

**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR  
SERVICES & GENERAL ADMINISTRATION DEPARTMENT**



“Muzaffarabad”  
Dated; 08<sup>th</sup> July, 2021.

**NOTIFICATION:**

No. S&GAD/A-4(488)2021 Part-I. **Whereas** Azad Jammu & Kashmir Central Board of Revenue (hereafter referred as AJK-CBR) has been established by enactment of Azad Jammu & Kashmir Central Board of Revenue (Act XV of 2020) and is exclusively invested with a mandate to regulate matters relating to fiscal and economic policies, administration, imposition of taxes, levies & collection of taxes within the territory of Azad Jammu & Kashmir.

**And Whereas** it is expedient to formulate a comprehensive human resource strategy objectively for strengthening and improvement of tax-revenue collection system through various methods primarily including building up the capacity, efficiency and performance of human resource from time to time employed for tax management organization/Inland Revenue department and to ensure meaningful implementation upon fiscal laws. To achieve these paramount objectives, **Azad Jammu & Kashmir CBR** in its meeting held on 10.11.2020 has recommended introduction/establishment of a specialized group of service entitled ‘**The Azad Jammu & Kashmir Inland Revenue Service Group**’ and to make the following rules which shall prescribe method & manner for initial recruitment, appointment by promotion and transfer against the posts included in the service and other terms & conditions of the service beside bringing in forthcoming functional reforms to be articulated thereafter;

**Now, therefore,** pursuant to recommendations of Azad Jammu & Kashmir Central Board of Revenue, the Azad Government of the State of Jammu & Kashmir and in exercise of powers conferred by Section 23 of Azad Jammu & Kashmir Civil Servants, Act 1976 is pleased to constitute specialized group of service to be known as ‘**The Azad Jammu & Kashmir Inland Revenue Service**’ and to make following rules with an object to regulate matters including composition of service, method and manner for initial recruitment, promotion or posting, training & other ancillary terms & conditions of the service which shall comprise of the persons already serving or to be appointed in the service as follows:-

1. **Short Title & Commencement:**-These rules may be called “**The Azad Jammu and Kashmir Inland Revenue Service Group (Composition, Recruitment, Promotion, Training and Terms & Conditions of Service) Rules, 2021**”.
2. These Rules shall come into force at once and be deemed to have been in force immediately on & from commencement of the Azad Jammu and Kashmir Interim Constitution (Thirteenth Amendment) Act, 2018.
3. **Definitions:**-In these rules, unless the context otherwise requires:-
  - (a) ‘**Appendix**’ means the **appendix** attached herewith these Rules;

- (b) **'Appointing Authority'** means the authorities competent to make appointment including posting & transfer of Inland Revenue Officers & employees of the department as specified under **Appendix-II** of these Rules;
- (c) **'Board'** means the Azad Jammu & Kashmir Central Board of Revenue (hereinafter referred AJK-CBR) constituted by the Govt. under the provisions of Azad Jammu & Kashmir Central Board of Revenue (Act XV of 2020) Act, 2020;
- (d) **'Commission'** means the Azad Jammu and Kashmir Public Service Commission;
- (e) **'Chairman'** means the Chairman of Azad Jammu & Kashmir Central Board of Revenue appointed under Section 3 of Azad Jammu Kashmir Central Board of Revenue (Act XV of 2020) Act, 2020;
- (f) **'Department'** means the Inland Revenue Department of Azad Jammu and Kashmir constituted for the purposes and in consideration of Section 2(d) of AJK Central Board of Revenue (Act XV of 2020) Act, 2020 and notified as such under the Azad Government of the State Jammu and Kashmir Rules of Business (Revised), 1985;
- (g) **'Government'** means the Azad Government of the State of Jammu and Kashmir;
- (h) **'State Subject'** means a person for the time being residing in Azad Jammu and Kashmir or Pakistan who is a 'State Subject' as defined in the late Government of the State of Jammu and Kashmir Notification No. 1-L/84, dated 20<sup>th</sup> April, 1927 and defined as such under AJK Interim Constitution Act, 1974;
- (i) **'Initial Recruitment'** means appointment in the service which is made otherwise by promotion or transfer in the Department;
- (j) **'Inland Revenue Service Group (IRS)'** means a specialized group of service comprising number of posts which are and to be notified with specified nomenclatures and also provided under these rules;
- (k) **'Service'** means the 'Inland Revenue Service Group' as constituted and specifically defined under these rules;
- (l) **'Tax Management Organization'** means and comprising of taxation authorities and employees forming part of field formulations who are assigned with responsibilities to administer taxation functions within assigned jurisdictions under the authority of fiscal laws under functional superintendence & control of the Board.
- (m) **'Member of Service'** means the Officers and employees whosoever recruited through initial recruitment or either promoted or appointed by transfer against the posts included in the service under these rules;

4. **Composition of the Service:-** The 'Azad Jammu and Kashmir Inland Revenue Service Group' shall comprise of field formation of tax management organization of Inland

Revenue Department as defined under fiscal laws namely Income Tax Ordinance 2001 and sales tax Act, 1990 etc. and including Commissioners (IRS), Additional Commissioners (IRS), Deputy Commissioners (IRS), Assistant Commissioners (IRS) and such other Officers and employees or posts of the Inland Revenue Department as may, from time to time, be declared or as included in the Service by the Board.

5. **Methods of Appointment:** - (1) The appointment in the service shall be made through initial recruitment and also by promotion or transfer or on deputation basis against available cadre or posts which are borne on the cadre strength of the Inland Revenue Organization/department and thus reserved for the service to be filled in through the method and manner prescribed hereunder in **Appendix-II** of these rules:-

(a) Fifty percent of the posts of Assistant Commissioners from the service shall be filled-in through initial recruitment on the basis of competitive examination to be conducted by the Commission in accordance with the syllabus as specified under **Appendix-I** of these Rules.

(b) Remaining fifty percent of the posts of Assistant Commissioners shall be filled-in by promotion from amongst Inland Revenue Officers/ Superintendents/ Assistant Excise & Taxation Officer (BS-16) having 03 years' service in BS-16 and also by fulfilling performance criteria as prescribed by the Board.

(2) The posts including Deputy Commissioners (IR) and above (BS-18 to 20) shall be selection posts to be filled-in through specified method of promotion on the basis of selection on merit and performance criteria as prescribed in **Appendix-III** of these rules;

Provided that AJK-CBR may requisition service of any officer from Federal Board of Revenue for appointment on deputation basis for specified tenure against any post in case of non-availability of eligible officer for promotion against any particular cadre or posts from the service;

(3) In addition to aforementioned provisions and qualification prescribed under **Appendix-II**, the Board shall formulate performance criteria to be exercised while promotion and posting of tax management officers and employees beside observance of general terms & conditions and policies envisaged by Azad Jammu & Kashmir Civil Servants Act, 1976 and rules made thereunder;

(4) The Board shall be competent to make appointment against all posts included in the Service including posting & transfer. The Board may make appointment, delegation of powers to subordinate authorities for making appointment, posting and transfer against specified posts and extent of authority under overall superintendence of the board.

6. **Age:** - No person shall be appointed to the service by initial recruitment who is below 21 years or above 30 years of age.

7. **Qualification:** - (1) No person shall be appointed to the service unless he is a state subject and possesses such educational qualification, experience and training as prescribed for the posts comprising the service under **Appendix-II** of these rules.

(2) No person who is not already in Government service, shall be appointed to the service unless he produces a certificate of character from the Principal Academic Officer of the academic institution last attended, and also certificate of character from two other responsible persons not being his relatives, who are well acquainted with his character and antecedents subject to necessary verification by the department or Commission as the case may be.

8. **Probation and Confirmation:-** (1) The persons appointed through initial recruitment to the service shall remain on probation for a period of two years and shall have to undergo mandatory training programs such as Common Training Program (CTP), Specialized Training Program (STP) at respective institutions of Pakistan on the basis of nomination by the Government.

(2) The officers appointed hereinabove, after specialized training shall also appear in the Final Passing Out Examination (FPOE) to be conducted by Federal Public Service Commission (FPSC) as prescribed under Azad Jammu & Kashmir Civil Servants (Appointment & Conditions) of Service Rules, 1977 as mandatory for other service groups of AJK Civil Service.

(3) The probationers after completion of mandatory training programs and after qualifying FPOE as mentioned in sub-rule (1) will be entitled for confirmation in the service, if not otherwise, prohibited by other rules of the Government.

9. **Seniority:-**(1) The seniority including inter-se seniority of the persons initially recruited in the cadre of Assistant Commissioner shall be determined on the basis of accumulative merit to be worked out in accordance with the merit position and marks obtained from competitive examination conducted by Public Service Commission (PSC), Common Training Programme (CTP), Specialized Training Programme (STP) and Final Passing Out Examination (FPOE), respectively.

(2) The persons appointed through initial recruitment alongwith persons appointed through promotion shall have common seniority for further promotion against next higher grade in the service which shall also be determined in accordance with general principles enshrined under provisions of Azad Jammu & Kashmir Civil Servants Act, 1976 and rules made thereunder.

10. **Liability to Transfer and Serve:-** Members of the service shall be liable:-

- (a) to transfer anywhere in Azad Jammu and Kashmir; and
- (b) to serve in any department of Government or any local authority or statutory body set up or established by the Government and on deputation basis in any borrowing department or organization under the Government or Government of Pakistan.

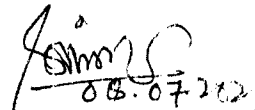
11. **Application of General Rules:-** In all matters which are not expressly provided for in these rules including conduct, rights & privileges and allied terms & conditions of officers and employees in the service as civil servant shall be dealt with provisions of Azad Jammu & Kashmir Civil Servants Act, 1976 and all other rules made thereunder and instructions issued by from time to time by the government, the Board. The instructions for observance of district/unit wise quota for recruitment shall also be followed prospectively on commencement of these rules.

12. **Safeguard to Rights of Government Servants:-** (1) Notwithstanding anything contained in these rules, all officers and employees appointed on regular basis and holding the posts included in the Inland Revenue Service before commencement of these Rules shall be deemed to be appointed under these Rules.

(2) Wherever in the application of these rules, the terms and conditions of service of any person serving in Azad Jammu and Kashmir as guaranteed by any law for the time being in force, are likely to be adversely affected, the Board shall have power to pass any appropriate order to safeguard the legal rights of such member or employee of the department in terms of Section 7 of AJK-CBR Act, 2020.

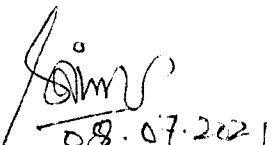
13. **Suppression and Overriding Effect:-**(1) All existing rules regulating the terms & conditions of officers & employees of Inland Revenue & Excise & Taxation department which from time to time made and issued by AJK Council Secretariat pursuant to Civil Servants Act, 1973 (as adapted in AJK) shall stand repealed as rescinded forthwith without legal consequences.

(2) Notwithstanding anything contrary contained in any other rules these rules for the time being in force pertaining to civil servants, these rules shall have exclusive jurisdiction and application having overriding effect in relation to matters of appointment including terms and conditions of members of the service.

  
08.07.2021  
(Munir Iqbal)  
Deputy Secretary S&GAD  
(Regulations)

**Copy to the:**

1. Secretary to the President, Azad Jammu & Kashmir.
2. Principal Secretary to the Prime Minister, Azad Govt. of the State of Jammu and Kashmir.
3. Chief Secretary, GoAJ&K.
4. Chairman Azad Jammu and Kashmir Central Board of Revenue.
5. Secretary, S&GAD, GoAJ&K.
6. Secretary, Inland Revenue Department, GoAJ&K.
7. Accountant General, Azad Jammu and Kashmir, Muzaffarabad.
8. Controller, Govt. Printing Press for publication in the official Gazette.
9. System Administrator, S&GAD.
10. Master File.

  
08.07.2021  
Deputy Secretary S&GAD  
(Regulations)

**Appendix 'I'**

**Syllabus for written examination for initial recruitment of  
Assistant Commissioner (Inland Revenue Service Group) BS-17**

<b>I. English Paper.</b>	1. Essay English	50 Marks
	2. English Précis & Composition and Letter Writing.	100 Marks
<b>II. General Knowledge</b>	Paper –I Every day Science. Every day Science. This will contain elementary knowledge regarding Physics, Chemistry, Biology, Psychology, Common-diseases and their remedies, Public Health and Hygiene and Physical Geography.	50 Marks
	Paper –II Current Affairs.	100 Marks
	Paper-III Pakistan Affairs. (History of Kashmir: from Amritsar Agreement 1846 till date).	75 Marks 25 marks
	Pakistan Affairs. This will cover facts regarding History, Administration, Eco, Social and Cultural Matters and Foreign Relations.	<u>Tctal: 100</u>
<b>III. Islamiyat</b>	Paper –I Islamic History.	100 Marks
	Paper-II Islamic Fiqa, Hidayat Translation & Explanation of Holy Verses.	150 Marks
<b>IV. Urdu</b>	.....	150 Marks

**ISLAMITYAT PAPER, 'A'**

<p><b>Topic 01.</b></p>	<p><u>Basic principles of Islam:-</u>  a) Articles of Faith.  b) The concept &amp; spirit of Tauheed.  c) Finality of Prophet hood.  d) Practices of Islam.</p>	
<p><b>Topic 02.</b></p>	<p align="center"><u>Outlines of Islamic History:-</u></p> a) The Holy Prophet of Islam; Perfect personality, main events of his life, Conception of Sunnah. b) Brief survey of following; Khulfa-i-Rashideen, Ummayyads, Abbasides, Muslims in Spain & North – Africa. Post Mughal Muslim period (Persia. Ottoman, Turks, Muslims in Indo-Pakistan Sub-continent). Islam in the 19 <sup>th</sup> & 20 <sup>th</sup> centuries, the World of Islam today.	
<p align="center"><b>ISLAMITYAT PAPER, 'B'</b></p>		
<p><b>Topic 03.</b></p>	<p><u>The Holy Quran &amp; Hidayas, Salient Characteristics:-</u>  a) Its revelation and compilation.  b) Certain Basic Principles:-  i) Duty towards Allah (submission to His Laws).  ii) Duty towards Society (Equality, Justice, Haqooqulabad, Honesty- intellectual as well as financial).  iii) Duty towards nature understanding (through experimentation) conquest and domination of the forces of nature in the service of Allah.  iv) Duty towards self:- moral development &amp; purification with an object to serve God's people).  c) Certain injunctions:-  i) Wealth- the permitted way of earning, illegal gratification, distribution, Zakat, Inheritance, Charity, Waqf, Interest, giving away of spare wealth.  ii) Concept of love in Islam.  iii) Women- Marriage, divorce, polygamy , right to inherit, treatment, education as necessity of all humans, position of women in Islamic society.  iv) Administration-Power a trust- selection of an administrator, efficiency and honesty.</p>	
<p><b>Topic 04.</b></p>	<p>The Application of Islamic teachings to Socio-Economic development in the 21<sup>st</sup> century.</p>	
<p><b>Urdu</b></p>	<p>Paper-I Urdu Essay, letter writing &amp; précis.</p>	<p>50 Marks</p>
<p>Paper-II Composition and Urdu Adab</p>		<p>150 Marks</p>

**History of  
Kashmir**

- 1- معاہدہ امرتسر 1846ء
- 2- ڈوگرہ دور میں مسلمانوں کے ساتھ امتیازی سلوک اور مسلم بیداری
- 3- کشمیر میں مسلم تنظیموں / اداروں کا قیام۔  
- بنگ مین مسلم ایسوسی ایشن  
- ریڈنگ روم پارٹی
- 4- 13 جولائی 1931ء کو سنٹرل جیل سری نگر میں ڈوگرہ فوج کے ہاتھوں مسلمانوں کی شہادت اور تحریک آزادی کا آغاز۔
- 5- مسلم کانفرنس کا قیام۔  
- نیشنل کانفرنس اور مسلم کانفرنس کا احیاء
- 6- آئینی جدوجہد۔  
گوانی کمیشن کا قیام اور سفارشات
- 7- کشمیر میں 1934ء کے الیکشن اور مسلم کانفرنس کی مقبولیت / 1946ء کے انتخابات
- 8- تحریک آزادی پر تحریک پاکستان کے اثرات
- 9- تحریک آزادی کی نامور شخصیات
- 10- 1947ء میں آزاد کشمیر کا قیام تاحال
- 11- آزاد کشمیر میں آئینی ارتقاء
- 12- آزاد کشمیر کے وسائل / ترقیاتی سرگرمیاں۔

*Salim P*



**“Appendix II”**

**Annexed with Notification No.S&GAD/A-4(488)2021 Part-I Dated 08<sup>th</sup> July, 2021.**

Sr. No.	Name of the statutory body/ Department	Functional Unit	Name of the Cadre Post with Basic Pay Scale	Appointing Authority	Maximum Qualification for Appointment by		Method of Recruitment	Age for Initial Recruitment		Exam/Training or other conditions for confirmation
					Initial Recruitment or Transfer	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10	11
1.	AJK Central Board of Revenue/ Inland Revenue Department	Taxation Administration	Commissioner IR / Accountant Member BS-20	Board	--	i. As per Col.8; ii. Senior Management Course (SMC) iii. On fulfillment of performance criteria.	By promotion on the basis of selection-on-merit as set out under these rules and performance criteria prescribed by the Board from amongst Additional Commissioners of Inland Revenue Service BS-19 having 17 years' service in BS-17 and above as per Col. 7;	--	--	As may prescribed by the Board from time to time.
2.	-do-	-do-	Additional Commissioner/ Departmental Representative BS-19	-do-	--	i. As per Col. 8; ii. MCMC iii. On fulfillment of performance criteria.	By promotion the basis of selection on merit as set out under these rules and performance criteria prescribed by the board from amongst Deputy Commissioners of Inland Revenue Service BS-18 having 12 years' service in BS-17 and above as per Col. 7;	--	--	-do-
3.	-do-	-do-	Deputy Commissioner Inland Revenue BS-18	-do-	--	i. As per Col. 8; ii. BMC iii. On fulfillment of performance criteria.	By promotion on the basis of seniority cum-fitness and performance criteria as prescribed by the Board from amongst Assistant Commissioners of Inland Revenue Service BS-17 having 05 years' service as per Col.7	--	--	-do-

4.	-do-	-do-	Assistant Commissioner Inland Revenue BS-17	-do-	Bachelor's degree from any University recognized by HEC.	i. As per Col. 8 ii. On fulfillment of performance criteria.	i. 50% by initial appointment as per Rule 5(1)(a) of AJ&K Inland Revenue Service Group Rules, 2021 on the recommendation of Public Service Commission through Competitive examination. ii. 50% by promotion on the basis of seniority cum- selection from amongst Inland Revenue Officers/ Superintendents/ Assistant Excise & Taxation Officer (BS-16) having 03 years' service in BS- 16 and on fulfillment of performance criteria as prescribed by the Board.	21	30	-do-
5.	-do-	-do-	Inland Revenue Audit Officer (BS-18)	-do-	--	Master's Degree in Commerce, Math/ Statistics/Audit & Accounting	By promotion on the basis of seniority cum- fitness and fulfilling performance criteria from amongst the Audit Officer BS-17 already working in the department and having qualification as per Col. 6	--	--	--
6.			Inland Revenue Audit Officer (BS-17)	-do-	Master's Degree in Commerce, Math/ Statistics/Audit & Accounting	--	By initial appointment as per qualification of Col. 6 subject to selection process to be specified by the Board.			--
7.	-do-	-do-	Superintendent Inland Revenue/ Inland Revenue Officer BS-16	-do-	--	i. As per Col. 8 ii. Successfully passing of Departmental Examination.	By promotion on the basis of seniority cum- fitness and fulfilling performance criteria from amongst the Deputy Superintendents	--	--	--

							Inland Revenue/ Inspectors BS-16 and qualification as per Col.7			
8.	-do-	-do-	Deputy Superintendent Inland Revenue BS-16	-do-	Bachelor's Degree from any University recognized by HEC.	--	i. 90% by promotion from amongst Inspectors BS-16. ii. 10% by promotion on the basis of cadre strength from amongst UDC having 3 years service/LDC having 6 year service having qualification prescribed in Col.6.	--	--	--
9.	-do-	-do-	Inspector BS-16	-do-	Bachelor's Degree from any University recognized by HEC.		i. 90% by initial appointment as per qualification mentioned in Col.6 subject to selection process to be specified by the Board. ii. 10% by promotion on the basis of cadre strength from amongst Head Clerks/Supervisors having qualification as per Col.6	21	30	--
10.	-do-	-do-	Excise Hawaldar BS-07	-do-	--	Matriculate	i. 90% by promotion on the basis of seniority cum-fitness from amongst the Excise Sepoys / Excise Constable having 03 and 05 years' service respectively and qualification as per Col 7. ii. 10% by promotion on the basis of cadre strength from amongst Excise Sepoys/ BS-5/ Excise Constable BS-4 having	--	--	--

							qualification as per Col.7.			
11.	-do-	-do-	Excise Sepoy BS-05	-do-	--	Matriculate	By promotion on the basis of seniority cum-fitness from amongst the Excise Constables BS-4 having 05 years' service as such and qualification mentioned in Col.7.	--	-do-	--
12.	-do-	-do-	Excise Constable BS-04	-do-	i. Matriculate ii. Minimum 5-6 height iii. Physically fit to perform duty	--	i. 80% By initial appointment as per Col. 6. ii. 20% by promotion on the basis of cadre strength from amongst Bailiffs BS-3/ Notice Servers BS-1/ Armed Guards BS-1 having qualification & fitness criteria prescribed in Col.6	21	30	--
13.	-do-	-do-	Bailiff BS-3	-do-	i. Middle ii. Physically and medically fit to perform duty.		By initial appointment as per Col. 6.	21	30	--
14.	-do-	-do-	Notice Server BS-1	-do-	i. Matriculate ii. Physically fit for field duty	--	By initial appointment as per Col. 6.	21	30	--
15.	-do-	-do-	Armed Guard BS-1	-do-	i. Middle ii. Physically & medically fit iii. Preferably ex-serviceman iv. Minimum 5-6 height.		By initial appointment as per Col. 6.	21	30	

					from a recognized institute and Typing speed of at least 40 wpm in English or Urdu.					
20.	-do-	Ministerial	Administrative Officer BS-17	-do-		Bachelor's Degree from any University recognized by HEC.	By promotion on the basis of seniority-cum-fitness from amongst the Office Superintendents BS-16 having 03 years' service as such having qualification as per Col. 7.			--
21.	-do-	-do-	Office Superintendent BS-17	-do-	--	Bachelor's Degree from any University recognized by HEC.	By promotion on the basis of seniority cum-fitness from amongst the Head Clerks/ Accountants/ Assistant Private Secretaries with 03 years' experience in administrative and financial matters & having qualification as per Col. 7.	--	--	--
22.	-do-	-do-	Assistant Private Secretary BS-16	-do-	i. Bachelor's Degree from any University recognized by HEC. ii. Having fair competence in computer applications.		i. 40% by initial appointment as per Col. 6 ii. 60% by promotion on the basis of seniority cum fitness from amongst the Stenotypists BS-14 having 03 years' service as such.	21	30	--
23.	-do-	-do-	Accountant/ Head Clerk BS-16	-do-	--	As per Col. 8.	By promotion on the basis of seniority cum-fitness from amongst the supervisors BS-16 having 05 years' service as such	--	--	--
24.	-do-	-do-	Supervisor BS-16	-do-	--	As per Col. 8	By promotion on the basis of seniority cum-fitness from amongst	--	--	--

16.	-do-	Information & Technology	Deputy Director MIS BS-18	-do-	--	As per Col. 8	By promotion on the basis of seniority cum-fitness from amongst the Assistant Directors MIS BS-17 having 05 years' service as such.	--	--	--
17.	-do-	-do-	Assistant Director MIS BS-17	-do-	B.S (Hons.) in Computer Sciences having speciality in Computer Programming/ Data Base Administration.		i. 50% by initial recruitment as per Col. 6. ii. 50% by promotion on the basis of seniority cum-fitness from amongst the MIS Officers BS-16 having 05 years' service as such.	21	30	--
18.	-do-	-do-	MIS Officer BS-16	-do-	BS (Hons.) Computer Science		i. 70% by initial appointment as per Col. 6. ii. 30% by promotion on the basis of seniority-cum-fitness from Data Entry Operators BS-12 having three years working experience.	21	30	--
19.	-do-	-do-	Data Entry Operator BS-12	-do-	i. F.A/F.Sc (2 <sup>nd</sup> Class) ii. A speed of at least 80/40 wpm in English shorthand/typing or a speed of at least 80/35 wpm in Urdu shorthand/ typing respectively. Or One year course of computer programming i.e. MS Office (MS Word, MS Excel, MS Power Point, MS Access) and Urdu composing		By initial appointment as per Col. 6	21	30	--

							the Senior Clerks / UDCs having 03 years' service as such.			
25.	-do-	-do-	Steno typist BS-14	-do-	<p>i. Bachelor's Degree from any University recognized by HEC.</p> <p>ii. A speed of 80/40 wpm in English Shorthand/ typing or a speed of 70/40 wpm in Urdu Shorthand/ typing respectively.</p> <p>OR</p> <p>i. Intermediate.</p> <p>ii. Short course of minimum 6 months duration in Windows, MS Office (MS Word, MS Excel, MS Power Point, MS Access etc.) and Urdu Composing from a recognized institute.</p> <p>Typing speed of at least 60 wpm in English or Urdu.</p>	--	By initial recruitment as per Col. 6.	21	30	--
26.	-do-	-do-	Senior Clerk / UDC BS-14	-do-	Intermediate		<p>i. 50% by initial recruitment as per Col. 6.</p> <p>ii. 50% by promotion from amongst the Junior Clerks / LDCs having 03 years' service as such.</p>	21	30	--
27.	-do-	-do-	Library Assistant BS-12	-do-	<p>i. Intermediate.</p> <p>ii. Diploma or certification in</p>		By initial appointment as per Col. 6.	21	30	--

					Library Sciences from any recognized college/institute.					
28.	-do-	-do-	Junior Clerk /LDC BS-11	-do-	i. Intermediate. ii. 40 wpm speed in English & Urdu typing.		i. 90% by initial appointment as per Col. 6. ii. 10% by promotion on the basis of seniority cum-fitness from amongst Excise Hawaldars/ Sepoys/ Constable and other BS-1 to BS-2 employees having qualification prescribed in Col. 6.	21	30	--
29.	-do-	-do-	Caretaker BS-7	-do-	i. Matriculate. ii. Physically & medically fit.		By initial appointment as per Col. 6.	21	30	--
30.	-do-	-do-	Electrician BS-5	-do-	i. Middle. ii. Diploma in relevant trade		By initial recruitment as per Col. 6.	21	30	--
31.	-do-	-do-	Mason BS-5	-do-	i. Middle. ii. Working pro-efficiency & experience in the relevant field		By initial recruitment as per Col. 6.	21	30	--
32.	-do-	-do-	Carpenter BS-5	-do-	i. Matriculate. ii. Working pro-efficiency & experience in the relevant field.		By initial recruitment as per Col. 6.	21	30	--
33.	-do-	-do-	Driver BS-4	-do-	i. Middle ii. PSV license		By initial appointment as per Col. 6.	21	30	--
34.	-do-	-do-	Duplicate Machine Operator BS-4	-do-	i. Middle. ii. Knowledge with machine operation of photocopiers with 2 years' experience in any organization.		By initial appointment as per Col. 6.	21	30	--
35.	-do-	-do-	Dispatch Rider BS-4	-do-	i. Middle. ii. Be a licensed		By initial appointment as per Col. 6.	21	30	--



					driver.					
36.	-do-	-do-	Daftri BS-2	-do-	--	As per Col. 8	By promotion on the basis of seniority cum-fitness from amongst Naib Qasids having 03 years' service as such	--	--	--
37.	-do-	-do-	Naib Qasid BS-1	-do-	Middle		By initial appointment as per Col. 6.	21	30	--
38.	-do-	-do-	Chowkidar BS-1	-do-	Primary i. Physically & medically fit ii. Preferably ex-serviceman		By initial appointment as per Col. 6.	21	30	--
39.	-do-	-do-	Mali BS-1	-do-	2 years' experience in relevant trade		By initial appointment as per Col. 6.	21	30	--
40.	-do-	-do-	Sweeper BS-1	-do-	Be physically & medically fit		By initial appointment as per Col. 6.	21	30	--