

**BAHAWALPUR DEVELOPMENT AUTHORITY BAHAWALPUR
(APPOINTMENT AND CONDITIONS OF SERVICE)
REGULATIONS 1993**

[20th July, 1993]

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TEXT

[992/DG-BDA/93].

[20th July, 1993]

PART - I

- 1. General.-** (a) These regulations shall be called the Bahawalpur Development Authority (Appointment and Conditions of Service) Regulations, 1993;
- (b) These shall come into force at once;
- (c) These shall apply to all employees of the Bahawalpur Development Authority.
- 2. Definitions.-** In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:
- (a) "Appointing Authority" in relation to the post means the person authorized under Regulation 6 to make appointment to such post;
- (b) "Autonomous or Semi-Autonomous Organization" means an organization set up under a law by the Government;
- (c) "Committee" means a Promotion Committee or a Selection Committee;
- (d) "Competent Authority" means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank to the employee concerned;
- (e) "Director General" means the Director General of the Authority;
- (f) "Managing Director" means the Managing Director of any agency of the Authority;
- (g) "Employee" means an employee of the Authority but does not include—
- (i) a person on deputation to the Authority from the Government or the Government of Pakistan or an Autonomous or Semi-Autonomous Organization; and
- (ii) a person who is employed on contract or on work charge basis or who is paid from contingencies.
- (h) "Group" means a group of employee in the same grade performing similar duties;
- (i) "Initial Recruitment" means appointment made otherwise than by promotion or transfer from Government or the Government of Pakistan or an Autonomous or Semi-Autonomous Organization;
- (j) "Adhoc appointment" means appointment of duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;
- (k) "Post" means a post in connection with the affairs of the Authority;
- (l) "Prescribed" means prescribed by these Regulations;
- (m) "Regulations" means the Bahawalpur Development Authority (Appointment and Conditions of Service) Regulations, 1993;
- (n) "Service" means the service of the Authority;
- (o) "Specified Post" means and includes any post of the Schedule, which in the opinion of the Director General is necessary to be filled otherwise than in the prescribed manner;
- (p) "Temporary Post" means a post created for a limited period of time;
- (q) "University" means any University incorporated by law in Pakistan;
- (r) Words and expressions used but not defined shall bear the same meaning as they bear in the Punjab Civil Servants Act, 1974, the Punjab Development of Cities Act, /1976, and the Bahawalpur Development Authority Act, 1991.
- 3.** Appointment to posts shall be made by promotion, transfer or initial recruitment as specified in the Schedule unless otherwise decided:

- (a) Provided further that the specific percentage of posts fixed for ex-army personnel in each category will be filled in the manner prescribed by Government of the Punjab from time to time;
- (b) Appointment by promotion or transfer shall be made in accordance with part-II and by initial recruitment in accordance with part-III of these Regulations.

Proviso-I Adhoc appointment against temporary posts of the Authority shall be made by the Chairman subject to confirmation of the Authority in its meeting.

Proviso-II Adhoc appointment against a newly sanctioned post in an emergent case shall be made by the Chairman subject to procedure of Regulation-24 and confirmation by the Authority in its meeting

4. (a) There shall be one or more Promotion Committees and Selection Committees to be constituted by the Director General as the case may be;
 - (b) Each such committee shall consist of at least three members, one of whom shall be appointed as Chairman of the Committee;
 - (c) The Appointing Authority or its representative shall be ex-officio member of the Committee making selection.
5. Where an appointing authority other than the Bahawalpur Development Authority does not accept the recommendation of a Committee, it shall record reasons, therefore, and obtain orders of next higher authority.
6. The Authorities competent to make appointment to various grades shall be as specified in column 4 of the Schedule.
7. (a) A person appointed to a post, other than a temporary post, shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year if appointed otherwise; provided that the appointing authority may extend the period of probation by a further period not exceeding one year in all, whereafter if the work and conduct of the official/officer is not considered satisfactory his services shall be terminated in accordance with Regulation 19.

Explanation:

Service spent on a temporary post or on deputation to a corresponding or a higher post may be allowed to count towards the period of probation, provided it was stipulated in the appointment order, at the discretion of Director General.

(b) No employee shall be confirmed in a post unless he has successfully completed such training and passed such Departmental Examination as may be prescribed by the Director General from time to time;

(c) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended;

(d) Subject to the provisos of sub-clause (b) of this regulation a probationer who has satisfactorily completed his period of probation shall be confirmed with effect from the date of his continuous appointment;

Provided that where the period of his probation has been extended under the provisions of sub-clause (a) of the Regulation, the date of confirmation shall, subject to the other provisions of this Regulation, be the date on which the period of probation was last extended.

(e) If the work or conduct of an employee during the period of probation has been unsatisfactory, the appointing authority may without notice, notwithstanding that the period of probation has not expired, dispense with his services, if he has been appointed by initial recruitment, and if he has been appointed otherwise, revert him to his former appointment or if there be no such appointment, dispense with his services;

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

8. (a) The inter-se seniority of employee appointed to posts in the same group should be determined—
 - (i) In the case of employees appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Committee, provided that employees selected for appointment to the grade in an earlier selection shall rank senior to the employees selected in a later selection; and

- (ii) In the case of employees appointed otherwise with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in the case of two or more employees appointed to the grade is the same, the older if not junior to the younger in the next below grade, shall rank senior to the younger employee—

Explanation – I

If an employee junior in a lower grade is promoted to higher grade by superseding his senior and subsequently the later is also promoted, the employee promoted first shall rank senior to the one promoted subsequently.

Explanation – II

A junior appointed to a higher grade shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher grade and the junior was appointed in preference to the senior.

(b) The seniority of the employees appointed by initial recruitments to the grade viz-z-viz those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade; provided that if two dates are the same, the employee appointed otherwise than by initial recruitment shall rank senior to the employees appointed by initial recruitment. Provided further that inter-se seniority of employees belonging to the same category will not be altered.

Explanation

In case a group of employees is selected for initial appointment at one time, the earliest date on which any one out of the group joins the service will be deemed to be the date of appointment of all employees in the group. Similarly, in case a group of employees is appointed otherwise at one time in the same office order, the date on which any one out of the group joins the service will be deemed to be the date of appointment of all employees in the group.

(c) Notwithstanding, the provisions of sub-clauses (a) and (b) an employee confirmed w.e.f. an earlier date shall become senior to an employee confirmed with effect from later date.

PART – II

APPOINTMENT BY PROMOTION, TRANSFER OR DEPUTATION

9. (a) Appointment by promotion or transfer to posts in various grades shall be made on the recommendation of the appropriate committee;

(b) Promotion including Performa promotion shall not be claimed as of right.

10. Only such employees as possess the qualifications and meet the conditions laid down for the purpose of promotion to a post shall be considered by the promotion committee except where Director General is of the opinion that the strict application of the conditions prescribed need relaxation in individual cases for reasons to be recorded.

11. (a) (i) A person in the service of Government or Autonomous or Semi-Autonomous Organization who possesses the minimum educational qualification, experience or length of service prescribed for a post, shall be eligible for appointment to the said post on deputation, in accordance with the policy prescribed by the Government;

(ii) Orders of appointment on deputation shall be issued by the Director General with prior consent of the lending authority.

(b) An employee of the Authority may be sent on deputation to a Government Department or an Autonomous or Semi Autonomous Organization on such terms and conditions as may be decided by the appointing authority in consultation with the borrowing organization; provided that leave and pension contribution shall invariably be paid by the borrowing Organization;

(c) The Director General may transfer any employee from the Authority to any of its agencies and vice versa against equivalent posts and no deputation pay or allowance shall be admissible in such cases.

PART – III

INITIAL APPOINTMENT

12. (a) Initial recruitment to posts in grades 16 and above shall be made on the basis of the result of competitive examination/interview conducted by the appropriate committee, after advertising the vacancies in the Newspapers except in the cases of specified post;

(b) Initial recruitment to all posts in grade 1 to 15 shall be made on the basis of the results of test / examination or interview to be held by the appropriate committee after advertising the vacancies in Newspapers;

(c) A candidate for initial recruitment to a post must possess the educational qualification and experience and must be within the age limit prescribed for the post in the Schedule except in the case of specified post, provided that—

- (i) In suitable cases, for reasons to be recorded in writing, the appointing authority may relax the upper age limit upto a maximum of 5 years. Director General may relax the upper age limit beyond 5-years;
- (ii) The restriction regarding the age shall not apply to a candidate who is an employee of the Authority in some other capacity; and
- (iii) Experience, where prescribed, would include equivalent experience in the profession or in the service of an Autonomous or Semi-Autonomous Organization or Private Organization.

13. (i) Where recruitment is to be made on the basis of a written examination or test, age shall be reckoned as on the first of January of the year in which the examination or test is proposed to be held; and

(ii) In other cases on the last date fixed for submission of application.

14. No person shall be appointed to a post by initial recruitment unless he is a citizen for Pakistan; provided that this restriction may be relaxed by Government in suitable cases.

15. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as the Authority may prescribe is found not to satisfy these requirements shall not be appointed.

16. (a) No person, not already in the service of the Authority shall be appointed to a post unless he produces certificates of character from two responsible persons, not being his relatives, who are well acquainted with his character and antecedents, and a certificate of character from the head of academic institution last attended where applicable;

(b) Notwithstanding any thing in sub-clause (a) an appointment by initial recruitment shall be subject to verification of character and antecedents of the candidate to the satisfaction of the appointing authority.

17. Where the interest of the Authority so requires a person may be appointed on contract, for a period not exceeding three years at a time, on terms against a specified post. All such appointments shall require the prior approval of the Director General.

PART – IV

18. An employee may resign from service by giving one month's notice for forfeiture of one month's pay in lieu thereof provided that if notice falls short of one month the employee shall have to deposit pay for the period falling short of one month.

19. The services of an employee recruited against a temporary post may be terminated on 30 days notice or pay in lieu thereof.

20. In the event of a post being abolished or the posts in a group of the same grade being reduced in number the service of the junior most employee in such group shall be terminated after giving such employees 30 days notice or pay in lieu thereof.

21. An employee of the Authority shall retire from service 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 public interest, direct; or where no direction is given on completion of sixty year of his age.

PART – V

22. Subject to the provisions of the Act, these Regulations and the Schedules, the following rules shall apply mutatis mutandis, to the employees of the Authority—

- (a) The West Pakistan Government Servants Conduct Rules, 1966;
- (b) The Punjab Civil Servants (Efficiency and Discipline) Rules, 1975;
- (c) The West Pakistan Civil Pension Rules, 1963;
- (d) The Punjab Civil Servants Leave Rules, 1981;

- (e) The Punjab Civil Service Rules;
- (f) The West Pakistan Government Servants (Medical Attendance) Rules, 1959;
- (g) The Punjab Traveling Allowance Rules, 1976;
- (h) The Punjab Delegation of Financial Powers Rules, 1990;
- (i) The Punjab Civil Servants pay Revision Rules, 1991, provided that:-
 - (i) Any reference to a Government Servant or Civil Servant shall be construed to be a reference to an employee of the Authority;
 - (ii) Any reference to the Head of the Department shall be construed to be a reference to the Director General in the case of Authority and to the Managing Director in the case of an agency;
 - (iii) Any reference to a Secretary to Government, it shall be construed to be a reference to the Director General of the Authority;
 - (iv) Any reference to the Government shall be construed to be a reference to the Chairman;
 - (v) The Chairman and the Director General may, by general or special order, delegate to any office or officers of the Authority, any of the powers under these rules, where necessary, subject to such conditions as may be specified;
 - (vi) The Director General of the Authority shall be an Officer in Category – I, as defined in Rule 2 (c) of the Punjab Delegation of Financial Powers Rules, 1990.

23. (a) Where a right to prefer appeal or apply for review in respect of any order relating to the terms and conditions of the service is allowed to an employee by any of the Rules mentioned in Regulation 22, such appeal or application shall be made, except as may otherwise be prescribed under the relevant rules, within sixty days of the communication to him of such order.

(b) Where no provision for appeal or review exists in respect of any order under these regulations or the rules mentioned in Regulation 22, an employee aggrieved by any such order may, except where such order is made by the Chairman, make a representation against it to the authority next above the authority which made the order.

(c) Nothing in these Regulations shall be construed to limit or abridge the power of the Authority or its designated officer to deal with the case of any employee in such manner as may appear to it or him to be just and equitable;

Provided that where any of these Regulations are applicable to the case of an employee, his case shall not be dealt with in any manner less favourable to him according to rules / regulations, duly made or issued by an authority competent to make them, and in force immediately before the commencement of these Regulations.

PART – VI

24. (a) When a post is required to be filled, the appointing authority shall notify the post in the manner he decides, calling a meeting of the concerned Selection / Promotion Committee immediately;

(b) After taking action referred to above, if it is considered necessary, in the interest of the Authority, the appointing authority may fill the post on adhoc basis, for a period not exceeding six months, pending nomination of a candidate by Selection Committee, which ever is earlier.

Provided further that the adhoc appointment shall not confer any right on the persons in the matter of regular appointment to the same posts nor shall the service count towards seniority in the grade.

PART – VII

25. The Chairman may, in individual cases of hardship, or where the interest of public so requires and for reasons to be recorded in writing, relax the provisions of any of these Regulations except Regulation 14.

**DIRECTOR GENERAL
BAHAWALPUR DEVELOPMENT AUTHORITY
BAHAWALPUR**

**SCHEDULE AS REFERRED TO IN REGULATION NO. 3 OF THE BAHAWALPUR
DEVELOPMENT AUTHORITY (APPOINTMENT & CONDITIONS OF SERVICE REGULATIONS), 1993**

Sr. No.	Name of the Post	Pay Scale	Appointing Authority	Minimum Qualification for initial requirement	Method of recruitment	Age for initial recruitment		Remarks
						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
1.	Director General	20	Government	-	-	-	-	-
2.	Director (Admn) & Estate Management	19	Director General	-	(i) By deputation from other Deptts: including Autonomous/Semi Autonomous Bodies with at least 12 years service in Grade- 17 OR 60% 5 years service in Grade-18. ii) By promotion from amongst the Deputy Directors with at least 12 years service OR 5 years service in Grade-18. 40%			
3.	Director (Finance)	19	Director General	-	(i) By deputation from other Deptts: including Autonomous/Semi Autonomous Bodies with at least 12 years service in Grade-17 OR 60% 5 years service in Grade-18 in the			

Accounts.

- (ii) By promotion from amongst the Deputy Directors (Finance) provided that he is Graduate with 12-years service in Grade-17 OR 40% 5-years service in Grade-18 and has passed SAS Exam.

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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
4.	Deputy Director (Admn) & Estate Management	18	Director General	-	(i) By deputation from other Deptts: including Autonomous/Semi Autonomous Bodies who are 60% Graduates with 5 years service in Grade-17. (ii) By promotion from amongst the Asstt: Directors who are Graduates with at least 5 years service in Grade-17. 40%			

5.	Deputy Directors (Finance)	18	Director General	SAS	By selection on the basis of seniority-cum-fitness from amongst the Asstt: Directors (Accounts) who have passed the SAS Exam and have at least 5-years service in Grade-17 OR on Deputation.
6.	Assistant Director/Administrative Officer/Estate Officer	17	Director General	B.A & B.Sc	(i) By deputation from other Deptts: including Autonomous & Semi Autonomous Bodies with at least 5 years service in Grade-17. 75% (ii) By promotion from amongst the Supdts: having 10-years service. 25%

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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
7.	Assistant Director (Accounts)	17	Director General	-	By deputation or promotion on the basis of seniority-cum-fitness from the Senior Accountants, who hold B.Com Degree OR who have passed the SAS Exam with at	-	-	-

least 5-years service as Senior Accountant.

8.	Officer on Special Duty	18	Government	-	By deputation from the Government OR other Deptts.	-	-	-
9.	Medical Officer (Male)	18	Director General	MBBs with 5 years experience.	By initial recruitment OR by deputation from the Government OR other Deptts.	26	40	-
10.	Medial Officer (Female/Part-time)	18	-do-	-do-	-do-	26	40	-
11.	Deputy Director (Horticulture)	18	-do-	-	By deputation from Govt. & Other Deptts OR promotion on the basis of seniority-cum-fitness form amongst the Assistant Directors (Horticulture) with at least 5-years service in Grade-17.	-	-	-
12.	Public Relation Officer	17	Director General	MA in Journalism or BA with some experience in public relation / journalism	By initial recruitment	21	26	-

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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
13.	Assistant Director (Legal)	17	Director General	LLB with 5 years practice as Advocate.	By initial recruitment OR promotion on the basis of seniority-cum-fitness who are Law Graduates and have at least 5 years service as Staff Officer in the Legal Branch.	25	40	-
14.	Magistrate	17	Government	-	By deputation from Govt.	-	-	-
15.	Land Requisition Collector	17	Government	-	By deputation from Govt.	-	-	-
16.	Security Officer	17	Director General	Retired JCO and above OR a person with not less than 5 years service as Security Officer in a Private Organization, Autonomous OR Semi Autonomous Agency or Govt. Deptt.	By initial recruitment OR by deputation from Govt.	30	50	-

17.	Assistant Director (Horticulture)	17	Director General	B.Sc (Agriculture)	By deputation from Govt. OR promotion on the basis of seniority-cum-fitness form amongst Horticulture Assistants with at least 10-years service.	-	-	-
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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
18.	Transport Officer	16	Director General	B.A/B.Sc Officer with good MT experience.	By initial recruitment OR on deputation or on contract basis.	21	35	-
19.	Private Secretary / Staff Officer	17/16	Director General	-	By transfer from amongst Staff Officers in Grade-16 OR Assistant. Directors in BS-17.	-	-	-
20.	Staff Officers	16	Director (Admn.)	-	By promotion on the basis of seniority-cum-fitness from amongst Assistants with at least 15 years clerical service and by promotion on the basis of seniority-cum-fitness from amongst Personal Assistants in Grade-14 with at least 5 years service and with minimum of 10 years service as stenographer.	-	-	-

21.	Horticulture Assistant	16	Director (Admn.)	B.Sc (Agriculture) with Horticulture as special subject.	By initial recruitment.	21	25	-
22.	Procurement Officer	16	Director (Admn.)	B.A/Retd. Army Personnal.	With sufficient experience of relevant store keeping.	-	-	-
23.	Personal Assistant	14	Director (Admn.)	-	By promotion on the basis of seniority-cum-fitness from amongst the stenographers with at least 10 years service in the clerical grade.	-	-	-
24.	Vigilance Inspector	14	-do-	B.A/F.A	By initial recruitment or on deputation from Govt.	21	25	-

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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
25.	Accountant	14	Director (Admn)	B.Com with 3 years experience OR matriculation with SAS and 5 years	25% by initial recruitment and 75% by promotion on the basis of seniority-cum-fitness from amongst Junior Accountants with at least 3 years service.	21	25	-

				experience.					
26.	Stenographer	12	Director (Admn.)	F.A/F.Sc/Matric or equivalent with shorthand speed of 120 w.p.m & typing speed of 45 w.p.m	25% by initial recruitment 75% by deputation.	18	25	-	
27.	Accounts Assistant	11	Director (Admn.)	B.Com	25% by initial recruitment 75% by promotion on the basis of seniority-cum-fitness from amongst Accounts Clerks with at least 5 years service.	21	25	-	
28.	Site Inspector	11	-do-	B.A/B.Sc/F.A	By initial recruitment OR on deputation from amongst Naib Tehsildars.	18	25	-	
29.	Superintendent	16	-do-	-	By promotion amongst Head Clerks/Office Assistant: on seniority-cum-fitness with 5 years experience OR on deputation.	-	-	-	
30.	Audit Officer	16	-do	S.A.S	By transfer of SAS qualified from Audit Department.	-	-	-	

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						Minimum	Maximum	

						Years	Years	
1	2	3	4	5	6	7	8	9
31.	Chief Engineer	20	Government	-	By deputation from Govt. OR promotion by selection on merit from amongst the three senior most Directors (Engg.) with at least 10 years service in Grade-18 & above including 5 years service as Directors (Engg.) in Grade-19.	-	-	-
32.	Director (Engineering)	19	Director General	-	By deputation from Govt. OR by selection on merit from amongst the three senior most Deputy Directors (Engg.) with 12 years service in Grade-17 and above including 5 years service in Grade-18.	-	-	-
33.	Deputy Director (Engg.) / Technical Officer, Town Planning	18	-do-	-	By deputation from Govt. OR promotion on the basis of seniority-cum-fitness from amongst Assistant. Directors (Engg.) with at least 5 years service in Grade-17.	-	-	-
34.	Assistant Director (Engg.)	17	-do-	Bachelor Degree in Civil Tech.	80% by initial recruitment OR deputation from the Govt. and 20% by selection on basis of seniority-cum-fitness from amongst the Sub-Engineers with at least 10 years service.	21	25	-
35.	Sub-Engineers	11	Director (Admn)	3 years Diploma in Civil Engineering	By deputation from other departments OR initial recruitment	21	25	-

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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
36.	Assistant Architect	17	Director General	Degree OR Diploma in Architecture 5 years full time course from a Pak. University or others Institutions recognized by the Government. 2 years practical experience after obtaining the basic degree of Diploma in Architecture Associate Membership of the Institute of Architect in Pak. and 5 years practical experience after obtaining associated membership of the Institute of the Architect in Pak.	By initial recruitment	21	25	-

37.	Labour Assistant	16	Director (Admn)	B.Sc from a recognized university	(i) By initial deputation OR initial recruitment. (ii) 25% of the total number of posts of Sub-Engineers shall be placed in Grade-16.	21	25	-
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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
38.	Chief Draftsman	16	Director (Admn)	-	By promotion on the basis of seniority-cum-fitness from amongst the Circle Head Draftsman who are Diploma holders (3-years course) with at least 3 years service as Circle Head Draftsman.	-	-	25% of the total No. of posts of Chief Draftsman, Circle Head D/Man Divl. Head D/Man shall be placed in Grade-16. Grant of Grade-15 shall be restricted to

39	Circle Head Draftsman	13	Director (Admn)	-	By promotion on the basis of seniority-cum-fitness from amongst the Divl. Head D/Man who are Diploma holders (three years course) with at least 5 years service as D.H.M.	-	-	-	Diploma Holders (three years course with not less than 5 years service).
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1	2	3	4	5	6	7	8	9
40.	Divisional Head Draftsman	12	Director (Admn)	-	(i) 75% by promotion on the basis of seniority-cum-fitness from amongst the Asstt. Draftsmen who are Diploma holders (three years course with at least 5 years service as Asstt. D/Man), (ii) 25% by promotion on the basis of seniority-cum-fitness from amongst the Asstt. Draftsmen who are un-qualified OR who have completed 2 years course with at least 10 years service as Assistant Draftsman.	-	-	-
41.	Assistant Draftsman	11	Director (Admn)	3 years diploma in Drafting and designing in Civil/Electrical & Mech. from a recognized Institute.	75% by initial recruitment and 25% by promotion on the basis of seniority-cum-fitness from amongst the Tracers with at least 5 years service as tracer OR holders of 1 year certificate and 10 years service as tracer in the case of un-qualified.	21	25	-

42.	President Terbunal	19	Government	-	By deputation from the Government.	-	-	-
43.	Dy. Supdt. of Police	17	Government	-	By deputation from the Government.	-	-	-
44.	Assistant/Head Clerk	11	Director (Admn)	BS/B.Sc. OR equivalent Degree	25% by initial recruitment & 75% by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks with at least 10 years service in the clerical grades.	21	25	-

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Sr. No.	Name of the Post	Pay Scale	Appointing Authority	Minimum Qualification for initial requirement	Method of recruitment	Age for initial recruitment		Remarks
						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
45.	Auditor	11	Director (Admn)	B.A/B.Sc	25% by initial recruitment and 75% by promotion on the basis of seniority-cum-fitness from amongst to the Account Clerks.	18	25	-
46.	Naib Tehsildar		Director (Admn)	-	By deputation from the Govt. OR by promotion on the basis of seniority-cum-fitness form amongst Kanungos who are matriculates with at least 10 years service as Kanungo and who have passed the Govt. Departmental Exam of Kanungos to Naib Tehsildar.	-	-	-

47.	Accounts Clerk	9	Director (Admn)	F.A /Inter Com.	By initial recruitment.	18	25	-
48.	Senior Clerk	7	Director (Admn)	-	By promotion on the basis of seniority-cum-fitness from amongst the Junior Clerks with at least 5 years service as Junior Clerk.	-	-	-
49.	Encroachment Inspector	6	-do-	Matriculate/Ex-serviceman	By initial recruitment	18	25	-
50.	Kanungo	6	-do-	-	By deputation from the Govt. OR by promotion on the basis of seniority-cum-fitness from amongst Patwaris with at least 10 years service as Patwari.	-	-	-
51.	Driver	5	-do-	Driving License Holder (Middle Pass)	By initial recruitment	18	25	-
52.	Junior Clerk	5	-do-	Matric with a speed of 40 wpm in typewriting.	By initial recruitment	18	25	-

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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9

53.	Dispenser	5	-do-	Matriculation with Dispenser Course from recognized Institution	By initial recruitment	21	25	-
54.	Patwari	5	-do-	-	By deputation from Govt.	-	-	-
55.	Electrician	5	-do-	Matriculation with a certificate from recognized School of Electrical & with at least one year experience.	By initial recruitment.	18	25	-
56.	Fitter	5	Director (Admn)	-	By initial recruitment	18	25-	
57.	Head Mali	4	-do-	-	By promotion on the basis of seniority-cum-fitness from amongst the Malies with at least 10 years service.	-	-	-
58.	Mali	2	-do-	-	By initial recruitment	18	25	-
59.	Spray man	2	-do-	-	By initial recruitment	18	25	-
60.	Naib Qasid	1	-do-	Middle Pass	By initial recruitment	18	25	-

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						Minimum Years	Maximum Years	
1	2	3	4	5	6	7	8	9
61.	Chokidar	1	-do-	-	By initial recruitment	18	35	-
62.	Waterman	1	-do-	-	By initial recruitment	18	25	-
63.	Khlasi	1	-do-	-	By initial recruitment	18	25	-
64.	Dispensary Attendant	1	-do-	Middle Pass	By initial recruitment	18	25	-
65.	Mid Wife	1	-do-	Mid Wife's Course	By initial recruitment	18	25	-
66.	Sweeper	1	-do-	-	By initial recruitment	18	35	-