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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF PARLIAMENTARY AFFAIRS

NOTIFICATION

Islamabad, the 13th April, 2018

S. R.O. 923(I)/2018.— In exercise of powers conferred by sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualification and other conditions are laid down for appointment to the following posts in Ministry of Parliamentary Affairs:—

S. No.	Designation of the Post	BPS
1.	Data Entry Operator	12
2.	Bill & Cash Messenger	04

METHOD OF APPOINTMENT

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

(1769)

Price: Rs. 6.00

[6969 (2018)/Ex. Gaz.]

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**QUALIFICATIONS/, EXPERIENCE AND
AGE LIMIT FOR INITIAL APPOINTMENT**

4. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this Notification:

Provided that 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) Rule, 1993, as amended from time to time.

**QUALIFICATIONS/CONDITIONS FOR APPOINTMENT BY
TRANSFER**

5. Appointment by transfer shall be made in accordance with the provision of Rule-7 & 9 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation in accordance with the provision of Section 6 of 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* their O.M. No 7/12/96-R-6, dated 11-04-2018.

**SCHEDULE
(See Rule-4)**

S. No.	Designation and BPS of the post	Qualification/Experience	Age Limit	
			Minimum	Maximum
1.	Data Entry operator (BS-12)	(i) Bachelor's Degree in Physics/Mathematics/ Statistics/Economics from a University recognized by Higher Education Commission (ii) Minimum speed of 10,000 key depressions per hour for data entry.	18 years	28 years

S. No.	Designation & BPS of the Post	Method of Appointment	
		By Promotion .	By initial appointment
1.	Data Entry Operator (BPS-12)	-	100%
2.	Bill & Cash Messenger (BPS-04)	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

3. Promotion to post in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in Column 3:—

Name of the Post	Persons Eligible	Conditions of Eligibility
(1)	(2)	(3)
Bill & Cash Messenger (BPS-04)	All regular employees in BPS-03 & below	<p>Matric Pass qualified has to perform the following duties:—</p> <ul style="list-style-type: none"> (i) Submission of Bills and Collection of Cheques from the AGPR on daily basis. (ii) Collection of tokens against submitted bills. (iii) Allotment of Vendor Numbers in respect of officers/officials of the Ministry. (iv) Submission/Retrieval of Service Books in/from the Pay Fixation Counter of AGPR, Islamabad. (v) Submission of Pension Papers of retiring employees of the Ministry in Pension Facilitation Centre, AGPR, Islamabad. (vi) Any other work assigned relating to AGPR