

REGISTERED No. **M - 302**
L-7646

The Gazette



of Pakistan

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

ISLAMABAD, MONDAY, DECEMBER 09, 2013

PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN,

CABINET SECRETARIAT

(Capital Administration & Development Division)

NOTIFICATION

Islamabad, the 6th December, 2013

S.R.O. 1048 (I)/2013.—In exercise of powers conferred by sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and after obtaining the advice of the Federal Public Service Commission as required *vide* sub-clause (i) & (ii) of clause (b) of sub-section (I) of Section-7 of the Federal Public Service Commission (Ordinance), 1977 (XLV of 1977), the following method, qualification and other conditions are laid down to the under mentioned posts in the Federal Government Polyclinic, Islamabad.

S.No.	Name of the post	BPS
01.	Assistant Security Officer	16

(3263)

Price : Rs. 03.00

[1542 (2013)/Ex. Gaz.]

**EXECUTIVE DIRECTOR
FEDERAL GOVT. POLYCLINIC HOSPITAL
(POSTGRADUATE MEDICAL INSTITUTE)
ISLAMABAD**

METHOD OF APPOINTMENT

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

S. No.	Designation and BS of the post	Method of Appointment in percentage	
		By Promotion appointment	By Initial (%)
01.	Assistant Security Officer	75%	25%

3. 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.

CONDITION 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 regular basis provided fulfillment of the conditions of eligibility as prescribed in column 4 below.

S.No.	Designation and BS of the post	Persons Eligible	Conditions of Eligibility
1	2	3	4
01.	Assistant Security Officer (BS-16)	Supervisor (BS-11)	05 years service as Supervisor (BS-11)

**QUALIFICATION, EXPERIENCE AND AGE LIMIT
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 provide that:-

- (i) "Experience" means, the post-qualification experience gained in a regular full time paid job after obtaining the required qualifications;

- (ii) 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 up to 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 / Ph.D.
- (iii) the maximum age limit shall be relaxed in 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
- (iv) eligibility of candidates shall be reckoned, as on the closing date fixed for submission of 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.

APPOINTMENTS 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 to be filled exists, provided that the persons concerned possess the qualifications and experience prescribed for initial appointment or promotion for the post concerned.

PROBATION

6. Persons appointed by initial appointment 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. This Notification issues with the concurrence of the Establishment Division vide O.M. No.11/2/2004-R-5, dated 08-04-2005 and FPSC vide its letter No.F. 12-13/2005-RR, dated 25-10-2005.

SCHEDULE*(See rule - 3)*

S.No	Designation & BPS of the Post	Qualifications and experience	Maximum age Limit
1.	Administrative Officer (BS-17)	(i) Second Class or Grade 'C' Master's Degree Business Administration / Public Administration. (ii) Two years experience of working in Administration / Estt. / Finance in Government / Semi Government / reputable private organization. (iii) Computer Literate preferable.	30 years
2.	Assistant Security Officer (BS-16)	(i) Second Class or grade 'C' Bachelor's degree. (ii) 03 years experience in House keeping or Management of Hotels / Hotels / Lodges.	28 Years
3.	Assistant Librarian (BPS-16)	Second Class or grade 'C' Bachelor's degree with diploma in Library Science. or Bachelor of Library Science preferably with experience of required subject / field.	28 Years

[No.F. 2-14/2012-E-II (FGPC).]

ASIF MAHMOOD,
Joint Secretary (Admn).