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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

CABINET SECRETARIAT

(Establishment Division)

NOTIFICATION

Islamabad, the 18th April, 2012

S. R. O. 526 (I)/2012.—In exercise of powers conferred by sub-rule (2) of rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and Section-7 (1)(b)(i)&(ii) of FPSC Ordinance, 1977 (XLV of 1977), the following method, qualifications and other conditions are laid down for appointment to the following posts in the Ministries/Divisions/Departments of the Federal Government:—

S. No.	Designation	BPS
1.	Private Secretary	17
2.	Superintendent	16
3.	Stenographer	16

(2075)

[2556(2012)/Ex. Gaz.]

Price: Rs. 3.00

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	
		By Promotion (%)	By Initial appointment (%)
(1)	(2)	(3)	(4)
1.	Private Secretary (BPS-17)	100%	—
2.	Superintendent (BPS-16)	100%	—
3.	Stenographer (BPS-16)	50%	50%

Provided that:—

- (i) if no suitable person is available/eligible for promotion to the posts of Superintendent and Private Secretary the posts shall be filled by transfer.
- (ii) Failing initial appointment the posts of Stenographer shall be filled in by transfer:

CONDITIONS FOR PROMOTION

3. Promotion to the post 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.	Private Secretary (BPS-17)	Stenographer (BPS-16)	03 years service as Stenographer.
2.	Stenographer (BPS-16)	Stenotypist (BPS-14)	03 years Service as Stenotypist.
3.	Superintendent (BPS-16)	Assistant Incharge (BPS-15)/ Assistant (BPS-14)	03 years service as Assistant Incharge or 05 years service as Assistant.

SCHEDULE

(See Rule 4)

S. No.	Designation and BPS of the post	Qualification/Experience	Age Limit	
			Minimum	Maximum
(1)	(2)	(3)	(4)	(5)
I.	Stenographer (BPS-16)	(i) Second class or Grade "C" Bachelor's degree from a University recognized by HEC.	20 years	28 years
		(ii) A minimum speed of 100/50 w.p.m in shorthand/typing respectively.		
		(iii) Must be computer literate.		

[F. No.(7/6/2002-R-6(Pt-I).]

ZULFIQAR ALI SHAH,
Deputy Secretary (R-II).