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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN
CAPITAL ADMINISTRATION AND DEVELOPMENT DIVISION

NOTIFICATION

Islamabad, the 30th September, 2013

S.R.O. 899 (I)/2013:—In exercise of the powers conferred by sub rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and sub clause (i) & (ii) of clause (b) of sub-section (1) of Section-7 of the Federal Public Service Commission (Ordinance), 1977 (XLV of 1977), the following methods, qualifications and other conditions are laid down to the under mentioned posts in the Federal Government Polyclinic, Islamabad under Ministry of Capital Administration & Development.

S.No.	Name of the post	BS
(1)	(2)	(3)
1.	Administrative Officer	17
2.	Security Officer	17
3.	Accounts Officer	17
4.	Store Superintendent (Medical Stores)	16

(2855)

Price : Rs. 5.00

[1336 (2013)/Ex. Gaz.]

METHOD OF APPOINTMENT

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

S.No.	Designation and BPS of the post	Method of appointment in percentage	
		By promotion (%)	By initial appointment (%)
(1)	(2)	(3)	(4)
1.	Administrative Officer (BS-17)	75 %	25%
2.	Security Officer (BS-17)	100 %	—
3.	Accounts Officer (BS-17)	100 %	—
4.	Store Superintendent (Medical Stores) (BS-16)	100 %	—

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

CONDITIONS FOR PROMOTION

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

S.No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1.	Administrative Officer (BS-17)	Superintendent (BS-16)	03 years service Superintendent (BS-16)
2.	Security Officer (BS-17)	Assistant Security Officer (BS-16)	Three years service as Assistant Security Officer (BS-16)
3.	Accounts Officer (BS-17)	Accountant / Assistant Accounts Officer (BS-16)	Three years service as Accountant / Assistant Accounts Officer (BS-16)
4.	Store Superintendent (Medical Stores) (BS-16)	Store Supervisor (Medical Stores) / Pharmacy Assistant (BS-14)	Five years service as Store Supervisor (Medical Stores) / Pharmacy Assistant (BS-14)

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the posts concerned in the Schedule to this Notification provided that:

- (v) "Experience" means, experience gained in a regular full-time paid job after obtaining the required qualification.
- (vi) The period spent by a candidate in obtaining degree of M.Phil or Ph.D in the relevant field shall be treated as practical experience upto a maximum period of two and four years respectively for the purpose of initial appointment, provided that:
 - (a) a candidate who has obtained the degree of M.Phil or Ph.D during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post; and
 - (b) this concession shall not be available for the posts for which the prescribed qualification is M.Phil or Ph.D.
- (vii) the maximum age limit shall be relaxed to respect of the candidates specified and to the extent indicated in the initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 as amended from time to time; and
- (viii) eligibility of candidates shall be reckoned as on the closing date fixed for submission on applications in accordance with these Recruitment Rules and the Instructions issued by the Federal Government and the Federal Public Service Commission from time to time.

APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made by selection from amongst the persons holding appointment on a regular basis under the Federal Government in the same basic pay scale in which the post of be filled exists, provided that the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned.

PROBATION

6. Persons appointed by initial appointment or promotion or transfer shall be on probation for a period of one year. This period may be curtailed for good and

sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment. Appointment on probation shall be subject to the provisions of Section 6 of the Civil Servants Act, 1973 read with Rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

7. The Notification issues with the concurrence of the Establishment Division *vide* their O.M.11/2/2004-R-5 dated 28th September, 2009 and FPSC *vide* its letter No.F. 2-21/2009-PR dated 28th October, 2010.

SCHEDULE (See Rule 4)

S.No	Designation and BPS of the post	Qualification and experience.	Age Limits	
			Maximum	
(1)	(2)	(3)	(4)	
1.	Administrative Officer (BS-17)	(iv) Second Class or Grade 'C' Master Degree in Business Administration/ Public Administration (v) Two years experience of working in Administrative Estt./Finance in Govt./ Semi Government/ reputable private organization. (vi) Computer Literate preferable.	22 years	30 years
2.	Security Officer (BS-17)	(iii) Second Class or Grade 'C' Bachelor's or equivalent qualification recognized by HEC. (iv) Three years experience in Security Matters in the Govt. / Semi Govt./ Private Organization.	22 years	30 years
3.	Accounts Officer (BS-17)	(iii) Second Class or Grade 'C' M.Com/ACMA or equivalent qualification recognized by HEC. (iv) Three years experience in the relevant field in the Govt/Semi Govt./Private Organization.	22 years	30 years

(1)	(2)	(3)	(4)
4.	Store Superintendent (Medical Store) (BS-16)	(iii) Second Class or Grade 'C' B. Pharmacy or equivalent qualification recognized by HEC. (iv) Two years experience in Management of Medical Stores. OR (iii) Second Class or Grade 'C' Bachelor's Degree (with Chemistry as a major subject) or equivalent qualification recognized by HEC. (iv) Three years experience in Management of Medical Store	20 years 28 years

[No. F. 2-7/2013-E-II (FGPC).]

ASIF MAHMOOD,
Joint Secretary (Admn).

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