course shall be compulsory. However academic qualification shall remain that of Grad-9.</p> <p>ii) For initial recruitment written test would be compulsory.</p>	20	35
6	¹⁹ Khatib-cum-Imam (Grade-9)	<p>i) Shahadat-ul-Aalmia Fil Uloom-ul-Arabia Wal-Islamia (Jayad) or equivalent from (TANZEEM /WAFaq) OR M.A Islamiat or Arabic from any recognized University (atleast 2nd Division)</p> <p>ii) Sanad Tajveed, Qiraat(Institution affiliated with Wafaq or Tanzeem)</p> <p>PREFERENCE</p> <p>i) Hafiz-e-Quran.</p> <p>ii) Training Course of Auqaf Ulema Academy.</p> <p>iii) Three Years Experience in Khatabat.</p>	<p>By Promotion</p> <p>Note:</p> <p>For promotion of Khateeb cum Imam from Grade-7 to Grade-9 Passing of Ulema Academy course shall be compulsory. However, academic qualification shall remain that of Grade-7.</p>	20	35
7	²⁰ Naib Khatib-cum-Imam (Grade-7)	<p>i) Shahadat-ul-Aalmia Fil Uloom-ul-Arabia Wal-Islamia (Jayad) or Equivalent form (TANZEEM /WAFaq) OR M.A Islamiat or Arabic from any recognized University OR</p>	<p>By initial recruitment</p> <p>Note:</p> <p>For initial recruitment written test would be compulsory.</p>	20	35

¹⁸ Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

¹⁹ Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

²⁰ Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

		Sanad Daras-e-Nizami (Institution affiliated with Wafaq or Tranzeem) With Fazal-e-Arabi.			
8	²¹ Deleted	Deleted	Deleted		
9	²² Deleted	Deleted	Deleted		
10	²³ Senior Mauzan (Grade-5)	i) Sanad Daras-e-Nizami from the recognized institution (Tanzeem or Wafaq) OR Darja Sanvia Aama (Tanzeem or Waqaf) ii) Hafiz-e-Quran iii) Sanad Tajveed, Qiraat from any registered institution. iv) Khush Ilhan. v) Having passed training course from Ulema Academy(only for already in service Masajid employees). <u>PREFERENCE</u> Married.	i) By Promotion on selection on merit from amongst Muazans (Grade-2) If none suitable for promotion then by initial recruitment.	20	35
11	²⁴ Mauzan (Grade-2)	i) Hafiz Quran (Having Sanad of Wafaq or Tanzeem) ii) Qualified Qari iii) Basic knowledge of Islamic Ibadat. iv) Khush Ilhan <u>PREFERENCE</u> i) Darja Mutwast (Middle) Wafaq or Tanzeem	i)By Promotion from amongst Mauzan (BS-1) having qualification prescribed for the post of Mauzan (BS-2) ii) If none suitable for promotion then by initial recruitment.	30	35
12	²⁵ Khadim Mauzan Masjid (Grade-1)	Darja Ibtadaia Tanzeem or Wafaq. <u>PREFERENCE</u> i) Hafiz Quran (Sanad Tanzeem or Wafaq) ii) Khush Ilhan Note:- i) Darja Ibtadaia shall be judged by written test / interview. ii) The post of Khadim is re-designated as "Mauzan / Khadim". iii) Mauzan / Khadim shall not be transferable with other cadre (Nigran, Chawkidar, Naib Qasid etc.)	By Initial recruitment.	20	35

²¹ Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

²² Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

²³ Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

²⁴ Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

²⁵ Amended vide Notification no US(G)3-82/A/931 dated 6th January, 2004

FUNCTIONAL UNIT

MADARIS ESTABLISHMENT AND
SCHOOLS ESTABLISHMENT

SCHEDULE PART-IX

Sr.#	Name of Post and its Grade	Qualification for initial recruitment and transfer	Method of appointment	Age	
				Min	Max
1	2	3	4	5	
1.	²⁶ Sadar Mudarris (Grade-16) (Tajveed-o-Qiraat)	i) Sanad Qiraat Sabah-wa-Ashra (From Wafaq / Tanzeem Registered Institution) ii) Sanad Shahadat-ul-Aalamia Fil Aaloom-ul-Arabia wa Islamia (Jayyed/Jiddan)(Wafaq / Tanzeem) OR M.A Arabic/ Islamiat iii) Hafiz-e-Quran iv) 5 Years experience of Qiraat Teaching. <u>PREFERENCE</u> Married.	By Initial recruitment.	20	35
2	²⁷ Sadar Mudarris (Grade-16) (Daras-e-Nazami and Fazal-e- Arabic)	i) Sanad Shahadat-ul-Aalamia Fil Aaloom-ul-Arabia wa Islamia (Jayyed/Jiddan) (Wafaq /Tanzeem) OR M.A Arabic/ Islamiat. ii) Sanad Tajveed-o-Qiraat (2 years course from Wafaq / Tanzeem). iii) 5-years teaching experience. <u>PREFERENCE</u> i) Hafiz-e-Quran ii) Married.	By Promotion From Mudarrseen Scale No.12 through selection on merit.	20	35
3	²⁸ Senior Mudarris (Grade-12)	i) Sanad Shahadat-ul-Aalamia Fil Aaloom-ul-Arabia wa Islamia (Jayyed/Jiddan) Wafaq /Tanzeem) OR M.A Arabic/ Islamiat	i)70% by initial recruitment. ii)30% by Promotion from amongst Mudarrseen (Grade-9) through selection on merit.	20	35

²⁶ Amended vide Notification no US(G)3-82/A/93 dated 27th December, 2003²⁷ Amended vide Notification no US(G)3-82/A/93 dated 27th December, 2003²⁸ Amended vide Notification no US(G)3-82/A/93 dated 27th December, 2003

		<p>ii) Sanad Tajveed-o-Qiraat (Wafaq / Tanzeem 2-years course).</p> <p>iii) 5-years teaching experience.</p> <p>iv) Auqaf Language Course.</p> <p><u>PREFERENCE</u></p> <p>i) Hafiz -e- Quran</p> <p>ii) Married.</p>			
4	²⁹ Mudarris (Grade-9)	<p>i) Shahadat-ul-Aalamia Fil Aaloom-ul-Arabia wa Islamia (Jayyed) (Wafaq / Tanzeem)</p> <p>ii) Sanad Tajveed-o-Qiraat (Wafaq / Tanzeem 2- years course)</p> <p>iii) 5 years teaching experience.</p> <p>iv) Ulema Academy Course.</p> <p><u>PREFERENCE</u></p> <p>i) Hafiz -e- Quran</p> <p>ii) Intermediate</p> <p>iii) Married.</p>	<p>i)70% by initial recruitment.</p> <p>ii)30% by Promotion from amongst Mudarrseen (Grade-7), through selection on merit.</p>	20	35
5	³⁰ Mudarris (Grade-7)	<p>i) Shahadat-ul-Aalamia Fil Aaloom-ul-Arabia wa Islamia (Jayyed) (Wafaq /Tanzeem)</p> <p>ii) Sanad Tajveed-o-Qiraat (Wafaq / Tanzeem 2-years course).</p> <p>iii) Hafiz-e-Quran</p> <p><u>PREFERENCE</u></p> <p>i) Intermediate</p> <p>ii) 3-years teaching experience.</p> <p>iii) Married</p>	<p>i)70% by initial recruitment.</p> <p>ii)30% by Promotion from amongst Mudarrseen (Grade-6), through selection on merit.</p>	20	35
6	³¹ Mudarris (Grade-6)	<p>i) Sanad Hafiz-e-Quran (From Wafaq / Tanzeem)</p> <p>ii) Tajveed-o-Qiraat (Two years Qirrat Course from Registered institutions)</p> <p><u>PREFERENCE</u></p> <p>i) Matric.</p> <p>ii) Married.</p>	<p>i) 50% by initial recruitment.</p> <p>ii)50% by Promotion through selection on merit from amongst senior Muazaneen (Grade-5) having 5-years teaching experience and Attended Ulema Academy Course.</p>	20	35

²⁹ Amended vide Notification no US(G)3-82/A/93 dated 27th December, 2003

³⁰ Amended vide Notification no US(G)3-82/A/93 dated 27th December, 2003

³¹ Amended vide Notification no US(G)3-82/A/93 dated 27th December, 2003