



National Institute of Health's
Employees (Service) Regulation, 1989

Part II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF HEALTH, SPECIAL EDUCATION AND SOCIAL WELFARE (Health Division)

NOTIFICATION

Islamabad, the 20th February, 1989

S.R.O. 164 (I)/89.__In exercise of the powers conferred by section 24 of the National Institute of Health Ordinance, 1980 (XLIII of 1980), Board of Governor of National Institute of Health, with the previous approval of the Federal Government, is pleased to make the following regulations, namely;

CHAPTER I

INTRODUCTORY

1. Short title and commencement.__(i) These Regulations may be called the National Institute of Health's Employees (Service) Regulation, 1989.

(ii) They shall come into force at once
2. Application. __These regulations shall apply to all the employees in the whole time employment of the Institute other than:
 - (i) The Executive Director;
 - (ii) The employees appointed on deputation or on contract unless their terms of appointment or contract make these regulations applicable; and
 - (iii) Employees paid from contingencies.
3. Interpretation. __ The federal Government shall be the final authority for the interpretation of these regulations and any supplementary instructions issued in connection with these regulations. All regulations made under section 23 and 24 of the Ordinance in s.o far as they relate to matters provided.

4. **Definitions.**___ In these Regulations, unless there is anything repugnant in the subject or context: ___

- (a) “accused” means an employee against whom action is taken under these Regulations.
- (b) “appointing authority” in relation to a post in BPS-19 and 20 means Health Minister Incharge; in relation to a post in BPS-18 means Board of Governors and in relation to other posts the Executive Director
- (c) “authority” in relation to an employee in BPS-19/BPS-20 means Health Minister Incharge; in relation to BPS-18 means Chairman, Board of Governors and in relation to other the Executive Director;
- (d) “authorized officer” means an officer authorized by the authority to perform the functions of an authorized officer under these regulation;
- (e) “duty” includes : ___
 - (i) Service as a probationer;
 - (ii) Period during which an employee is on joining time; and
 - (iii) Period of training/deputation in or outside Pakistan after appointment to a post;
- (f) “employee” means a person who holds a post in the Institute but shall not include: ___
 - (i) The Executive Director and the members of the Board of Governors;
 - (ii) A person who is appointed on deputation to the Institute; or
 - (iii) A person who is employed on contract, or workcharge or daily wages basis or is paid out of contingencies.
- (g) “misconduct” means conduct prejudicial to good order or service discipline or contrary to the provision of chapter VI of these Regulations; or
- (h) “penalty” means a penalty which may be imposed under these regulation;
- (i) “schedule” means the schedule to these regulation;
- (j) “speciality” means professional graduate qualifications Postgraduate degree in any special subject held by a person appointed in National Institute of Health.

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2. The words and expressions used but not herein defined shall have the meanings assigned to them in the Ordinance No.XLIII of 1980 issued by the President of Pakistan on 10th September, 1980.

CHAPTER-II

APPOINTMENT, PROMOTION, SENIORITY

5. Appointment.__(1) appointment to posts in the Institute may made by the following methods: __

- (a) Initial recruitment;
- (b) Promotion.
- (c) Deputation or transfer or contract.

(2.) Appointments to various posts shall be made in accordance with the methods given against the posts in the schedule.

(3) (i) For initial appointment to a post, a candidate must possess the educational qualifications and experience and must be within the age limit, mentioned against the post in the schedule.

(ii) Recruitment to various posts from BPS-3 and above shall be made 40% by direct recruitment and 60% by promotion as provided in the schedule provided that if no person of required qualification is available within the Institute the post may be filled in by direct recruitment or any other way e.g. deputation/contract; Deleted vide 17/1/82-AB-L/R. dt. 15/12/93.

Provide that the appointing authority may, for reasons to be recorded in writing, relax any of the condition in exceptional case.

(4) Vacancies to be filled by direct recruitment in posts in BPS-17 to BPS-20 shall be filled in on all Pakistan bases in accordance with merit and provincial

or regional quotas prescribed by the Federal government from time to time. Wherein a case the quota cannot be observed, sanction of the Federal Government shall be obtained before making appointment to such post.

(5) Appointments to post in BPS-03 and above by initial recruitment shall be made after advertising the vacancy in the press. The posts in BPS-01 and 02 shall also be advertised.

(6) The appointment of a person on deputation to the Institute from the Federal or a Provincial Government Departments or a local bodies or a body or an organization set up by or under such a Government or on contract may be made by the appointing authority on such terms as are applicable to person appointed on deputation or on contract by the Federal Government.

(7) An appointment on a current charge basis or by additional charges may be made by the competent authority to make appointment to the post concerned on such terms and conditions as are applicable to the Federal Civil Servants.

6. Appointing authority and Departmental Promotion and Selection Committee.__(1) There shall be the following selection committee for making recommendations for making appointments to posts in the Institute, namely : __

S.No	Posts	Selection Committee	Approving Authority
1.	Posts in BPS-19 & 20	(i) Secretary Health; (ii) Executive Director; (iii) Surgeon General or his nominee not below the rank of Major General; (iv) Chairman, Pakistan Medical Research Council; and *(v) Vice Chancellor, Quaid-e-Azam University.	Minister Incharge
2.	Posts in BPS-18	(i) Secretary Health; (ii) Executive Director; (iii) Surgeon General or his nominee not below the rank of Major General; (iv) Chairman, Pakistan Medical Research	Board of Governors.

Council; and
*(v) Nominee of the
President, College of
Physicians and Surgeons
of Pakistan

1	2	3	4
3.	Posts in BPS-16 & 17	(i) Chief of a Division as designated by Executive Director (ii) Respective Head of the Division/sub-Division; (iii) Assistant Director (Admn.)	Executive Director
4.	Posts in BPS-11 to 15	(i) Chief of the Division as designated by the Executive Director (ii) Respective Head of the Division (iii) Assistant Director (Admn.)	Executive Director
5.	Posts in BpS-01 to 10	(i) Chief of the Division as designated by the Executive Director (ii) Senior Scientific Officer of the respective Division (iii) Assistant Director (Admn.)	Executive Director

(2) In case the recommendations of a 'selection committee are not acceptable to the appointing authority, such authority shall record reason in writing for not accepting the recommendations.

7. Conditions of appointment. No person shall be eligible for appointment in the Institute unless he is a citizen of Pakistan provided that this condition may be relaxed with the approval of the Federal government in suitable cases.

8. Promotion. The post in BPS-19 and above shall be selection posts and post in BPS-18 and below shall be non-selection posts.

9. Probation (1) A person appointed by initial recruitment or promotion shall be on probation for a period of one year;

Provided that the appointing authority may extend the period of probation by further period not exceeding one year.

(2) Where, in respect of a post the satisfactory completion of probation includes the passing of a prescribed examination test or course or successful

completion of any training a person appointed to such post shall not be deemed to have successfully completed the period unless he passed the examination test or course or completed the training.

(3) On the successful completion of probation period the appointing authority shall, by specific order terminate the probation.

(4) If no order is passed under sub-regulation (2) on the expiry of the first year of probation period the period of probation shall be deemed to have been extended.

(5) Subject to the provision of regulation (2) if no orders have been made the day on which the maximum period of probation expires the probationer shall be deemed to have successfully completed the period of probation.

10. Confirmation.__(1) Subject to the availability of a permanent post an employees shall on satisfactory completion of his probation, be eligible for confirmation in his posts.

(2) There shall be no confirmation against any temporary post.

11. Seniority.__(1) The appointing authority shall cause a seniority list of employees in a group or cadre or a specialty in a basic pay scale; but nothing contain, shall be construed to confer any vested right to a particular seniority in any group, cadre or specialty.

(2) Subject to the provision of sub-regulation (1) the seniority of an employee shall be reckoned in relation to other employees belonging to the same group, are or specialty in a basic pay scale and from the date of his e=regular appointment in the group, cadre or specialty.

(3) Subject to the provision of sub-regulation (2) the seniority in scientific posts having similar nomenclature and Basic Pay Scale with be maintained separately on the basis of specialty of all such posts. The specialties of the posts will be notified by the appointing authority. The employee will have option to choose any one if his post falls under two specialties. Option once exercised will be treated as final and irrevocable.

12. Determination of Seniority.____ The seniority of employees will be determined in accordance with the General Principles of seniority applicable to Government Servants as laid down by the Establishment Division in "Annexure-I to their O.M.No.1/16/69-D dated the 31st December, 1970."

Chapter – III

Retirement resignation and termination of service.

13. Retirement from Service.__(1) An employee shall retire from service.

(i) on such date after he has completed twenty-five years of service qualifying for pension or other retirement benefits, as the appointing authority may in the public interest, direct; or

(ii) Where no direction is given under clause (i), on the completion of sixtieth year of his age.

(2) No order under clause (i) of sub-regulation (1) shall be made in respect of an employee 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 reasonable opportunity of showing cause against it.

14. Resignation. __An employee may resign from his post by giving one month's notice in writing to the appointing authority but shall continue to serve till his resignation is formally accepted. The notice period may be curtailed by the competent authority at its discretion.

15. Termination of service.__(1) The services of an employee may be terminated without notice during the initial or extended period of his probation, provided that where such employee is appointed by promotion on probation, his services shall not be so terminated, but he shall be reverted to his former post.

(2) Where on the abolition of a post or reduction in the number of posts in a cadre or scale, the services of an employee are required to be terminated, such employee whose services are terminated, shall be the one who is the most junior in such cadre or scale.

16. Employment after retirement. __A retired employee having exceptional qualifications and experience may be re-employed in the service of the Institute provided that such re-employment is necessary in the interest of the Institute and is made with the prior approval of the President of Pakistan.

17. Posting. __ An employee shall be liable to serve in any post in the Institute or outside the Institute as may be determined by the Executive Director, provided that where an employee is so required to serve in a post outside his cadre his terms which he would have drawn from time to time if he had not been so required to serve.

18. Training. ___ An employee may be required to undergo training within or outside Pakistan at any time and for any duration on such terms and conditions as may be specified from time to time.

19. Joining time. ___ The employees shall be entitled to the joining time on transfer, training abroad or within the country on such terms and conditions as are admissible to the Civil Servants of the Federal Government in comparable scale or status.

CHAPTER- IV

PAY AND ALLOWANCES

20. Pay. ___(1) The basic pay scales prescribed by the Federal Government shall be applicable to the employees of the Institute.

(2) Pay on initial appointment shall be fixed at the minimum stage of the scale of pay but in case of a person who possesses additional experience or special qualifications, the appointing authority may, for reasons, to be recorded in writing, allow a higher initial pay in the scale not exceeding six premature increments.

CHAPTER – V

LEAVE

21. When leave earned. ___(1) All service rendered by an employee qualifies to earn leave but shall not be earned during the period of leave.

(2) Any period spent by an employee on deputation to a body outside the Institute qualifies him to earn the leave provided that contribution towards leave salary is paid to the Institute on account of such period.

If an employee proceeds on leave during a calendar month and return from it during another calendar month and the period of duty in either month is more than fifteen days, the leave too be credited for both, the incomplete months will be restricted to that admissible for one full calendar month only.

There shall be no maximum limit on the accumulation of such leave.

Leave on full Pay. ___ The maximum period of leave on full pay that may be granted at one time shall be as follows: ___

(a) Without medical certificate 120 days

(b) with medical certificate 180 days

PLUS

(c) on medical certificate from leave account in entire service: 365 days

23. **Leave on half pay.**__ (1) Leave on full pay may at the option of the employee be converted into leave on half pay, the debit to the leave accorded will be at the rate of one day of the former for every two days of the later fraction of one-half counting as one full day's leave on full pay.

(2). The request for such conversion shall be specified by the employee in his application for the grant of leave.

(3). There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

24. **Leave preparatory to retirement.**__ (1) The maximum period upto which an employee may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken subject to availability either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.

25. **Recreation leave.**__ Recreation leave may be granted for fifteen days in a calendar Year, the debit to the leave account may, however, be for ten days leave on full pay.

26. **Leave not due.**__ (1) Leave not due may be granted on full pay to be offset against leave to be earned in future, for a maximum period of three hundred and sixty five days in the entire period of service subject to the conditions that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave shall be granted into leave on half pay.

(3) It shall be granted only when there are reasonable chances of the employee resuming duty on the expiry of the leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissibly to the temporary employees.

27. **Special leave.**__A female employee, on the death of her husband, may be granted special leave on full pay applied for not exceeding one hundred and thirty days. Such leave shall not be debited to her leave account.

28. **Maternity leave.**__Maternity leave may not be granted more than three times in the entire service of female employees. For confinement beyond the third one the female employee shall have to take leave from her normal leave account.

29. **Disability leave.**__ Leave salary during disability leave shall be equal to full pay for the first 180 days and on half pay for the balance period.

30. **Extraordinary leave (leave without pay).**__ Extraordinary leave without pay may be granted on any ground upto a maximum period of five years at a time provided the employee to whom such leave is granted has been in continuous service for a period of not less than ten years and in case an employee has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of the office.

31. **Encashment of refused leave.**__If in case of retirement on attaining the age of superannuation, an employee cannot, for reasons of service for the institute be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of 180 days leave on full pay.

32. **In service death.**__In case an employee dies while in service lump-sum payment equal to full pay upto one hundred and weighty days out of the leave at his credit shall be made to his family as defined in the pension Rules applicable to Civil Servants of the Federation.

33. **Leave applied, etc.in terms of days.**__ Leave shall be applied for, expressed and sanctioned, in terms of days.

34. **Reason need not be specified.**__(1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to an employee.

(2) Leave applied for on medical certificate shall not be refused provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or a Medical Board to have the applicant medically examined.

35. **Leave when starts and ends.**__ Instead of indicating leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which an employee hands over the charge of his post. It may end on the day proceeding that on which he resumes duty.

36. **Recall from leave etc.**__If an employee is recalled to duty compulsorily with the personal approval of the Head of his Office from leave of pay kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. In case he is recalled to duty at Headquarters, and his remaining leave is cancelled the fare than admissible shall be for one way journey only.

37. **Leave to be carried forward.**__All leave at credit in the account of an employee who was in service at the commencement of the regulations shall be carried forward and expressed in terms of leave on full pay and the leave account in such case, shall be recast as under: -

(a)	Leave on full pay	
(i)	1 Month	30 days
(ii)	1 day	1 day
(b)	Leave on half pay.	
(i)	1 Month	15 days
(ii)	2 days	1 day

Note: - Fractions, if any, shall be ignored.

38. **Overstayed after sanctioned leave.**__(1)Unless the leave is extended by the authority competent to sanction the same, an employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him., double the period of such absence shall be, if debited against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

39. **Leave Ex-Pakistan.**__(1) Leave on full pay may also be granted, as leave ex-Pakistan to an employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect.

(2) An employee shall, during leave ex-Pakistan, draw pay in rupee in Pakistan irrespective of the country where he spend the leave.

40. General regulations. In matters not specifically provided for in this chapter, the employees of the Institute shall be governed by the Federal Government's Revised Leave Rules 1980, as amended from time to time.

CHAPTER—VI

DISCIPLINE AND GENERAL CONDUCT.

41. Discipline and general conduct. (1) An employee shall conform to and abide by the rules and regulations of the Institute and carry out all directives which may from time to time be given to him by the person under whose jurisdiction, superintendence or control he may be placed.

(2) An employee shall make utmost Endeavour to promote the interest of the Institute and shall show due courtestly and attention in all transaction with the Government and Public.

(3) An employee shall not make a personal representation to any member of the Board or any other authority. Such representation must be addressed to the competent authority through the immediate superior of the employee.

(4) An employee shall not absent himself from duty not leave his headquarter without first having obtaining the permission of the competent authority.

42. Private trade, employment or work. (1) No, employee shall except with the previous sanction of the appointing authority, engage in any trade or undertake any employment on work other than his official duties; provided that he may, without such sanction undertake honorary work of a religious, social or charitable nature or occasional work of a literary, or artistic character, subject to the conditions that his social duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee of the Institute but he shall not undertake or shall discontinue such work if so directed by the appointing authority. An employee who has any doubt about the propriety of undertaking any particular work should refer the matter for orders of the appointing authority.

(2) Notwithstanding anything contained in sub-regulation (1), no employee shall associate himself with any private trust, foundation or similar other Institution which is not sponsored by the Government.

43. Intimation of involvement in conviction in a criminal case. ___ If any employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, in the case may be, to the notice of the Executive Director, of the Institute immediately or if he is arrested and released on bail, soon after such release.

44. Unauthorized communication of official documents or information. ___ No employee shall, except in accordance with any special or general order of the Institute, communicate directly or indirectly any official document or information to an other employee unauthorized to receive it , or to a non-official person or to other persons.

45. Approach to members of the Assemblies etc. ___ No employee shall, directly or indirectly, approach any member of the national Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

46. Management, etc. of newspaper or periodicals. ___ No employee shall, except with the previous sanction of the Board, own, wholly or in part, or conduct or participate in the editing or management of , any newspaper or other periodicals publication.

47. Radio broadcasts or television programs and communication to the press. ___ No employee shall, except with the previous sanction of the Board, or in the bonafide discharging of his duties, participate in a radio broadcast or television programme or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or any periodical:

Provided that no sanction shall be required if such broadcast or television programme or such contribution or letter is of a purely literary, artistic or scientific character.

48. Publication of information and public speeches capable of embarrassing the Government. ___ No employees shall, in any document published, or in any communication made to the press, over his own name, or in any public utterance or television programme or any other radio broadcast delivered by him make any statement of fact or opinion which is capable of embarrassing the Government.

Provide that technical staff may publish research papers on technical subject, if such papers do not express view on Government policy and do not include information of a classified nature.

49. Evidence before committee.__(a) No employee shall give evidence before a public committee except with the previous sanction of the Executive Director.

(b) No employee giving such evidence shall criticize the policy or decision of the Federal or a Provincial Government.

(c) This Regulation shall to apply to giving evidence given before a Committee powered by law to compel attendance and the giving of answers, nor to evidence giving in judicial inquiries.

50. Propagation of sectarian creeds etc.__(No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure among the employee of the Institute in particular and among the people in general.

51. Nepotism, favoritism and victimizastion.__(No employee shall indulge in provincialism, parochialism, favoritism, victimization and willful abuse of office.

52. Membership of non-political associations.__(No employee shall accept membership of an association or organization whose aims and objects, nature of activities are not publicity known.

53. Use of political or other influence.__(No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Board or its member or any officer or employee thereof, in support of any claim arising in connection with his employment including matters relating to appointment promotion, transfer, punishment, retirement or other condition of service.

54. Approaching foreign missions and an aid-giving agencies.__(No employee shall approach, directly or indirectly a foreign mission in Pakistan or any foreign aid-giving agency to secure of himself invitation to visit a foreign country or to elicit officers of training facilities abroad.

55. Gifts.__(1) No employee until, except with the previous sanction of the Board accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor.

(2) If any question arises whether receipt of a gift places an employee under any form of official obligation to the donor, the decision of the Executive Director thereon shall be final.

56. Acceptance of foreign awards.___No employee shall except with the approval of the Federal Government, accept any title honor or decoration from any foreign state.

57. Discharge of assets, immovable, moveable and liquid.___The employee shall, as and when he is so required by the Board by a general or special order, furnish information as to his assets disclosing liquid assets, and all other properties, immovable and moveable including shares, certificate, insurance policies and jewellery.

58. Employees not to live beyond his means, etc.___No employees shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

59. Residuary provisions.___In all matters not covered by this Chapter, the provision of the government Servant (Conduct) Rules, 1964, shall apply to the employee of the Institute.

CHAPTER – VII

DISCIPLINARY ACTION AND PROCEDURE.

60. Grounds for penalty.___An employee who___

- (a) Is inefficient or has ceased to be efficient; or
- (b) Is guilty of misconduct; or
- (c) Is corrupt, or may reasonably be considered corrupt because:
 - (i) He is, or any his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known resources of income; or
 - (ii) He has assumed a style of living beyond his ostensible means; or
 - (iii) He has persistent reputation of being corrupt; or

- (iv) Is engaged, or is reasonably suspected of being engaged in subversive activities or his reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is, therefore, prejudicial to national security the authority may impose on him one or more penalties, shall be liable to be proceeded against as hereinafter provided and one or more of the penalties hereinafter mentioned may be imposed upon him.

61. **Penalties.**___The following are the minor and major penalties, namely:___

(a) Minor penalties:

(i) Censure:

(ii) With holding, for a specific period, promotion or increment otherwise than for unfitness for promotion or financial advancement in accordance with the regulations or orders pertaining to service or post;

(iii) Stoppage, for a specific period, at an efficiency bar in the time scale otherwise than for unfitness to cross such bar; and

(iv) Recovery from pay of the whole or any part of any pecuniary loss caused to Institute or Government by negligence or breach of orders;

(b) Major penalties:

1. (i) Reduction to a lower post or pay scale, or to a lower stage in a pay scale;

(ii) Compulsory retirement;

(iii) Removal from service; and

(iv) Dismissal from service.

2. Removal from service does not but dismissal from service does, disqualify for future employment

3. In this Regulations, removal or dismissal from service does not include the discharge of person___

- (a) Appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him: or
- (b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment: or
- (c) engaged under a contract in accordance with the terms of the contract.

62. **Inquiry procedure:**__The following procedure shall be observed when an employee is proceeded against under these regulations: __

In case where an employee is accused of subversion, corruption or misconduct, the authorized Officer may require him to proceed on leave or, with the approval of the authority, suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months;

The authorized Officer shall decide whether in the light of facts of the case or the interests of justice an inquiry should be conducted through an inquiry officer or inquiry committee. If he so decides, the procedure indicated in regulation 61 shall apply,

If the authorized Officer decides that it is not necessary to have an inquiry conduct through an inquiry officer or inquiry committee, he shall __

- (i) By order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
- (ii) Give him a reasonable opportunity of showing cause against that action:

Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the Security of Pakistan or any part thereof it is not expedient to give such opportunity.

On receipt of the report of the inquiry officer or inquiry committee or where no such officer or committee is appointed on receipt of the

Explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along-with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the inquiry officer or, inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may consider proper.

63. Procedure to be observed by the inquiry Officer and inquiry committee.__Where an inquiry or inquiry committee is appointed, the authorized officer shall__

1. (a) Frame a charge and communicate it to the accused together with statement of all allegations, explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration; and

(b) Require the accused within a reasonable time which shall not be less than seven days or more than fourteen days from the day of the charge has been communicated to him, to put in a writing defence and to state at the same time, whether he desires to be heard in person;
2. The inquiry officer or the committee, as the case may be, shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witness against him.
3. The inquiry officer or the committee, as the case may be, shall hear the case for day to day and no adjournment with reasons therefore, shall be reported forthwith to the authorized officer. Normally, no adjournment shall be for more than a week;
4. Where the inquiry officer or the committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the inquiry he or it shall administer a warning, and if thereafter he or it is satisfied that the accused is acting in disregard of the warning he or it shall record finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.

5. The inquiry officer or the committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officers, submit his or its findings and the grounds thereof to the authorized officer.

64. **Powers of inquiry officer and inquiry committee.**__For the purpose of an Inquiry under these regulations, the inquiry officer and the inquiry committee shall have the powers of a civil court trying a suit under the code of civil procedure, 1908 (Act V of 1908) in respect of the following matter, namely:

summoning and enforcing the attendance of any person and examining him on oath:

requiring the discovery and production of documents;

receiving evidence on affidavits; and

issuing commissions for the examination of witnesses or documents

65. **Regulations not to apply in certain cases,**__ Nothing in these regulations, shall apply to a case__

where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of fine or of imprisonment: or

Where the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

66. **Action in respect of the employee required to proceed on leave.**__If an employee proceeding on leave in pursuance of an order under clause (a) of regulation 60, is not dismissed, removed from service, reduced in rank or compulsorily retired, he shall be required to rejoin duty and the period of such leave shall be treated as duty on full pay.

67. **Procedure of inquiry against officers lent to provincial Government etc.**__(1) where the services of an employee are lent to the Federal Government or Provincial Government or to a local or other authority, in this regulation referred in as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these regulations:

Provided that the borrowing authority shall forthwith inform the board of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

(2). If in the light of the findings in the proceedings taken against the employee in terms of sub-regulation (1), the borrowing authority is of opinion that any penalty should be imposed on him, it shall transmit to the Board the record of the proceedings and thereupon the Board shall take action as prescribed in these regulations.

68. **Appearance of Council,**___ No part to any proceedings under these regulations before the authority, the authorized officer, and inquiry officer of any inquiry committee shall be represented by an advocate.

69. **Appeal.**__(1) A person on whom a penalty is imposed under these regulations may, within thirty days of the order, appeal to the Health Minister if the penalty was imposed by the Chairman, Board of Governors; and to the Chairman, Board of Governors if the penalty was imposed by Executive Director; and the Executive Director if penalty was imposed by Authorized officer:

Provided that where the penalty is imposed by the Chairman, Board of Governors, there shall be no right of appeal but the person aggrieved may apply for review of the order to the Federal Government.

(2) The order passed on appeal shall be final.

			(ii) Postgraduate degree in Microbiology e.g. MRC (Path)/FCPS or Research degree such as PH.D.M. Phil. In Microbiology.		
			(iii) Must have produced five research papers.		
			(iv) 10 Years experience in Vaccine and Sera Production.		
3.	The Chief, Nutrition Division, BPS-19	(i) By promotion from among Senior Scientific Officers.	(i) MBBS or equivalent qualifications recognized by MPDC OR M.Sc. 2 nd Class in Bio-Chemistry/Chemistry.	12 years service in BPS-17 and above.	45 years
		(ii) If no person is eligible for promotion then by direct recruitment / transfer.	(ii) Postgraduate qualifications in Nutrition e.g. M.Sc. (Nutrition) or diploma in Nutrition / DPH OR postgraduate degree in Bio-Chemistry such as Ph.D/M.Phil.	OR	
			(iii) Must have produced five research papers.	7 Years service in BPS-18	
			(iv) Ten yeas experience in nutrition work.		
4.	The Chief Drugs Control and Research Division, BPS-19.	(i) By Promotion from among Senior Scientific Officers.	(i) MBBS or equivalent qualification recognized by PMDc, OR B.Pharm, M.Sc. 2 nd Class in Pharmaceutical, Chemistry/Pharmaceutics / Pharmacology/Botany.		
		(ii) If no person is eligible for promotion then by direct recruitment / transfer	(ii) Postgraduate degree in Pharmacy. Pharmaceutical Chemistry/ Pharmaceutics / Pharmacognosy/Pharmacology.		
			(iii) Must have produced five research papers.		
			(iv) Ten years experience in drug analysis		

1	2	3	4	5	6
5.	Executive Engineer, BPS-18	(i) By promotion from among Engineer Electro- medical. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	B.E/B.Sc (Electrical/Mechanical Engineering) with five years job experience	5 years service in BpS-17	35 years.
6.	Assistant Director (Administration). BPS-18	By direct recruitment.	(i) 2 nd Class Master Degree in Biological Sciences or equivalent qualification such as B.Sc (A.H.) or MBBS or postgraduate qualification such as D.P.Ph etc., preferable. (ii) Five years administrative experience.		35 years
7.	Principal, School of Medical technology BPS- 18	By direct recruitment.	(i) MBBS or equivalent qualification recognized by PMDC. (ii) Postgraduate degree in Pathology/Microbiology or NRC (Path)/ OR M. Phil. With three years experience of job. OR Postgraduate diploma on Medical public Health e.g. MCPS, D. Bact. D.P.H. with five years experience.		35 years

1	2	3	4	5	6
8.	Senior Scientific Officer, (Chemical Pathology), BPS-18.	(i) By promotion from among Scientific Officer (Bio-Chemistry). (ii) If no person is eligible for promotion then by direct recruitment/transfer.	(i) MBBS or equivalent qualification recognized by PMDC or 2 nd Class M. Sc. Biochemistry / Organic Chemistry/Chemistry with special paper in Biochemistry. (ii) Postgraduate degree such as Ph.DM Phil, (Microbiology) or Immunology MRC (Path) (Microbiology or Immunology)/FCPS (Path) or Immunology/FCPS (Path) or equivalent qualification with three years experience. OR Postgraduate diploma such as DCP. D. Bact, MCPS or equivalent qualification with five years job experience.	Five years service in BPS-17	Do
9.	Senior Scientific Officer (Clinical) BPS-18	By direct recruitment.	(i) MBBS equivalent qualification recognized by PMDC. (ii) Postgraduate degree/Higher diploma in any field of clinical medicine or public health with three years experience.	35 Years	

1	2	3	4	5	6
10.	Senior Scientific Officer	(i) By promotion from among Scientific Officer (Microbiology). (ii) If no person is eligible for promotion then by direct recruitment/transfer.	(i) MBBS equivalent qualification recognized by PMDC. M.Sc. 2 nd Class in Microbiology. (ii) Postgraduate degree such as Ph.D/M.Phil. (Microbiology) or immunology)/ FRC (Path) (Microbiology or Immunology)/FCPS (Pathology) or equivalent qualification with three years job experience. OR Postgraduate diploma such as DCP, D. Bact, MCPS or equivalent qualification with five years experience.		
11.	Senior Scientific Officer (Parasitology), BPS-18	(i) By promotion from among Scientific Officer (Microbiology). (ii) If no person is eligible for promotion then by direct recruitment / transfer.	(i) MBBS OR equivalent qualification recognized by PMDC or M.Sc. Microbiology / Zoology OR B.Sc. (A.H) or B.V.Sc (ii) Postgraduate degree such as Ph.D / M. Phil/MRCP/FCPS in Parasitology / Microbiology /Immunology with three years job OR Postgraduate Diploma such as MCPS/DCP with five years experience.	5 years service in BPS-17	35 years.

1	2	3	4	5	6
12.	Senior scientific Officer (Pathology), BPS-18	By direct recruitment.	(i) MBBS OR equivalent qualification recognized by PMDC . (ii) Postgraduate degree such as Ph.D / M. Phil/MRCP/FCPS in Pathology with three years experience or Postgraduate diploma such as DCP/MCPS with five years experience.	-	Do
13.	Senior Scientific Officer (Serology), BPS-18	By direct recruitment	(i) MBBS or equivalent qualification recognized by PMDC. (ii) Postgraduate degree such as Ph.D/M.Phil (Microbiology) or Immunology/MRC (Path) (Microbiology) or Immunology /FCPS (Path) or equivalent qualification with three years experience. OR Postgraduate diploma such as DCP, D. Bact, MCPS or equivalent qualification with five years experience	-	Do
14.	Senior Scientific Officer (Virology)BPS-18	By Direct recruitment.	(i) MBBS OR equivalent qualification recognized by PMDC OR M.Sc 2 nd Class in Microbiology. (ii) Postgraduate degree such as Ph.D / M. Phil (Microbiology) or Immunology/MRC (Path) Microbiology) or Immunology/FCPS (Pathology)	5 years service in BPS-17	35 years.
1	2	3	4	5	6

or equivalent qualification with three years experience OR postgraduate diploma such as DCP. D. Bact. MCPS or equivalent qualification with five years experience.

15.	Senior Scientific Officer (Microbiology Non-Medical), BPS-18	(i) By promotion from among Scientific Officer (Microbiology).	(i) M.Sc. 2 nd Class in Microbiology. OR B.Sc. (A.H.) or equivalent.	5 years service in BPS-17	DO
		(ii) If no person is eligible for promotion then by direct recruitment / transfer.	(ii) Postgraduate degree such as Ph.D/M. Phil in Microbiology, with three years experience. OR Postgraduate diploma in Microbiology with five years relevant experience.		
16.	Senior Scientific Officer (Rabies Vaccine), BPS-18	(i) By promotion from among Scientific Officer (Microbiology).	(i) MBBS or equivalent qualification recognized by PMDc, OR M. Sc. 2 nd Class in Microbiology OR B.Sc. (A.H) or equivalent.	5 years service in BPS-17	Do
		(ii) If no person is eligible for promotion then by direct recruitment t / transfer	(ii) Postgraduate degree in Microbiology such as Ph.D/ M. Phil/ FCPS with three years experience OR Postgraduate diploma in Microbiology with five years experience in the relevant field.		

1	2	3	4	5	6
17.	Senior Scientific Officer (B.C.G). BPS-18	(i) By promotion from among Scientific Officer (BCG). (ii) If no person is eligible for promotion then by direct recruitment/transfer.	(i) MBBS OR equivalent qualification recognized by PMDC. OR M.Sc. 2 nd Class in Microbiology. OR B.Sc (A.H) or equivalent. (ii) Postgraduate degree such as Ph.D / M. Phil/FCPS in Microbiology with three years relevant experience. OR Postgraduate diploma if scuh as MCPS, D. Bact., with five years job experience.	Do	Do
18	Senior Scientific Officer (Chemical Engineering), BPS-18	By direct recruitment	(i) B.Sc. (Chemical Engineering). (ii) 5 years experience in the relevant field.		35 years
19.	Senior Scientific Officer (Microbiology Medical) BPS-18	By Direct recruitment.	(i) MBBS or equivalent qualification recognized by PMDC. (ii) Postgraduate degree such as Ph.D/M. Phil in Microbiology or equivalent qualifications, with three years experience. OR Postgrauate diploma in relevant subject such as DCP, MCPS, D. Bact. With five years experience		35 years

1	2	3	4	5	6
20.	Senior Scientific Officer (Pharmaceutical) BPS-18.	(i) By promotion from among Scientific Officer (Pharmaceutical). (ii) If no person is eligible for promotion then by direct recruitment/transfer.	(i) M. Phil in Pharmaceutical Chemistry with three years experience in pharmaceuticals OR M. Pharmacy with five years experience in Pharmaceuticals. OR B. Pharm with seven years experience in Pharmaceuticals.	5 years service in BPS-17	Do
21.	Senior Scientific Officer (Chemical), BPS-18	(i) By promotion from among Scientific Officer (Chemical). (ii) If no person is eligible for promotion then by direct recruitment/transfer.	M.Sc. 2 nd Class in Pharmaceutical Chemistry/Chemistry or equivalent qualification in Pharmacy with five years experience in Drug Analysis or related analytical work.	Do	Do
22.	Senior scientific Officer (Botanical), BPS-18	(i) By promotion from among Scientific Officer (Botanical) (ii) If no person is eligible for promotion then by direct recruitment/transfer.	M. Phil in Pharmacognosy with three years experience. OR M.Sc. 2 nd Class in botany with five years experience in Pharmacognosy.	Do	Do

1	2	3	4	5	6
23.	Senior Scientific Officer (Clinical Pharmacology), BPS-18	(i) By promotion from among Scientific Officer (Clinical). (ii) If no person is eligible for promotion then by direct recruitment / transfer.	(i) MBBS or equivalent qualification recognized by PMDC with five years experience. (ii) Postgraduate degree in any subject of Clinical medicines, with three years experience.	5 years service in BPS-17	35 years.
24.	Senior Scientific Officer (Microbiology) BPS-18	By direct recruitment.	(i) MBBS or equivalent qualification recognized by PMDC. OR M.Sc. 2 nd Class in Microbiology or B.Sc. (A.H) or equivalent qualification. (ii) Postgraduate degree in Microbiology such as Ph.D/M.Phil, FCPS with three years experience OR Postgraduate Diploma in Microbiology with five years experience.	-	Do
25.	Senior Scientific Officer (Biochemistry) BPS- 18	(i) By promotion from among Scientific Officer of NIH. (ii) If no person is eligible for promotion then by direct recruitment / transfer.	(i) M.Sc. 2 nd Class in Biochemistry/Chemistry with five years experience. (ii) M. Phil / Ph.D. in Biochemistry with three years experience.	5 years service in BPS-17	Do

1	2	3	4	5	6
26.	Scientific Officer Microbiology, BPS-17	(i) By promotion from among Asstt. Scientific Officer (Microbiology). (ii) If no person is eligible for promotion then by direct recruitment/transfer.	MBBS or equivalent qualification recognized by PMDC. OR 2 nd Class master Degree in Microbiology B.Sc (A.H) or equivalent. OR Qualification with two years of relevant experience.	3 years service in BPS-16	30years.
27.	Scientific Officer (Medical Technology) BPS-17	By direct recruitment.	MBBS or equivalent qualification recognized by PMDC. OR 2 nd Class master Degree in Medical Technology or equivalent in Medical Technology with two years job experience.		30 years
28.	Scientific Officer (Biochemistry), BPS-17	(i) By promotion from among Asstt. Scientific Officer (Biochemistry) . (ii) If no person is eligible for promotion then by direct recruitment/transfer.	M.Sc. 2 nd Class in Biochemistry/Organic Chemistry / Biochemistry with two years experience	Three years service in BPS-16	30 years
29	Scientific Officer (B.C.G) BPS-17	By direct recruitment	MBBS or equivalent qualification recognized by PMDC. OR 2 nd Class master degree in Microbiology B.Sc (A.H) with two years OR Experience in Microbiology	-	Do

1	2	3	4	5	6
30	Scientific Officer (Quality Control), BPS-17	By direct recruitment.	MBBS or equivalent qualification recognized by PMDc. OR 2 nd Class Master degree in Microbiology or B.Sc (A.H) with two years experience in Microbiology		32 years
31.	Scientific Offer (ORS). BPS-17	Do	Do	-	Do
32.	Scientific Officer Chemical, BPS-17	By direct recruitment.	M.Sc. 2 nd Class in Chemistry with special paper in Biochemistry/Organic Chemistry/Biochemistry with two years experience.	-	Do
33.	Scientific Officer (Pharmacology) BPS-17	By direct recruitment.	(i) M.Sc. in pharmacology or equivalent qualification. (ii) Two years experience.		Do
34.	Scientific Officer (Clinical Pharmacology) BPS-17.	By director recruitment.	MBBS or equivalent qualification recognized by PMDC. OR B.V.Sc. or equivalent qualification.	-	Do
35	Scientific Officer (Pharmaceutical) BPS-17	Do	M. Pharm with two years experience. OR M. Phil in Pharmacology.	-	Do

1	2	3	4	5	6
36.	Scientific Officer (Botanical), BPS-17	Do	2 nd Class Master Degree in Botany or equivalent qualification with two years experience.	-	Do
37.	Scientific Officer (Nutrition), BPS-17	By direct recruitment.	2 nd class master degree in Biochemistry or Chemistry with special papers in Biochemistry with two years experience.	-	32 years.
38	Scientific Officer (Clinical) BPS-17	Do	MBBS or equivalent qualification recognized by PMDC.	-	Do
39.	Manager Animal Farm, BPS-17	Do	B.V.Sc/B.Sc. (A.H) with five years experience of job	-	Do
40.	Engineer Electromedical BPS-17	Do	B.E./B.Sc. (Electrical/ Mechanical Engineering)	-	Do
41.	Administrative Officer, BPS-17	(i) By promotion from among Superintendent. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	Master degree with three years ex. In BPS-16	5 years service in BPS-16 as Supdt	30years.
42	Estate Officer, BPS-17	By Direct recruitment.	Master degree with five years administrative experience preferably in the field of estate management.	-	Do
43	Statistical Officer, PBS-17	By direct recruitment.	(i) 2 nd Class Master Degree in Statistics (ii) 2 years experience of job.		Do

1	2	3	4	5	6
44.	Assistant Scientific Officer (Microbiology), BPS-16	(i) By promotion from among Technical Assistants, Scientific Assistants, Junior Research Assistant, Scientific Assistant and laboratory Technician. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	2 nd Class Master Degree in Microbiology OR B.Sc (Biological Sciences, with five years experience in relevant field.	5 years service as such.	28 years.
45.	Assistant Scientific Officer (Biochemistry), BPS-16	DO	M.Sc 2 nd Class in "Biochemistry/ Organic Chemistry / Chemistry with one special paper in Biochemistry.	5 years service as such	DO
46.	Assistant scientific Officer (Hakim), BPS-16	By direct recruitment	(i) Qualified Registered Hakim. (ii) At least three years experience in Unani system of Medicine. (iii) Those who possess Bachelor Degree in Art or Science are to be given preference.		Do
47.	Assistant Scientific Officer (Homoeo), BPS-16	By direct recruitment	(i) Qualified Registered Homoeopath. (ii) At least three years experience in Homoeopathic System of Medicine. (iii) Those who possess Bachelor Degree in Art or Science are to be given preference.		Do

1	2	3	4	5	6
48.	Admin. Officer, EPI BPS-16	(i) By promotion from among superintendents, BPS-16. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	(i) Graduate. (ii) Three years experience of Establishment matters.	Two years service as Superintendents, BPS-16	Do
49.	Stores Officer, BPS-16	By direct recruitment.	(i) Graduate. (ii) Five years experience of holding technical and non-technical stores.		Do
50.	Assistant Cost Accounts Officer, BPS-16.	By Direct recruitment.	B.Com. with five years experience in commercial accounts	-	Do
51.	Assistant Engineer (Instrument) BPS-16	(i) By promotion from among Mechanics. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	Matric with Diploma from Polytechnic Institutions with five years experience in maintenance and repairing of Lab. Equipments.	5 years services as such.	Do
52.	Medical Technologist, BPS-16	By direct recruitment.	B.Sc. Medical Technology with three years exp.	-	Do
53.	Assistant Scientific Officer (Nutrition Education) BPS-16	By direct recruitment	2 nd Class Master Degree in Sociology or Home Economics or related field experience in Nutrition education preferable.	-	Do

1	2	3	4	5	6				
54.	Librarian, BPS-16	By direct recruitment.	Bachelors degree with diploma in Library Science with two years experience.	-	Do				
55.	Superintendent, BPS-16	(i) By promotion from among Assistant. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	<table border="1"> <tr> <td>(i)</td> <td>Graduate.</td> </tr> <tr> <td>(ii)</td> <td>Five years experience in Admin/Establishment, Service/of/not below, BPS-11</td> </tr> </table>	(i)	Graduate.	(ii)	Five years experience in Admin/Establishment, Service/of/not below, BPS-11	5 years service in BPS-11	Do
(i)	Graduate.								
(ii)	Five years experience in Admin/Establishment, Service/of/not below, BPS-11								
56.	Stenographer, BPS-15	(i) By promotion from among Steno typist. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	Intermediate with shorthand speed of 100 w.p.m. and typing speed 50words per minute.	Three years service as S. Typist.	25 years.				
57.	Supervisor Carpenter, BPS-11	(i) By promotion from among Carpenters. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	Matric with seven years exp. Of wood work.	5 years service in BPS-7 or above	25 years.				
58.	Mechanic, BPS-11	By direct recruitment.	Matric with diploma in Mechanical Technology.	-	Do				
59.	Statistical Assistant, BPS-11	Do	B.A. with Economics and Statistics.	-	Do				

1	2	3	4	5	6
60.	Electrical Assistant, BPS-11	Do	Matric with diploma in Electrical Technology. OR Certificate in Electrical Engineering practices (City and guide of London Institute of London).	-	Do
61.	Mechanic, BPS-11	Do	Matric with diploma in respective technology.		Do
62.	Electrician, BPS-11	Do	Matric with diploma in respective technology.	-	Do
63.	Draughtsman, BPS-11	Do	Matric with diploma in Draughtsmanship	-	Do
64.	Medical Illustrations. BPS-10	Do	Matric (a) Skilled in Photography work (b) One year practical experience of documentary photography in a scientific/medical Institutions. (c) Knowledge of processing / printing.		
65.	Photographer, BPS-10	Do	Do	-	Do
66.	Technical Assistant, BPS-10	Do	B.Sc Biological Sciences.	-	Do
67.	Technical Assistant (Glass Blowing) BPS-10	By direct recruitment.	Matric with five years experience in glass blowing.	-	25 years

1	2	3	4	5	6
68.	Technical Assistant, (Cultivation), BPS-10	Do	Matric with Science with five years experience as field Assistant.		
69.	Junior Scientific Assistant, BPS-10	Do	B.Sc Biological Sciences.	-	Do`
70	Junior Research Assistant, BPS-09	Do	B.Sc Biological Sciences.	-	Do
71.	Security Supervisor, BPS-10	Do	Retired NCO JCO or Army with Ex-Employee Character	-	Do
72	Stenotypist, BPS-12	Do	Matric with typing speed 40 words per minute and shorthand speed 80 w.p.m	-	Do
73.	Scientific Assistant, BPS-10	Do	B.Sc Biological Sciences	-	Do
74	Laboratory Technician, BPS-09	(i) By promotion from among laboratory Astd. (ii) If no person is eligible for promotion then by direct recruitment.	Matric with Science, SMT qualified.	10 years service in PBS-07	Do
75	Accountants, BPS-10	(i) By promotion from among Accountant, BPS-09. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	D. Com. Or FA one subject as commerce with two years exp.of account work in Govt /Semi Government's Organization.	Two years service as Accountant, BPS-09	Do

1	2	3	4	5	6
76.	Assistant, BPS-11	(i) By promotion from among UDC (ii) If no person is eligible for promotion then by direct recruitment/transfer.	B.A	Five years service as UDC in PBS-07	Do
77	Accountant, BPS-09	By direct recruitment.	D. Com / Fa with one subject as commerce with two years experience of Accounts.	-	Do
78	Supervisor Dietitian, BPS-09	(i) By promotion from among Dietitian. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	Graduate with social Studies, Five years experience as Dietitian.	Three Four years experience as Dietitian, BPS-07	Do
79.	Carpenter, BPS-07	(i) By promotion from among Carpenters, BPS-05. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	Middle pass with seven years experience in wood work	Three years experience as Carpenter, BPS-05	Do
80.	Mechanical Assistant, BPS-11	By direct recruitment	Matric with diploma in Mechanical Technology	-	Do
81.	Mechanic-cum-Electrician, BPS-11	By direct recruitment	Do	-	Do

1	2	3	4	5	6
82.	Upper Division Clerk BPS-07	(i) By promotion from among LDCs. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	F.A	Three years Experience as LDC, BPS-05	Do
83.	Dietitian, BPS-07	By direct recruitment	F.A with Home Economic	-	Do
84.	Mechanic BPS-07	Do	Matric with diploma in Air-conditioning and Refrigeration with two years exp. Will be preferred.	-	Do
85.	Carpenter, bPS-05	Do	Should be able to read and write with seven years exp. Of week work.	-	Do
86.	Field Asstt. BPS-05	Do	Matric with diploma certificate in Agriculture.	-	Do
87.	Asstt, Storekeeper BPS-05	Do	Matric with Science, two years exp. In storekeeping.	-	Do
88.	Interviewer, BPS-05	Do	Matric	-	Do
89.	Lower Division Clerk, BPS-05	Do	Matric	-	Do
90.	Despatcher, BPS	Do	Matric should have some exp. of job	-	Do
91.	Machine Operator Filling BPS-05	Do	Matric with Science	-	Do
92.	Machine Operator (Mixer) BPS-05	Do	Matric with Science	-	Do
93.	Tractor Driver, BPS- 05	Do	Licence Holder of Heavy Vehicles.	-	Do
94.	Filling Operator Asstt. BPS-05	Do	Matric with Science	-	Do

1	2	3	4	5	6
95.	Media maker, BPS-04	Do	Matric with science.	-	Do
96	Technical Attdt, BPS-04	Do	Matric with Science	-	Do
97	Driver, BPS-04	By direct recruitment	Matric with Science	-	Do
98	Laboratory Asstt, BPS-04	(i) By promotion from among lab. Attdt. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	Literate having Licence holder of light vehicle, Exp. persons will preferred.	Middle pass or cleared by sp. Committee on the basis of performance in the light of Health Div. Letter No. 13-66/70-PH, dated the 30 th April 1974 with ten years exp.-	Do
99.	Gestetner Operator, BPS-04	By direct recruitment	Non-matric with two years exp. of job.	-	Do
100.	Packer, BPS-03	Do	Middle Pass with two years exp. of Job.	-	Do
101.	Gas Fitter, BPS-03	Do	Literate having skilled in trade	-	Do
102.	Fitter, BPS-03	Do	Do	-	Do
103.	Labeller, BPS-03	Do	Middle pass	-	Do
104	Semi Skilled /carpenter BPS-02	Do	Literate having little knowledge of wood work	-	Do
105	Laboratory Attdt, BPS-02	Do	Middle pass	-	Do
106.	Animal Attdt, BPS-02	Do	Exp. in handling animals	-	Do
107	Dark Room Attdt, BPS-02	Do	Middle pass should be conversant with the work of Dark Room	-	Do

1	2	3	4	5	6
108	Cook, BPS-02	By direct recruitment	Skilling in cooking	-	25 years
109	Daftry, BPS-02	(i) By promotion from among Naib Qasid. (ii) If no person is eligible for promotion then by direct recruitment/transfer.	Should be able to read and write urdu and English.	Five years exp. as N. Qasid BPS-01	Do
110	Bearer, BPS-01	By direct recruitment	Fit for manual work	-	Do
111	Stocker, BPS-01	Do	Do	-	Do
112	Skilled Labourer, BPS-01	Do	Do	-	Do
113	Mali, BPS-01	Do	Should know gardening	-	Do
114	Naib Qasid, BPS-01	Do	Fit for manual work, preferable to read and write	-	Do
115	Frash, BPS-01	Do	Fit for manual work	-	Do
116	Syce, BPS-01	Do	Do	-	Do
117	Animal Atttdt, BPS-01	Do	Do	-	Do
118	Labourer, BPS-01	Do	Do	-	Do
119	Khakroob, BPS-01	'Do	Professional Khakroob	-	Do
120	Chowkidar, BPS-01	Do	Fit for chowkidar duties.	-	Do

File No. F.10-55/08-PH (Pt.II)

Zainul Arefin
Deputy Secretary (Ph)