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PART II

Statutory Notifications (S. R. O.)

SUPREME APPELLATE COURT GILGIT-BALTISTAN

NOTIFICATION

Gilgit, the 10th October, 2022

S. R. O. 1890(I)/2022.—In exercise of the powers conferred by Article 94 of **"The Government of Gilgit-Baltistan Order, 2018"**, the Supreme Appellate Court Gilgit-Baltistan, in consultation with the Government of Gilgit-Baltistan, hereby makes the following rules with respect to the terms and conditions of service of the Establishment of the Supreme Appellate Court, Gilgit-Baltistan.

RULES

PART I

SHORT TITLE, APPLICATION AND COMMENCEMENT

1. **Short title, application and commencement.—**(1) These rules may be called the Supreme Appellate Court, Gilgit-Baltistan, Establishment Service Rules, 2022.

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(2) These rules shall apply to all persons appointed to the posts borne on the Establishment of the Supreme Appellate Court wherever they may be except persons appointed on contact, deputation or on work-charged basis, or who are paid out of contingencies. The services of persons appointed on contact or on work-charged basis, or who are paid out of contingencies shall be regulated by rule 6 of these rules:

Provided that the services of persons appointed on deputation shall be regulated by the rules of their respective services but subject to rule 5 of these rules.

(3) These rules shall come into force at once.

2. **Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context;

(a) **"Appendix A"** means the Appendix A to these rules;

(b) **"Appendix B"** means the Appendix B to these rules;

(c) **"Appendix C"** means the Appendix C to these rules;

(d) **"Appendix D"** means the Appendix D to these rules;

(e) **"Appointing Authority"** means the Chief Judge, any other Judge, or the Registrar authorized by the Chief Judge in this behalf;

(f) **"Appointment"** means appointment by initial recruitment, promotion and transfer;

(g) **"Chairperson"** means Chairperson of the tribunal established under Rule 18;

(h) **"Chief Judge"** means the Chief Judge of Gilgit-Baltistan and includes the Judge acting as Chief Judge;

(i) **"Departmental Promotion Committee"** means a committee constituted by Appendix-D for recommending appointment through promotion and transfer;

(j) **"Departmental Selection Committee"** means a committee constituted by Appendix-D for recommending appointments other than promotion and transfer;

(k) **"Disciplinary Authority"** means Chief Judge in case of posts in BPS-19 or above and Registrar for other posts;

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(l) **"Establishment"** means the Establishment of the Supreme Appellate Court consisting of the posts specified in column 2 of the Appendix A but does not include a person on deputation, contract, work charge and one paid out of contingencies;

(m) **"Government"** means Provincial Government Gilgit-Baltistan;

(n) **"Initial Appointment"** means appointment made otherwise than by promotion, transfer or deputation;

(o) **"Misconduct"** means conduct prejudicial to good order or service discipline or contrary to the Government Servants (Conduct) Rules, 1964 or unbecoming of an officer and a gentleman and includes any act on the part of member of the establishment to bring or attempt to bring political or other outside influence directly or indirectly to bear on any authority or any officer in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of the establishment;

(p) **"Post"** means a post specified in Column 2 of the Appendix A and includes such other post as may, from time to time, be added to it;

(q) **"Prescribed"** means prescribed by these rules;

(r) **"Promotion Policy"** means promotion policy as contained in Appendix-C;

(s) **"Recruitment Policy"** means recruitment policy as contained in Appendix-B;

(t) **"Registrar"** means an officer appointed as such under Sr. No. 1 of Appendix-A;

(u) **"Tribunal"** means tribunal established under rule 18 of these rules.

(2) All other terms not defined here shall have the same meaning, as nearly as can be, as the ones defined in service rules for provincial civil servants unless the context requires otherwise.

PART II

APPOINTMENT AND TERMS & CONDITIONS OF ESTABLISHMENT

3. **Appointment.**—(1) Appointments to the posts shall be made in the prescribed manner by the Appointing Authority.

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(2) All appointment to the posts shall be made on recommendations of a Departmental Selection or Departmental Promotion Committee as given in Appendix D in accordance with Recruitment Policy or Promotion Policy as contained in Appendix B and C.

(3) All up-gradations shall be made by Departmental Promotion Committee based on performance and fitness factors as explained in Promotion Policy of member of establishment. Any member not reaching threshold marks of fitness factor shall not be upgraded.

(4) Except where otherwise provided by these rules or rules which may be made hereinafter, the laws, rules and orders issued by the Government regarding advertisement, physical fitness, minimum age, age relaxation, antecedents verification, nationality, regional, female, minorities, death during service, children of retired quota, etc. for civil servants of corresponding scale/post of the Government shall be followed, as nearly as possible, in making initial appointment to the posts.

(5) Except as otherwise provided by these rules, no person shall be appointed to a post unless he is a resident of Gilgit-Baltistan.

(6) The concerned Departmental Selection Committee shall after approval of the Chief Judge get the process of recruitment conducted by any Public Service Commission or any reputed testing service provider, which shall submit result to concerned Departmental Selection Committee;

Provided that the whole process of initial appointment of non-clerical posts may be undertaken by the concerned Departmental Committee itself.

4. **Terms and conditions of service.**—(1) Subject to any special provisions contained in these rules or rules which may be made hereinafter and other financial powers which may be exercised by the Chief Judge from time to time, the laws, rules and orders for the time being in force and applicable to civil servants of corresponding scale/post of the Government including probation, superannuation, seniority, confidential reports, pension and other allied benefits shall regulate the terms and conditions of service of members of the establishment:

Provided that the powers exercisable under the said rules and orders by the Government, or by any authority subordinate to the Government, shall be exercisable by the Chief Judge or by such person as he may, by general or special order, direct:

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Provided further that the pay and allowances of the posts shall not be less than the pay and allowances admissible to the members of the staff serving in the Supreme Court of Pakistan in corresponding grades. The pays and allowances already received or being received by any member of the establishment shall not be decreased to his disadvantage:

Provided that members of establishment shall be bound to follow the job description specified from time to time.

(2) Any question arising as to which rules or orders are applicable to the case of any person serving in the establishment shall be decided by the Chief Judge.

5. **Appointment on deputation**.—Notwithstanding anything contained in these rules or any other rules if no suitable person is available in the establishment and if appointment on deputation is allowed by Appendix A the Appointing Authority may in public interest appoint such person against such post on deputation from Chief Court of Gilgit-Baltistan, a High Court of any Province in Pakistan, Supreme Court of Pakistan or any civil servant of the Province or Federation subject to deputation policy of the respective service in vogue for the time being:

Provided that no person on deputation shall be absorbed permanently in the establishment.

6. **Appointment of persons on contract etc**.—Subject to appendix-A, B and general policy of the Government, the Chief Judge or any person authorized by the Chief Judge in that behalf, may appoint persons against vacancies on contract basis, or on work-charged basis, or who are paid out of contingencies:

Provided that all such employees who are working in any such capacity immediately before the commencement of this Act shall continue to be so employed on the same terms and conditions on which they were appointed.

PART III

DISCIPLINE

7. **Grounds for disciplinary action.—**Where in the opinion of the Disciplinary Authority, any member of the establishment –

(a) is inefficient or has ceased to be efficient; or

(b) is guilty of misconduct; or

(c) is corrupt, or may reasonably be considered corrupt because:

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(i) he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or

(ii) he has assumed a style of living beyond his ostensible means; or

(iii) he has a persistent reputation of being corrupt; or

(d) is engaged, or is reasonably suspected of being engaged, in subversive activities, or reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is, therefore, prejudicial to national security, the Disciplinary Authority may impose on him one or more of the penalties provided hereafter.

8. **Penalties.—**(1) The minor and major penalties are as follows:-

(a) **Minor Penalties:**

(i) Censure;

(ii) Withholding, for a specific period, promotion or increment subject to a maximum for three years:

Provided that the penalty of withholding increments shall not be imposed on member of the establishment who has reached the maximum of his pay scale;

(iii) Recovery from pay of the whole or any part of any pecuniary loss caused to exchequer by negligence or breach of orders.

(b) **Major Penalties:**

(i) Reduction to a lower post of pay scale or to a lower stage in a time scale for a maximum period of five years:

Provided that on restoration to original pay scale or post, the penalized member of the Establishment will be placed below his erstwhile juniors promoted to higher posts during subsistence of the period of penalty;

(ii) Compulsory retirement;

(iii) Removal from service; and

(iv) Dismissal from service.

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(2) Removal from service does not, but dismissal from service does, disqualify for future employment.

(3) In this rule, removal or dismissal from service does not include the discharge of a person:-

(i) appointed on probation, during or on the expiry of the period of probation; or

(ii) appointed otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or

(iii) engaged under a contract, in accordance with the terms of the contract.

9. **Opportunity of showing cause.**—(1) When an action is proposed to be taken against a member of the establishment under Rule 7, he shall be informed in writing of the action proposed to be taken in regard to him and the grounds of the action and he shall be given a reasonable opportunity of not less than 7 days or more than 14 days of showing cause against that action:

Provided that no such opportunity shall be given when the Disciplinary Authority is satisfied that in the circumstances of the case, it is not expedient in the public interest to give such opportunity:

Provided further that pending action against a member of the establishment, he may be suspended or required to proceed on leave with the approval of the Disciplinary Authority and any continuation of such suspension or leave shall require approval of the Disciplinary Authority after every 3 months:

Provided further that on expiry of said period of 3 months, the order of suspension or forced leave would be deemed to have been recalled unless before the expiry of said period, approval of the Disciplinary Authority to his continuing to be under suspension or on leave has been obtained.

(2) In an appropriate case, an inquiry may be conducted through an Inquiry Officer/Inquiry Committee, who shall be appointed by the Disciplinary Authority:

Provided that no Inquiry Officer or member of Inquiry Committee should be junior to the accused.

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10. **Powers of the Inquiry Officer/Inquiry Committee.—**(1) For the purpose of an inquiry under these rules, the Inquiry Officer/Inquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely:—

(i) summoning and enforcing the attendance of any person and examining him on oath;

(ii) requiring the discovery and production of documents;

(iii) receiving evidence on affidavits; and

(iv) issuing commissions for the examination of witnesses or documents.

(2) The proceedings under these rules shall be deemed to be judicial proceedings within the meaning of Sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

11. **Inquiry Proceedings.—**(1) When an Inquiry Officer/Inquiry Committee is appointed, he or it shall—

(i) frame a charge and communicate it to the accused together with a statement of the allegations explaining the charge and any other relevant circumstances which are proposed to be taken into consideration;

(ii) require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in written defence and to state at the same time whether he desires to be heard in person;

(iii) inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him; and

(iv) hear the case from day-to-day and no adjournment shall be given except for reasons to be recorded in writing.

(2) Where the Inquiry Officer/Inquiry Committee is satisfied that the accused is hampering, or attempting to hamper, the progress of the inquiry he or it shall administer a warning, and thereafter if he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect

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and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.

(3) The Inquiry Officer/Inquiry Committee shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the Disciplinary Authority, submit his or its findings and the grounds thereof to the Disciplinary Authority.

12. **Inquiry Report.**—(1) A copy of the report of the Inquiry Officer/ Inquiry Committee shall be supplied to the accused person, allowing him not less than seven days to offer his explanation to the Disciplinary Authority about the findings adverse to him. The accused shall also state whether he wants to be heard in person.

(2) The Disciplinary Authority after affording the accused personal hearing, if desired by him, shall decide the imposition of penalty or otherwise.

13. **Rejoining of duty.**—If no penalty is imposed on an accused person who was suspended or required to proceed on leave in pursuance of an order under Rule 9, he may be required to rejoin duty and the period of such suspension or leave may be treated as duty, or as may be directed.

14. **Reversion of a person on deputation.**—(1) The Chief Judge may, in any case where it appears to him that the circumstances so require, suspend any person on deputation to the establishment, and may order an inquiry to be made into the conduct of that person.

(2) If after inquiry the Chief Judge is of opinion that a penalty should be imposed on him, he shall direct reversion to the lending authority with a recommendation about the penalty to be imposed.

15. **Imposition of penalty on the Registrar.**—The Chief Judge alone shall have power to impose a penalty on the Registrar of the Court and where an inquiry is held against him, the Inquiry Officer/Inquiry Committee shall submit his or its findings to the Chief Judge.

16. **Time frame.**—The disciplinary proceedings should be completed in 90 days of its initiation unless for reason to be recorded in writing the Disciplinary Authority extends such period which should not be more than 45 days.

PART IV

DEPARTMENTAL AND JUDICIAL REMEDIES

17. **Departmental Appeal and Review.**—Where any penalty is imposed or any order in respect of terms and conditions of service in respect of a

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member of establishment is passed by the Registrar, an appeal shall lie from his order to the Chief Judge, and where any penalty is imposed or any order in respect of terms and conditions of service is passed by the Chief Judge, otherwise than on appeal from an order of the Registrar, a review shall lie to the Chief Judge:

Provided that on the commencement of these rules all departmental appeals shall stand transferred to departmental forum created under these rules. Any pending departmental appeal before the Division Bench shall be treated as review pending before the Chief Judge.

18. **Establishment of the Tribunal.**—(1) There shall be a service tribunal consisting of three members to be appointed by the Chief Judge who shall be sitting or retired judges of this court and one of whom shall be its Chairperson. In case of vacancy of posts of any one or two judges the Chief Judge shall include one or two retired judges, as the case may be, of the Supreme Appellate Court in the tribunal. No remuneration shall be paid to the retired judges for being a member of the tribunal. However, they would be entitled for travelling and daily allowance under the rules.

(2) The tribunal shall have exclusive jurisdiction in respect of matters relating to terms and conditions of the service of members of the establishment including disciplinary matters. The decision of the tribunal shall be final.

(3) The bench of tribunal shall consist of two members to be nominated by the Chairperson. If a bench is unable to arrive at a unanimous decision, the matter shall be referred to third member by the Chairperson and the decision of the Tribunal shall be expressed in terms of the opinion of the majority. The Chairperson may, for sufficient cause transfer any appeal or other proceedings from one bench to another.

(4) The powers of the tribunal as to decision and all other proceedings shall be the same as that of Service Tribunal of Civil Servants of the Government.

(5) The tribunal shall decide an appeal within 6 months and review within 3 months.

(6) There shall be a registrar of the tribunal posted by the Chief Judge from amongst any member of the establishment in BPS 17 and above who shall be

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liable to transfer any time by the order of the Chief Judge. Other secretarial support to the tribunal shall be provided from existing members of the establishment.

(7) The proceedings of the tribunal shall be judicial proceedings within the meanings of section 4(1) (m) of the Code of Criminal Procedure, 1898.

19. **Appeal to Tribunal.**—Any member of the establishment aggrieved by any final order made on departmental appeal or review as aforesaid may file an appeal to the tribunal within 90 days of communication of such order to him:

Provided that if no response is received on departmental appeal or review, as the case may be, within 90 days, the aggrieved member of the establishment may file appeal to the tribunal within a period of 30 days after expiry of 90 days of filing of departmental appeal or review, as the case may be. No decision of departmental appeal or review shall be made after filing of appeal to the tribunal.

20. **Review.**—Any aggrieved person may file a review within 30 days of the date of the order against the decision of the tribunal if there is any error apparent on the face of the record.

21. **Limitation.**—An appeal and review under Rule 17 may be filed within thirty days from the date of communication of such order to him. An appeal to the tribunal shall be made within time allowed under Rule 19 or within six months of the establishment of the tribunal, whichever is later.

22. **Appearance of counsel.—** At no stage of the departmental proceedings under these rules, the person concerned shall be represented by an Advocate. However, there shall be no bar on engaging a counsel in proceedings of the tribunal.

PART V

MISCELLANEOUS

23. **Relaxation.**—A Committee headed by the Chief Judge and comprising one Judge and in absence of Judge, the Registrar, may relax any of the provisions of these rules, if it is satisfied that a strict application of the rule will cause undue hardship to the individual concerned and its decision shall be final in such matter.

24. **Delegation of Power.—** The Chief Judge may delegate all or any of his powers under these rules to any Judge or an officer of the Supreme Appellate Court.

25. **Creation etc. of Posts.—** Subject to delegation of financial powers and recommendation of committee consisting of Chief Judge, Registrar, a

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representative each from S & GAD, Finance and Law Department of the Government the Chief Judge, Gilgit-Baltistan, may, by order, create, abolish, redesignate, upgrade, downgrade or change the nomenclature of any post, temporary or permanent, and 'Appendix-A' shall stand amended accordingly.

Provided that the Chief Judge may by order, create, abolish, redesignate, upgrade, downgrade or change the nomenclature of any post, temporary or permanent without recommendation of the committee if the order is within allocated budget:

Provided further that the posts mentioned in Appendix-A will be reflected in SNE after concurrence of Federal Finance Division. All the incumbents of those posts which have been upgraded by these rules shall get one-time personal upgradation subject to determination of seniority notwithstanding anything to the contrary contained in these rules or any Appendix to these rules. An upgraded post shall be upgraded from the date the incumbent actually takes charge of the same after issuance of Notification by the Appointing Authority.

26. **General Rules.—** In all matters not expressly provided for in these rules or any other rules hereafter made, the rules made or deemed to have been made by Government under the Gilgit-Baltistan Civil Servants Act, 2011, shall *mutatis-mutandis,* apply to the posts under these rules.

27. **Doubts and Anomalies.—** In case of any anomaly or difficulty in giving effect to these rules or any hardship faced by any member of the establishment, the Chief Judge shall be final authority to pass any appropriate orders for settling the issue.

28. **Repeal and Savings.—**The Supreme Appellate Court Gilgit-Baltistan Service Structure (Modified/Re-Enacted Rules, 2009) are hereby repealed:

Provided that this repeal shall not affect the Financial/Administrative Powers Rules (as amended), 2009:

Provided further that this repeal shall also not affect any appointment made or anything done under the said rules, prior to this repeal:

Provided further that notwithstanding anything contained in these rules any person already appointed on contingent, daily wages or contract basis shall continue on existing terms and may be reappointed if the Chief Judge thinks fit in the public interest.

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APPENDIX-A

Posts and Mode of Appointment
Rule 2(1)(a)

1	2	3	4	5	6
Sr. No.	**Nomenclature of Post with BPS**	**No. of Posts**	**Minimum Qualification and experience for initial appointment and transfer**	**Age Limit in case of initial appointment**	**Method of Appointment with further Up-gradation.**
GENERAL					
1.	Registrar (BPS-22)	01			(i) By promotion from amongst the Additional Registrar, Deputy Registrar and Secretary subject to Promotion Policy (Appendix-C). (ii) By appointment of a retired District and Session Judge, retired Civil Servant of BPS-21 and above purely on contract for a period of 3 years. (iii) A serving District & Sessions Judge on deputation initially for a period of three years extendable for 2 more years. (iv) A serving PAS/DMS/OMS/ LAS Officer in BPS-20 and above on deputation basis as per Rule 5.
2.	Additional Registrar (BPS-21)	02 Admin Judicial		45 Years	(i) 100% by promotion from amongst the Deputy Registrars & Secretary as per Promotion Policy (Appendix-C). The candidate must be law graduate. (ii) If no suitable candidate for promotion is available then on deputation as per rule 5 or on contract under rule 6 of these rules from retired Civil/ Government servants in BPS-20 or above from the PAS/DMS/ OMS/LAS.

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3.	Deputy Registrar (BPS-20)	03 Admin, Judicial, Skardu Branch		40 Years	(i) 100% by promotion from amongst the cadre of Assistant Registrars (Sr. No. 4) as per Promotion Policy (Appendix- C). (ii) If no suitable candidate for promotion is available then on deputation as per rule 5 or on contract under rule 6 of these rules from retired civil/ government servants in BPS-20 or above from the PAS/DMS/ OMS/LAS.
4.	Assistant Registrar (BPS-19)	05 Judicial, Confidential, Admin, Fixture, Skardu Registry.		35 Years	(i) 100% by promotion from amongst the Private Secretaries and Court Associates at the ratio of 50% quota each on rotation basis as per Promotion Policy (Appendix-C). (ii) If no suitable candidate for promotion is available then on deputation as per rule 5 or on contract under rule 6 of these rules from retired civil/ government servants in BPS-19 or above from the PAS/DMS/ OMS/LAS. The incumbent shall be upgraded to BPS-20 after 18 years' satisfactory service in BPS-17 and above or 13 years' in BPS-18 and above in case of initial appointment in BPS-18 or 7 years' satisfactory service in BPS-19 in case of initial appointment in BPS-19 if not promoted in the meantime.
RESEARCH WING					
5.	Assistant Registrar Research (BPS-19)	01	Law Graduate with 10 years' experience in research of law related field	40 Years	By promotion from Law Research Officer as per Promotion Policy (Appendix-C) or by initial Appointment. The incumbent shall be upgraded to BPS-20 after 18 years' satisfactory service in BPS-17 and above or 13 years' in BPS-18 and above in case of initial appointment in BPS-18 or 7 years' satisfactory service in

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					BPS-19 in case of initial appointment in BPS-19 if not promoted in the meantime.
6.	Law Research Officer (BPS-18)	02	Law Graduate with 7 years' experience in research of law related field	35 Years	(i) 100% by promotion from amongst Assistant Law Research Officers as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available for promotion, then by initial appointment. The incumbent shall be upgraded to BPS-19 after 13 year's satisfactory service in BPS-17 and above or 8 years satisfactory service in BPS-18 in case of initial appointment and the nomenclature of the post will be Senior Law Research Officer.
7.	Assistant Law Research Officer (BPS-17)	02	Law Graduate with 5 years' experience in research of law related field	33 Years	(i) 50% by initial appointment. (ii) 50% by promotion from amongst Research Assistant with 5 years' service as such as per Promotion Policy (Appendix-C). The incumbent will be upgraded to BPS-18 after 6 years' satisfactory service in BPS-17 and further upgraded to BPS-19 after 13 years' service in BPS-17 and above if not promoted in the meantime.
8.	Research Assistant (BPS-16)	03	Law Graduate with 2 years' experience in research of law related field.	33 Years	100% by initial appointment. The incumbent will be upgraded to BPS-17 after 7 years' satisfactory service in BPS-16 and further upgraded to BPS-18 after 12 years' satisfactory service in BPS-16 and above if not promoted in the meantime.

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PERSONAL STAFF OF CHIEF JUDGE					
9.	Secretary (BPS-20)	01	Law Graduate or Masters in any of the following disciplines: Public Administration, Masters in English, Political Science, International Relations. Having 10 years' experience of administration or law.	35 Years	(i) By promotion from amongst the Personal Staff Officer subject to fulfillment of qualification in column 4 and subject to Promotion Policy (Appendix-C). (ii) By initial appointment. (iii) By deputing any member of the establishment in BPS-18 and above at the discretion of the Chief Judge and he shall maintain his seniority at his original post, however, he will get the salary of BPS-20.
10.	Private Secretary to Chief Judge (BPS-19)	01			At the discretion of Chief Judge from amongst any member of the establishment in BPS-18 or BPS-19. He will draw pay and allowances of BPS-19 during the period he performs duty in this post but shall maintain his seniority on his original post.
11.	Personal Staff Officer to the Chief Judge (BPS-19)	01	Masters in any of the following disciplines: Public Administration, Political Science, MBA, International Relations or Social Sciences. Having 10 years' experience of administration or protocol.	35 Years	(i) By promotion from amongst the Protocol Officers subject to Promotion Policy (Appendix-C). (ii) By initial appointment. The incumbent shall be upgraded to BPS-20 after 18 years' satisfactory service in BPS-17 and above or 13 years' in BPS-18 and above in case of initial appointment in BPS-18 or 7 years' satisfactory service in BPS-19 in case of initial appointment in BPS-19, if not promoted in the meantime. (iii) By deputing any member of the establishment in BPS-18 or above at the discretion of the Chief Judge. He will draw pay and allowances of BPS-19 during the period he performs duty in this post but shall maintain his seniority on his original post.

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12.	Driver to Chief Judge (BPS-09)	02			At the discretion of Chief Judge from amongst the drivers in the establishment. He will draw pay and allowances of BPS-9 during the period he performs duty in this post but shall maintain his seniority on his original post
PRIVATE SECRETARIES					
13.	Private Secretary (BPS-18)	05	Master's degree. Shorthand speed of 110 wpm plus proficiency in MS Office including typing speed 40 wpm	30 Years	(i) 100% by promotion from amongst the Assistant Private Secretaries as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available then by initial appointment The incumbent shall be upgraded to BPS-19 after 13 years' satisfactory service in BPS-17 & above or 08 years' satisfactory service in case of initial appointment in BPS-18 if not promoted in the meantime and the nomenclature of the post will be Senior Private Secretary.
14.	Assistant Private Secretary (BPS-16/17)	03	Graduation. Shorthand speed of 110 wpm plus proficiency in MS Office including typing speed 40 wpm	28 Years	(i) 100% by promotion from amongst the Stenographer subject to completion of 5 years' service as such as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available, then by initial appointment. The incumbent will be upgraded to BPS-18 after 6 years' satisfactory service in BPS-17 and further upgraded to BPS-19 after 13 years' service in BPS-17 and above if not promoted in the meantime. **Note:** Those working with former Chief Judges under their privileges shall be in BPS-16.

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15.	Steno-Grapher (BPS-16)	03	Graduation with Shorthand Speed of 100/50 wpm in shorthand and typing plus proficiency in MS Office including typing speed 30 wpm in English and Urdu word processing software.	28 Years	(i) 50% by promotion from amongst Steno typist on completion of 5 years' service as such and subject to Promotion Policy (Appendix-C). (ii) 50% by initial appointment. The incumbent will be upgraded to BPS-17 after 7 years' satisfactory service in BPS-16 and further upgraded to BPS-18 after 12 years' satisfactory service in BPS-16 and above if not promoted in the meantime.
16.	Steno-typist English/ Urdu (BPS-14)	04	Intermediate with Shorthand Speed of 80 wpm plus proficiency in MS Office including typing speed 30 wpm in English and Urdu word processing software.	26 Years	100% by initial appointment. The Incumbent if not promoted will be upgraded to B-15 after 7 years' satisfactory service in BPS-14 and BPS-16 after 10 years' satisfactory service in BPS-14 and above.
COURT ASSOCIATES					
17.	Court Associate (BPS-18)	04	Law Degree with 7 years' experience in law related field	35 Years	(i) 100% by promotion at the ratio of 75% quota from the Superintendent and 25% quota from Judicial Assistant having qualification in Column 4 as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available then by initial appointment. The incumbent shall be upgraded to BPS-19 after 13 years' satisfactory service in BPS-17 and above or 8 years' satisfactory service in BPS-18 in case of initial appointment and nomenclature shall be Senior Court Associate, if not promoted in the meantime.
18.	Judicial Assistant (BPS-17)	02	Law Degree and Proficiency in MS office	30 Years	(i) 50% by promotion from amongst the Assistant BPS-16 having law degree with 5 years' experience as per promotion policy (Appendix-C).

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					(ii) 50% by initial appointment The incumbent shall be upgraded to BPS-18 on completion of 6 years' satisfactory service in BPS-17 and shall further be upgraded to BPS-19 on completion of 13 years' satisfactory service in BPS-17 and above if not promoted in the meantime.
LIBRARY					
19.	Librarian (BPS-18)	01	Second Class Master Degree with Diploma in Library Science or Bachelor of Library Science with 5 years' experience plus proficiency in MS office /online access to legal databases.	33 Years	(i) 100% by promotion of Assistant librarian as per Promotion Policy (Appendix-C). (ii) If no suitable person is available for promotion then by initial appointment. The incumbent shall be upgraded to BPS-19 after 13 years' satisfactory service in BPS-17 and above or 8 years' satisfactory service in BPS-18 in case of initial appointment. He shall be further upgraded to BPS-20 after 7 years' satisfactory service in BPS-19 and his nomenclature shall be changed to Senior Librarian.
20.	Assistant Librarian (BPS-17)	01	Second Class Master Degree with Diploma in Library Science or Bachelor of Library Science with 3 years' experience plus proficiency in MS office /online access to legal databases.	33 Years	(i) 50% by promotion from Library Assistants with 5 years' service as such as per Promotion Policy (Appendix-C). (ii) 50% by initial appointment. The incumbent shall be upgraded to BPS-18 on completion of 6 years' satisfactory service in BPS-17 and shall further be upgraded to BPS-19 on completion of 13 years' satisfactory service in BPS-17 and above if not promoted in the meantime.

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21.	Library Assistant (BPS-16)	02	Second class Bachelor's degree with Diploma in Library Science or Bachelor of Library Science and proficiency in MS Office.	30 Years	(i) 50% by promotion from Library Clerk with four years' service as such subject to qualification in column 4 and as per Promotion Policy (Appendix-C). (ii) 50% by initial appointment. The incumbent will be upgraded to BPS-17 after 7 years' satisfactory service in BPS-16 and will further be upgraded to BPS-18 after 12 years' satisfactory service in BPS-16 and above if not promoted in the meantime
22.	Library Clerk (BPS-11)	02	Intermediate with certificate in Library Science and proficiency in MS Office including 30 wpm typing speed	28 Years	By initial appointment. The incumbent will be upgraded to BPS-12 after 5 years' satisfactory service in BPS-11 and BPS-13 after 8 years in BPS-11 & above if not promoted in the meantime.
23.	Book Binder (BPS-5)	01	Matric and 2 years' experience	28 Years	By initial appointment. The incumbent on satisfactory service will be upgraded to: BPS-6 after 5 years in BPS-5, BPS-7 after 5 years in BPS-6, BPS-8 after 5 years in BPS-7, BPS-9 after 7 years in BPS-8, BPS-10 after 33 years' service in BPS-05 and above till retirement.
ACCOUNTS SECTION					
24.	Assistant Registrar Accounts (BPS- 19)	01	CA, M com MBA with 10 years' experience in Accounts	35 Years	(i) 100% by promotion from amongst the Account Officers as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available for promotion then by initial appointment. The incumbent shall be upgraded to BPS-20 after 18 years' satisfactory service in BPS-17 and above or 7 years' satisfactory service in BPS-19 in case of initial

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					appointment if not promoted in the meantime.
25.	Accounts Officer (BPS-18)	01	CA, M com MBA with 7 years' experience in Accounts	33 Years	(i) 100% by promotion from amongst, Budget & Accounts Officer as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available for promotion, then by initial appointment. The incumbent shall be upgraded to BPS-19 after 13 years' satisfactory service in BPS-17 and above or 8 years' satisfactory service in BPS-18 in case of initial appointment and his nomenclature shall be changed to Senior Accounts Officer.
26.	Budget & Accounts Officer (BPS-17)	01	M.com or MBA and proficiency in MS office and 5 years' experience	30 Years	(i) 100% by promotion from amongst the Assistant Accounts Officer and Budget Assistant at the ratio of 50% quota each on rotation basis as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available then by initial appointment. The incumbent on completion of 6 years' satisfactory service in BPS-17 shall be upgraded to BPS-18 and shall be further upgraded to BPS-19 on completion of 13 years' satisfactory service in BPS-17 and above if not promoted in the meantime.
27.	Assistant Accounts Officer (BPS-16)	01	M. Com Proficiency in MS Office and 2 years experience	30 Years	(i) 100% by promotion from amongst cashier and storekeeper subject to qualification in column 4 with 5 years' service as such as per Promotion Policy (Appendix-C). (ii) If no suitable candidate for promotion is available then by initial appointment. The incumbent will be upgraded to BPS-17 after 7 years' satisfactory service in BPS-16 and will be further upgraded to BPS-18 after 12 years'

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					satisfactory service in BPS-16 and above if not promoted in the meantime.
28.	Budget Assistant (BPS-16)	01	M. Com Proficiency in MS Office and 2 years' experience.	30 Years	(i) 100% by promotion from amongst cashier and storekeeper subject to qualification in column 4 with 5 years' service as such as per Promotion Policy (Appendix-C). (ii) If no suitable candidate for promotion is available then by initial appointment. The incumbent will be upgraded to BPS-17 after 7 years' satisfactory service in BPS-16 and will be further upgraded to BPS-18 after 12 years' satisfactory service in BPS-16 and above if not promoted in the meantime.
29.	Accounts Clerk (BPS-11)	02	Intermediate in Commerce or equivalent certificate.	25 Years	By initial appointment. The incumbent will be upgraded to BPS-12 after 5 years' service in BPS-11 and BPS-13 after 8 years' service in BPS-11 & above if not promoted in the meantime.
30.	Cashier / Storekeeper (BPS- 14)	02	Intermediate in Commerce or equivalent certificate with 2 years' experience in cash and accounting.	26 Years	(i) 100% by promotion from Accounts Clerk with 3 years' service as such as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available then by initial appointment. The incumbent will be upgraded to BPS-15 after 7 years' satisfactory service in BPS-14 and BPS-16 after 10 years' satisfactory service in BPS-14 and above, if not promoted in the meantime.

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PROTOCOL WING					
31.	Protocol Officer (BPS-18)	02	Master's Degree with 7 years' experience and proficiency in MS Office	33 Years	(i) 100% by promotion from amongst the Assistant Protocol Officer as per Promotion Policy (Appendix-C). (ii) If no suitable candidate for promotion is available then by initial appointment. The incumbent shall be upgraded to BPS-19 after 13 years' satisfactory service in BPS-17 and above or 8 years' service in BPS-18 in case of initial appointment if not promoted in the meantime.
32.	Assistant Protocol Officer (BPS-17)	02	Master or Graduation with 5 years experience and proficiency in MS Office	30 Years	(i) 50% by promotion from amongst the Assistants with Graduation with 5 years' service as such and as per Promotion Policy (Appendix-C). (ii) 50% by initial appointment. The incumbent shall be upgraded to BPS-18 on completion of 6 years' satisfactory service in BPS-17 and shall be further upgraded to BPS-19 on completion of 13 years' satisfactory service in BPS-17 and above if not promoted in the meantime.
IT WING					
33.	Director (IT) (BPS-19)	01	BS 4 years of computer science or MCS or MS (Network/Software/Web) and 7 years' experience	33 Years	(i) 100% by promotion from amongst Deputy Director and Computer Programmer as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available then by initial appointment. The incumbent will be upgraded to BPS-20 after

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					10 years' satisfactory service in BPS-19.
34.	Deputy Director (IT) (BPS-18)	01	BS 4 years of computer science or MCS or MS (Network/Software/Web) and 4 years' experience	30 Years	(i) 100% By Promotion from amongst Assistant Director and Computer programmer as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available for promotion then by initial appointment. The incumbent shall be upgraded to BPS-19 after 13 years' satisfactory service in BPS-17 and above and 8 years in BPS-18 in case of initial appointment if not promoted in the meantime.
35.	Assistant Director (IT) (BPS-17)	01	Bachelor of Computer Science 4 years or MCS or MS (Network/Software/ Web) and 3 years experience.	30 Years	By initial appointment. The incumbent will be upgraded to BPS-18 after 6 years' satisfactory service in BPS-17 and BPS-19 after 13 years' satisfactory in B-17 & above if not promoted in the meantime.
36.	Computer Programmer (BPS-17)	01	Bachelor of Computer Science (four years)/ M.Sc Computer Science with three years experience in VB/Dot,Net/ Java/ Oracle and Computer Programming in a reputed public or private organization.	30 Years	(i) Seventy-five percent (75%) by promotion from amongst the holders of the posts of Data Entry Operators having qualification in column 4 with 5 years' service as such and as per Promotion Policy (Appendix-C). (ii) Twenty five percent (25%) by initial appointment. The incumbent will be upgraded to BPS-18 after 6 years' satisfactory service in BPS-17 and shall be called Senior Programmer and BPS-19 after 13 years' service in BPS-17 & above if not promoted in the meantime.

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37.	Data Entry Operator (BP S-16)	04	Bachelor of Computer Science (four years)/ Bachelor of Information Technology (4 years) /M.Sc Computer Science or equivalent Qualification from a recognized University with 40WPM of typing speed. 02 Experience in Relevant field and Diploma in Hardware for the post of (DEO Hardware) 1. Network, 2. Hardware, 3. Software & Database, 4. Web Development	30 Years	By initial appointment. The incumbent will be upgraded to BPS-17 after 7 years' satisfactory service in BPS-16 and further upgraded to BPS-18 after 12 years satisfactory service in BPS-16 and above if not promoted in the meantime
GENERAL MINISTERIAL POSTS					
38.	Superintendent / Court Officer (BPS-17)	06	Graduation with one year diploma in IT/Proficiency in MS Office and 2 years' experience.	26 Years	(i) 100% by promotion from amongst Assistants with Graduation having 5 years' service as such and as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available then by initial appointment. The incumbent will be upgraded to BPS-18 after 6 years' satisfactory service in BPS-17 and BPS-19 after 13 years' satisfactory in BPS-17 & above if not promoted in the meantime.
39.	Translator (BPS-17)	01	Master in English Language or Literature with 3 years' experience or Graduation in English Language or Literature with 5 years' experience and Proficiency in MS Office and Urdu word processing software. Preference shall be given to those also having Master in Urdu or Urdu as subject in Graduation.	30 Years	(i) 100% by promotion from amongst Assistant Translator with 5 years' service and as per Promotion Policy (Appendix-C). (ii) By initial appointment if no suitable candidate is available for promotion. The incumbent will be upgraded to BPS-18 after 6 years' satisfactory service in BPS-17 and BPS-19 after 13 years' satisfactory in BPS-17 & above if not promoted in the meantime.

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40.	Assistant Translator (BPS-16)	01	Master in English Language or Literature with 1 years' experience or Graduation in English Language or Literature with 3 years' experience and proficiency in MS Office and Urdu word processing software. Preference shall be given to those also having Master in Urdu or Urdu as subject in Graduation.	28 Years	(i) 50% by promotion from amongst UDCs/LDCs subject to fulfillment of qualification in column 4 and as per promotion Policy (Appendix-C). (ii) 50% by initial appointment. The incumbent will be upgraded to BPS-17 after 7 years' satisfactory service in BPS-16 and further upgraded to BPS-18 after 12 years' satisfactory service in BPS-16 and above if not promoted in the meantime.
41.	Assistant (BPS-16)	12	Graduation with one year diploma in IT/Proficiency in MS Office.	25 Years	(i) 100%by Promotion from amongst UDC and editor of paper with 5 years' service as such as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available, then by initial appointment. The incumbent will be upgraded to BPS-17 after 7 years' satisfactory service in BPS-16 and further upgraded to BPS-18 after 12 years' satisfactory service in BPS-16 and above if not promoted in the meantime. Note: For the purpose of promotion of staff mentioned herein, a joint seniority list shall be maintained.
42.	Upper Division Clerk/ Editor of paper (BPS-14)	7	Intermediate with one year diploma in IT/ Proficiency in MS Office. Typing Speed 40 WPM. Preference for Urdu Word Processing Software.	25 Years	(i) 100% by promotion from amongst the LDCs, Record Keeper, Record Sorter, Caretaker and Building Maintenance Clerk with 3 years' service as such as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available, then by initial appointment.

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					The incumbent if not promoted will be upgraded to B-15 after 7 years' satisfactory service in BPS-14 and BPS-16 after 10 years' satisfactory service in BPS-14 and above. Note: For the purpose of promotion of staff mentioned herein, a joint seniority list shall be maintained.
43.	Lower Division Clerk/ Caretaker/ Record Keeper/ Record Sorter/ Building Maintenance Clerk (BPS-11)	15	Matric with one year diploma in IT/Proficiency in MS Office. Typing speed 40 wpm. Preference for Urdu word processing software.	25 Years	(i) 50% by initial appointment. (ii) 50% by promotion from lower staff (Daftary, Dak Runner/Dispatch Rider, Qasid Naib Qasid, Mali, chowkidar and sweeper) provided they have passed Matriculation Examination with 3 years' service as per Promotion Policy (Appendix-C). Note: For the purpose of promotion of staff mentioned herein a joint seniority list of only those shall be maintained who have passed Matriculation examination. Those in higher BPS shall rank senior to those in lower BPS. Those having more service in same BPS shall rank senior. If any member passes matriculation examination after entry into service his seniority shall reckon from date of passing of Matriculation Examination. The incumbent will be upgraded to BPS-12 after 5 years' service in BPS- 11 and BPS-13 after 8 years' service in BPS-11 & above if not promoted in the meantime.
44	Photographer (BPS-14)	1	Matric with 5 years' experience in relevant field	25 Years	By initial appointment. The incumbent will be upgraded to BPS-16 after years' satisfactory service in BPS-14

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					and the incumbent shall be called as Sr. Photographer.
45.	Telephone Operator (BPS-14)	1	Intermediate and knowledge/ Experience of handling PBX system of at least 50 lines.	25 Years	(i) By initial appointment. (ii) On deputation from telephone department. The incumbent with 5 years' service will be upgraded to BPS-16 and the nomenclature of the post will be Telephone Supervisor.
46.	Head Cook (BPS-11)	1	Primary School Certificate and 5 years' experience of cooking in a reputed hotel/ restaurant	30 Years	(i) 100% by promotion of a cook with 7 years' service as such as per Promotion Policy (Appendix-C). (ii) If no suitable candidate is available for promotion, then by initial appointment. The incumbent will be upgraded to BPS-12 after 5 years' satisfactory service in BPS-11 if not promoted in the meantime.
47.	Cook (BPS-3)	5	Primary School Certificate and 3 years' experience in a reputed hotel/ restaurant.	30 Years	By initial appointment. The incumbent will be upgraded to BPS-4 after 5 years' satisfactory service in BPS-3, BPS-5 after 5 years' satisfactory service in BPS-4, BPS-6 after 7 years' satisfactory service in BPS-5, BPS-7 after 7 years' satisfactory service in BPS-6, BPS-8 after 24 years' satisfactory service in BPS-3 and above till retirement.
48.	Garage Supervisor (BPS-12)	1	Intermediate with Diploma in Automobile	30 Years	By initial appointment. The incumbent will be upgraded to: BPS-13 after 5 years' satisfactory service in BPS-12 and BPS-14 after 10 years'

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					satisfactory service in BPS-12 & above.
49.	Motor Mechanic (BPS-7)	1	Sufficient skill in the field	30 Years	By initial appointment. The incumbent will be upgraded to: BPS-08 after 5 years satisfactory service in BPS-07 and BPS-9 after 10 years' satisfactory service in BPS-7 & above.
50.	Operator cum Technician for CCTV System (BPS-7)	2	Intermediate. Short Course:- MS Office/ Electronics/ Computers/ Electrical. Additional Requirement Experienced in operating CCTV cameras will be given preference.	30 Years	By initial appointment. The incumbent will be upgraded to BPS-9 after 7 years' of satisfactory service in BPS-7 and above, BPS-11 after 12 years' satisfactory Service in BPS-7 and above, BPS-14 after 20 years' satisfactory service in BPS-7 and above.
51.	Duplicate Machine Operator (BPS-5)	2	Sufficient skill in the field	30 Years	By Initial Appointment. The incumbents will be upgraded to: BPS-6 after 5 years' satisfactory service in BPS-5, BPS-7 after 5 years' satisfactory service in BPS-6, BPS-8 after 5 years' satisfactory service in BPS-7, BPS-9 after 7 years' satisfactory service in BPS-8, BPS-10 after 23 years' satisfactory service in BPS-5 and above till retirement
52.	Electrician (BPS-7)	2	Sufficient skill in the field	30 Years	By initial appointment The incumbents will be upgraded to BPS-8 after 5 years' satisfactory service in BPS-7 and BPS-9 after 10 years' satisfactory service in BPS 7 and above.

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53.	AC Mechanic (BPS-5)	2	Sufficient skill in the field	30 Years	By initial appointment The incumbents will be upgraded to: BPS-7 after 5 years' satisfactory service in BPS-5 and BPS-9 after 10 years' satisfactory service in BPS-5 and above.
54.	Driver (BPS-5)	As per requirement.	Must possess primary school certificate. Should have sufficient knowledge of GPS. Other instructions issued by the Government from time to time to be followed as far as practicable.	25 to 35 Years	By initial appointment The incumbent will be upgraded to BPS-6 after 5 years' satisfactory service in BPS-5, BPS-7 after 5 years' satisfactory service in BPS-6, BPS-9 after 5 years' satisfactory service in BPS-7.
55.	Plumber/ Carpenter (BPS-5)	2	Sufficient skill in the field	30 Years	By initial appointment The incumbent will be upgraded to BPS-6 after 5 years' satisfactory service in BPS-5, BPS-7 after 5 years' satisfactory service in BPS-6, BPS-8 after 5 years' satisfactory service in BPS-7, BPS-9 after 5 years' satisfactory service in BPS-7.
56.	Qasid/ Daftary/ Dispatch Rider/ Dak Runner (BPS-7)	As per requirement.	Middle Class Certificate	35 Years	(i) 100% by promotion from amongst the Naib Qasid, Process Server with 3 years' service as such and as per Promotion Policy (Appendix-C). (ii) By initial appointment if no suitable candidate is available. The incumbent will be upgraded to BPS-9 after 5 years' satisfactory service in BPS-7 if not promoted in the meantime.

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57.	Naib Qasid/ Process Server/ Mali/ Chowkidar and Sweeper (BPS-2)	As per requirement. .	Literate	40 Years	By initial appointment The incumbent will be upgraded to: BPS-3 after 3 years' satisfactory service in BPS-2 if not promoted earlier.

APPENDIX B

RECRUITMENT POLICY FOR INITIAL APPOINTMENT
Rule 2(1)(b)

I. For posts in BPS-1 to 4 and all other menials like Cooks, Helpers, Waiters, Machine Operators, Electricians, Mechanics, Malis, Drivers, Lift Operators, Telephone Operators etc.—

Such method and procedure as may be adopted by the concerned Departmental Selection Committee, subject, however, to the minimum prescribed qualification, experience etc. But effort shall be made to put the candidates to test in the relevant field and selection be made of the best amongst candidates.

II. In Appendix A, 16 Years' Educational Degree shall be considered as Master for the purpose of Column 4 of Appendix A.

For posts other than those mentioned in Para I above up to BPS 16.—

The total marks shall be 100 as per detail below.—

(a)	Prescribed qualification	30
(b)	Higher qualifications	10
(c)	Experience	10
(d)	Test	25
(e)	Interview	25

Comparative grading of the marks above shall be according to Schedule "A"

For the posts candidates shall have to undergo screening test, before the aforesaid test and interview, in case their number exceeds four times the number of vacancies to be filled in.

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SCHEDULE A

COMPARATIVE GRADING OF QUALIFICATIONS/EXPERIENCE

A. Minimum prescribed Qualification.— Total Marks 30

Sr. No.	Qualification	1st Division	2nd Division	3rd Division
i.	Matric	30	20	10
ii.	Matric Intermediate.	15 15	10 10	05 05
iii.	Matric Intermediate. Graduation (14 Years) Master/Graduation (16 Years)	10 10 05 10	06 06 04 08	03 03 02 04

A. **HIGHER QUALIFICATION.—**

(Higher qualification than prescribed under these rules).

Sr. No	No of Stages	Marks	Remarks
1.	One stage above	05	If any stage above is 14 Years' Graduation then 3 Marks and if 16 Years' Graduation then 5 Marks
2.	Two stages above	07	If any stage above is 14 Years' Graduation then 5 Marks and if 16 Years' Graduation then 7 Marks
3.	Three or more stages above	10	If any stage above is 14 Years' Graduation then 7 Marks and if 16 Years' Graduation then 10 Marks

B. **EXPERIENCE.—**

Experience up to one year.....04 Marks.
Experience up to two years ..... 07 Marks.
Experience up to three years and above.....10 Marks.

ILLUSTRATIONS.—

(a) Where qualification prescribed in the rules is Matric, comparative grading of candidates shall be done as shown at "A"(i) above. Where typing is prescribed in the rules as a part of the qualifications after Matric, all persons possessing the prescribed speed shall be considered as equal.

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(b) Where the prescribed qualification is Intermediate, grading shall be done as indicated at "A"(ii) above.

To illustrate; if the candidate is a 2nd Divisioner in Matric and 1st Divisioner in Intermediate, he shall get 10 plus 15 marks out of the total of 30 reserved for prescribed qualification.

(c) Where prescribed qualification is Graduation, the comparative grading shall be done as shown at "A"(iii) above.

If a candidate is 3rd Divisioner in Matric, 2nd Divisioner in Intermediate and 1st Divisioner in Graduation, he shall get 03, 06 and 10 marks respectively i.e. 19 marks out of 30.

(d) The above gradings are applicable only where academic qualifications are Matric and above. In cases where technical qualifications (like Diploma or Certificate) are also prescribed in addition to basic qualifications, then in such cases 30 marks for comparative grading shall be calculated as below.—

1	Total Marks	30
2	Basic qualification like Matric, Intermediate, Graduation as prescribed by the rules	20
3	Additional Technical qualification.	10

The method for further distribution of 10 marks shall be laid down on the analogy of the principles indicated above. 20 marks shall be distributed for the basic qualifications by necessary modification in the formula indicated at "A" above. To illustrate, if the basic qualification is Matric, 20 marks shall be distributed as below.—

1st Division	20
2nd Division	13
3rd Division	07

(e) the equation of grades vis-à-vis Division shall be as follows.—

Grade A & B	**1st Division**
Grade C.	**2nd Division**
Grade D.	**3rd Division**

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(f) In case where no Division/grade is given in the respective Certificates, it shall be worked out on the basis of marks secured by the candidate as follows.—

i.	60% and above marks.	1st Division
ii.	45% - 59% marks	2nd Division
iii.	Below 45% marks	3rd Division

(g) If not specifically provided otherwise, "experience" shall mean experience gained in the respective field after acquiring the basic prescribed qualifications.

Written test of Steno typist/Stenographers shall be confined to Typing and Shorthand. Candidate failing in such written test (not able to prove required speed of short hand or typing) shall be deemed to have failed the whole examination.

Written test of Computer related jobs shall be confined to relevant computer tests. Candidate failing in such written test (not able to prove required computer skill) shall be deemed to have failed the whole examination.

A candidate securing less than 12 marks each in the test and interview shall not be considered for appointment.

III. For posts in BPS-17 and above in case the minimum required qualification is master:

1. The total marks shall be 210 as per detail below.—

(a)	Prescribed qualification	40
(b)	Higher qualifications	10
(c)	Experience	10
(d)	Test	100
(e)	Interview	50

2. For the posts in BPS-17 and above, candidates shall have to undergo screening test, before the aforesaid test and interview, in case their number exceeds four times the number of vacancies to be filled in.

3. The comparative grading of qualification marks shall be as per following Schedule B. Rest grading of Higher Qualification and Experience shall be as shall be as per S # II above.

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SCHEDULE B

In case Minimum prescribed Qualification is Master.— Total Marks 40

Sr. No	Qualification	1st Division	2nd Division	3rd Division
i.	Matric	10	07	03
ii.	Intermediate	10	07	03
iii.	Graduation (14 Years)	05	04	02
iv.	Graduation/ Master (16 Years)	10	09	05

4. In the written test of posts of technical nature s 70% questions shall be in relevant field and 30% General Knowledge. The written test of posts in which Law Degree is required 70% shall be in law and 30% in General Knowledge. The written test of posts in which general qualification like master in any or selected discipline is required the questions shall be 50 percent in English Essay and Precise writing and 50 percent in General Knowledge.

5. The candidates securing less than 50 % marks in written test shall be deemed to have failed and less than 50% in interview shall also be deemed to have failed.

IV. For posts in BPS-17 and above in case the minimum required qualification is Graduation:

1. The total marks shall be 200 as per detail below.—

(a)	Prescribed qualification	30
(b)	Higher qualifications	10
(c)	Experience	10
(d)	Test	100
(e)	Interview	50

2. The comparative grading of Qualification, Higher Qualification and Experience shall be as shall be as per S # II above.

3. For written test the same guidelines as in S# 111(4) (5) above

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APPENDIX-C
Promotion Policy
Rule 2(1) (c)

1. The promotions to all posts shall be made based on seniority cum fitness. For every post below BPS 20 two senior most and above BPS 20 three senior most, eligible candidates shall be considered subject to availability of candidates in the post from which promotion is being made. In case required numbers of eligible candidates are not available then one or two shall be considered as the case may be.

2. The first future vacancy of a Post in Appendix A, to be filled on rotation, shall go to the lot of cadre having no or lesser representation. In case of equal representation or no representation of both the cadres the first available vacancy shall go to the cadre having senior most candidate in seniority list regardless of the fact that the senior most candidate of said cadre is promoted or not. The rotation shall be determined on the basis of this formula i.e. the cadre which had senior most candidate shall be allotted first rotation.

3. If there is quota reserved for promotion & initial appointment for a post, the promotion shall be made prior to initial appointment unless for the reasons to be recorded as to why the promotion cannot be made prior to initial appointments.

4. The following factors shall be considered for promotion of a member of establishment.

   A. Length of Service
   B. Fitness. (CRs – Confidential Reports)
   C. Qualification
   D. General Evaluation by DPC.
   E. Negative Marking.

5. No member of the establishment shall be considered for promotion if he has not acquired the requisite length of service. The minimum length of service for promotions to posts in various pay scales shall be as follows:-

For posts in BPS 16 and below	.....	As given in column 6 of Appendix- A
For post in BPS 18	.....	5 years in BPS 17
For post in BPS 19	.....	12 years in BPS 17 & above
For post in BPS 20	.....	17 years in BPS 17 & above
For post in BPS 21	.....	22 Years in BPS 17 & above
For post in BPS 22	.....	24 Years in BPS 17 & above

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Where initial appointment of a person not being a person in civil/government service has taken place in a post in BPS 18,19 or 20, the length of service mentioned above shall be reduced by the following periods:-

First appointment in		**Reduced by**
Post in BPS 18	.....	5 Years
Post in BPS 19	.....	12 Years
Post in BPS 20	.....	17 years.

Where first appointment of a person other than a person covered by proviso above was made in the establishment or government service of a Province or Federation in BPS-16 or below, one-half of the service in BPS-16 and below may be counted as service in BPS-17 for computing length of service for the purpose of promotion only. This paragraph shall not apply to upgradations.

6. No member of the establishment shall be considered for promotion if he is still on probation.

7. Any member of the establishment earning adverse CR for the last year before promotion shall not be considered for promotion and shall be superseded. However, after getting one Good Report, he may be considered for promotion.

8. If there is any investigations or trial on the charge of corruption being conducted against a member of the establishment, the fact of such investigations/trial needs to be placed before the DPC which may take a considered decision on merits of the case.

9. All factors shall be given positive or negative marks as per following details.

10. There shall be total 100 marks to be allocated for different factors as below.

i. Length of service ---------- 20 marks
ii. Fitness ---------- 50 marks
iii. Qualification ---------- 15 marks
iv. General Evaluation ---------- 15 marks

11. Threshold marks for considering a candidate are 25 out of 50 of factor Fitness. There are no threshold marks out of total of all factors.

Example.—A candidate secures 25 marks of fitness and 12 marks in all other three factors he shall enter in competition and shall be considered for

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promotion. But if he obtains 24 marks in fitness and 50 marks in all other three factors then he cannot enter competition and shall not be considered for promotion.

Description of factor A: Minimum length of service as calculated per para 5 above shall be allocated 15 marks plus one mark for each extra year of service subject to a maximum of 5 marks.

Example.—If required length of service for promotion to a post is 7 years, and a candidate has 7 years of service he will get 15 marks and one having 12 or more than 12 shall get 20 marks.

Description of factor B: For fitness CRs shall be the main criterion having 50 marks –A candidate must attain a minimum of 25 marks out of 50 reserved for fitness. The formula for calculating score of the reports are as under:—

Formula for calculating weightage of CRs marks

Only those CRs reports shall be taken into account which he has earned in present post from which his promotion is due. The quantification of CRs shall be as under:

Quantification of CRs

Grading	**Marks**
Outstanding	10
Very Good	8
Good	7
Average	5
Below average	1
Poor	0

After totaling of marks of all CRs in present post the total shall be divided by number of CRs, he got in the present post which shall be his average score per CR. Since maximum marks in a year are 10 (outstanding) hence calculation out of 50 shall be made according to this formula –total marks*average obtained per CR divided by total marks of CRs Reports. One mark shall be deducted for each adverse Report.

Example.
Mr. A served for Seven years in present post earning 8 CRs as follows.

First year	---	Average	---	5 marks
Second Year	---	Good	---	7

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Third Year (First half)	---	Below Average	---	1
Third Year (Second half)	---	Good	---	7
Fourth Year	---	Outstanding	---	10
Fifth year	----	Below Average	---	1
Sixth year	----	Poor	---	0
Seventh year	---	Good	---	7
			Total	38

Now average per CR= 38/8= 4.75
Maximum marks for one CR which a candidate can obtain=10 Average Marks obtained per CR= 4.75
Marks obtained out of 50 = 50* 4.75/10=23.75
Negative marking = One mark shall be deducted for adverse report which he got in sixth year out of 23.75=22.

Description of factor C: In Appendix A, 16 Years' educational Degree shall be considered as Master for the purpose of Column 4 of Appendix A.

For educational qualification 15 marks shall be allocated as per following table.—

Sr. No.	Educational Qualification	Percentage of Marks	Marks
1	Matric or equivalent	i. 60% or above ii. 45 % upto 59% iii. Below 45%	3 2 1
2	Intermediate or equivalent	i. 60% or above ii. 45 % upto59% iii. Below 45%	3 2 1
3	Graduation (14 years education)	i. 60% or above ii. 45 % upto 59% iii. Below 45%	1.5 1 0.5
4	Graduation/Masters (16 years education)	i. 60% or above ii. 45 % upto 59% iii. Below 45%	3 2 1
5	Postgraduate Degree or equivalent which includes M.Phil., PhD etc.	i. 60% or above ii. 45 % upto 59% iii. Below 45%	3 2 1

Description of factor D: The marking in General Evaluation is to be made by the Committee. For giving these marks the Committee shall take into account the following.

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i. Special aptitude or skill for the post to which candidate is promoted.

ii. Communication skill.

iii. Know how in IT.

iv. Overall output of work in terms of quantity and quality.

Description of factor E

Negative Marking shall be made from the total of all factors as follows;

i. 3 marks shall be deducted for each minor penalty.

ii. 5 marks shall be deducted for each major penalty.

12. **Promotion of member of the establishment who are on long leave, deputation, or foreign training, lien etc.**

a. The policy and instructions applicable to civil servants of the Government shall apply to members of establishment falling under these categories and all other matters not expressly covered here.

13. **Deferment of promotion**

a. The promotion of a member of establishment shall be deferred in addition to those cases mentioned in Para 12 (if any)

i. If his inter-seniority is disputed/sub-judice.

ii. Disciplinary or departmental proceedings are pending against him.

iii. The CR Dossier is incomplete or any other document/ information required by the Committee for determining suitability/fitness for promotion is not available for reasons beyond his control.

b. The member of establishment whose promotion has been deferred will be considered for promotion as soon as the reasons for deferment cease to exist. The cases falling under any of the above three categories do not warrant proforma promotion, but the member of the establishment will be considered for promotion after determining his correct seniority over the erstwhile juniors.

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c. If a member of the establishment is otherwise eligible for promotion but has been inadvertently been omitted from consideration in the original reference due to clerical error or plain negligence and is superseded, he should be considered for promotion as soon as the mistake is noticed.

d. If and when an member of the establishment, after his seniority has been correctly determined or after he has been exonerated of the charges or his PER dossier is complete, or his inadvertent omission for promotion comes to notice, is considered by the Departmental Promotion Committee and is declared fit for promotion to the next higher basic scale, he shall be deemed to have been cleared for promotion alongwith the member of the establishment junior to him who were considered in the earlier meeting of the Departmental Promotion Committee. Such a member of the establishment, on his promotion will be allowed seniority whereby those selected for promotion to a higher post in one batch on their promotion to the higher post are allowed to retain their inter-se-seniority in the lower post. In case, however, the date of continuous appointment of two or more member of the establishment in the lower post/grade is the same and there is no specific rule whereby their inter-seniority in the lower grade can be determined, the member of the establishment older in age shall be treated senior.

e. If a member of the establishment is superseded, he shall not be considered for promotion until he earns one PER for the ensuing one full year.

f. If a member of the establishment is recommended for promotion to the higher basic scale/post by the DPC and the recommendations are not approved by the competent authority within a period of six months from such recommendations, they would lapse. The case of such member of the establishment would require placement before the DPC afresh.

APPENDIX-D

Departmental Selection and Promotion Committees
Rule 2(1)(d)

S. No.	Composition		BPS	Remarks
1.	i. Chief Judge	Chairperson	22	In case of vacancy/absence or inability of senior judge any other Judge of this Court and
	ii. Senior Judge	Member		

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S. No.	Composition		BPS	Remarks
				in case of vacancy/absence of all judges of this Court any judge of the Chief Court nominated by Chief Judge.
	i. Chief Judge ii. Registrar	Chairperson Member	21	In case of vacancy/absence or inability of member any other officer not below the rank of officer to be appointed as nominated by Chief Judge.
2.	i. Chief Judge ii. Registrar iii. Additional Registrar	Chairperson Member Member	17 to 20	In case of vacancy/absence or inability of any member any other officer not below the rank of officer to be appointed as nominated by Chief Judge. In case no officer of higher rank is available then quorum shall be of one member with chairman only.
3.	i. Registrar ii. Additional Registrar iii. Deputy Registrar iv. An officer nominated by the Chief Judge. v. An officer nominated by appointing authority.	Chairperson Member Member Member Member	1 to 16	In case of vacancy/absence or inability of any member any other officer not below the rank of officer to be appointed as nominated by the appointing authority. In case no officer of higher rank is available then quorum shall be of two members with chairman only.

By Order of the Supreme Appellate Court, Gilgit-Baltistan.

[No. ALA-1(1)/2022-GBA.]

NIAZ MUHAMMAD KHAN,
Registrar.

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