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PART II

Statutory Notifications (S. R. O.)

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(Establishment Division)**

NOTIFICATION

Islamabad, the 20th October, 2022

S. R. O. 2341(I)/2022.— In pursuance of sub-rule (2) of Rule-3 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 and Section 7(1) (b) (i) and (ii) of the Federal Public Service Commission Ordinance, 1977 (XLV of 1977), the following methods, qualifications and other conditions are laid down for appointment to the posts in the IT Section, Establishment Division, Islamabad; namely:—

S. No.	Designation of the Post	BS
(1)	(2)	(3)
1.	Director (IT)	19
2.	Deputy Director (Network/ System Administration)	18
3.	System Analyst	18
4.	Deputy Director (Data Base)	18
5.	Assistant Director (Data Base)	17
6.	Assistant Director (Network/ System Administration)	17
7.	Programmer	17
8.	Computer Operator	16
9.	Data Control Assistant	16

5447 (1-6)

Price: Rs. 10.00

[14136(2022)/Ex. Gaz.]

METHOD OF APPOINTMENT

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

S. No.	Designation and BS of the posts	Method of appointment	
		By promotion	By initial appointment
(1)	(2)	(3)	(4)
1.	Director (IT) (BS-19)	100%	-
2.	Deputy Director (Network/ System Administration) (BS-18)	50%	50%
3.	System Analyst (BS-18)	50%	50%
4.	Deputy Director (Data Base) (BS-18)	50%	50%
5.	Assistant Director (Data Base) (BS-17)	100%	--
6.	Assistant Director (Network/ System Administration) (BS-17)	50%	50%
7.	Programmer (BS-17)	--	100%
8.	Computer Operator (BS-16)	60%	40%
9.	Data Control Assistant (BS 16)	60%	40%

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled in initial appointment and failing that by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to the post in column (2) of the Table below shall be made by selection from amongst the persons who hold the post specified in column (3) thereof on regular basis and fulfill the conditions of eligibility as prescribed in column (4):—

S. No.	Designation and BS of the post	Persons eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1.	Director (IT) (BS-19)	Deputy Director (Network / System Administration) (BS-18) / System Analyst (BS 18)/ Deputy Director (Data Base) (BS-18)	12 years service in BS-17 and above. OR 07 years service in BS-18 in case of initial appointment in BS-18.
2.	Deputy Director (Network/System Administration) (BS-18)	Assistant Director (Network/ System Administration) (BS-17)	05 years service as Assistant Director (Network/ System Administration) (BS-17).
3.	System Analyst (BS-18)	Programmer (BS-17)	05 years service as Programmer (BS-17).
4.	Deputy Director (Data Base) (BS-18)	Assistant Director (Data Base) (BS-17)	05 years service as Assistant Director (Data Base) (BS-17).

(1)	(2)	(3)	(4)
5.	Assistant Director (Network/ System Administration) (BS-17)	Computer Operator (BS-16)	03 years service as Computer Operator (BS-16).
6.	Assistant Director (Data Base) (BS-17)	Data Control Assistant (BS-16)	03 years service as Data Control Assistant (BS-16).
7.	Computer Operator (BS-16)	I.T. Assistant (BS-15)	05 years service as I.T. Assistant (BS-15).
8.	Data Control Assistant (BS-16)	Data Entry Operator (BS-14)	05 years service as DEO.

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate for initial appointment must possess the educational qualifications and experience and must be within the age limits as mentioned against the posts concerned in the Schedule to this Notification, provided that –

- (i) “experience” means post-qualification experience gained in a regular full-time paid job after obtaining the required qualification;
- (ii) the period spent by a candidate in obtaining degree of M.Phil. or Ph.D. in the relevant field shall be treated as practical experience up to a maximum period of two and four years respectively for the purpose of initial appointment, provided that –
 - (a) a candidate who has obtained the degree of M.Phil. or Ph.D. during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post; and
 - (b) this concession shall not be available for the posts for which the prescribed qualification is M.Phil. or Ph.D. as the case may be.
- (iii) 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; and
- (iv) eligibility of candidates shall be reckoned as on the closing date fixed for submission of applications in accordance with this Notification and the instructions issued by the Federal Government and the Federal Public Service Commission from time to time.

APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made by selection from amongst the persons holding appointment on regular basis under the Federal Government in the same basic pay scale in which the post to be filled exists in accordance with the provisions of Rules 7 and 9 of Civil Servants (APT) Rules, 1973.

PROBATION

6. Persons appointed by initial appointment or promotion or transfer shall be on probation subject to the provisions of the Civil Servants Act, 1973 and rules made thereunder.

7. This notification issues with the approval of the Establishment Division contained *vide* their U.O. No. 9/1/2002-R-V, dated 01-9-2022 and with the concurrence of FPSC contained *vide* its letter No. F.12-13/2022-RR, dated 08-11-2022 and supersedes the SRO. 1295 (I)/2017, dated 22-12-2017, SRO. 1033 (I)/2020, dated 30-9-2020, SRO. 690 (I)/ 2018, dated 24-5-2018 and SRO. 502 (I)/2021, dated 21-4-2021.

SCHEDULE
(see Rule-4)

S. No.	Designation & BS of the Post	Qualification and Experience	Age Limit	
			Min.	Max.
(1)	(2)	(3)	(4)	(5)
1.	Director (IT) (BS-19)	(i) 2nd Class or Grade 'C' Master's / Bachelor's (4 years duration) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the HEC. (ii) 12 years post qualification experience in Programming/ System Analysis & Design and Preparation of Project Proposals relating to Hardware/Software/Networking Specifications/ Projects Management and implementation including at least three (03) years experience of IT Projects and supervising Systems and Programming staff at a major Computer installation from a Govt. / Semi-Govt. / Autonomous/ Private Sector Organization of repute.	32 years	40 years
2.	Deputy Director (Network/ System Administration) (BS-18)	(i) 2nd Class or Grade 'C' Master's / Bachelor's (4 years duration) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the HEC. (ii) 05 years post qualification experience in designing/ installation/ troubleshooting and maintenance of Network alongwith installation, configuration, troubleshooting of Domain controllers, Active Directory, DNS/ DHCP/ MRTG/TMG Servers and Firewalls/ Routers able to install the Hardware / Software and troubleshooting of Systems/ Printers/ Scanner/ Biometric machines from a Govt. / Semi-Govt./ Autonomous/ Private Sector Organization of repute.	25 years	35 years

(1)	(2)	(3)	(4)	(5)
3.	System Analyst (BS-18)	(i) 2nd Class or Grade 'C' Master's/ Bachelor's (4 years duration) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the HEC. (ii) 05 years post qualification experience of Programming/ System Analysis & Design/ Software Development from a Govt./ Semi-Govt./ Autonomous/ Private Sector Organization of repute.	25 years	35 years
4.	Deputy Director (Data Base) (BS-18)	(i) 2nd Class or Grade 'C' Master's / Bachelor's (4 years duration) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the HEC. OR 2nd Class or Grade 'C' Bachelor's degree in Computer Engineering/ Computer System Engineering or equivalent qualification from a University recognized by the PEC. (ii) 05 years post qualification experience in the field of Information Technology/ System Analysis & Design/ Software Development / Administration of Database System from a Govt./Semi-Govt./ Autonomous/ Private Sector Organization of repute.	25 years	35 years
5.	Assistant Director (Data Base) (BS-17)	2nd Class or Grade 'C' Master's /Bachelor's (4 years duration) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the HEC. OR 2nd Class or Grade 'C' Bachelor's degree in Computer Engineering/ Computer System Engineering or equivalent qualification from a University recognized by the PEC	22 years	30 years
6.	Assistant Director (Network/ System Administration) (BS-17)	2nd Class or Grade 'C' Master's / Bachelor's (4 years duration) degree in Computer Science/ Information Technology / Software Engineering or equivalent qualification from a University recognized by the HEC.	22 years	30 years
7.	Programmer (BS-17)	(i) 2nd Class or Grade 'C' Master's / Bachelor's (4 years duration) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the HEC. (ii) 02 years experience of Programming / System Analysis/ Software Development.	22 years	30 years

(1)	(2)	(3)	(4)	(5)
8.	Computer Operator (BS-16)	2nd Class or Grade 'C' Master's/ Bachelor's (4 years duration) degree in Computer Science/ Information Technology or equivalent qualification from a University recognized by the HEC.	20 years	28 years
9.	Data Control Assistant (BS-16)	2nd Class or Grade 'C' Master's / Bachelor's (4 years duration) degree in Computer Science/ Information Technology or equivalent qualification from a University recognized by the HEC.	20 years	28 years

[No.7/11/2018-IT/Admn-II.]

MUHAMMAD SHEHZAD,
Deputy Secretary.