

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION**

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F. No. 12/2/2023/E-5 (PAS)

Islamabad, 1<sup>st</sup> November, 2023

To,

**Mr. Kashif Hussain,  
House No. 65, Block 5-A.  
Sector D-4, Mirpur,  
Azad Jammu and Kashmir**

**SUBJECT:- OFFER OF APPOINTMENT FOR INDUCTION OF OFFICERS OF PROVINCIAL MANAGEMENT SERVICES / PROVINCIAL CIVIL SERVICES INTO PAKISTAN ADMINISTRATIVE SERVICE.**

On the recommendations of the Federal Public Service Commission, the Competent Authority is pleased to approve your induction in Pakistan Administrative Service in BS-19. Accordingly, you are hereby offered appointment as a civil servant in BS-19 in Pakistan Administrative Service under the Federal Government.

2. The terms and conditions of appointment are as follows:-

- i. You will be on probation for a period of two years or for such period as Government may extend for and till the successful completion of training as may be prescribed.
- ii. You are required to qualify every examination to the satisfaction of the head of Training/Educational Institution where you will undergo training.
- iii. If on the conclusion of training programme, your performance or conduct is found unsatisfactory by the head of the training institution, the Government may require you to undergo such further training or take such action as it deems fit.
- iv. As a probationer, you will be subjected to the provisions of the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 as well as the Civil Servants Act, 1973. You will also be governed by all other rules and regulations applicable to a civil servant.
- v. You shall sever your connection with the respective Provincial and Regional Government and shall not hold any lien, except during probation, against post previously held as a part of provincial or regional civil service.
- vi. Your seniority in Pakistan Administrative Service shall be reckoned from the date of your regular appointment in Pakistan Administrative Service in accordance with the provisions contained in the Civil Servants (Seniority) Rules, 1993. You shall be placed at the bottom of the batch promoted and appointed to BS-19. Your length of service in respect of your eligibility for promotion as prescribed in Establishment Division's OM No. 1/9/80-R-2 dated 2<sup>nd</sup> June, 1983, shall be counted with effect from the date of your regular appointment in Pakistan Administrative Service. Your inter-se-seniority shall be determined in order of merit assigned by the Federal Public Service Commission.
- vii. You will be liable to serve anywhere within or outside Pakistan in any post under the Federal Government or a Provincial Government or local authority or a Corporation or body set up or established by the Federal or Provincial Government.
- viii. Your pay shall be fixed under the normal rules applicable to civil servants of the Government. The service rendered as part of Provincial or Regional civil service shall count towards pension but not towards seniority and promotion.
- ix. This offer of appointment is provisional and subject to the following conditions:
  - a. Verification of character and antecedents.
  - b. Verification of academic degree (s) and domicile certificate(s)

- x. If you do not fulfill the conditions mentioned at (ix) above, your services shall be terminated without notice.

3. At the time of joining on the prescribed venue, date and time, you shall execute a Bond (**copy enclosed**), with a surety to reimburse, to the Federal Government, all money, costs and expenses incurred on or in respect of your training as may be determined by the Government, in case you fail to complete the training or resign from service during the period of probation or within three years thereafter, on any ground other than ill health, certified to the satisfaction of the Government. If you do not furnish the bond to the head of the training institution, before joining, you will not be permitted to join the training.

4. If you accept the above terms and conditions of appointment, you are required to send an acceptance letter to Establishment Division by **15<sup>th</sup> November, 2023** positively.

**THIS OFFER OF APPOINTMENT WILL BE TREATED AS CANCELLED IF YOU DO NOT REPORT TO ESTABLISHMENT DIVISION BY THE DATE MENTIONED IN PARA 4 ABOVE.**

**Enclosed: (One Surety Bond)**

Yours Sincerely,

  
(Sadia Haider)

Deputy Secretary to the  
Government of Pakistan

**Copy to:-**

1. The Chief Secretary, Government of the Punjab.
2. The Chief Secretary, Government of Khyber Pukhtunkhawa, Peshawar.
3. The Chief Secretary, Government of Sindh, Karachi.
4. The Chief Secretary, Government of Balochistan, Quetta.
5. The Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
6. The Chief Secretary, Azad Government of the State of Jammu and Kashmir, Muzaffarabad.
7. The Assistant Director (P&PE), Federal Public Service Commission, Islamabad.
8. The Section Officer (Training-V), Establishment Division, Islamabad.
9. The A.G.P.R, Islamabad.
10. The Director (PD)/Director (IT) and RO (PD Wing), Section officers concerned, Establishment Division, Islamabad.
11. Personal File (Dossier)

  
(Ejaz Ahmad)

Section Officer (E-5/PAS)

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