



GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION

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No.1/4/2019-R-V

Islamabad, the 15<sup>th</sup> April , 2025

## OFFICE MEMORANDUM

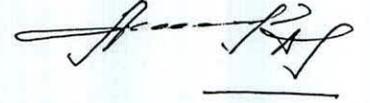
**SUBJECT: PROVISION OF SUPPORTING INFORMATION / DOCUMENTS WITH DRAFT RECRUITMENT RULES FOR OBTAINING CONCURRENCE OF ESTABLISHMENT DIVISION FOR FRAMING / AMENDMENT IN RECRUITMENT RULES**

The undersigned is directed to refer to the Establishment Division's O.M of even number dated 08th June 2020 and 20th April 2023 on the subject cited above and to say that in the light of Rule 11(i) of Rules of Business 1973, Ministries / Divisions are required to consult Establishment Division for framing the Recruitment Rules of any post / service. Similarly, Rule 3(2) of Civil Servant (Appointment, Promotion and Transfer) Rules 1973 states that the method of appointment, qualifications and other conditions applicable to a post shall be as laid down by the Ministry or Division concerned in consultation with the Establishment Division. Apart from above, Establishment Division vets Service Rules of autonomous bodies / semi-autonomous bodies/ corporation in the light of provisions laid down in the respective Ordinances / Acts.

2. An approved format for the Recruitment Rules required to be framed by the Ministries / Division / attached departments, issued by the Establishment Division vide O.M.No.9/1/73-DV., dated 29-11-1973 is available in Chapter-3 of Estacode 2021 (Pages 118-120). Since, this format of Recruitment Rules is already approved and incorporated in the Estacode, therefore, its further vetting from Ministry of Law is not required.

3. Ministries / Division are requested to follow the approved format for framing the Recruitment Rules along with supporting documents as mentioned in this Division's O.M of even number dated 8<sup>th</sup> June 2020. It is pertinent to mention here that first consultation with Federal Public Service Commission (FPSC) is required for framing / amendment in Recruitment Rules under Rule 3(2) of Civil Servant (Appointment, Promotion and Transfer) Rules 1973 for the posts in BS-16 and above. Thereafter, Establishment Division gives final concurrence in the matter. However, Ministries / Divisions may directly consult Establishment Division for framing / amendments in Recruitment Rules for posts in BS-15 and below, subject to completion of all the codal formalities.

4. All Ministries / Divisions are requested to communicate the above instructions to their departments for compliance.



**Amjad Ali**  
**S.O(R-V)**

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Admin (Wing),  
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Ministry of Energy Power Division, Islamabad,  
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Admin (Wing),  
Lt Gen Muhammad Ali (Retd)  
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Ministry of Defence (Defence Division),  
Rawalpindi

Admin (Wing),  
Eazaz Aslam Dar  
Secretary  
Prime Minister Office,  
Islamabad

Council/Coord/Legal/Audit (Wing),  
Mohyuddin Ahmad Wani  
Secretary (Education)  
1st, 2nd floor of Block-C and 2nd Floor of D-block, Pak Secretariat,

Habib Anwar (On behalf of)  
Section Officer R-V  
28 April, 2025, 10:52:54 AM

GOVERNMENT OF PAKISTAN  
MINISTRY OF \_\_\_\_\_

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Islamabad, the \_\_\_\_\_, 2018

NOTIFICATION

SRO \_\_\_\_\_ In exercise of the powers conferred by sub rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following amendment shall be made in the Recruitment Rules of \_\_\_\_\_ notified vide SRO. \_\_\_\_\_, dated \_\_\_\_\_, namely: -

In the aforesaid Recruitment Rules;

2. This Notification issues with the approval of Establishment Division vide O.M. No. \_\_\_\_\_, dated \_\_\_\_\_ and the FPSC vide letter No. \_\_\_\_\_ dated \_\_\_\_\_.

NO.F. \_\_\_\_\_

(Name and designation of the issuing authority)

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF \_\_\_\_\_**

Islamabad the \_\_\_\_\_, 2022

**NOTIFICATION**

SRO No. \_\_\_\_\_ . 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 \_\_\_\_\_, Islamabad: -

S. No.	Designation of post	BPS

**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 (%)

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 posts in column (2) below shall be made by selection from amongst the person who hold the posts specified in column (3) on a regular basis and fulfill the conditions prescribed in column (4).

S. No.	Designation and BPS of the Post	Persons eligible	Conditions of eligibility

**QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT**

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

- (i) "Experience", means unless otherwise specified in the Method of Appointment, Qualification and other conditions as applicable, the experience prescribed for initial appointment shall be the post qualification experience.
- (ii) 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.

**QUALIFICATIONS/ CONDITIONS FOR APPOINTMENT BY TRANSFER**

5. Appointment by transfer shall be made in accordance with the provisions of Rule-7 and 9 of Civil Servants (Appointment, Promotion and transfer) Rules, 1973 provided that the person concerned must possess the qualification and experience prescribed in schedule of these Rules for initial appointment to the post concerned.

**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 concurrence of the Establishment Division vide O.M. No. \_\_\_\_\_ dated \_\_\_\_\_ and FPSC vide their letter No. \_\_\_\_\_ dated \_\_\_\_\_.

**SCHEDULE**

**(See Rule 4)**

S. No.	Designation and BPS of the post	Qualification/Experience	Age Limit	
			Minimum	Maximum

F. No. \_\_\_\_\_

**(Name and Designation of the Issuing Authority)**