

CAPITAL DEVELOPMENT AUTHORITY

CDA EMPLOYEES SERVICE REGULATIONS, 1992

VOLUME-II

Updated version as on 10th August, 2022

CAPITAL DEVELOPMENT AUTHORITY
(Human Resources Development Directorate)

No.CDA/L&RB-01 (3)/2022/ 152

Islamabad August 19, 2022

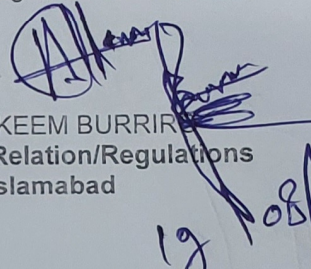
CIRCULAR

Subject: AMENDMENTS IN CDA EMPLOYEES (SERVICE) REGULATIONS 1992.

Reference circular bearing No. CDA/LRB-01(3)/2022/137 dated 28-06-2022, whereby all DGs /Directors/ were requested to provide any amendment / updation made in CDA Employees (Service) Regulations 1992 so far by their Directorate / Wing.

2. Pursuant to the orders of Honorable Supreme Court of Pakistan, the Competent Authority had directed to compile all the amendments made in CDA Employees (Service) Regulations since 1992. Available record i.e. Board decisions, SRO's and notifications have been consulted and in this regard CDA Employees (Service) Regulations 1992 (Volume-I & Volume-II) updated version has been uploaded on CDA's website for information of all concerned.

3. All DG,s / DDG,s / Directors and independent Sectional Heads are once again requested to go through the uploaded version of CDA Employees (Service) Regulations 1992. Any amendment duly approved by CDA Board or notification have not been incorporated / leftover, may kindly be provided along with documentary evidence / proof within the period of 30 days to the undersigned.


ABDUL HAKEEM BURRIR
Director Labour Relation/Regulations
CDA, Islamabad

Distribution:-

1. All DGs _____.
2. All DDGs _____.
3. All Directors / Sectional Heads _____.
4. All Private Secretaries to Board Members.
5. Web Administrator {with directions to upload on CDA website}.

APPENDICES

INDEX

APPENDIX NO.	REFERENCE TO THE REGULATIONS	CONTENTS	PAGES
(1)	(2)	(3)	(4)
1	3.01	List of cadre and the Members concerned	4
2.	3.01, 4.03 and 14.02	<p>Part-A- sanctioned strength in each cadre specified below</p> <p>Part-B- Method of appointment, qualification, experience and other conditions relating to various posts in each cadre specified below:</p>	5
	i.	Enforcement & Security Cadre	6-16
	ii.	Engineering Cadre	17-35
	iii.	Environment and Forest Cadre	36-43
	iv.	Executive & Ministerial Cadre	44-59
	v.	Finance, Audit and Account Cadre	60-70
	vi.	Medical and Health Cadre	71-104
	vii.	Miscellaneous Cadre	105-113
	viii.	Municipal Administration Cadre	114-124
	ix.	Planning and Design Cadre	125-132
	x.	Store cadre	133
	xi.	Transport Cadre	134-139
3	4.12	Establishment Division office memorandum No.F.8/9/72-TR-V, dated 31 st August 1973 laying down merit quota and provincial regional quotas.	140
4	14.01	Basic pay scales	141

APPENDIX-1**REGULATION 3.01****LIST OF CADRES**

SERIAL NO.	NOMENCLATURE OF THE CADRE	MEMBER CONCERNED
(1)	(2)	(3)
i.	Enforcement Cadre	Member Estate
ii.	Security cadre	Member Administration
iii.	Engineering Cadre	Member Engineering
iv.	Environment and Forest Cadre	Financial Advisor/Member
v.	Executive & Ministerial Cadre	Member Administration
vi.	Finance, Audit and Account Cadre	Financial Advisor/Member
vii.	Medical and Health Cadre	Member Administration
viii.	Miscellaneous Cadre	Member Administration
ix.	Municipal Administration Cadre	Member Administration
x.	Planning and Design Cadre	Member (Planning)
xi.	Store cadre	Financial Advisor/Member
Xii	Transport Cadre	Member Administration

APPENDIX-2

REGULATION 3.01, 4.03 and 14.02

Part-A- Sanctioned Strength in each Cadre.

Part-B- Method of appointment, qualification, experience and other conditions relating to various posts in each cadre.

ENFORCEMENT CADRE AND SECURITY CADRE**PART-A****SANCTIONED STRENGTH**

***RESTRUCTURING VIDE NO.CDA-7(50)-HRD-III/2009 /SEC-VI/3130, DATED 09.09.2009 IS APPENDED BELOW**

SANCTIONED STRENGTH
(ENFORCEMENT CADRE)

S.NO	CADRE POST WITH BASIC PAY SCALE	TOTAL NUMBER OF SANCTIONED POST	TOTAL NUMBER OF POSTS IN EACH BPS	REMARKS
(1)	(2)	(3)	(4)	(5)
<u>A-POSTS IN BPS-19</u>				
1.	Director Enforcement	1	1	
<u>B-POSTS IN BPS-18</u>				
1.	Deputy Director Enforcement	1	1	
<u>C-POSTS IN BPS-17</u>				
1.	Assistant Director Enforcement	1	1	
<u>D-POSTS IN BPS-16</u>				
1.	Chief Inspector Enforcement	1		Redesignated as Inspector Enforcement
2.	Inspector Enforcement	13	14	
<u>E-Posts in BPS-15 and below</u>				
1.	Sub Inspector Enforcement BPS-14	11		
2.	Enforcement Supervisor BPS-08	9		
3.	Head Constable BPS-07	6		
4.	Constable BPS-05	10		
5.	Security Guard BPS-05	272		
6.	Foot Constable (BPS-5)	53	361	
Total cadre posts.			378	

SANCTIONED STRENGTH**(SECURITY CADRE)**

S.NO	CADRE POST WITH BASIC PAY SCALE	TOTAL NUMBER OF SANCTIONED POST	TOTAL NUMBER OF POSTS IN EACH BPS	REMARKS
(1)	(2)	(3)	(4)	(5)
<u>A-POSTS IN BPS-19</u>				
1.	Director Security	1	1	
<u>B-POSTS IN BPS-18</u>				
1.	Deputy Director Security	1	1	
<u>C-POSTS IN BPS-17</u>				
1.	Assistant Director Security	1	1	
<u>D-POSTS IN BPS-16</u>				
1.	Assistant Security Officer /Inspector Security	5	5	One post of Inspector Security redesignated as Assistant Security Officer
<u>E-Posts in BPS-15 and below</u>				
1.	Sub Inspector Security BPS-14	7		
2.	Security Supervisor BPS-08	26		Overall posts in the Authority
3.	Security Guard BPS-05	1058	1091	
Total cadre posts.			1099	

***No. S.R.O. 222 (I)/2005.dated 19.01.2005**

****No.CDA-7(01)-HRD-III/Sec-VI/2017/4444 dated 31-08-2017**

PART – B**METHOD OF APPOINTMENT ETC**

1. **Method of appointment:-**(1) Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

*****RESTRUCTURING VIDE NO.CDA-7(50)-HRD-III/2009 /SEC-VI/3130, DATED 09.09.2009. IS APPENDED BELOW**

TABLE**(ENFORCEMENT CADRE)**

			RATIO OF APPOINTMENT		
Serial Number CADRE POST WITH BASIC PAY SCALE			Initial Appointment	Appointment by Promotion	Appointment by Transfer
(1)	(2)		(3)	(4)	(5)
<u>A- POSTS IN BPS-19</u>					
1	Director (Enforcement)		****25%	75%	--
<u>B- POSTS IN BPS-18</u>					
1	Deputy Director (Enforcement)		30%	70%	--
<u>C- POSTS IN BPS-17</u>					
1	Assistant Director (Enforcement)		30%	70%	--
<u>D- POSTS IN BPS-16</u>					
1.	Chief Inspector/ Inspector(Enforcement)		30%	70%	--
<u>E. Posts in BPS-15 and below</u>					
1.	Sub Inspector Enforcement (BPS-14)		50%	50%	--
2.	Enforcement Supervisor (BPS-08)		50%	50%	--
3	Head Constable (BPS-07)		100%	--	--
4	Constable (BPS-05)		100%	--	--
5.	Security Guard BPS-05		100%	--	--

TABLE***** (SECURITY CADRE)**

SERIAL NUMBER CADRE POST WITH BASIC PAY SCALE			RATIO OF APPOINTMENT	
			Initial Appointment	Appointment by Promotion
(1)	(2)	(3)	(4)	(5)
A- POSTS IN BPS-19				
1	Director (Security)	****25%	75%	--
B- POSTS IN BPS-18				
1	Deputy Director (Security)	30%	70%	--
C- POSTS IN BPS-17				
1	Assistant Director (Security)	30%	70%	--
D- POSTS IN BPS-16				
1.	Assistant Security Inspector/ Inspector (Security)	30%	70%	--
E. Posts in BPS-15 and below				
1.	Sub Inspector Security (BPS- 14)	50%	50%	--
2.	Supervisor Security (BPS-08)	50%	50%	--
3.	Security Guard BPS-05	100%	--	--

******No. CDA-7(01)/HRD-III(VI)/2021/1354 dated 03-12-2021**

(2) If a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non-availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

(3) Nothing contained in sub para (1) and (2) shall prevent a post being filled by deputation or contract if in the opinion of the Chairman it is expedient to do so in the interest of the Authority.

2. **Initial appointment:** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limit prescribed in regulation 4.10.

*****RESTRUCTURING VIDE NO.CDA-7(50)-HRD-III/2009 /SEC-VI/3130, DATED 09.09.2009. IS APPENDED BELOW**

TABLE

(ENFORCEMENT CADRE)

SERIAL NUMBER AND CADRE POST WITH BASIC PAY SCALE		MAXIMUM AGE (IN YEARS)	MINIMUM QUALIFICATIONS, EXPERIENCE AND OTHER CONDITIONS
(1)		(2)	(3)
<u>A- Post in BPS-19</u>			
1.	Director (Enforcement)	45	<p>Second class master degree or equivalent qualification preferably in Public/Business Administration or Administration Science.</p> <p>12 Years experience in the relevant field in reasonable position equivalent to basic pay scale 17 and above in government or an organization or firm of repute in public.</p> <p>Five Years practical experience in intelligence duties will be preferable.</p> <p>OR</p> <p>Retired Commissioned Officer of the rank of Colonel/Lt. Colonel qualified Intelligence course.</p>
<u>B- Post in BPS-18</u>			
1.	Deputy Director (Enforcement)	35	<p>Second Class master degree or equivalent qualification preferably in Public/Business Administration or Administrative Science.</p> <p>07 Years experience in the relevant filed in reasonable position equivalent to basic pay scale 17 and above in Government or an organization or firm of repute in public.</p> <p>Three Years practical experience in intelligence duties will be preferable.</p> <p>OR</p> <p>Retired Commissioned Officer of the rank of Major qualified Intelligence course.</p>
<u>C- Post in BPS-17</u>			
1.	Assistant Director (Enforcement)	30	<p>Second Class master degree or equivalent qualification preferably in Public/Business Administration or Administrative Science.</p> <p>04 Years experience in the relevant filed in reasonable position equivalent to basic pay scale 17 and above in Government or an</p>

			<p>organization or firm of repute in public.</p> <p>One Years practical experience in intelligence duties will be preferable.</p> <p>OR</p> <p>Retired Commissioned Officer of the rank of Captain qualified Intelligence course.</p>
<u>D- Post in BPS-16</u>			
1.	Inspector (Enforcement)	28	<p>Second Class Bachelor degree or equivalent qualification.</p> <p>02 Years experience in the relevant filed in a reasonable position in a Government or an Organization or firm of repute in public.</p> <p>Two year practical experience in intelligence duties will be preferable.</p> <p>OR</p> <p>Retired JCO of the rank of Subedar Major.</p>
<u>E. Posts in BPS-15 and below</u>			
1.	Sub Inspector (Enforcement) BPS-14	25	<p>Graduate second Division with experience in intelligence duties in a Government or an Organization or firm of repute in public.</p> <p>OR</p> <p>Ex-Serviceman Qualified in intelligence course from Army.</p>
2.	Enforcement Supervisor BPS-08	25	<p>Intermediate second Division with experience in intelligence duties in Government or an organization or firm of repute in public.</p> <p>OR</p> <p>Ex-serviceman qualified in Intelligence course from Army.</p>
3.	Field Supervisor BPS-08	25	<p>Matric (in second Division)</p> <p>OR</p> <p>Ex-NCO with Seven years experience.</p> <p>OR</p> <p>Retired Police Head Constable.</p>
4.	Head Constable BPS-7	25	<p>Matric (in second Division)</p> <p>OR</p> <p>Ex-NCO with ten years experience.</p>
5.	Constable BPS-05	25	<p>Matric (in second Division)</p> <p>OR</p> <p>Ex-NCO with Seven years experience.</p>

6.	Operator Concrete Breaker BPS-05	35	Qualified to operate concrete breaker.Matric (Second Division) OR Ex-NCO with ten years experience. OR Retired Police Head Constable
7.	Security Guard BPS-05	35	Middle with strong physique
8.	Beldar BPS-01	35	Primary. OR Retired sepoy from Armed Forces.

SECURITY CADRE)

SERIAL NUMBER AND CADRE POST WITH BASIC PAY SCALE		MAXIMUM AGE (IN YEARS)	MINIMUM QUALIFICATIONS, EXPERIENCE AND OTHER CONDITIONS
(1)		(2)	(3)
<u>A- Post in BPS-19</u>			
1.	Director (Security)	45	<p>Second class master degree or equivalent qualification preferably in Public/Business Administration or Administration Science.</p> <p>12 Years experience in the relevant field in reasonable position equivalent to basic pay scale 17 and above in government or an organization or firm of repute in public.</p> <p>Five Years practical experience in intelligence duties will be preferable.</p> <p>OR</p> <p>Retired Commissioned Officer of the rank of Colonel/Lt. Colonel qualified Intelligence course.</p>
<u>B- Post in BPS-18</u>			
1.	Deputy Director (Security)	35	<p>Second Class master degree or equivalent qualification preferably in Public/Business Administration or Administrative Science.</p> <p>07 Years experience in the relevant filed in reasonable position equivalent to basic pay scale 17 and above in Government or an organization or firm of repute in public.</p> <p>Three Years practical experience in intelligence duties will be preferable.</p> <p>OR</p> <p>Retired Commissioned Officer of the rank of Major qualified Intelligence course.</p>
<u>C- Post in BPS-17</u>			
1.	Assistant Director (Security)	30	<p>Second Class master degree or equivalent qualification preferably in Public/Business Administration or Administrative Science.</p> <p>04 Years experience in the relevant filed in reasonable position equivalent to basic pay scale 17 and above in Government or an organization or firm of repute in public.</p> <p>One Years practical experience in intelligence duties will be preferable.</p> <p>OR</p> <p>Retired Commissioned Officer of the rank of Captain qualified Intelligence course.</p>

<u>D- Post in BPS-16</u>			
1.	Assistant Security Officer	28	<p>Second Class Bachelor degree or equivalent qualification.</p> <p>02 Years experience in the relevant filed in a reasonable position in a Government or an Organization or firm of repute in public.</p> <p>Two year practical experience in intelligence duties will be preferable.</p> <p>OR</p> <p>Retired JCO of the rank of Subedar Major.</p>
<u>E. Posts in BPS-15 and below</u>			
1.	Sub Inspector (Security) BPS-14	25	<p>Graduate second Division with experience in intelligence duties in a Government or an Organization or firm of repute in public.</p> <p>OR</p> <p>Ex-Serviceman Qualified in intelligence course from Army.</p>
2.	Security Supervisor BPS-8	25	<p>Intermediate second Division with experience in intelligence duties in Government or an organization or firm of repute in public.</p> <p>OR</p> <p>Ex-serviceman qualified in Intelligence course from Army.</p>
3.	Security Guard BPS-05	35	Middle with strong physique

N.B (1) Qualification specified in column 3 of the table should be from a recognized university, Board or Institution, as the case may be. Where no class or division in respect of an academic or professional qualification is specified in column 3 of the table, it would be deemed to be at least second class

(2) Experience means experience after acquiring the relevant qualification specified in column 3.

(3) Age-limit will be relaxed in the case of retired Army personnel.

****All Directors BPS-19 with minimum 10 years service be designated as Senior Director alongwith an incentive of Rs. 1500/-**

*** No. S.R.O. 222 (I)/2005.dated 19.01.2005**

Promotion. Subject to the completion of the length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above. Promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

*****RESTRUCTURING VIDE NO.CDA-7(50)-HRD-III/2009 /SEC-VI/3130, DATED 09.09.2009. IS APPENDED BELOW**

**TABLE
(ENFORCEMENT CADRE)**

Serial number and cadre post with basic pay scale		Person eligible for promotion to the post specified in column	Minimum qualifications and experience and other conditions.
(1)		(2)	(3)
<u>A-Post in BPS-19</u>			
1.	Director Enforcement	Deputy Director Enforcement (BPS-18)	12 Years service in grade 17 and above and particularly 03 Years services in the post as specified in column2. In case if direct recruitment in grade 18, 05years service in the post as specified in column 02.
<u>B-Post in BPS-18</u>			
1.	Deputy Director Enforcement	Assistant Director Enforcement (BS-17)	05 Years service in the post as specified in column 2.
<u>C-Post in BPS-17</u>			
1.	Assistant Director Enforcement	Inspector Enforcement(BPS-16)	05 Years service in the post as specified in column 2.
<u>D-Post in BPS-16</u>			
1.	Inspector Enforcement	Sub Inspector Enforcement BPS-14	05 Years service in the post as specified in column 2.
<u>E-Posts in BPS-15 and below</u>			
1.	Sub Inspector Enforcement BPS-14	Enforcement Supervisor BPS-08	05 Years service in the post as specified in column 2.
2.	Enforcement Supervisor BPS-08	Security Guard BPS-05	Intermediate with 10 Years service in the post specified in Column 2. OR Matriculation with 15 Years Service in the post specified in column 2

(SECURITY CADRE)

Serial number and cadre post with basic pay scale		Person eligible for promotion to the post specified in column	Minimum qualifications and experience and other conditions.
(1)		(2)	(3)
<u>A-Post in BPS-19</u>			
1.	Director Security	Deputy Director Security (BPS-18)	12 Years service in grade 17 and above and particularly 03 Years services in the post as specified in column2. In case if direct recruitment in grade 18, 05years service in the post as specified in column 02.
<u>B-Post in BPS-18</u>			
1.	Deputy Director Security	Assistant Director Security (BS-17)	05 Years service in the post as specified in column 2.
<u>C-Post in BPS-17</u>			
1.	Assistant Director Security	Inspector Security (BPS-16)	05 Years service in the post as specified in column 2.
<u>D-Post in BPS-16</u>			
1.	Inspector Security	Sub Inspector Security BPS-14	05 Years service in the post as specified in column 2.
<u>E-Posts in BPS-15 and below</u>			
1.	Sub Inspector Security BPS-14	Security Supervisor BPS-08	05 Years service in the post as specified in column 2.
2.	Security Supervisor BPS-08	Security Guard BPS-05	Intermediate with 10 Years service in the post specified in Column 2. OR Matriculation with 15 Years Service in the post specified in column 2

*** No. CDA-7(50)-HRD-III/2009/Sec-VI/3130, dated 09.09.2009.

ENGINEERING CADRE
(Volume-II)
PART – A

Sanction Strength

In the above head the following shall substitute/insert in the given Column(s).

S.NO	CADRE POST WITH BASIC PAY SCALE	TOTAL NUMBER OF SANCTION POST	TOTAL NUMBER OF POSTS IN EACH BPS	REMARKS
(1)	(2)	(3)	(4)	(5)
<u>A1- Post in BPS-20</u>				
1	*Director General(Services)	1		
2	**Director General(Works)	1		
3	**Director General(Design)	1		
4	**Director General (Water Management)	1		
5	***Director General(E&M)	1	05	
<u>A-Post in BPS-19 plus Special Pay Rs. 5000/-*</u>				
1	Deputy Director General (Works)	1	01	
<u>B-Posts in BPS-19</u>				
1	Director (Civil)	19		
2	Director (E&M)	4		
3	*Director MQC C.ELab	1		
4	*Director Geology& Hydrology	1	25	
*No. CDA-7(102)-HRD)2005/S.VI/629 dated 03.12.2005				
*No.CDA-7(68)-HRD-III/2005/477 dt. 07.10.2005				
<u>C-Posts in BPS-18</u>				
1	Dy. Director (Civil)	41		
2	Dy. Director (E&M)	15		
3	Dy. Director G&H C.ELab	1		
4	*Dy. Director (WQC)	1		
5	Boiler Engineer	1		
6	Electric Engineer (Capital Hospital)	1	60	
<ul style="list-style-type: none"> ■ No. S.R.O 938(I)-2004 dated. 26.10.2004 ■ No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007 				
<u>D-Posts in BPS-17 (Civil Engineering Posts)</u>				
1	Assistant Director (Civil)	122		
2	Assistant Director (WQC) Water Supply Directorate	1		
3	*Research Officer (Lab) / Assistant Director	1		
Electrical and Mechanical Engineering Posts.				
5	Assistant Director (E/M)	55		
6	Traffic Engineer	1		

Geological Drilling Posts				
9	*****Assistant Director (Geological Drilling)	1		
10	Boiler Engineering Posts Boiler Engineer	3		
10-A	** Senior Chemist Water Quality Control Cell	1	216	New Entry
<u>E-Posts in BPS-16 (Civil Engineering Posts)</u>				
1	Assistant Quantity Surveyor (Civil)	1		
Sub Engineering E&M/Electronics				
2	Assistant Quantity Surveyor (E&M)	2		
3-A	*Senior Plant Superdent	1		
4	*Omitted	-		
4-B	*Senior Draftsman	8		
5	**Senior Research Assistant	25	39	
* No. CDA-1135/BM-Coord/2008/ dated 21.08.2008 (Engg. Anomalies)				
** No. CDA-1135/BM-Coord/2008/ dated 21.08.2008				
* No. S.R.O 964 (I)/99 dated. 19.08.1999				
* No. S.R.O 955 (I)/2004 dt:03.11.2004				
* No. S.R.O 843 (I)/96 dt:15.09.1996				
<u>F-Posts in BPS-15 & below</u>				
1	*Omitted	--		Re-designated and placed under E-Post 4-A
2	*Omitted	--		Re-designated and placed under E-Post 4-B
3	*Sub-Engineer (Civil) BPS-14	167		Revised & upgraded
4	*Sub-Engineer(E&M)	83		-do-
5	*Sub-Engineer (Electro Mechanic)BPS-14	1		-do-
6-A	*Chemist (BPS-14)	6		
6-C	*Foremen (E&M)(BPS-14)	25		
6-D	*Foremen (Civil)(BPS-12)	31		S.No. 11 shall be omitted due to due to upgrade from BPS-8 to BPS 12.
7	Draftsman(BPS-11)	59		
8	Chief Street Light Inspector (BPS-11)	1		
9	** Omitted	-		
10	*Surveyor(BPS-11)	15		
10-A	*Meter Inspector(BPS-11)	1		New Entry
11	*Omitted			Upgraded & Place in 6-A & 6-C
11-A	*Traffic Signal Inspector(BPS10)	1		New Entry
11-B	**Jr. Research Assistant (BPS-10/12/13)	142		Upgraded from BPS-08
12	Chargeman Drilling (C.E Lab) BPS-9	1		
* & ** & No.S.R.O 843 (I)/96 dated. 15.09.1996				
*No. CDA-1135/BM-Coord/2008/ dated. 21.08.2008				
No.S.R.O 565 (I)/2000 dated. 30.06.2000				
12-A	*Assistant Chemist (BPS-09)	7		Upgraded from BPS-07
13	Assistant Draftsman(BPS-8)	15		
14	*Omitted	-		Upgraded from (BPS-08) at S.N. 11-B

15	Drilling Supervisor(BPS-8)	1		
16	Assistant Estimator(BPS-8)	3		
17	Work Supervisor (BPS-8)	88		
17-A	*EM Supervisor /Generator Operator(BPS-08)	18		
18	Air Conditioning Mechanic (BPS-07)	9		
20	Operator(BPS-07)	190		
20-B	*Chemical Assistant(BPS-07)	5		
20-C	*Meter Mechanic(BPS-07)	6		
20-D	*Assistant work Supervisor (BPS-7)	2		New Entry
20-E	*Glazier(BPS-07)	21		upgraded
20-F	*Fitter(BPS-07)	97		-do-
20-H	*Plumber(BPS-07)	141		Upgraded from BPS-06 to BPS-07
20-I	*Carpenter(BPS-07)	54		Upgraded from BPS-05 to BPS-07
20-J	*Mason(BPS-07)	103		Upgraded from BPS-05 to BPS-07
21.	Lab Assistant (BPS-7)	55		
*No.CDA-7(84)-HRD-III/2007/Sec.VI/ dt. 28.08.2008				
*No.S.R.O 843 (I)/96 dated, 15.09.1996				
21	Technician(BPS-6)	1		
22	Electrician (BPS-06) (Building and Installation)	255		
23	Machine Operator(BPS-05)	2		
23-A	*Jr. Laboratory Assistant (BPS-06)	4		Upgraded from BPS-05 to BPS-06
23-B	*Field Assistant(BPS-06)	31		Upgraded from BPS-05 to BPS-06
23-C	*Sr. Welder, Sr. Turner Sr. Molder Power,Sr. Vulcanizer Sr. Upholster(BPS-06)	24		New Entry
24	Lift Operator(BPS-05)	110		
25	*Omitted	-		Upgraded from BPS-06 and place on S.No.20-H
26	*Omitted	-		Upgraded from BPS-05 and place on S.No.20-H
27	Key Mechanic(BPS-05)	9		
28	Tracer(BPS-05)	11		
29	Black Smith(BPS-05)	21		
30	Drilling Assistant(BPS-05)	1		
31	*Omitted	-		Upgraded from BPS-05 to BPS-06 & place on S.No.24-A
32	*Omitted	-		Upgraded from BPS-05 to BPS-06 & place on S.No.24-B
33	Junior Mechanic(BPS-05)	43		
34	Painter(BPS-05)	23		
35	Brush Painter(BPS-05)	17		
* No.CDA-7(84)-HRD-III/2007/Sec.VI/ dt. 28.08.2008				
* No.S.R.O 843 (I)/96 dated. 15.09.1996				
* No.S.R.O 854 (I)/2004 dated. 11.10.2004				
37	Boiler Attendant(BPS-05)	17		
38	Chiller Attendant(BPS-05)	4		

38-A	*****Tube well / Pump Operator (BPS-05)	536		
38-B	*Jr. Welder, Jr. Turner Jr. Molder Power, Jr. Vulcanizer Jr. Upholster(BPS-05)	11		New Entries
38-C	*Chemical Attendant(BPS-03)	11		New entry
38-D	*Bowman(BPS-03)	2		Upgraded from BPS-01
38-E	*Valve man(BPS-02)	76		
39	Attendant(BPS-01)	25		
40	Lab Attendant	42		
40	*Omitted	-		Upgraded from BPS-01 to BPS-03 & place on S.No.39-D.
41	Field Attendant(BPS-01)	9		
42	Helper/Beldar(BPS-01)	1824	5460	
	Total Posts		5808	

***No.CDA-7(84)-HRD-III/2007/Sec.VI/ dt. 28.08.2008**

*** No.CDA-1(7)/90-CDA-I dated 12.04.1992**

**** No.CDA-7(109)-HRD/2008/Sec-VI/5460 dated 27.10.2009**

***** No.CDA-7(70)-HRD-III/Sec-VI/2010/737 dated 11.02.2010**

****** SRO 1043 (1)/2006 dated. 12.10.2006**

******* No.S.R.O 535 (I)/2003 dated. 10.06.2003**

******* No. CDA-7(20)-HRD-III/2010/Sec-VI/696/ dated 24.03.2010**

TABLE

In the aforesaid Regulation in Volume-II in Appendix-2 under, Engineering Cadre.

ENGINEERING CADRE
Part- B, Method of Appointment

In the above head the following shall substitute/insert in the given Column(s).

S.NO	CADRE POST WITH BASIC PAY SCALE	INITIAL APPOINTMENT	PROMOTION	TRANSFER
(1)	(2)	(3)	(4)	(5)
A-I-POSTS IN BPS-20				
1	Director General(Services)	---	*****100%	---
2	Director General(Works)	---	100%	---
3	Director General(Design)	---	100%	---
4	Director General(Water Management)	---	100%	---
5	Director General(E&M)	---	100%	---
*****No.CDA-7(01)-HRD-III/2013/1270 dated 24.06.2013				
A-POSTS IN BPS-19 PLUS SPECIAL PAY RS.5000/-*				
1.	Dy. Director General(Services)	As may be decided by the Chairman at the time of appointment.		
2.	Dy. Director General (Works)	-do-		
B-POSTS IN BPS-19 PLUS SPECIAL PAY RS.200/-				
1.	Director (Civil)	25%	75%	
2.	Director (E&M)	25%	75%	
3.	*Director (CEL)	25%	75%	
4.	*Director Geology (C.E Lab)	25%	75%	
C- POSTS IN BPS-18				
1.	Dy.Director (Civil)	25%	75%	
2.	Dy.Director (E&M)	25%	75%	
3.	Dy.Director (CEL)	25%	75%	
4.	*Dy.Director (WQC)	25%	75%	
5.	Boiler Engineer	50%	50%	
6.	Electric Engineer (Capital Hospital)	100%	--	
D- Posts in BPS-17				
1.	***Assistant Director (Civil)	50%	50% (*Out of which 15% quota is reserved for promotion of Sub Engineer possessing degree of AIME (Pak) / B.SC (Engineering) B.Tech (Hons) to the post of Assistant Director (Civil).	-
2.	Assistant Director (WQC)	25%	75%	
3.	Chief Complaint Officer (Chairman's Secretariat)	80%	20%	
4.	*Research Officer (CEL) /Assistant Director (Civil)	60%	40%	-
■ No.SRO-(I)/2004 dated. 26.10.2004				
E&M Engineering Posts				
5.	Assistant Director (E&M)	*50%	*50% (*Out of which 15%	

			quota is reserved for promotion of Sub Engineer possessing degree of AIME (Pak) / B.SC (Engineering) B.Tech (Hons) to the post of Assistant Director (E&M).	
6.	Traffic Engineer	*50	-do-	
7.	Lift Engineer	80%	20%	
8.	Technical Officer (Machinery Pool Organization)	50%	50% (*Out of which 15% quota is reserved for promotion of Sub Engineer possessing degree of AIME (Pak) / B.SC (Engineering) B.Tech (Hons) to the post of Assistant Director (Civil).	
Geological Drilling Posts				
9.	Assistant Director (Geological Drilling)	50%	50%	
Boiler Engineering Posts				
10.	Boiler Engineer	100%	--	
10-A	*Senior Chemist	50%	50%	-
E-Posts in BPS-16 CIVIL ENGINEERING POSTS				
1.	Assistant Quantity Surveyor (Civil)	-	100%	
E&M Engineering Posts				
2.	Assistant Quantity Surveyor (E&M)	-	100%	
3-A	*Senior Plant Suprident	-	100%	
Other Posts				
4.	*Omitted			
4-A	**Senior Research Assistant	50%	50%	
4-B	*Senior Draftsman	50%	50%	
* No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007				
* No. S.R.O 964 (I)/99 dated. 19.08.1999				
* No. S.R.O 843 (I)/96 dated. 15.09.1996				
* No. S.R.O 955 (I)/2004 dt:03.11.2004				
F-Posts in BPS-15 & below				
1.	*Omitted			
2.	*Omitted	-		Place at 6-B
3.	**Sub-Engineer (Civil) BPS-14	80%	20%	-
4.	**Sub-Engineer (E&M)BPS-14	80%	20%	-
5.	*Sub-Engineer (Electro Mechanic) BPS-14	100%	-	-
6.	*Sub-Engineer (Hydrology)BPS-14	100%	-	-
6-A	*Chemist (BPS-14)	50%	50%	-
6-B.	*Senior Draftsman (BPS-13)	-	100%	
6-C	*Foremen (E&M) (BPS-12)	50%	50%	-
6-D	*Foremen (Civil)(BPS-12)	50%	50%	-
7.	*Assistant Drafts Man(BPS-11)	50%	50%	-
8.	Chief Street Light Inspector(BPS-11)	100%	--	-
9.	*Omitted			
10.	Surveyor (BPS-11)	25%	75%	
10-A	*Meter Inspector(BPS-11)	25%	75%	New Entry
11.	*Omitted			Upgraded from BPS 10 to BPS 12 to Sr N. 6-B

			& 6-D
11-A *Traffic Signal Inspector(BPS10)	50%	50%	-
11-B *Jr. Research Assistant(BPS-10/12/13)	50%	50%	-
12 Charge man Drilling(BPS-09)	25%	75%	-
12-A *Assistant Chemist(BPS-09)	50%	50%	-
13. Assistant Drafts Man(BPS-08)	50%	50%	-
* No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007			
** No.CDA-8(12)-HRD/2014/Sec-III/2036 dated 28.09.2015			
*** No.CDA-7(1)-HRD-III/2012/Sec-VI/4144 dated 13.08.2012			
14. Omitted			Upgraded from BPS-08
15. Drilling Supervisor(BPS-08)	25%	75%	-
16. Assistant Estimator(BPS-8)	50%	50%	-
17. Work Supervisor(BPS-08)	50%	50%	-
17-A *EM Supervisor/ Generator Operator (BPS-08)	50%	50%	-
18. AC. Mechanic(BPS-07)	50%	50%	-
19. Machine Operator (BPS-07)	100%	--	
20. Operator(BPS-07)	100%	--	--
20-A *Chlorine Assistant(BPS-07)	50%	50%	Chlorine Attendant BPS-05 was re-designated as Chlorine Assistant and Upgraded to BPS-07
20-B *Chemical Assistant(BPS-07)	50%	50%	--
20-C *Meter Mechanic(BPS-07)	50%	50%	-do-
20-D *Assistant work Supervisor(BPS-7)	50%	50%	up-gradation andre-designation of both the posts of work Munshi (BPS-5) and work Mistry (BPS-06) as Assistant Work Supervisor (BPS7).
20-E *Glazier (BPS-07)	50%	50%	Upgraded from BPS-03
20-F *Fitter(BPS-07)	50%	50%	-
20-G *Assistant Surveyor(BPS-07)	50%	50%	-
20-H *Plumber(BPS-07)	50%	50%	-
20-I *Carpenter(BPS-07)	50%	50%	-
* No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007			
20-J* Mason(BPS-07)	50%	50%	-
21. *Omitted			Upgraded from BPS-06 and place on S.No. 20.H
22. Technician (BPS-06)			
23. Electrician(BPS-06)	50%	50%	-
24. Machine Operator (BPS-06)	100%	--	
24-A *Jr. Laboratory Assistant(BPS-06)	25%	75%	-
24-B *Field Assistant(BPS-06)	50%	50%	-
24-C *Sr. Welder /Sr. Turner/Sr. Molder Power /Sr. Vulcanizer/Sr. Upholster	50%	50%	--

(BPS-06)			
25. Lift Operator(BPS-05)	50%	50%	-
26. *Omitted			Upgraded from BPS-06 and place on S.No. 20-I
27. *Omitted			Upgraded from BPS-06 and place on S.No.20-J
28. Key Mechanic(BPS-05)	50%	50%	-
29. Tracer(BPS-05)	100%	-	-
30. Black Smith (BPS-05)	50%	50%	-
31. Drilling Assistant (BPS-05)	25%	75%	-
32. Omitted			Upgraded from BPS-05 and place on S.No. 24-A
33. Omitted			Upgraded from BPS-05 and place on S.No. 24-B
34. Junior Mechanic (BPS-6)	100%	-	-
*No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007			
35. Painter (BPS-05)	50%	50%	-
36. *Jr. Projectionist (BPS-05)	50%	50%	-
37. Brush Painter (BPS-05)	50%	50%	-
38. Boiler Attendant (BPS05)	50%	50%	-
39. Chiller Attendant (BPS-05)	50%	50%	-
39-A *Tube well/ Pump Operator (BPS-05)	100%	--	-
39-B *Jr. Welder /Jr. Turner /Jr. Molder Power/Jr. Vulcanizer/Jr. Upholster (BPS-05)	50%	50%	New Entries Next higher scale to be given after five years in each categories where there is no channel of promotion.
39-C *Chemical Attendant(BPS-03)	100%	-	New Entry
39-D *Bowman (BPS-03)	100%	-	Upgrade from BPS-01 to BPS-03
39-E *Valve man(BPS-02)	50%	50%	-
40. Attendant(BPS-01)			
Lab Attendant	100%	--	
41. Omitted			Upgraded from BPS-01 BPS-02 and place on S.No. 39-D
42. Field Attendant(BPS-01)	100%	50%	-
43. Helper/Beldar(BPS-01)	100%	-	-

TABLE* **No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007****ENGINEERING CADRE
Initial appointment (Part- B)**

In the aforesaid Regulation in Volume-II in Appendix-2 under, Engineering Cadre.

Serial Number cadre post with Basic pay scale	Maximum Age (in years)	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
A1-Posts in BPS-20		
Director General (Services)		A candidate must possess the educational qualifications and experience and must be within the age limit as mentioned in the schedule to this Notification
Director General (Works)	45	i. Master's degree in a major discipline relating to Civil engineering to be determined by the Board at the time of direct recruitment. ii. Seventeen years experience in the related field in a responsible position equivalent to BS-17 or above in Government or an organization or firm of repute in Public or Private Sector
Director General (Design)	45	--do--
Director General (Water Management)	45	--do--
Director General (E&M)	45	i. Master's degree in Electrical or Mechanical engineering. ii. Seventeen years experience in the related field in a responsible position equivalent to BS-17 or above in Government or an organization or firm of repute in Public or Private Sector.
A-Posts in BPS-19 + special pay Rs. 5000/-		
1. Deputy Director General(Services)	45	i. Master's degree in a major discipline relating to Civil Engineering to be determined by the Board at the time of direct recruitment. ii. Twelve years experience the related field in a responsible position equivalent to BPS-17 or above in Government or an Organization or firm of repute in public or private Sector.
2. Deputy Director General(Works)	45	-do-
B-Posts in BPS-19		
1. Director (Civil)	45	i. A second class Master degree in Civil Engineering. ii. 12 years experience in the relevant field in a responsible position equivalent to BPS-17 or above in Government or in an organization or firm of repute in public or private sector

2. *Director (E&M Cadre)	45	<ul style="list-style-type: none"> i. Master Degree in Mechanical/Electrical Engineering. ii. Twelve years experience in the field of development and operation of waste water/water Treatment facilities and similar fields.
*Director (C.E Lab)		
*Director Geology (C.E Lab)		
C-Posts in BPS-18		
1. Dy. Director (Civil)	35	<ul style="list-style-type: none"> i. A second class Master degree in the related discipline of engineering. ii. Five years experience in the relevant field in a responsible position equivalent to BPS-17 or above in Government or in an organization or firm of repute in public or private sector
2. Dy. Director (E&M)	35	-do-
3. Dy. Director (Geology)	35	<ul style="list-style-type: none"> i. M.Sc (Geology) in second Division. ii. Five years service in the relevant field.
* S.R.O 189(I)/2008 dt. 01.02.2008		
4. Boiler Engineer	35	<ul style="list-style-type: none"> i. B.E (Electrical) and Mechanical) second class. ii. First Class Boiler Engineering Certificate. iii. Three years experience in the relevant field.
5. Electronic Engineer (Capital Hospital)	35	<ul style="list-style-type: none"> i. B.Sc Engineering in Electronics and instrumentation with specialization in digital electronics. ii. Five years experience in the field.
6. Deputy Director (WQC)	35	<ul style="list-style-type: none"> i. M.Phil in Chemistry Microbiology /Environmental Sciences. ii. 05 years experiences in Water Testing Laboratory
D- Posts in BPS-17		
CIVIL ENGINEERING POSTS		
1. Assistant Director (Civil)	30	<ul style="list-style-type: none"> i. A Bachelor's degree in the related discipline of Engineering. ii. Three years experience in the relevant field in Government of any organization or firm of repute in public or private sector.
2. Assistant Director (Water Quality Control)	30	<ul style="list-style-type: none"> i. M.Sc Chemistry/ Microbiology /Environmental Sciences. ii. Three years experience in the relevant field.
3. Chief Complaint Officer (Chairman's Secretariat)	30	<ul style="list-style-type: none"> i. A Bachelor's degree in the related discipline of Engineering. ii. Three years experience in the relevant field in Government or any organization or firm of repute in public or private sector.
4. Research Officer (Lab) /Assistant Director (Civil)	30	<ul style="list-style-type: none"> i. A Bachelor's degree in the related Discipline of Engineering. ii. Three years experience in the relevant field in Government or any organization or firm of repute in public or private sector.

****4-A. Research Officer	30	Second class grade "C" Master's Degree in Statistics /Economics with Statistics /Mathematics with Statistics or equivalent from recognized University
****4-B. Assistant Water Management Engineer	30	Bachelor's degree in Civil / Mechanical / Agricultural Engineering or equivalent from the recognized university.
10-A *Senior Chemist	30	i. M.Sc Chemistry/Bio Chemistry. ii. Three years experience in relevant field.
Assistant Director Geology /Drilling	-	Second class Master degree in Geology
E-Posts in BPS-16		
4-A Senior Research Assistant	28	i. B.Sc in Chemistry / Biology. ii. Three years experience in the relevant field.
4-B. Senior Draftsman	28	i. Matric. ii. Three years Diploma in Civil. iii. Five years experience as Drafts Man.
****4-C. Administrative Officer	28	i. Second class or grade "C" Bachelor's degree or equivalent from recognized University. ii. Five years experience in establishment / Administration / Personal recruitment / handling of stores.
****SRO 1043 (1)/2006 dated. 12.10.2006		
F-Posts in BPS-15 & below		
3. Sub-Engineer (Civil) BPS-14	25	i. Matric. ii. Three years diploma in Engineering in relevant field.
4. Sub-Engineer (E&M)BPS-14	25	-do-
5.Sub-Engineer (Electro Mechanic)BPS-14	25	i. Matric. ii. Three years diploma in Electronics.
6. Sub-Engineer (Hydrology)BPS-14	25	i. Matric. ii. Three years diploma in Engineering in the relevant field.
6-A Foremen (E&M) (BPS-14)	25	i. Matric. ii. Three years experience. iii. Qualifying trade test. iv. Three years Diploma.
6-B Chemist (BPS-14)	25	i. M.Sc Chemistry/Bio Chemistry. ii. Three years experience in relevant field.
6-C Foremen (Civil)(BPS-12)	25	i. Matric. ii. Three years diploma in relevant field. iii. Three years experience.
7. Draftsman (BPS-11)	25	i. Matric. ii. Three years diploma in Civil draftsmanship
10.Surveyor (BPS-11)	25	i. Matric 2 nd Division or equivalent. ii. Three years diploma in survey. iii. Five years service.
10-A Meter Inspector (BPS-11)	25	i. F.Sc. ii. Three years experience in the relevant.
11-A Traffic Signal Inspector(BPS10)	25	i. B.Sc. ii. Three years experience in electronics. iii. Qualifying trade test.
11-B *Jr. Research Assistant(BPS-10/12/13)	25	i. F.Sc chemistry / Biology. ii. Two years experience in the relevant field.
12. Charge man Drilling(BPS-09)	25	i. Matric with Science.

		ii. Three years experience of operating heavy mechanical rigs.
*No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007		
*NO.SRO 843(I)/96 dt. 15.09.1996		
12-A *Assistant Chemist (BPS-07)	25	i. F.Sc Chemistry/Bio Chemistry. ii. Three years experience in relevant field.
13. Assistant Drafts Man(BPS-08)	25	i. Matric. ii. Two years certificate in draftsmanship. From any recognized institute.
14. Omitted		Upgraded from (BPS-08) at S.No. 11-B
15.Drilling Supervisor(BPS-08)	25	i. Matric. ii. Five years experience in supervising Mechanical drilling.
16. *Assistant Estimator(BPS-08)	25	i. Matric. ii. Two years certificate in draftsmanship from any recognized institute.
17. Work Supervisor (BPS-08)	25	i. Intermediate. ii. Three years experience Government or any organization or firm of repute in public or private sector.
17-A *EM Supervisor / Generator Operator (BPS-08)	25	i. Matric with one year certificate in Electrical. ii. Three years experience in Government or an organization or firm of repute in public or private sector.
Lab Assistant BPS-7	25	i. Matric with Science ii. 03 years experience in relevant field
18. AC. Mechanic (BPS-07)	25	i. Matric. ii. Five years experience in installation and maintenance of air conditioning equipment especially in central air conditioning. iii. Diploma in air-conditioning and refrigeration from recognize institution.
20-A Chlorine Assistant(BPS-07)	25	i. Matric with Science. ii. Three years experience in relevant field
20-B Chemical Assistant(BPS-07)	25	i. Matric with Science. ii. Three years experience in relevant field.
20-C Meter Mechanic(BPS-07)	25	i. Matric. ii. Qualifying trade test. iii. Three years experience in the relevant field.
20-D Assistant work Supervisor(BPS-7)	25	i. Matric. ii. One year experience government or any organization or firm of repute in public or private sector.
20-E Glazier(BPS-07)	25	i. Primary. ii. Three years experience in the relevant field. iii. Qualifying trade test.
20-F Fitter(BPS-07)	25	i. Matric. ii. One year certificate. iii. Qualifying trade test.
■ No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007		
* NO.SRO 843(I)/96 dt. 15.09.1996		
20-G Assistant Surveyor(BPS-07)	25	i. Matric (Science) ii. One year certificate.

20-H Plumber(BPS-07)	25	i. Middle. ii. Five years experience as Plumber iii. Qualifying trade test.
20-I Carpenter(BPS-07)	25	i. Middle. ii. Five years experience as carpenter. iii. Qualifying trade test.
20-J Mason(BPS-07)	25	i. Middle. ii. Five years experience as Mason. iii. Qualifying trade test.
21. Omitted	-	Upgraded from BPS-06 and Place onS.No.
23. Electrician(BPS-06)	25	i. Matric. ii. One year certificate in Electrical.
24-A Jr. Laboratory Assistant(BPS-06)	25	Matric with Science.
24-B Field Assistant(BPS-06)	25	i. Matric with Science ii. experience in relevant field
24-C Sr. Welder/Sr. Turner/ Sr. Molder Power/Sr. Vulcanizer/Sr. Upholster(BPS-06)	25	i. Middle. ii. One year certificate. iii. Three years experience.
25. Lift Operator(BPS-05)	25	i. Matric. ii. Two years experience as lift operator. iii. Qualifying trade test.
26. Omitted	-	Upgraded from BPS-06 and Place onS.No. 20-I.
27. Omitted	-	Upgraded from BPS-06 and Place on S.No.20-J.
28. Key Mechanic (BPS-05)	25	i. Middle. ii. Two years experience as lift operator. iii. Qualifying trade test.
29. Tracer (BPS-05)	25	i. Matric (Science). ii. Two years certificate.
30. Black Smith (BPS-05)	25	i. Middle. ii. Five years experience as Black smith. iii. Qualifying trade test.
31. Drilling Assistant (BPS-05)	25	i. Matric. ii. Fully skilled in operating heavy Mechanical rigs. iii. Three years experience.
<p>■ No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007</p> <p>■ NO.SRO 843(I)/96 dt. 15.09.1996</p>		
32. Omitted	--	Upgraded from BPS-06 and Place on S.No.24-A
33. Omitted	--	Upgraded from BPS-06 and Place on S.No.24-B.
35. Painter (BPS-05)	25	i. Middle. ii. Five years experience as helper/Beldar. iii. Qualifying trade test.
37. Brush Painter (BPS-05)	25	i. Middle. ii. Five years experience in painting. iii. Qualifying trade test.
38. Boiler Attendant (BPS05)	25	i). Matric with Science. ii).2 nd class Boiler Engineering certificate. iii).Three years experience.
39. Chiller Attendant (BPS-05)	35	i). Matric with Science. ii).Certificate in relevant field. iii).Three years experience.
39-A Tube well/ Pump	25 years	i) Matric with Science.

Operator(BPS-05)		ii) Five years experience in relevant field. iii) Qualifying trade test.
39-B Jr. Welder /Jr. Turner /Jr. Molder Power /Jr. Vulcanizer /jr. Upholster (BPS-05)	25	i) Middle. ii) One year certificate. iii) Two years experience.
39-C Chemical Attendant (BPS-03)	25	i) Matric. ii) One year experience in relevant field.
39-D Bowman (BPS-02)	35	i) Primary. ii) Two years experience of BowMan.
39-E Valve man(BPS-02)	35	i) Middle. ii) Having good physique.
40. Omitted	-	Upgraded from BPS-01 and Place on S.No.39-D
Field Attendant/ Attendant (BPS-01)	35	Middle.
Lab Attendent	25	i. Matric with Science ii. 01 years experience in relevant field
43. Beldar(BPS-01)	35	i). Primary. ii). Good physique.
***43-A Helper BPS-1		i. ***Matriculation

In the above head the following shall substitute/insert in the given Column(s).

* No.CDA-7(65)-HRD-III/2007/S.VI/ dated 11.12.2007

* NO.SRO 843(I)/96 dated 15.09.1996

***** No. S.R.O. 535 (I) / 2003 dated 10.06.2003**

**ENGINEERING CADRE
PROMOTION**

3. Promotion. Subject to the completion of length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

TABLE

Serial Number cadre post with Basic pay scale	Person eligible for promotion to the post specified in column (1)	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
A1. Posts in BPS-19		
*Director General (Services)	Deputy Director General BPS-19 +Plus special pay /Director (BPS-19)	17 years service in BPS-17 and above for 12 years service in case of direct recruitment in BPS-18 or 05 years service in BPS-19 in case of direct recruitment in BPS-19
Director General (Works)	do	do
Director General (Design)	do	do
Director General (Water Management)	do	do
Director General (E&M)	Deputy Director General (E&M) (@)/ Director (BPS-19)	i. 17 years service in BPS-17 and above or ii. 12 years service in case of direct recruitment in BPS-18 or iii. 05 years service in BPS-19 in case of direct recruitment in BPS-19
(@) Only the existing DDG (E&M) will be considered for promotion. Thereafter the post of DDG (E&M) will be treated as abolished.		
*No.CDA-1(7)/90-CDA-I dated 12.04.1992 **No.CDA-7(109)-HRD/2008/Sec-VI/5460 dated 27.10.2009 ***No.CDA-7(70)-HRD-III/Sec-VI/2010/737 dated 11.02.2010		
A-Posts in BPS-19 PLUS SPECIAL PAY RS.5000/-*		
1.Dy. Director General(Services)	Director (Civil) or Electrical & Mechanical BPS-19	i. Three years service in the post specified in column.2
2.Dy. Director General (Works)		ii. Possession of a degree in Engineering.
A-Posts in BPS-19		
1.Director (Civil)	Deputy Director Civil BPS-18	i. Three years service in the post specified in column. 2 ii. Possession of a degree n Civil Engineering in the relevant field
2.Director (E&M)	*Deputy Director (E&M) BPS-18 *Boiler Engineer BPS-18 * Electronic Engineer BPS-18	i. Three years service in the post specified in column. 2 ii. Possession of a degree n Civil Engineering in the relevant field

3.*Director (CEL)		
4.*Director Geology (C.E Lab)		
B-Posts in BPS-18		
1.Dy.Director (Civil)	*Assistant Director (Civil) BPS-17 *Assistant Director (Water Quality control) BPS-17 *Chief Complaint Officer BPS-17 *Research Officer BPS-17	i. Five Years service in the relevant field in the post specified in column 2. ii. Possession of a degree or diploma in Civil Engineering.
2.Dy.Director (E&M)	*Assistant Director (E&M) BPS-17 *Traffic Engineer (BPS-17) *Technical Officer BPS-17	i. Five Years service in the relevant field in the post specified in column 2. ii. Possession of a degree or diploma in Electrical and Mechanical.
3.Dy.Director Geology (C.E.Lab)	Assistant Director (Geological Drilling) (BPS-17)	Five years service in the post specified in column 2.
4.*Dy.Director (WQC)	Assistant Director /Senior Chemist (BPS-17)	i). Five years service in the posts as specified in column 3. ii). Seniority cum Fitness.
5.Boiler Engineer	Boiler Engineer BPS-17	Five years service in the post specified in column 2.
C-Posts in BPS-17		
1.***Assistant Director (Civil)	*Assistant Quantity Surveyor (Civil) BPS-16 *Sub-Engineer (Civil) BPS-16	i). Five years service I the post in relevant field specified in column 2. ii). Possession of a degree or diploma in Civil Engineering.
2.Assistant Director (WQC)	Senior Research Assistant (BPS-16)	i. Five years service as Senior Research Assistant. ii. Seniority cum fitness
4.Assistant Director (E&M)	*Assistant Quantity Surveyor (E&M) BPS-16 *Sub-Engineer (E&M) BPS-16 *Instrument Mechanic BPS-16	i). Five years service I the post in relevant field specified in column 2. ii). Possession of a degree in Engineering or diploma in Electrical and Mechanical Engineering.
5.Traffic Engineer		
8.*Research Officer (Lab) / Assistant Director (Civil)	Sr. Research Assistant.	Eight years services in specified column 2.
9. *Senior Chemist	Chemist (BPS-14)	i. Five years service as Chemist (BPS-14) ii. Seniority cum fitness.
10.Assistant Director Geology /Drilling	Senior Research Asstt	i. 05 years service as Senior Research Assistant in relevant field. ii. Second class Master degree in Geology.
D-Posts in BPS-16		
1.Assistant Quantity Surveyor (Civil)	Sub-Engineer (Civil) BPS-16/11	Five years service in the post specified in column 2
2.Assistant Quantity Surveyor (E&M)	Sub Engineer (E&M) BPS-16/11	--do--
3-A.* Senior Plant Suprident		
4.*Omitted		
4-A Senior Research Assistant	Junior Research Assistant (BPS-	Five years service in the posts as

	10)/ Assistant Chemist (BPS-9)	specified column 2. Seniority cum fitness.
4-B Senior Draftsman	Draftsman	Five years service in the specified column 2.
F-Posts in BPS-15 & below		
3. Sub-Engineer (Civil) BPS-14	Sub-Engineer (Civil) BPS-11	-do-
4. Sub-Engineer (E&M) BPS-14	Sub-Engineer (E&M) BPS-11	-do-
5. Sub-Engineer (Electro Mechanic) BPS-14	Sub-Engineer, (Electro Mechanic)	-do-
6. Sub-Engineer (Hydrology) BPS-14	Sub-Engineer, (Hydrology)	-do-
6-A Foremen (E&M) (BPS-14)	E&M Supervisor	i). Five years service in the specified column 2. ii) Qualifying trade test. iii) Seniority cum fitness.
6-B Chemist (BPS-14)	Assistant Chemist (BPS-09)	Five years as Assistant Chemist Seniority cum fitness.
6-C Foremen (Civil) (BPS-12)	i) Supervisor (BPS-8) ii) Fitter (BPS-7)	-do-
■ No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007		
7. Draftsman (BPS-11)	i) Assistant Estimator (BPS-8). ii) Draftsman (BPS-8)	i). Five years services in the specified column 2. ii) Seniority cum fitness.
10. Surveyor (BPS-11)	Assistant Surveyor	Five years service in the post specified in column 2.
10-A Meter Inspector(BPS-11)	Meter Mechanic.	i). Five years service as meter Mechanic. ii). Seniority cum fitness.
11-A Traffic Signal Inspector (BPS10)	Electrical Supervisor.(BPS-8)	i) Five years service in the post Specified in column 2. ii) Seniority cum fitness.
11-B Jr. Research Assistant (BPS-10)	Chemical Assistant(BPS-07)	Five years Service in the post Specified in column 2. Seniority cum fitness
12. Charge man Drilling (BPS-09)	Drilling Supervisor(BPS-08)	Five years service in the specified column 2.
12-A Assistant Chemist (BPS-09)	Chlorine Assistant/Lab Assistant (BPS-7)	Five years service as specified in column 2. Seniority cum fitness
13. Assistant Drafts Ma (BPS-8)	Tracer(BPS-8)	i. Five years service in the post specified in column 2. ii) Seniority cum fitness.
14. Omitted		
15. Drilling Supervisor (BPS-08)	Drilling Assistant	Five years service in the specified column 2.
16.Assistant Estimator(BPS-08)	Tracer(BPS-05)	i. Five years service in the post specified in column 2. ii) Seniority cum fitness.
17. Work Supervisor(BPS-08)	i) Assistant Work Supervisor. ii) Fitters.	i). Five years service in the SpecifiedColumn 2. iii) Seniority cum-fitness. iii) Qualifying trade test.
17-A EM Supervisor /Generator Operator(BPS-08)	i. AC Mechanic Fitter. ii. Electrician.	i. Five years service in the specifiedColumn-2 ii. Seniority cum Fitness. iii. Qualifying Trade Test.
18. AC. Mechanic (BPS-07)	All Helper (working with AC	i. Five years services in the

	Mechanic)	Specified column 2. ii. Seniority cum fitness. iii. Qualifying trade test. iv. Middle.
20-A Chlorine Assistant (BPS-07)	Chemical Attendant	i. Five years service in the specified Column-2 ii. Seniority cum fitness. iii. Qualifying trade test.
<p>■ No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007</p> <p>■ NO.SRO 843(I)/96 dt. 15.09.1996</p>		
20-B Chemical Assistant/ Lab Assistant (BPS-07)	Field Assistant (BPS-6)	i. Five years service in the specified column 2 ii. Seniority cum fitness. iii. Qualifying trade test.
20-C Meter Mechanic (BPS-07)	Beldar/Helper	i. Five years service in the specified Column 2. ii. Having same qualification as in other formation/Dte. Of CDA for their initial appointment. iii. Seniority cum Fitness.
20-D Assistant work Supervisor (BPS-7)	Mate	i. Mate. ii. Seniority-cum fitness.
20-E Glazier(BPS-07)	Helper/Beldar (Working with Glazier)	Five years service in the specified Column-2
20-F Fitter(BPS-07)	Valvemen/ Helper/Beldar (Working with Fitter)	i. Middle. ii. Five years service in the specified Column-2. iii. Seniority cum fitness. iv. Qualifying trade test.
20-G Assistant Surveyor(BPS-07)	Chainman(BPS-03)	Five years service in the specified Column-2
20-H Plumber(BPS-07)	Helper (working with plumber)	Five years service in the specified Column 2.
20-I Carpenter(BPS-07)	Helper/Beldar (working with carpenter)	Five years service in the specified Column 2
20-J Mason(BPS-07)	Helper/Beldar (Working with Mason)	Five years service in the specified Column 2
21. Omitted		Upgraded from BPS-06
23. Electrician(BPS-06)	Helper working with Electrician.	i. Five years service in the specified Column-2. ii. Seniority cum fitness. iii. Qualifying trade test.
24-A Jr. Laboratory Assistant (BPS-06)	Field Attendant & Attendant	i. Three years service in the Specified column 2. ii. Seniority cum Fitness.
24-B Field Assistant(BPS-06)	Lab Attendant /chemical Attendant (BPS-3)	i. Five years service in the post Specified in column 2. ii. Seniority cum Fitness.
<p>■ No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007</p> <p>■ NO.SRO 843(I)/96 dt. 15.09.1996</p>		
24-C Sr. Welder /Sr. Turner /Sr. Molder Power / Sr. Vulcanizer /Sr. Upholster (BPS-06)	All Jr. Welder, Jr turner, Jr Molder, Jr. Vulcanizer, Jr. Upholster with Five years service	i. Five years service in the specified column 2 ii. Seniority cum fitness.
25. Lift Operator(BPS-05)	Helper/Beldar (Working with Lift Operator)	Five years service in the specified Column-2
26. Omitted	--	Upgraded from BPS-05 and place

		on S.No. 23-A
27. Omitted	--	Upgraded from BPS-05 and place on S.No. 23-B
28. Key Mechanic	Helper/Beldar (Working with Key Mechanic)	Five years service in the specified column 2.
30. Black Smith(BPS-5)	Helper/Beldar (Working with Black Smith)	i. Five years service in the specified column 2. ii. Seniority cum fitness.
31. Drilling Assistant(BPS-5)	Field Attendant	i. Middle. ii. Five years experience in the specified column 2. iii. Seniority cum fitness.
35. Painter(BPS-05)	Helper/Beldar (Working with painter)	Five years service in the specified Column-2.
37. Brush Painter(BPS-05)	Helper/Beldar (Working with Brush painter)	i. Five years service in the specified Column-2. ii. Seniority cum fitness.
38. Boiler Attendant(BPS05)	Helper/Beldar (Working with Boiler Attendant)	Five years service in the specified Column-2.
39. Chiller Attendant(BPS-05)	Helper/Beldar (Working with Chiller Attendant)	Five years service in the specified Column-2
39-A *Tube well Operator (BPS-05)	Helper/Beldar (Working with Tube well Operator)	Five years service in the specified Column-2
39-B Jr. Welder/Jr. Turner/Jr. Molder Power/Jr. Vulcanizer/Jr. Upholster / (BPS-05)	Helper/Beldar (Working with Jr. Welder. Helper/Beldar (Working with Jr. turner /Helper/Beldar (Working with Jr. Molder Helper/Beldar (Working with Jr. Vulcanizer /Helper/Beldar (Working with Jr. upholster	i. Five years service in the specified Column-2. ii) Seniority cum fitness.
39-E Valve man(BPS-02)	Beldar working with Valve man.	i) Five years service in specified column ii) Seniority cum fitness.

***No.CDA-7(65)-HRD-III/2007/S.VI/ dt. 11.12.2007**

***NO.SRO 843(I)/96 dt. 15.09.1996**

*******SRO.716 (I)/2006 dated 10.07.2016**

The following para may be added in the Part-B Method of appointment etc in the Engineering Cadre:-

“No person shall be appointed against a post of Engineer/Assistant Director /Deputy Director / Director unless registered as a registered Engineer or Professional Engineer with Pakistan Engineer Council. The Engineers are bound to produce registration certificate from the council at the time of appointment”.

ENVIRONMENT AND FOREST CADRE**PART-A**
SANCTIONED STRENGTH

S.NO	CADRE POST WITH BASIC PAY SCALE	TOTAL NUMBER OF SANCTIONED POST	TOTAL NUMBER OF POSTS IN EACH BPS	REMARKS
(1)	(2)	(3)	(4)	(5)
<u>A-Posts in BPS-20</u>				
1	*Director General	1	1	--
<u>B-Posts in BPS-19</u>				
1.	Director	4		*All Directors BPS-19 with minimum 10 years service be designated as Senior Director alongwith an incentive of Rs. 1500/-
*No. CDA-7(102)-HRD)2005/S.VI/629 dated 03.12.2005				
2.	**Director Zoo & Wildlife Management	1	5	
<u>C-Posts in BPS-18</u>				
1.	Deputy Director	9		
2.	**Deputy Director Zoo Management	1		
3.	**Deputy Director Wildlife Management	1	11	
<u>D-Posts in BPS-17</u>				
1.	Assistant Director	09		
2.	Veterinary Officer	1		
3.	**Assistant Director (Wildlife)	1		
4.	**Education Officer	1	12	
<u>E-Posts in BPS-16</u>				
1.	Horticulture Officer	10		
2.	Range Officer (Wildlife)	1		
3.	Rang Officer	4	15	
<u>F-Posts in BPS-15 & below</u>				
1.	Horticulture Assistant (BPS-11)	13		
2.	**Veterinary Assistant (BPS-11)	1		
3.	**Wildlife Inspector (BPS-11)	3		
4.	Horticulture Supervisor (BPS-8).	87		
5.	Zoo Supervisor (BPS-8)	3		
6.	**Zoo Guide (BPS-08)	1		
7.	Forester BPS-7	20		
8.	Budder BPS-5	3		
9.	Head Mali BPS-5	20		
10.	Stock Assistant (BPS-5)	1		
11.	Forest Guard (BPS-5)	78		
12.	Field Assistant (BPS-5)	31		
13.	**Wildlife Watcher (BPS-05)	10		
14.	**Caretaker (BPS-05)	5		

15.	**Wireless operator (BPS-04)	33		
16.	Mahawat (BPS-4)	1		
17.	Zoo Attendant (BPS-2)	20		
18.	Pond Keeper (BPS-2)	8		
19.	Mali (BPS-1)	4045		
20.	***Musician (BPS-1)	1	4387	
Total Cadre Posts			4431	

* No.CDA-7(84)-HRD-III/2007/Sec.VI/ dt. 28.08.2008

* S.R.O. 626 (I)/2003 dated 27.06.2003.

* NO.CDA-1(2)(90)/Sec-I/2008/6239, dated 01.12.2008;
SRO.626 (I)/2003 dated 27.06.2003

** No. CDA-30(11) (Noti)-Coor/68/867 dated 17.05.2008
S.R.O. 281(I)/2008 dated 13.03.2008

*** NO.CDA-7(63)-HRD-III/2010/Sec-vi/1587 dated 06.07.2010.

METHOD OF APPOINTMENT ETC.

1. **Method of appointment:- (1)** Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

TABLE

Serial number and cadre post with basic pay scale (1)	Ratio of appointment		
	Initial appointment (2)	Appointment by promotion (3)	Appointment by transfer (4)
A. Post in BPS-20 1. Director General	As may be decided by the Board at the time of appointment.		--
B. Posts in BPS-19 1. Director 2. Director Zoo & Wildlife Management	25% 25%	75% 75%	--
C. Posts in BPS-18 Deputy Director	25%	75%	--
Deputy Director Zoo Management	25%	75%	--
Deputy Director Wildlife Management	25%	75%	--
D. Posts in BPS-17 1. Assistant Director. 2. Asstt. Director(Wildlife)/ 3. Veterinary Officer 4. Education Officer	75% 50% 100% 100%	25% 50% -- --	-- -- -- --
E. Posts in BPS-16 1. Horticulture Officer 2. Range Officer (wildlife) 3. Range Officer	50% 50% 50%	50% 50% 50%	-- -- --
F. Posts in BPS-15 & below 1. Horticulture Assistant (BPS-11) 2. Veterinary Assistant BPS-11 3. Wildlife Inspector (BPS-11) 4. Horticulture Supervisor (BPS-8). 5. Zoo Supervisor (BPS-8) 6. Zoo Guide (BPS-08) 7. Forester BPS-7	50% 100% 100% 50% 100% 100% 50%	50% 50% 50% 100% 100% 50% ----	-- -- -- -- -- -- --

8. Stock Assistant (BPS-5)	--		
9. Budder BPS-5	100%		
10. Head Mali BPS	--		
11. Forest Guard (BPS-5)	100%		
12. Field Assistant (BPS-5)	100%		
13. Wildlife Watcher (BPS-05)	100%		
14. Caretaker (BPS-05)	50%		
15. Wireless operator (BPS-04)	100%		
16. Mahawat (BPS-4)	100%		
17. Zoo Attendant (BPS-2)	100%		
18. Pond Keeper (BPS-2)	100%		
19. Mali (BPS-1)	100%		
20. Musician (BPS-1)	100%		

* S.R.O. 626 (I)/2003 dated 27.06.2003.

(2) If a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non-availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

(3) Nothing contained in sub para (1) and (2) shall prevent a post being filled by deputation or contract if in the opinion of the chairman it is expedient to do so in the interest of the Authority.

2. **Initial appointment.** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limit prescribed in regulation 4.10.

TABLE

Serial number and cadre post with basic pay scale	Maximum age (in years)	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
A-Post in BPS-20 1. Director General	55	<p>i. M.Sc Forestry/ B.Sc (Hons) Forestry or M.Sc Agriculture (Horticulture) or equivalent degree with seventeen years experience in the relevant field in a responsible position equivalent to BPS-17 and above including five years experience in a post equivalent to BPS-19 in Government or in an organization or a firm of repute in public or private sector.</p> <p>ii) Degree/Diploma/Certificate of training in the field of Forestry, Horticulture, Landscaping, wildlife management, environment/ resource management preferable.</p>
B- Posts in BPS-19 1. Director	45	M.Sc Forestry/Agriculture (Horticulture)/ Environment/Natural Resources Management with twelve years experience in the relevant field in a responsible position equivalent to

		BPS-17 and above including five years experience in a post equivalent to BPS-18 in Government or in an organization or a firm of repute in public or private sector.
2. Director Zoo & Wildlife Management	45	i. M.Sc Zoology / Wildlife with postgraduate Diploma in Wildlife / Zoo / Natural Resource Management. ii. 12 years experience in the relevant field in a responsible position equivalent to BPS-17 or above including five years experience in a post equivalent to BPS-18 in Government or in an organization or a firm of repute in public or private sector.
<u>C-Posts in BPS-18</u>	35	i). Second Class/Grade "C" M.Sc. in Biology/Chemistry/Bio-Chemistry/Chemical Technology. ii). 5 years experience of Env't. Related job in BPS-17 or above or equivalent in Govt./Semi Govt. or private Organization of repute.
(i) Deputy Director Environment Protection Cell		
ii. Deputy Director Zoo Management iii. Deputy Director Wildlife Management	35	(i) M.Sc veterinary/Zoology/Wildlife or (ii) B.Sc (Zoology) Second Class/Grade "C" with one year Diploma in the relevant field. (iii) Five years experience in the relevant field in a responsible position equivalent to BPS-17 in Government or in an organization or firm of repute in public or private sector.
<u>D-Posts in BPS-17</u>		
1. Assistant Director Environment	30	Second Class/Grade "C" Master's degree in Forestry/ Agriculture (Horticulture) Environment. / Natural Resources Management.
2. Assistant Director 3. (Environment Protection Cell)	30	Second Class/Grade "C" Master's degree in Biology/Chemistry/Bio-Chemistry/Chemical Technology.
4. Assistant Director (Wildlife)/ veterinary Officer	30	i. Second Class/Grade "C" B.S.c in (Animal Husbandry) Doctor of veterinary Medicine (DVM). ii. Three years experience in the relevant field.
5. Veterinary Officer	30	M.Sc veterinary Second Class/ Grade "C" or DVM/B.Sc (Animal Husbandry) Second class/Grade "C" with three years experience in the relevant field.
6. Education officer	30	(i) M.Sc Zoology/Wildlife Second Class/Grade "C". (ii) Three to five years experience in the relevant field.
<u>E-Posts in BPS-16</u>	28	i. Second Class/Grade "C" B.Sc Agriculture (Horticulture). ii. Three years experience in the relevant field.
i. Horticulture Officer		
ii. Range Officer	28	Second Class/Grade "C" B.Sc. (Forestry)/ Environment /Natural Resources Management.

F-Posts in BPS-15 and below		
1. Horticulture Assistant (BPS-11)	28	i) F.Sc. 2 nd Class/Grade "C" with one year Diploma in Horticulture/Floriculture/Landscaping.
2. Veterinary Assistant (BPS-11)	25	(i) Intermediate with one year Diploma as Veterinary Assistant. (ii) Three years experience in the relevant filed
3. Wildlife Inspector (BPS-11)	25	(i) F.Sc Pre.Medical (ii) Physical Standard Height 5.7
4. Horticulture Supervisor (BPS-8)	25	i). Graduation. ii) At least 06 month training certificate in Horticulture/Floriculture/Gardening/Plant Protection.
5.Zoo Supervisor (BPS-8)	25	i) Graduation. ii) At least 06 month training in Zoo wildlife/Poultry/Livestock Management.
6.Zoo Guide (BPS-8)	25	(i) Graduation. (ii) Two years experience in relevant filed
7.Forester BPS-6	25	i) Graduation. ii) Completion of probationary period will be subject to successful completion of Forester Training Course.
8.Field Assistant (Lab.) BPS-5	25	Intermediate.
9.Head Mali BPS-5	25	Intermediate with 5 years experience.
10.Wildlife Watcher (BPS-5)	25	(i) Intermediate with Science Subject. (ii) Physical Student Height 5-7
11.Caretaker (BPS-5)	25	Middle pass with 10 years experience of Rest House/Hostels Service
12.Wireless Operator (BPS-4)	25	(i) Middle Pass (ii) Ex-Armyman preferably from signal corps
13.Forest Guard BPS-2	25	i) Intermediate or equivalent education of Pak Armed Forces. ii) Physical Standard: Height 5'-6' Chest 32"-34". iii) Completion probationary period will be subject to Successful completion of Forest Guard Course.
14.Stock Assistant (BPS-5)	25	i) Matriculation 2 nd Division ii) Veterinary Compounder Livestock/Poultry husbandry Training from recognized Institute/Organization.
15. Mahawat (BPS-4)	25	Middle pass with 5 years experience in the relevant field.
16. Zoo Attendant (BPS-2)	25	Middle pass with 2 years experience in the relevant field.
17. Pond Keeper (BPS-2)	25	Matriculation.
18. **Mali (BPS-1)	25	Matriculation.
19. Musician (BPS-1)	45	Litrare with trade test

* S.R.O. 626 (I)/2003 dated 25.06.2003.

** No. S.R.O. 532(I)/2003.Dated 10.06.2003

N.B. (1) Qualification specified in column 3 of the table should be from a recognized University, Board or Institution, as the case may be. Where no class or division in respect of an academic or professional qualification is specified in column 3 of the table, it should be deemed to be at least second class.

(2) Experience means experience after acquiring the relevant qualification specified in column 3.

3. **Promotion.** Subject to the completion of length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

Serial number and cadre post with basic pay scale	Person eligible for promotion to the post specified in column (1)	Minimum qualifications and experience and other conditions.
(1)	(2)	(3)
A- Post in BPS-20 i. **Director- General	Director BPS-19	i. Five years service in the post Specified in column 2. ii. Should possess academic qualification prescribed for Initial appointment.
B-Posts in BPS-19 1. Director	Deputy Director	i. For promotion to the post of Director a combined seniority list of Deputy Directors(Environment) and Deputy Director (EPC) should be maintained. ii. Years service in BPS-17 and above in case of initial recruitment in BPS-17. iii. 7 years service in BPS-18 in case of iv. Initial recruitment in BPS-18.
1. Director Zoo and Wildlife Management	(i) Deputy Director Zoo Management (ii) Deputy Director Wildlife Management	1. B.SC Zoology/Wildlife. 2. Post Graduation diploma in wildlife/Zoo/Natural Resource Management. 3. 12 years service in the post specified in column (2) with experience in zoo Management (07 years)
C-Posts in BPS-18 (i) Deputy Director Environment Protection Cell	Assistant Director (BPS-17)	i. Five years service in the postSpecified in column 2. ii) B.Sc (Forestry)/ Agriculture (horticulture).
(ii) Deputy Director	(i). Assistant Director	1. B.Sc Zoology

Zoo Management (iii) Deputy Director Wildlife Management	Wildlife (ii) Veterinary Officer (iii) Education Officer	/wildlife/DVM/B.SC (Animal Husbandry) 2. Five years service in the post specified in colmn2 with experience in Zoo/Wildlife Management.
<u>D-Posts in BPS-17</u> 1. Assistant Director Environment	1. Horticulture Officer 2. Range Officer	i. Five years service in the post specified in column 2. (for promotion to the post, a combined seniority list of Horticulture Officers and Range Officers shall be maintained date- wise).
2. Assistant Director Wildlife	Range Officer(Wildlife)	i) B.SC Zoology/Wildlife with five years experience of the post specified in column2
<u>E-Posts in BPS-16</u> 1. Horticulture Officer	Horticulture Assistant	ii. Five years service in the posts specified in column 2. ii) Successful completion of the prescribed training in Floriculture /Gardening or related field.
2. Ranger Officer	Forester	i) Ten years service in the Posts specified in column 2. ii) Should have passed Forester Course/equivalent Training of one year duration.
3. Range Office (Wildlife)	i). Wildlife Inpspector ii). Zoo Supervisor	i) F. Sc pre-medical ii) 07 years experience of the posts specified in counm-2 and should have wildlife training course.
<u>F. Posts in BPS-15 and below</u> 1. Horticulture Assistant(BPS-8)	Horticulture Supervisor	Must be at least Matriculate with 5 years experience in the post in column (2).
2. Horticulture Supervisor	Head Mali/ Budder	Five years service in the posts Specified in column 2.
3. Zoo Supervisor (BPS-08)	i. Stock Assistant ii. Zoo Attendant	Matriculation with five years experience in the relevant field. If no stock Assistant is available then form Graduate Zoo Attendant with 07 years experience I the relevant field.
4. Forester	Forest Guard	Matriculation with five years service as Forest Guard.

5. Budder /Head Mali	Mali	Fifteen years service as Mali.
6. Caretaker	Cook	i. Middle pass. ii. Five year experience in rest houses/ hostels service.

* S.R.O. 626 (I)/2003 dated 25.06.2003.

**No.CDA-1(2)(90)HRD/Sec-I/6239 dated 01-12-2008

EXECUTIVE AND MINISTERIAL CADRE**PART- A****SANCTIONED STRENGTH**

S.No	Cadre post with basic pay scale	Total number of sanctioned post	Total number of posts in each BPS	Remarks
(1)	(2)	(3)	(4)	(5)
<u>A-Posts in BPS-20</u>				
1.	ii. Director General (Admin)	1		
2.	ii. Director General (Civic Management)	1		
3.	iii. Director General (Estate)	1		
4.	iii. Director General (HRD)	1		
5	iv. Director General (Law)	1	5	
<u>A-Posts in BPS-19</u>				
1	v. Deputy Director General (Law)/DDG	2		
2	Secretary to the Board	1		i. All Directors BPS-19 with minimum 10 years service be designated as Senior Director alongwith an incentive of Rs. 1500/-
3	Director	10		
4	Director (Public Relations)	1		
7	vi. Director Estate Management-I (West)	1		
8	v. Director Law-I	4		
9.	vii. Director Coordination (Council)	1	20	
<u>B- Posts in BPS-18</u>				
1.	Additional Director	1		
2.	Deputy Director	22		
3.	Deputy Director (Law)	1		
4.	Deputy Director (Litigation)	1		
5.	Deputy Director (Labour Relations)	1		
6.	Senior Special Magistrate	1		
7.	Deputy Director (Gen. Administration)	1		
8.	Deputy Director (Hostels)	1		
9.	Deputy Commissioner	1		
10.	viii. Web Administrator	1		
11.	ix. Deputy Director Estate Management-I (West)	1		
12	ix. Deputy Director OWO	1		
13.	ix. Deputy Director (Land) Litigation	2		
14	v. Deputy Director (Law)	1		
15	x. Deputy Director (Computer)	1		

16	xi. Deputy Director (Public Relation)	1	38	
C-Posts in BPS-17 with Special pay of Rs. 225/-				
1.	Private Secretary to the Chairman. (Chairman's Secretariat)	6		
D- Posts in BPS-17				
1.	Assistant Director (Litigation)	1		
2.	xii. Assistant Director	29		
3.	Assistant Director (Programmers)	1		
4.	Assistant Director (O&M)	1		
5.	Programmer	2		Out of 03 posts, 01 post of programmer Upgraded and re designated as Deputy Director Computer BPS-18
6.	Assistant Director (Catering) (Government Hostel)	1		
7.	v. Assistant Director (Law)	5		
8	xiii. Coordinator Parliamentary Affairs / Assistant Director	2		
9.	xi. Assistant Director Public Relation	1		
10	xi. Assistant Director Media Management	1		Through upgradation
11.	Network Administrator	6		
12.	Data Base Administrator	2		
13.	Analyst Programmer	1		
14.	Data Controlling Officer	1		
15.	Web Master	1	55	
E-Posts in BPS-16+ Special pay of Rs. 150/-				
1.	Private Secretary Member.	4	4	
F-Posts in BPS-16				
1.	xiv. Administrative Officer	69		
2.	xv. Estate Management Officer	9		
3.	Human Resource Officer	11		
4.	Librarian	2		
5.	Coordination Officer (Chairman's Secretariat)	1		
6.	xvi. Stenographer BPS-16	67		
7.	Hardware Technician	5	171	
G- Posts in BPS-15 and below				
1.	Personal Assistant BPS-15+ Special pay	1		
2.	EAD/Naib Tehsildar BPS-14 (25% of posts placed in BPS-15)	4		
3.	xvi. Stenotypist BPS-14	121		
4.	Stenotypist (Urdu) BPS-14	1		
5.	xiv. Senior Assistant including Assistant Incharge BPS-16	228		
6.	xiv. Senior Assistant (Parokar) BPS-16	3		
7.	Data Entry Operator (BPS-14)	36		
8.	System Operator (BPS-14)	11		

9.	Computer Operator (BPS-14)	17	
10.	Caretaker BPS-11	5	
11	Kanoongo (BPS-9)	10	
12.	xiv. Sub Assistant Including Sub Assistant Incharge, Cashier and Receptionist BPS-14	19	
13.	xiv. Sub Assistant (Upper Division Clerk (Reader) BPS-14	462	
14	xiv. Sub Assistant (Upper Division Clerk) BPS-14 Head Meter reader	3	
13	xiv. Junior Assistant Including receptionist BPS-11	485	
15	xiv. Junior Assistant (Ahlmad) BPS-11	1	
16	xiv. Junior Assistant Meter reader BPS-11	12	
17	Junior Assistant (Lower Division Clerk Enquiry Clerk)BPS-11	78	
18	Patwari BPS-5	45	
19	Naib Court BPS-1	1	1543
Total Posts			1836

- i. No. CDA-7(102)-HRD) 2005/S.VI/629 dated 03.12.2005
- ii. No.CDA-7(109)-HRD/2008/Sec-VI/5461/ dated 27-10-2009.
- iii. No.CDA-8(15)-HRD/2006/ (Sec-I)/2241 dated 07-12-2017,
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- viii. No.CDA-7(01) (22)-HRD-III (Sec-VI)/2021/541 dated 20-06-2022,
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- ix. No.CDA-8(15)-HRD-/2006/Sec-I)/2240 dated 07-12-2017,
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- x. No. CDA-7(91)-HRD-III/2010/Sec-VI/144, dated 13.01.2011,
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- xi. NO.CDA-7(01)-HRD-III/VI/2017/950 dated 28.10.2019
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- xiv. No.CDA-7(01)-HRD-III (Sec-VI)/2021/508 dated 13-06-2022,
5th Board meeting dated 25-04-2022
- xv. No.CDA-8(15)-HRD-/2006/Sec-I)/2242 dated 07-12-2017,
13th Board meeting held on 14.11.2017.
- xvi. No. CDA-7(07)-HRD-III/2012/Sec-Vi/1190 dated 13.01.2012,
O.M F.No.19 (55)-Legal-II/2010-1055 dated 23.12.2011; No. CDA -7(34)-DD-
III/HRD/Sec-VI/2019/992 dated 19.04.2010, No.CDA-
30(11)(Noti)Coord/2000/4697 dated 02.10.2000.

PART – B**METHOD OF APPOINTMENT ETC**

Method of appointment. (1) Appointment to the posts indicated in column 1 of the table shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

TABLE

Serial number and Cadre post with basic pay scale (1)	Ratio of appointment		
	Initial appointment (2)	Appointment by promotion (3)	Appointment by transfer (4)
A- Posts in BPS-20			
1. Director General (Admin)	--	100%	
2. Director General (Civic Management)	--	100%	
3. Director General (Estate)	--	100%	
4. Director General (HRD)	--	100%	
5. Director General (Law)	--	100%	
B- Posts in BPS-19			
1. Secretary to the Board	33%	67%	--
2. Director	33%	67%	--
3. Director (Public Relations)	33%	67%	--
4. Principle, Staff Officer (Chairman's Secretariat)	33%	67%	--
5. Director (Enquiry)	100%	--	--
6. Director Estate Management-I (West)	33%	67%	-
7. Director Coordination (Council)	--	--	--
C- Posts in BPS-18			
1. Additional Director	33%	67%	--
2. Deputy Director	33%	67%	--
3. Deputy Director (Law)	67%	33%	--
4. Deputy Director (Litigation)	67%	33%	--
5. Deputy Director (Labor Relations)	67%	33%	--
6. Senior Special Magistrate	100%	---	--
7. Deputy Director (Gen. Administration)	33%	67%	--
8. Deputy Director (Hostels)	50%	50%	
9. System Analyst	50%	50%	
10. Web Administrator	50%	50%	--
11. Deputy Director Estate Management-I (West)	33%	67%	
12. Deputy Director OWO	33%	67%	-
13. Deputy Director Litigation	67%	33%	
14. Deputy Director Public Relation	--	100%	
B- Posts in BPS-17 with Special pay of Rs. 225/-			
1. Private Secretary to the Chairman. (Chairman's Secretariat)	----	100%	
E- Posts in BPS-17			

1.	Assistant Director (Litigation)	100%	---	----
2.	Assistant Director	25%	75%	--
3.	Assistant Director (Programmers)	25%	75%	--
4.	Assistant Director (Public Relations)	25%	75%	--
5.	Assistant Director (O&M)	25%	75%	--
6.	Programmer	100%	--	--
7.	Assistant Director (Catering) (Government Hostel)	50%	50%	--
8.	Administrative Officer (Capital Hospital)	25%	75%	--
9.	Coordinator Parliamentary Affairs /Assistant Director	--	--	--
10.	Assistant Director Media Management	--	--	--
F- Posts in BPS-16+ Special pay of Rs. 150/-				
1.	Private Secretary Member.	--	100%	--
F- Posts in BPS-16				
1.	Administrative Officer	20%	73% (for Sr. Assistant) 7% (for Stenographers)	--
2.	Estate Management Officer	25%	75%	--
3.	Administrative Officer	25%	75%	--
4.	Librarian	100%	--	--
5.	Coordination Officer (Chairman's Secretariat)	25%	75%	--
6.	Assistant Manager (CDA Hostel)	50%	50%	--
7.	O & M Analyst	100%	--	--
G- Posts in BPS-15 and below with (BPS)				
1.	Personal Assistant BPS-15+ Special pay	--	100%	--
2.	Stenographer BPS-15	50%	50%	--
3.	EAD/Naib Tehsildar BPS-14	50%	50%	--
4.	Stenotypist BPS-12	100%	--	--
5.	Stenotypist (Urdu) BPS-12	100%	--	--
6.	Senior Assistant including Assistant Incharge BPS-16	15%	85%	--
7.	Assistant (Parokar) BPS-11	50%	50%	--
8.	Caretaker BPS-11	100%	--	--
9.	Data Entry Operator (BPS-14)	100%	--	--
10.	Kanoongo (BPS-9)	75%	25%	--
11.	Sub Assistant Including U.D.C Incharge, Cashier and Receptionist BPS-14	15%	85%	--
12.	Sub Assistant (Reader) BPS-14	15%	85%	--
13.	Sub Assistant BPS-14 Head Meter reader	25%	75%	--
14.	Junior Assistant Including receptionist BPS-11	70%	30%	--
15.	Junior Assistant (Ahlmad) BPS-11	100%	--	--
16.	Junior Assistant Meter reader BPS-11	70%	30%	--
17.	Junior Assistant	70%	30%	--

	Typist BPS-11			
18	Junior Assistant Enquiry Clerk BPS-11	70%	30%	--
19	Patwari BPS-5	100%	--	--
20	Naib Court BPS-1	100%	--	--

- i. No. CDA-7(102)-HRD) 2005/S.VI/629 dated 03.12.2005
- ii. No.CDA-7(109)-HRD/2008/Sec-VI/5461/ dated 27-10-2009.
- iii. No.CDA-8(15)-HRD/2006/ (Sec-I)/2241 dated 07-12-2017, 13th Board meeting dated 14.11.2017
- iv. No.CDA-7(61)-HRD/2011/Sec-VI/6156 dated 22.11.2011, 21st Board meeting dated 31.10.2011
- v. No.CDA-10(06)-HRD-III/Sec-CO)/2013/853 dated 02.04.2013, CDA Board's Decision No.10228/1242/BM/'12, dated 07.12.2012.
- vi. No.CDA-8(15)-HRD/2006/ (Sec-I)/2239 dated 07-12-2017, 13th Board meeting held on 14.11.2017.
- vii. NO.CDA-1153/BM-Coord/2009/509 dated 17-03-2009, CDA Board Decision No.9305/1153/09/726/LF/31-01-09
- viii. No.CDA-7(01) (22)-HRD-III (Sec-VI)/2021/541 dated 20-06-2022, 5th Board meeting dated 25-04-2022
- ix. No.CDA-8(15)-HRD-/2006/Sec-I)/2240 dated 07-12-2017, 13th Board meeting held on 14.11.2017
- x. No. CDA-7(91)-HRD-III/2010/Sec-VI/144, dated 13.01.2011, 3rd CDA Board meeting decision dated 31.01.2009.
- xi. NO.CDA-7(01)-HRD-III/VI/2017/950 dated 28.10.2019 9th Board meeting dated 13&19 -09-2019
- xii. No.CDA-7(01) (31)-HRD-III/(Sec-VI)/2021/617 dated 19.07.2022, 9th Board meeting dated 13&19 -09-2019
- xiii. NO. CDA -7 (19)-HRD-III/2011/Sec-VI/765 dated 22.02.2011
- xiv. No.CDA-7(01)-HRD-III (Sec-VI)/2021/508 dated 13-06-2022, 5th Board meeting dated 25-04-2022
- xv. No.CDA-8(15)-HRD-/2006/Sec-I)/2242 dated 07-12-2017, 13th Board meeting held on 14.11.2017.
- xvi. No. CDA-7(07)-HRD-III/2012/Sec-Vi/1190 dated 13.01.2012, O.M F.No.19 (55)-Legal-II/2010-1055 dated 23.12.2011

(2) if a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non-availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

(3) Nothing contained in sub para (1) and (2) shall prevent a post being filled by deputation or contract if in the opinion of the Chairman it is expedient to do so in the interest of the Authority.

N.B. Posts in BPS-17 and above are executive posts. Posts in BPS-16 and below include ministerial posts.

3. **Initial appointment.** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limits prescribed in regulation 4.10

TABLE

Serial number and Cadre post with basic pay scale	Maximum age (in years)	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
A- Posts in BPS-20		
1. Director General (Admin)	45	i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science. ii) seventeen years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.
2. Director General (Civic Management)	45	i. Master degree. ii. 12 years experience in the relevant field.
3. Director General (Estate)	45	i. A second class master's degree or equivalent qualification preferably in public /Business Administration or Administrative Science. ii. Seventeen years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector
4. Director General (HRD)	45	-do-
5. Director General (Law)	45	(i) LLB (ii) 15 years practice as advocate in High Court/Supreme Court of Pakistan will be mandatory
A- Posts in BPS-19		
1. Secretary to the Board	45	i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science. ii) Twelve years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.
2. Director	45	-do-
3. Director (Public Relations)	45	i) A second class Master's degree in journalism or equivalent ii) Twelve years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.
4. Principle, Staff Officer (Chairman's Secretariat)	45	i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science. ii) Twelve years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.
5. Director (Enquiry)	45	i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science.

			ii) Law Degree
6.	Director Estate Management-I (West)	45	i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science. ii) Twelve years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.
7.	Director Coordination (Council)	--	--
B- Posts in BPS-18			
1.	Additional Director	35	i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science. ii) Five years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.
2.	Deputy Director	35	-do-
3.	Deputy Director (Law)	35	iii. Second Class Bachelor's degree. iv. L.L. B (Second class). v. Five years experience as a legal practitioner preferably in cases of acquisition of land, Labour courts, Labour Administration.
4.	Deputy Director (Litigation)	35	-do-
5.	Deputy Director (Labour Relations)	35	-do-
6.	Senior Special Magistrate	35	-do-
7.	Deputy Director (Gen. Administration)	35	i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science. ii) Five years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.
8.	Deputy Director (Hostels)	35	i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science. ii) Eight years experience as Manager or Assistant Manager in a first class Hotel or Club.
9.	System Analyst	35 35	i) A second class Master's degree or equivalent in Computer Science, Economics, Statistics or Mathematics. ii) Training in system analysis and design. iii) Computer Programming Course in CBOL and FORTRAN OR BASIC or PRG or DE/PRG. iv) Five years experience in the relevant field.
10.	Web Administrator	35	i) 2 nd class or Grade 'C' Master's degree in Computer

			<p>Science or Information Technology or equivalent qualification from a University recognized by HEC.</p> <p>OR</p> <p>2nd class or Grade 'C' Bachelor's (4 years duration) degree of BCS or BS (IT) or BS (CS) or equivalent qualification from a university recognized by the HEC</p> <p>OR</p> <p>ii) 2nd class or Grade 'C' Bachelor's degree in Software engineering or Computer engineering or Computer System Engineering or equivalent qualification from a University recognized by HEC with registration from Pakistan Engineering Council.</p>
11.	Deputy Director Estate Management-I (West)	35	<p>i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science.</p> <p>ii) Five years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.</p>
12.	Deputy Director OWO	35	<p>i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science.</p> <p>ii) Five years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.</p>
13.	Deputy Director Litigation	35	<p>i) A second class Master's degree or equivalent qualification preferably in public / Business Administration or Administrative Science.</p> <p>ii) L.L.B (Second class).</p> <p>iii) Five years experience as a legal practitioner preferably in cases of acquisition of land, Labour courts, Labour Administration.</p>
C- Posts in BPS-17 with Special pay of Rs. 225/-			
1.	Private Secretary to the Chairman. (Chairman's Secretariat)	30	A Bachelor's degree not below second class with five years experience as Private Secretary, Personal Assistant or Stenographer.
D- Posts in BPS-17			
1.	Assistant Director (Litigation)	30	<p>i) A second class Master's degree.</p> <p>ii) L.L. B.</p> <p>iii) Three years experience in the relevant field in Government or in an organization or in a firm of repute in public or private sector or as advocate.</p>
2.	Assistant Director	30	A second class Master's degree with three years experience in the relevant field in Government or in an organization or in a firm of repute in public or private sector.
3.	Assistant Director (Programmer)	30	A second class Master's degree with three years experience in the relevant field in Government or in an organization or in a firm of repute in public or private sector.

4.	Assistant Director (Public Relations)	30	A second class Master's degree in Journalism with three years experience in the relevant field under Government or in an organization or a firm of repute in public or private sector. Or A second class Master's degree with three years experience in the relevant field in Government or in an organization or in a firm of repute in public or private sector.
5.	Assistant Director (O&M)	35	A second class Master's degree or equivalent preferably in Public/Business Administration or Administrative Sciences with three experiences in the field of Management preferably in O & M under Government or in an organization or a firm of repute in public or private sector.
6.	Programmer	30	i) A second class Master's degree or equivalent in Computer Science or Economics or Statistics or Mathematics. ii) Computer Programming Course in COBOL and FORTRAN or BASIC or RPG or DE/RPG. iii) Two years experience in COBOL and FORTRAN/ BASIC/ RPG/DE/RPG. Experience in system Analysis and Design preferable.
7.	Assistant Director (Catering) (Government Hostel)	30	A Second class Master's degree with two years experience of catering in a Hotel/Club of repute.
8.	Administrative Officer (Capital Hospital)	28	A Second class Master's degree with three years experience in the relevant field in Government or in an organization or firm of repute in public or private sector.
9.	Coordinator Parliamentary Affairs /Assistant Director	--	--
E- Posts in BPS-16+ Special pay of Rs. 150/-			
1.	Private Secretary Member.	--	i) A second class Bachelor's degree. ii) Shorthand speed 120 words per min. iii). Typing speed 50 words per minute. iv). Five years experience as a Stenographer under Government or in an Organization or a firm of repute in public or private sector.
F- Posts in BPS-16			
1.	Administrative Officer	28	i). BS (four years). ii) Three years experience in a supervisory capacity in personnel management or administration or Accounts and Budget in a Government or in an Organization or a firm of repute in public or private sector.
2.	Estate Management Officer	28	i). A second class Bachelor's degree preferably in Public/Business Administration or Administrative Sciences. ii). Three years experience in a supervisory capacity in personnel management or administration or Accounts and Budget in a Government or in an Organization or a firm of repute in public or private sector.
3.	Librarian	28	i). A second class degree with diploma in Library Science. ii) Three years experience in library work with at least 5,000 books.
4.	Coordination Officer (Chairman's Secretariat)	28	i). A second class Bachelor's degree preferably in Public/Business Administration or Administrative Sciences. ii) Three years experience in a supervisory capacity in personnel management or administration or Accounts

			and Budget in a Government or in an Organization or a firm of repute in public or private sector.
5.	Assistant Director (CDA Hostel)	28	i). A second class Bachelor's degree preferably in Public/Business Administration or Administrative Sciences. ii) Three years experience in a hotel/club of repute.
6.	O & M Analyst	28	A second class Master degree in second division preferably in Public Administration. OR A graduate first division preferably in Public Administration.
7.	Senior Assistant (BPS-16)	25	BS (Four years) Administrative experience preferable.
8.	Senior Assistant (Parokar) BPS-16	25	A Second class Bachelor degree. Administrative experience preferable
9.	Stenographer BPS-16	25	Graduation second class, with 100/50 words per minute speed in shorthand and typing respectively with computer Diploma/Course.
G- Posts in BPS-15 and below with			
1.	Personal Assistant BPS-15+ Special pay	25	i).Intermediate second class but preferably graduate. Candidate with diploma in Commerce will be preferable. ii) Speed in short-hand 120 words per minute and in typing 50 words per minute.
3.	Extra Assistant Director /Naib Tehsildar BPS-14	25	Intermediate second class preferably graduate with five years experience as Kanungo.
4.	Sub Assistant BPS-14	25	Graduation.
5.	Sub Assistant BPS-14 Head Meter reader	25	-do-
6.	Stenotypist BPS-14	25	Intermediate second class with speed of 80 words per minute in shorthand and 40 words per minute in typing.
7.	Stenotypist (Urdu) BPS-14	25	Intermediate second class with speed of 80 words per minute in shorthand and Urdu typing respectively with computer diploma course
8.	Caretaker BPS-11	25	A second class Bachelor's degree preferably in Public or Business Administration or Administrative Sciences with three years experience.
9.	Junior Assistant	25	Intermediate
10.	Junior Assistant (Ahlmad) BPS-11	25	Intermediate
11.	Junior Assistant (Meter reader) BPS-11	25	Intermediate
12.	Junior Assistant (Typist) BPS-11	25	Intermediate
13.	Junior Assistant (Enquiry Clerk) BPS-11	25	Intermediate
14.	Data Entry Operator (BPS-14)	25	i) Intermediate. ii) Minimum speed of 10,000 key depressions per hour verification.
15.	Kanoongo (BPS-9)	25	Matric. Three years experience as Patwari.
16.	Patwari BPS-5	25	i) Matric. ii) Patwar Class passed. iii) Three years experience as Patwari.
17.	Naib Court BPS-1		Primary, preferably middle passed.

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- iii. No.CDA-8(15)-HRD/2006/ (Sec-I)/2241 dated 07-12-2017,

- 13th Board meeting dated 14.11.2017
- iv. No.CDA-7(61)-HRD/2011/Sec-VI/6156 dated 22.11.2011,
21st Board meeting dated 31.10.2011
 - v. No.CDA-10(06)-HRD-III/Sec-CO)/2013/853 dated 02.04.2013,
CDA Board's Decision No.10228/1242/BM/'12, dated 07.12.2012.
 - vi. No.CDA-8(15)-HRD/2006/ (Sec-I)/2239 dated 07-12-2017,
13th Board meeting held on 14.11.2017.
 - vii. NO.CDA-1153/BM-Coord/2009/509 dated 17-03-2009,
CDA Board Decision No.9305/1153/09/726/LF/31-01-09
 - viii. No.CDA-7(01) (22)-HRD-III (Sec-VI)/2021/541 dated 20-06-2022,
5th Board meeting dated 25-04-2022
 - ix. No.CDA-8(15)-HRD-/2006/Sec-I)/2240 dated 07-12-2017,
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 - x. No. CDA-7(91)-HRD-III/2010/Sec-VI/144, dated 13.01.2011,
3rd CDA Board meeting decision dated 31.01.2009.
 - xi. NO.CDA-7(01)-HRD-III/VI/2017/950 dated 28.10.2019
9th Board meeting dated 13&19 -09-2019
 - xii. No.CDA-7(01) (31)-HRD-III/(Sec-VI)/2021/617 dated 19.07.2022,
9th Board meeting dated 13&19 -09-2019
 - xiii. NO. CDA -7 (19)-HRD-III/2011/Sec-VI/765 dated 22.02.2011
 - xiv. No.CDA-7(01)-HRD-III (Sec-VI)/2021/508 dated 13-06-2022,
5th Board meeting dated 25-04-2022
 - xv. No.CDA-8(15)-HRD-/2006/Sec-I)/2242 dated 07-12-2017,
13th Board meeting held on 14.11.2017.
 - xvi. No. CDA-7(07)-HRD-III/2012/Sec-Vi/1190 dated 13.01.2012,
O.M F.No.19 (55)-Legal-II/2010-1055 dated 23.12.2011

N.B (1) Qualification specified in column 3 of the table should be from a recognized University, Board or Institution, as the case may be. Where no class or division in respect of an academic or professional qualification is specified in column 3 of the table, it should be deemed to be at least second class.

(2) Experience means experience after acquiring the relevant qualification specified in column 3.

3. **Promotion.** Subject to the completion of length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

TABLE

Serial number and Cadre post with basic pay scale	Persons eligible for promotion to the post specified in column 1.	Minimum qualification and experience and other conditions	
(1)	(2)	(3)	
A- Posts in BPS-20			
1. Director General (Admin)	Deputy Director General BPS-19 + Special pay/ Senior Director/Director BPS-19	17 years services in BPS-17 & above or 12 years service in case of direct recruitment in BPS-18 or 5 years service in BPS-19	
2. Director General (Civic Management)	-do-	a). 17 years services in BPS-17 & above b). 07 years service in the post of DDG /Director	
3. Director General (Estate)	-do-	-do-	
4. Director General (HRD)	-do-	-do-	
5. Director General (Law)	Deputy Director General Law/ Director Law	(i) 17 years service in BPS-17 and above (ii) Five years service Deputy Director General Law, Director Law, Director with LLB Degree	
B- Posts in BPS-19			
1.	<ul style="list-style-type: none"> • Secretary to the Board • Director other than Director Enquiry • Principal Staff Officer. 	<ul style="list-style-type: none"> • Additional Director • BPS-18 • Deputy Director including Deputy Director (Law), (Litigation) and (Labour Relations) (BPS-18). • Senior special Magistrate (BPS-18). • Deputy Director (General Administration) BPS-18. • Deputy Director Estate Management-I (West) • Deputy Director Hostels (BPS-18) • System Analyst (BPS-18) 	Three years service in the post specified in column 2
2	Director Estate Management-I (West)	Deputy Director BS-18 (Executive Cadre)	Three years service in the post specified in column 2
3.	Director Coordination (Council)	--	--
C- Posts in BPS-18			
1.	<ul style="list-style-type: none"> • Additional Director • Deputy Director other than Deputy Director (Law), 	<ul style="list-style-type: none"> • Assistant Director other than Assistant Director (Legation) (BPS-17) and 	Five years service in the post specified in column 2.

	(Litigation), (Labour Relations) and (Hostels) • Deputy Director • (General Administration)	Assistant Director (Catering) (BPS-17) • Administrative Officer (Capital Hospital) (BPS-17)	
2.	• Deputy Director (Law) • Deputy Director (Litigation) • Deputy Director (Labour Relations)	Assistant Director (Litigation) BPS-17	-do-
3.	Deputy Director (Hostels)	Assistant Director (Catering) (BPS-17) Government Hostel	-do-
4.	System Analyst	Programmer (BPS-17)	-do-
5.	Web Administrator	Web Master (BPS-17) Web Administrator (BPS-17)	vi. years service against the post in Colum-2 Seniority cum fitness
6.	Deputy Director Estate Management-I (West)	Assistant Director BPS-17 Executive Cadre	-do-
7.	Deputy Director OWO	Assistant Director BPS-17 Executive Cadre	-do-
8.	Deputy Director Litigation	Assistant Director (Litigation) BPS-17	--do--
9.	Deputy Director Public Relation	• Assistant Director Public Relation (BPS-17) • Assistant Director Media Management (BPS-17)	i. Five year service ii. Seniority cum fitness
D- Posts in BPS-17 with Special pay of Rs. 225/-			
1.	Private Secretary to the Chairman. (Chairman's Secretariat)	Private Secretary to Member (BPS-16) /Stenographer	Seven years service as Private Secretary to Member or a Stenographer in BPS-16
E- Posts in BPS-17			
1.	Assistant Director other than Assistant Director (O&M), Assistant Director (Litigation) and Assistant Director (Catering) Administrative Officer (Capital Hospital)	Administrative Officer (BPS-16) Human Resource Officer (BPS-16) Estate Management Officer (BPS-16) Administrative Officer (BPS-16) Coordination Officer (BPS-16)	i). 05 years service in the posts specified in column 2. ii. Successful completion of eight weeks managerial training prescribed for promotion as Assistant Director. It will also be applicable for other posts specified in column 1.
2	Assistant Director (O&M)	O&M Analyst (BPS-16)	-do-
3.	Assistant Director (Catering) (Government Hostel)	Assistant Manger (CDA Hostel) BPS-16	-do-
4.	Coordinator Parliamentary Affairs /Assistant Director	--	--
5.	Assistant Director (Public Relation)	• Assistant Protocol Officer (BPS-16) • Editor Video Editing (BPS-16) • Assistant Reporter & Speech writer (BPS-16)	A second Class Master degree. Five years service Seniority cum fitness basis

F- Posts in BPS-16+ Special pay of Rs. 150/-			
1.	Private Secretary to Member.	Personnel Assistant (BPS-15+ special pay) Stenographer	Three years service in the post specified in column 2.
G- Posts in BPS-16			
1.	Human Resource Officer	--	--
2.	Administrative Officer	Senior Assistant BPS-16 Stenographer BPS-16	i. Five years service in the post specified in column 2. ii. Successful completion of eight weeks training prescribed for promotion as A.A.O. This will also be applicable for other posts specified in column.1
3.	Coordination Officer	--	--
4.	Estate Management Officer	--	--
5.	Assistant Manager (CDA Hostel)	Care taker(BPS-11)	Ten years service in the post specified in column 2.
H- Posts in BPS-15 and below with (BPS)			
1.	Personal Assistant BPS-15+ Special pay	Stenographer(BPS-15)	Five years service as Stenographer.
2.	Stenographer BPS-15	Stenotypists (BPS-12)	i) 03 Years service as Stenotypist. ii) Seniority-cum-fitness. iii) Three weeks training for the promotion of stenotypists.
3.	EAD/Naib Tehsildar BPS-15 25% of posts of EAD/Naib Tehsildar in BPS-14 placed in BPS-15).	EAD/Naib Tehsildar in BPS-14	Five years service in the post specified in column 2.
4.	EAD/Naib Tehsildar (BPS-14)	Kanoongo(BPS-9)	Eight years service in the post specified in column 2.
5.	Senior Assistant BPS-16	Sub Assistant BPS-14	(i) Five years service in the post specified in column 3. (ii) Successful completion of five weeks training prescribed for promotion with minimum B grade.
6.	Sub-Assistant BPS-14	Jr. Assistant (BPS-11)	(i) Five years service in the post specified in column 3. (ii) Successful completion of three weeks training prescribed for promotion with minimum B grade.
7	Junior Assistant BPS-11	Naib Qasid (BPS-1) Security Guard, Beldar, Helper, Malis, Farash, Cleaner	(i) Five years service in the post specified in Column 3. ii) Matriculation with typing speed of 30 Words per minute.
8.	Kanoongo (BPS-9)	Patwari (BPS-5)	(i) Ten years service in the post specified in Column 2. ii) Matriculation.

The post in BPS-16 shall not be filled under PM Assistance Package and PM Assistance Package as adopted by CDA shall be implemented in true letter and spirit.

**No.CDA-7(01)-HRD-III(Sec-VI)/2021/508 dated 13-06-2022.

**5th Board meeting dated 25-04-2022

**** No.CDA-7(01)(22)-HRD-III(Sec-VI)/2021/541 dated 20-06-2022

***5th Board meeting dated 25-04-2022

**** No.CDA-8(15)-HRD-/2006/Sec-I)/2241 dated 07-12-2017

**** 13th Board meeting held on 14.11.2017

***** No.CDA-8(15)-HRD-/2006/Sec-I)/2239 dated 07-12-2017

***** 13th Board meeting held on 14.11.2017

*****No.CDA-7(61)-HRD/2011/Sec-VI/6156 dated 22.11.2011

***** 21st Board meeting held on 31.10.2011

***** No.CDA-8(15)-HRD/2006/Sec-I/2242, dated 07.12.2017

***** 13th Board meeting held on 14.11.2017

NO.CDA-7(01)-HRD-III/VI/2017/950 dated 28.10.2019

FINANCE, AUDIT AND ACCOUNTS CADRE**PART – A****SANCTIONED STRENGTH**

S.NO	CADRE POST WITH BASIC PAY SCALE	TOTAL NUMBER OF SANCTIONED POST	TOTAL NUMBER OF POSTS IN EACH BPS	REMARKS
(1)	(2)	(3)	(4)	(5)
<u>A-Posts in BPS-20</u>				
1.	**Director General (Finance, Audit & Accounts)	1	1	
<u>B-Posts in BPS-19</u>				
1.	Deputy Financial Adviser (Finance Branch)	2		
2.	Director Audit &Accounts	2		
3.	Director (Dte. of Programming, Evaluation & Costing)	-		Post upgraded as DG.F,A&A
4.	Director (Dte. of Revenue)	1		
5.	Director (Procurement Dte)	1	6	
<u>C-Posts in BPS-18</u>				
1.	Deputy Director, Audit & Accounts (Dte. of Audit & Accounts)	4		
2.	Deputy Director (Dte. of Revenue)	2		
3	*Deputy Director (Finance)	2		
4.	Deputy Director (P&E)	2		
5.	Deputy Director (P&C)	2		
6.	Deputy Director (Treasury)	1		
5.	***Accounts Officer/ Audit Officer (Dte. of Audit & Accounts and other directorate.)	43		Re-Designation of Post from Accounts Officer/ Audit Officer (BPS-17)
6.	Assistant Financial Advisors (Works, General and Budget in finance Branch)	3		
*S.R.O. 533 (I)/2003 10.06.2003.				
1	****Statistical and Evaluation Officer (Dte. of Programming Evaluation & Costing)	3		
2	****Statistical Officer (Master Plan Cell, Planning Wing)	2		
3	***Revenue Officer (Revenue Dte.)	2		
4	****Cost Accountant (Dte. of Programming, Evaluation & Costing)	1	68	
<u>D-Posts in BPS-17</u>				
5	Research Officer (Dte. of Programming,	1		

	Evaluation and Costing)			
6	Assistant Director (Accounts Training) (Training Dte)	1		
7	Assistant Finance Officer (Works, General and Budget in Finance Branch)	3		
8	***Assistant Accounts Officer/Audit Officer (Budget and Accounts) (Services Wing, Works Dte, Special project Dte, Roads Dte, W/s (Dev) Dte, Dte of Elect/ Mech (Dev) and Project Dte(F-11/G-11)	40		Re-Designation of Post from Assistant Accounts Officer/ Audit Officer (BPS-16)
10	***Divisional Account / Audit Officer	87		
11	Assistant Revenue Officer (Dte. of Revenue)	3	136	
<u>E-Posts in BPS-16</u>				
1	***Senior Auditor BPS-16	100		
2	Assistant Statistical and Evaluation Officer (Dte. of Programming, Evaluation and Costing)	2	102	
No. S.R.O 1114 (I)/2007 dated 3.11.2007				
<u>F-Posts in BPS-15 and below</u>				
*1	Statistical Assistant(BPS-11)	4		
*2	Inspector (Revenue Dte) (BPS-11)	7		
3	***Junior Auditor (BPS-11)	24		
*5	Commercial Auditor (BPS-7)	2	39	
Total Cadre Posts			355	

- * No. S.R.O 1114 (I)/2007 dated 3.11.2007
- * No. CDA/DA/Admin-1(109)83/93/2130 dt: 15.12.1994
- * No.CDA-7(46)-HRD-III/2010/Sec-VI/1532 dated 30.06.2010

****No. CDA-7(66)-HRD-III/2010/Sec-VI/3495 dated 26.07.2012**
CDA Board Decision circulated vide dated 23.07.2012

*****No.CDA-7(46)-HRD-III/2012/Sec-VI/484 dated 02.02.2012**

******SRO-305 (I)/2008. Dated 20.03.2008**

*******No.CDA-7(01)/HRD-III (VI)/2021/914 dated 28.07.2021**
06 Board meeting dated 02.06.2021.

PART-B

1. **Method of appointment:-** (1) Appointment to the post indicated in column 1 of the table below shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

TABLE

S.NO. CADRE POST WITH BASIC PAY SCALE	Ratio of appointment		
	Initial appointment	Appointment by promotion	Appointment by transfer

(1)	(2)	(3)	(4)
<u>A- Posts in BPS-20</u>			
**Director General (Finance Audit & Accounts)	---	100%	--
<u>B- Posts in BPS-19</u>			
Deputy Financial Adviser (Finance Branch)	25%	75%	
2. Director (Det. Of Audit & Accounts)	25%	75%	--
3. Director (Dte. of Programming, Evaluation & Costing)	25%	75%	--
4. Director (Dte. of Revenue)	25%	75%	--
5. Director (Procurement Dte)	25%	75%	--
<u>C- Posts in BPS-18</u>			
1. Deputy Director, Audit & Accounts (Dte. of Audit & Accounts)	25%	75%	--
2. Deputy Director (Dte. of Revenue)	25%	75%	--
*2-A Deputy Director (Finance)	25%	75%	--
3. deleted			
Deputy Director (Admin. & Accounting, Quality Control Unit, Dte. of Central Engineering Laboratory and Geological Unit, Dte. of Central Engineering Laboratory).	25%	75%	--
<u>****Assistant Financial Advisors</u> (Works, General and Budget in finance Branch)			
2. ****Statistical and Evaluation Officer (Dte. of Programming Evaluation & Costing)	50%	50%	--
iii. Statistical Officer (Master Plan Cell, Planning Wing)	50%	50%	--
4. Accounts Officer/ Audit Officer (Dte. of Audit & Accounts and other dte.)	50%	50%	--
*S.R.O. 533 (I)/2003 29.05.2003.			
5. Revenue Officer (Revenue Dte.)	25%	75%	--
6. Cost Accountant (Dte. of Programming, Evaluation & Costing)	50%	50%	--
<u>D. Posts in BPS-17</u>			
i. Research Officer (Dte. of Programming, Evaluation and Costing)	50%	50%	--
ii. Assistant Director (Accounts Training) (Training Dte)	25%	75%	--
<u>E. Posts in BPS-16</u>			
1. Assistant Finance Office (Works, General and Budgeting Finance Branch)	25%	75%	--
2. Accountant (Dte. of Audit and	25%	75%	--

3. Assistant Revenue Officer (Dte. of Revenue)	--	100%	---
*5. Assistant Accounts Officer/Audit Officer (Budget and Accounts) (Services Wing, Works Dte, Special project Dte, Roads Dte, W/s (Dev) Dte, Dte of Elect/ Mech (Dev) and Project Dte (F-11/G-11)	--	100%	---
4. Assistant Statistical and Evaluation Officer (Dte. Of Programming, Evaluation and Costing)	25%	75%	--
5. Statistical Investigator (Master Plan Cell, Planning Wing)	25%	75%	--
6. Assistant Procurement Officer (Procurement Dte)	100%	---	--
*7. Divisional Accountants	50%	50%	--
<u>F. Posts in BPS-15 and below</u>			
1. Statistical Assistant (BPS-11)	100%	--	--
2. Inspector (Revenue Dte) (BPS-11)	100%	--	--
*3. Senior Auditor BPS-15 (33% posts of senior auditor in selection grade of BPS-15)	50%	50%	--
4. Accounts Clerk (BPS-7)	100%	--	--
*SRO 1114(I)/2007 dated 3.11.2007 *No.CDA/DA/Admin-1(109)83/93/2130/374 dt: 15.12.1994			
6. Commercial Auditor (BPS-7)	100%	--	--
7. Junior Auditor (BPS-5) (33% of posts of junior auditor in selection grade of BPS-7)	100%	--	--

****No. CDA-7(66)-HRD-III/2010/Sec-VI/3495 dated 24.07.2012**

**** CDA Board Decision circulated vide dated 23.07.2012**

(2) If a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non-availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

8. Nothing contained in sub para (1) (deleted) shall prevent a post being filled by deputation or contract if in the opinion of the Chairman it is expedient to do so in the interest of the Authority.

*** No.CDA/DA/Admin-1(109)83/93/2130/374 dt: 15.12.1994.**

2. Initial appointment. A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limit prescribed in regulation 4.10.

TABLE

Serial number and cadre post with basic pay scale	Maximum age (in years)	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
A. Posts in BPS-19		
1. Deputy Financial Adviser (Financial Branch)	45	Master's degree in Economics/Commerce in second class with twelve years relevant experience in a responsible position equivalent to basic pay scale 17 and above in Government or in organization or a firm of repute in public or private sector; Or ICMA with twelve years relevant experience; Or Chartered Accountancy with five years relevant experience. Or A Bachelor's degree in second division with seven years service as an officer of Audit and Accounts in CDA or in Accounts Group in BPS-18.
2. Director (Dte. of Audit & Accounts)	45	Master's degree in Commerce in second class with twelve years relevant experience in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector; Or ICMA with twelve years experience; Or Chartered Accountancy with five years experience; Or A Bachelor's degree with seven years service in Audit and Accounts in CDA or in Accounts Group in BPS-18. ii) Knowledge of Government and commercial accounting preferable.
3. Director (Dte. of Programming, Evaluations and Costing)	45	Second class Master's degree in Economics/Commerce with twelve years relevant experience; Or ICMA with twelve years relevant experience; Or Chartered Accountancy with five years relevant experience;
4. Director (Dte. of Revenue)	45	Second class Master's degree in Economics/Commerce with twelve years relevant experience in a responsible position equivalent to basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector. Or

		ICMA with twelve years relevant experience; Or Chartered Accountancy with five years relevant experience; Or A Bachelor's degree with seven years service as an officer of Audit and Accounts in CDA or in Accounts Group in BPS-18 or in Military Lands and Cantonment Group in BPS-18.
5. Director (Procurement Dte.)	45	i). A second Class Master's degree in Commerce Or equivalent. ii) Twelve years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in an Organization or firm of repute in public or private sector.
B- Posts in BPS-18		
1. Deputy Director (Audit and Accounts, (Dte. of Audit Accounts)	35	i). Master's degree in Commerce in second Division; Or Chartered Accountancy (Intermediate) Or ICMA ii) Five years experience in the field.
2. Deputy Director (Dte. of Revenue)	35	-do-
*3. Deputy Director (Finance)	35	-do-
4. Deputy Director (Admin. & Accounting, Quality Control Unit, Dte. of Central Engineering Laboratory and geological Unit, Dte. of Central Engineering Laboratory and Geological Unit, Dte. of Central Engineering Laboratory)	35	-do-
5. Liaison Officer (Karachi, Procurement Directorate)	35	-do-
6. Assistant Financial Adviser (Works, General & Budget in Finance Branch)	30	Master's degree in Commerce in second Division with five years experience in Commercial accounting. Or A Bachelor's degree and (SDAS) Accountant examination passed with three years experience.
*S.R.O. 533 (I)/2003 29.05.2003.		
7. Statistical and Evaluation Officer (Dte. of Programming, Evaluating & Costing)	30	A second class Master's degree in Statistics or Economics with Statistics as one of the major subject with two years experience in data procession and analyzing technique.
8. Statistical Officer (Master Plan Cell, Planning Wing)	30	-do-
*9. Accounts Officer/ Audit Officer (Dte. of Audit & Accounts and	30	A second class Master's degree in Commerce or first division Bachelor's degree and (SAS) Accountant examination

other Directorates)		passed with five years experience in a post in BPS-16 or equivalent or above in Audit and Accounts in Government or in an organization or firm of repute in public or private sector.
10.Revenue Office (Revenue Dte.)	30	Master's degree in Commerce or in Business Administration or in Economics or in Statistics with three years experience in taxation/accounts.
11.Cost Accountant (Dte. of Programming, Evaluation and Costing)	30	ICMA (Intermediate) second class or M.com with three years experience in costing.
<u>C- Posts in BPS-17</u>		
12.Research Officer (Dte. of Programming Evaluation & Costing)	30	Second class Master's degree in Economics with three years experience.
13. Assistant Director (Accounts Training, Training Dte.)	30	A second class Master's degree in Commerce or a 1 st division Bachelor's degree and (SAS) Accountant examination passed with five years experience in a post in BPS-16 or equivalent or above in Audit and Accounts in Government or in an organization or firm of repute in public or private sector..
D. Posts in BPS-16		
1. Assistant Finance Office (Works,General and Budget in Finance Branch)	30	Bachelor's degree (in second division) in Commerce with three years experience in commercial accounting or a Bachelor's degree and (SAS) Accountant examination passed with three years experience.
2.Accountant (Dte. of Audit and Accounts and other Directorates)	28	Second class Graduate having passed (SAS) Accountant examination.
3. Assistant Revenue Officer (Dte. of Revenue)	28	Bachelor's degree (in second division) in Commerce or in Business Administration or in Economics or Statistics with two years experience relevant to the job.
4. (Assistant Accounts Officer) (Budget and Services Wing, Works Dte, Special Project Dte, Roads Dte, W/S (Development) Dte, Dte of Elect/ Mech (Development) and project Dte (F-11/G-11)Accounts Works Dte.	28	-do-
*SRO 1114(I)/2007 dated 3.11.2007		
*5. Assistant Accounts Officer /Assistant Audit Officer (Costing) (Costing Section, Dte. of Programming, evaluation and Costing)	28	Graduate second division having passed (SAS) Accountant examination with three years experience in Costing.
5. Assistant Statistical and Evaluation Officer	28	A second class Bachelor's degree in Statistics or Economics with Statistics as one of major subjects with experience in data processing and analyzing technique.
6.Statistical Investigator (Master Plan Cell, Planning	28	-do-

Wing)		
7. Assistant Procurement Officer (Procurement Directorate)	28	A Bachelor's degree in second class in Commerce or in Business Administration with three years experience in the relevant field.
* 9 Divisional Accountants	25	A Second class Bachelor Degree having qualified D.A/Examination of the Government Audit Deptt.
<u>E- Posts in BPS-15 and below</u>		
1. Statistical Assistant (BPS-11)	25	Graduate second class with Economics/Statistics.
2. Inspector (Revenue Dte.) (BPS-11)	25	Graduate in Economics, Statistics or Commerce.
* 3. Senior Auditor (BPS-11)	25	Bachelor Degree in Commerce (2 nd Division or Grade "C" with Computer literacy. OR BBA/B.A/BSc (2 nd Division or Grade "C") having qualified foundation course of AAT or Foundation-I course of ICMAP or ICAP with Computer literacy.
4. Accounts Clerk BPS-7	25	Intermediate (second Division)
5. Commercial Auditor BPS-7	25	Inter Commerce or Diploma in Commerce.
6. Junior Auditor BPS-5	25	Matric second division, with 30 words per minute typing speed.

***S RO 1114(I)/2007 dated 3.11.2007**

N.B (1) Qualifications specified in column 3 of the table should be from a recognized University, Board or Institution, as the case may be. Where no class or division in respect of an academic or Professional qualification is specified in column 3 of the table, it should be deemed to be at least second class.

(2) Experience means experience after acquiring the relevant qualification specified in column 3.

3. **Promotion:-** Subject to the completion of length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

TABLE

Serial number and cadre post with basic pay scale	Person eligible for promotion to the post specified in column (1)	Minimum qualifications, experience and Other conditions.
(1)	(2)	(3)
<u>A- Posts in BPS-20</u>		
1 ***Director General (Finance Audit & Accounts)	Deputy Director General ,Director BPS-19 (Finance , Audit& Accounts Cadre)	17 years service in BPS-17 and above or 12 years in case of direct recruits in BPS-18 or 05 years in BPS-19
<u>B- Posts in BPS-19</u>		
1. Deputy Financial Adviser (Director)	Deputy Director BPS-18 Liaison Officer BPS-18	Five years service in the post specified in column 2.
<u>C-Posts in BPS-18</u>		
1. Deputy Director Other than Deputy Director (Procurement Dte.)	<ul style="list-style-type: none"> • Assistant Financial Adviser (BPS-17) • Statistical and Evaluation Officer (BPS-17) • Statistical Officer BPS-17 • Accounts Officer BPS-17 • Revenue Officer BPS-17 • Cost Accountant BPS-17 • Research Officer BPS-17 • Assistant Director • (Accounts Training) BPS-17 	Five years service in the post specified in column 2.
2. Deputy Director (Procurement Dte.)	Assistant Procurement (BPS-16)	Ten years service in the post specified in column 2.
3. Liaison Officer (Procurement Dte.)		
4.*Accounts/Audit Officer *Division Accounts (Audit) Officer BPS-16. *Assistant Finance Officer *Assistant Statistical & Evaluation Officer. *Statistical Investigator	I) Senior Auditor (BPS-15). ii) Junior Auditor (BPS-07)	i). Exam whichever is earlier. ii).On qualifying AAO/DAO Exam.
*S.R.O. 1114(I)/2007 dated. 3.11.2007		
*S.R.O 305 (I)/2008 dated 06.03.2008		
<u>D- Posts in BPS-17</u>		
1 **** Statistical and Evaluation Officer. *Statistical Officer *Research Officer *Assistant Financial Advisor *Accounts/Audit Officer *Cost Account. *Revenue Officer	i). 50% DAO (BPS-16) ii). 50% AAO (BPS-16) Inclusive of any other Similar cadre.	Five years service in the post specified in column 2.

*****Assistant Accounts Officer/ Audit Officer Divisional Accounts (Audit) Officer Finance Officer Assistant Revenue Officer	Senior Auditor (BPS-16)	On completion of 10 years service Or Qualifying PIPFA Exam with five years of service whichever is earlier
*****Assistant Statistical Evaluation Officer Statistical Investigator	i) Statistical Assistant	Seven year services as Statistical Assistant
<u>E- Posts in BPS-16</u>		
1. Assistant Finance Officer. 2. Accountant.	Divisional Accountant BPS-13/15	i). Seven years service in the postSpecified in column 2. ii) Qualified in the (SAS) AccountantExamination.
3.*****Senior Auditor	i) Junior Auditor (BPS-11)	Five years service as Junior Auditor
4.Assistant Accounts/ Audit Officer (Budget and Accounts)	Senior Auditor (BPS-15)	i) On completion of 10 years service or qualifying AAO/DAO.
5. Assistant Revenue Officer	Inspector BPS-11	-do-
6. Assistant Statistical Officer.Statistical Investigator.	Statistical Assistant BPS-15	Seven years service in the post Specified in column 2.
7.Divisional Accountants	Senior Auditor (BPS-15)	i). 5 years service in the post specified in column -2. ii). Passing the prescribed Examination for Promotion as D.A. iii).Existing Division Accountant BPS-15 would be induction the up-graded cadre of DA/B-16 provided they has completed 5 years Service as such passed 4 addition papers, under the revised syllabus the DA/Examination which ever occur earlier.
8.Divisional Accountants (B-17)	Divisional Accountants BPS-16	i). Selection Grade B-17 to 33% of posts will be awarded subject to:- ii). 5 years Service the post/Grade in column-II, iii) On seniority cum fitness basis on the recommendation of the D.P.C.
<u>F-Posts in BPS-15 and below</u>		
1. *Senior Auditor (Including Auditor) BPS-11 OMITTEED	--	Post upgraded in BPS-16

* No.CDA/DA/Admin-1(109)83/93/2130/374 dt: 15.12.1994.

**No.CDA-7(1)HRD-III((VI)/2021/914 dated July 28, 2021

**05th Board Meeting held on 02-06-2021

***No. CDA-7(66)-HRD-III/2010/Sec-VI/3495 dated 24.07.2012

*** CDA Board Decision circulated vide dated 23.07.2012

8. **Grant of selection grade.** The posts shown in column 1 of the table below shall carry a selection grade as specified in column 2. The authority competent to make appointment to posts in basic pay scale identical to the selection grade shown in column 2 shall approve grant of selection grade to an employee who holds the post shown in column 1 on regular basis and possesses the length of service specified in column 3. The selection grade shall be granted on the basis of seniority-cum-fitness on recommendation of the appropriate Departmental Selection Committee.

Serial number and cadre post with basic pay scale in which it is placed.	Selection grade for the post specified in column 1.	Length of service in the post specified in column 1.
(1)	(2)	(3)
1. Accountant (BPS-16)	33% of the posts of Accountant in the selection grade of BPS-17.	Five years service in the post specified in column 1.
2. Senior Auditor(BPS-11)	33% of the posts of senior auditor in the selection grade of BPS-15.	-do-
3. Junior Auditor(BPS-5)	33% of the posts of junior auditor in the selection grade of BPS-7.	-do-

MEDICAL AND HEALTH CADRE**PART – A****SANCTIONED STRENGTH**

S. NO	Cadre post with basic pay scale	Total number of sanctioned post	Total number of posts in each BPS	Remarks
(1)	(2)	(3)	(4)	(5)
<u>A-Posts in BPS-20</u>				
1.	i. Executive Director (Capital Hospital)	1		
2.	ii.Consultant Gynecologist	1		
3.	ii.Consultant General Surgery	1		
4.	ii.Consultant Physician	1		
5.	iii.Consultant Pediatrician	1		
6.	iv.Director General (Health)	1		
7	v.Consultant ENT	1		
8.	xiv.Director General Health Coordination and Special Initiatives (BS-20)	1	8	
<u>B-Posts in BPS-19</u>				
1.	Director (Health Services)	1		*All Directors BPS-19 with minimum 10 years service be designated as Senior Director alongwith an incentive of Rs. 1500/-
2.	Gynecologist(Capital Hospital)	1		
3.	Surgeon (General Surgery) (Capital Hospital)	1		
4.	Surgeon (Orthopedics) (Capital Hospital)	1		
5.	Surgeon (Urology) (Capital Hospital)	1		
6.	vi.Surgeon (Neuro Surgery) (Capital Hospital)	1		Post redesignated as Surgeon General surgery
7.	Surgeon (Ophthalmology) (Capital Hospital)	1		
8.	Surgeon (ENT) (Capital Hospital)	1		
9.	Dermatologist (Capital Hospital)	1		
10	Radiologist (Capital Hospital)	1		

11	Nephrologists (BPS-19)	1		
12	vii.Pediatrician (BPS-19)	1		
13	viii.Director CARES	1		
14	ix.Neonatologist	1		
15	ix.Director Admin Medical	1		
16	Director Project /Development	1		
17	v.Surgeon (Cochlear Implant)	1		
18	x.Physician (BPS-19)	1		
19.	xi.Physician (Infectious Diseases) BS-19	1		
20.	xvi.Psychiatrist	1		
21	xvii.***Cardiac Surgeon	1		
22	x. Cardiologist	1		
23	Radiologist (Imaging)	1		
24	Dental Surgeon	1		
25	Cardiologist Interventional	1		
26	Anesthetist	1		
27	Hematologist	1		
28	Principal Medical Physicist	1	28	
*No. CDA.7(1)-HRD-III/Sec-VI/2015/1233 dated 24.04.2015				
C-Posts in BPS-18				
1.	*Dy. Director / Additional Director/ (Capital Hospital)/	2		Dy. M.S change as substituted Deputy Director
*S.R.O. 166 (I)/98 dated. 28.02.1998				
3.	Associate ENT Specialist (Capital Hospital)	1		
6.	Associate Gynecologist (Capital Hospital)	1		
7.	Associate Surgeon (General Surgery) (Capital Hospital)	1		
8.	Associate Anaesthetist (Capital Hospital)	1		
9.	Associate Physician (Gastro enterology) (Capital Hospital)	1		
10.	Associate Paediatrician (Capital Hospital)	1		
12.	Health Officer (Dte. of Health Services)	1		
13.	Associate Ophthalmologist	1		
14	Associate Neonatologist	1		
15	xii.Associate Nephrologists	1		
16	xii.Associate Radiologist	1		
17	xii.DD Medical- III	1		
18	*Physiotherapist (Capital Hospital)	1		Upgraded from BPS-17

				to 18 from s.no.21
19	viii.Deputy Director CARES	1		
20	v.Registrar ENT	1		
21	***Associate Cardiac Anesthetist	1		
22	***Registrar Cardiac (Surgery)	1		
23	***Intensivist	1		
24	***Deputy Director Biomedical	1		
25	Associate Cardiac Surgeon	1		
26.	Associate Cardiologist Intervention	1		
27.	Associate Dermatologist	1		
28.	Associate Orthopedic	1		
29.	Associate Physician	1		
30.	Nursing Superintendent	1	34	
* S.R.O 536 (I)/2003 dated 10.06.2003				
* S.R.O 798 (I)/2003 dated. 2003				
<u>D-Posts in BPS-17</u>				
1	Medical Officer/Lady Medical Officer (Directorate of Health Services and Capital Hospital)	101		
9	Registrar (E N T) (Capital Hospital)	1		
14	Clinical Biochemist (Capital Hospital)	1		
15	Nursing Superintendent (Capital Hospital)	1		
16	Assistant Director Health (Capital Hospital)	1		
17	Entomologist (Dte. of Health Services)	1		
18	Assistant Anesthetist (Capital Hospital)	6		
19	Nursing Tutor (Capital Hospital)	2		Converted to Head Nurse
20	Assistant Dental Surgeon (Capital Hospital)	1		
21	*Registrar Nephrologist	1		
22	Bacteriologist Pathological Laboratory (Capital Hospital)	1		
23	Pharmacist (Capital Hospital)	1		
24	*Scientific Food Officer/ Dietician (Capital Hospital)	1		
25	viii.Assistant Director CARES	1		
26	v.Audiologist	1		

27	v.Speech Therapist	1		
28	xiii.***Head Nurse Cardiac Surgery BPS-17	1		
29	xv. Assistant Director Bio-Medical	1		
30.	***Assistant Anesthetist	1		
31.	***Perfusionist	1		
32.	Head Nurse	20		
33	Assistant Nursing Superintendent (Capital Hospital)	22		
34.	Assistant Nursing Superintendent (Capital Hospital)	1		
35	Warden/House Sister (Nursing Hostel) (Capital Hospital)	1		
36	Medical Technologist Blood Bank	3	85	
E-Posts in BPS-16				
1	Nuclear Technologist (Capital Hospital)	2		
2	Technologist	2		
3	Medical Technologist (Path Lab)	3		
4	xii.Technologist (Imaging)	3		
5	Staff Nurses	177	187	
F. Posts in BPS-15 and below (with basic pay scale)				
1	Head Radiographer BPS- 11 (Capital Hospital)	1		
2	Chemist BPS-11	1		
4	Physiotherapy Assistant BPS-10 (Capital Hospital)	3		
5	Dental Hygienist BPS-10 (Capital Hospital)	1		
6	Lady Health Visitor BPS-9 (Dte. of Health Services) (25% of posts in selection grade of BPS-112)	7		
*S.R.O 1037 (I)/2006 dated. 30.09.2006				
**S.R.O 1274(I)/2007 dated. 31.12.2007				
7	Laboratory Technician BPS- 9(Health Services Dte.)(Capital Hospital)	12		
8	Technician BPS-9 (Capital Hospital)	4		
9	E C G Technician BPS-9 (Capital Hospital)	2		
10	Oxygen Technician BPS -9 (Capital Hospital)	2		
11	Anesthesia Technician BP- 9(Capital Hospital)	4		
12	Blood Bank Technician BPS-9(Capital Hospital)	4		
13	Dental Technician BPS-9 (Capital Hospital)	1		

14	Operation theatre Technician -9 (Capital Hospital)	6		
15	*Radiographer BPS-9 (Capital Hospital)	7		
16	**Radiographer BPS-9	6		
	***Cardiac Anesthesia Junior Technician (BPS-9)	3		
	***Cardiac Operation Theatre Junior Technician BPS-9	3		
	***Endoscopy Junior Technician BPS-9	2		
	***Echocardiography Junior Technician BPS-9	1		
17	Anti-Malaria Inspector BPS-8	1		
18	Senior ward Master BPS-8 (Capital Hospital)	1		
19	Medical Assistant BPS-8 (Dte. of Health Services)	2		
20	Lady House Keeper BPS-7 (Capital Hospital)	1		
21	Dispenser/Dresser BPS-6 (Dte.. of Health Services and Capital Hospital) (25% of the posts in selection grade of BPS-8)	40		
22	Ward Master BPS-6 (Capital Hospital)	6		
23	*Omitted	-		
24	Mid-wife BPS-6 (Capital Hospital)	11		
25.	Vaccinator BPS-6 (Dte. of Health Services)	7		
26	Sterilization Technician	6		
27	Plaster Room Assistant BPS-6(Capital Hospital)	3		
28	Oxygen Technician BPS-5 Capital Hospital)	1		
29	X-Ray Receptionist (LDC) (BPS-5)	1		
30	Phlebotomist(BPS-05)	2		
31	Insect Collector BPS-3 (Dte. of Health Services) (50% of posts in selection grade of BPS-5)	2		
32	Aya/Ward Boy BPS-2 (Health Services Dte. and Capital Hospital)	73		
33	Mate BPS-2 (Dte. of Health Services and Capital Hospital)	4		
34	Dark Room Attendant BPS-2(Capital Hospital)	3		
35	E C G Attendant (Female) BPS-1(Capital Hospital)	1		
36	Helper BPS-1	1		

37	X-Ray Attendant BPS-1 (Capital Hospital)	1		
38	X-Ray Attendant (Lady) BPS-1Capital Hospital)	2		
	***Cleaner	05		
39	Operation Theatre Attendant(Capital Hospital)	10	255	
Total Cadre Post			597	

*33% of the posts of Technician mentioned at S.No. 7 to 14 in selection grade of BPS-11.

* S.R.O 535(I)/2003 dated. 10.06.2003

- i. No. CDA.7(1)-HRD-III/Sec-VI/2015/1233 dated 24.04.2015
- ii. No. CDA.7(109)-HRD/2008/Sec-VI/1434 dated 06.05.2009
- iii. No. CDA.7(58)-HRD-III/2010/Sec-VI/1575 dated 05.07.2010
- iv. No.CDA-07(01)HRD-III/Sec-VI/2016/3453 dated 18-11-2016
- v. No.CDA-7(01)/HRD-III(VI)/2021/1027 dated 17.09.2021
- vi. NO.CDA-4(1)(226)-HRD/2006/Sec-I/926 dated 07.10.2011
- vii. NO.CDA -1396/BM-SCB/2022/1523, dated 27.07.2022; CDA Board decision dated 17.06.2022
- viii. No. CDA.1(2)-Pers/90/Sec-I/3114 dated 13.06.2012
- ix. No. CDA.7(63)-HRD-III/2007/Sec-VI/3735 dated 26.11.2009; Board decision NO. 9529/1169/09/726/BF, dated 31.10.2009
- x. No.CDA-7(01)/HRD-III(VI)/2020/906 dated 16-12-2020
- xi. No. CDA-7(01)/HRD-III(VI)/2020/81 dated 22-01-2021
- xii. No. CDA-30 (11)(Noti)-Coor/2008/34 dated 08.01.2008; S.R.O 1274(I)/2007 dated. 31.12.2007
- xiii. No.CDA-7(01) (15) HRD-III/VI/2022/ 346, dated 22.04.2022
- xiv. No.CDA-7(01) /HRD-III/VI/2020/01, dated 22.04.2022.
- xv. No.CDA-7(24)-HRD-III/2010/Sec-VI date 28.05.2010
- xvi. No. CDA-7(16)-HRD-III/2009/Sec-Vi/1090 dated 07.04.2009
- xvii. ***No. CDA-7(01)-HRD-III/Sec-VI/2016/2920 dated 22.06.2016
- xviii. No.CDA-7(01)-HRD-III/2020/560 dated 31.08.2020.

PART – B**METHOD OF APPOINTMENT ETC**

- A.** **Method of appointment.** (1) Appointment to the posts indicated in column 2 of the table below shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

TABLE

S. NO	Cadre post with basic pay scale	Ratio of appointment		
		Initial appointment	Appointment by promotion	Appointment by transfer
	(1)	(2)	(3)	(4)
<u>A-Posts in BPS-20</u>				
1.	Executive Director (Capital Hospital)	--	100%	--
2.	Consultant Gynecologist	--	100%	
3.	Consultant General Surgery	--	100%	
4.	Consultant Physician	--	100%	
5.	Consultant Pediatrician	--	100%	
6.	Consultant ENT	--	100%	
7.	Director General (Health)	20%	80%	
<u>B. Posts in BPS-19</u>				
1.	Director (Health Services)	20%	80%	--
2.	Gynaecologist (Capital Hospital)	20%	80%	--
3.	Surgeon (General Surgery) (Capital Hospital)	20%	80%	--
4.	Surgeon (Orthopedics) (Capital Hospital)	20%	80%	--
5.	Surgeon (Urology) (Capital Hospital)	20%	80%	--
6.	Surgeon (Neuro Surgery) (Capital Hospital)	20%	80%	--
7.	Surgeon (Ophthalmology) (Capital Hospital)	20%	80%	--
8.	Surgeon (ENT) (Capital Hospital)	20%	80%	--
9.	Dermatologist (Capital Hospital)	20%	80%	--
10.	Radiologist (Capital Hospital)	20%	80%	--
11.	*Nephrologists	80%	20%	--
12.	Pediatrician	20%	80%	
13.	Director CARES	--	100%	--
14.	Neonatologist	20%	80%	--
15.	Director Admin Medical	20%	80%	--
16.	Surgeon Cochlear Implant)	50%	50%	
17.	Physician(BPS-19)	20%	80%	
18.	Physician (Infectious Diseases) BS-19	20%	80%	
19.	Psychiatrist	--	--	
20.	Cardiac Surgeon	20%	80%	
21.	Cardiologist	20%	80%	

* S.R.O 1274(I)/2007 dated. 31.12.2007.				
No.CDA-7(01)/HRD-III (VI)/2021/1027 dated 17.09.2021				
C-Posts in BPS-18				
1	Deputy Medical Superintendent (Capital Hospital)	50%	50%	--
2	Associate Dental Surgeon (Capital Hospital)	50%	50%	--
3	*Associate Pathologist (Capital Hospital)	25%	75%	--
4	*Associate ENT Specialist (Capital Hospital)	25%	75%	--
6	* Associate Gynecologist (Capital Hospital)	25%	75%	--
7	*Associate Surgeon (General Surgery)	25%	75%	--
8	*Associate Anesthetist (Capital Hospital)	25%	75%	--
9	*Associate Physician (Gastro entomology)	25%	75%	--
10	*Associate Pediatrician (Capital Hospital)	25%	75%	-
11	* Associate Psychiatrist (Capital Hospital)	25%	75%	-
13	*Associate Ophthalmologist	25%	75%	-
14	*Associate Neonatologist	25%	75%	-
15	*Associate Cardiologist	100%	--	-
16	*Associate Pulmonologist	100%	--	-
17	*Associate Physician (internal Medicine)	100%	--	-
18	**Associate Nephrologists.	100%	--	--
19	**Associate Radiologist	25%	75%	--
20	**D.D Medical-III	100%	-	-
21	Deputy Director CARES	--	100%	--
22	Registrar (ENT)	75%	25%	--
23.	Associate Cardiac Anesthetist	75%	25%	
24	Registrar Cardiac Surgery	75%	25%	
25	Intensivist	25%	75%	
26	Deputy Director Biomedical	25%	75%	
<p>■ S.R.O 309 (I)/2004 dated 21.04.2004</p> <p>■ S.R.O 1274 (I)/2007 dated. 31.12.2007</p> <p>**No.CDA-7(01)/HRD-III (VI)/2021/1027 dated 17.09.2021</p>				
D. Posts in BPS-17				
1	Medical Officer/Lady Medical Officer (Directorate of Health Services and CapitalHospital) 50% posts of Medical Officer and registrar to be in BPS-18)	100%	-	-

9	Registrar (E N T) (CapitalHospital)	100%	-	-
14	Clinical Biochemist (Capital Hospital)	100%	-	-
15	Nursing Superintendent (Capital Hospital)	50%	50%	-
16	Assistant Director Health (Capital Hospital)	100%	-	-
17	Entomologist (Dte. of Health Services)	100%	-	-
18	Assistant Anesthetist (CapitalHospital)	100%	-	-
19	Nursing Tutor (CapitalHospital)	50%	50%	-
20	Assistant Dental Surgeon (CapitalHospital)	100%	-	-
21	Physiotherapist (CapitalHospital)	100%	-	-
22	Bacteriologist Pathological Laboratory (Capital Hospital)	100%	-	-
23	Pharmacist (Capital Hospital)	100%	-	-
24	Medical Officer (Male/Female)	100%	-	-
24	Assistant Director CARES	100%	-	-
25	Audiologist	100%	-	-
26	Speech Therapist	100%	-	-
27	Head Nurse Cardiac Surgery BPS-17	50%	50%	-
28	Assistant Director Bio- Medical	50%	50%	-
29	Medical Officer	100%		
30	Assistant Anesthetist	100%		
31	Perfusionist	100%		
E. Posts in BPS-16				
1.	Scientific Food Officer/ Dietician (Capital Hospital)	100%	-	-
2	Assistant Nursing Superintendent (Capital Hospital)	--	100%	-
3	Head Nurse/Ward Sister (Capital Hospital)	-	100%	-
4	Nuclear Technologist (Capital Hospital)	100%	-	-
5	Incharge Operation Theatre (Capital Hospital)	-	100%	-
6	Warden/House Sister (Nursing Hostel) (Capital Hospital)	-	100%	-
7	Technologist (Imaging)	25%	75%	-
8	* Medical Technologist (Path Lab)			
9	* Medical Technologist (Blood Bank)			

10	Staff Nurses	100%		
F. Posts in BPS-15 and below (with basic pay scale)				
1	Nurse Male/Female including 75 Staff Nurse for Surgical Block. BPS-14 (Capital Hospital)	100%	-	-
2	Head Radiographer BPS-11(Capital Hospital)	-	100%	-
3	Chemist BPS-11	100%	-	-
4	Physiotherapy Assistant BPS-10(Capital Hospital)	100%	-	-
5	Dental Hygienist BPS-10 (Capital Hospital)	100%	-	-
■ S.R.O 1274 (I)/2007 dated. 31.12.2007				
6	Lady Health Visitor BPS-9 (Dte. of Health Services) (25% of posts in selection grade of BPS-12)	100%		-
7	Laboratory Technician BPS-9 (Health Services Dte.) (CapitalHospital)	100%	-	-
8	Technician BPS-9 (Capital Hospital)	100%	-	-
9	E C G Technician BPS-9 (Capital Hospital)	100%	-	-
10	Oxygen Technician BPS -9 (Capital Hospital)	100%	-	-
11	Anesthesia Technician BP-9(Capital Hospital)	100%	-	-
12	Blood Bank Technician BPS-9(Capital Hospital)	100%	-	-
13	Dental Technician BPS-9 (Capital Hospital)	100%	-	-
14	Operation theatre Technician -9 (Capital Hospital)	100%	-	-
15	Radiographer BPS-9 (Capital Hospital)	100%	--	-
16	Cardiac Anesthesia Junior Technician	100%		
17	Cardiac Operation theatre Junior Technician	100%		
18	Endoscopy Junior Technician	100%		
19	Echocardiography Junior Technician	100%		
20	Anti-Malaria Inspector BPS-8	100%	-	-
21	Senior ward Master BPS-8 (Capital Hospital)	-	100%	-
22	Medical Assistant BPS-8 (Dte. of Health Services)	-	100%	-
23	Lady House Keeper BPS-7 (Capital Hospital)	100%	-	-
24	Dispenser/Dresser BPS-6 (Dte.. of Health Services)	100%	-	-

	and Capital Hospital)			
25.	Ward Master BPS-6 (Capital Hospital)	100%	-	-
26	Omitted	--	-	-
27	Mid-wife BPS-6 (Capital Hospital)	100%	-	-
28	Vaccinator BPS-6 (Dte. of Health Services)	100%	-	-
29	Sterilization Technician	100%	-	-
30	Plaster Room Assistant BPS-6(Capital Hospital)	100%	-	-
31	Oxygen Technician BPS-5 Capital Hospital)	100%	-	-
32	X-Ray Receptionist (LDC) (BPS-5)	100%	-	-
33	Insect Collector BPS-3 (Dte. of Health Services)	100%	-	-
34	*Phlebotomist(BPS-05)			
35	Aya/Ward Boy BPS-2 (Health Services Dte. and Capital Hospital)	100%	-	-
36	Mate BPS-2 (Dte. of Health Services and Capital Hospital)	-	100%	-
37	Dark Room Attendant BPS- 2(Capital Hospital)	100%	-	-
38	E C G Attendant (Female) BPS-1(Capital Hospital)	100%	-	-
39	Helper BPS-1	100%	-	-
40	X-Ray Attendant BPS-1 (CapitalHospital)	100%	-	-
41	X-Ray Attendant (Lady) BPS-1(CapitalHospital)	100%	-	-
42	Operation Theatre Attendant(CapitalHospital)	100%	-	-
Total Cadre Post				

*** S.R.O 1043 (I)/2006 dated 15.09.2006**

(2) If a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non-availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

(3). Nothing contained in sub para (1) and (2) shall prevent a post being filled by deputation or contract if in the opinion of the Chairman it is expedient to do so in the interest of the Authority.

2. **Initial appointment.**:-A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limit as prescribed in regulation 4.10.

TABLE

Serial number and Cadre post with basic pay scale	Maximum Age (in years)	Minimum q experience and other conditions.
(1)	(2)	(3)
<u>A- Posts in BPS-20</u>		
Executive Director (Capital Hospital)	50	i. M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council. ii. Post-graduate higher diploma in the requisite Specialty. iii. Twelve years clinical experience in the requisite specialty.
Consultant Gynecologist	--	--
Consultant General Surgery	--	--
Consultant Physician	--	--
Consultant Pediatrician	--	i. 15 years service in BPS-17 and above (relaxable to 10 years in Grade/BPS-18 in case of direct recruit in BPS-18 and relaxable to three years service in BPS-19 in case of direct recruitment in BPS-19). ii. Postgraduate higher diploma in the relevant faculty.
Consultant ENT	--	--
Director General (Health)	--	--
Director General Health Coordination and Special Initiatives (BS-20)	42-55	i. M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council/PMC (ii) MPH/ MPH M or equivalent qualification in Public Health Administration recognized by PMDC /PMC. iii) 12 years regular service / experience in the BS-17 and above.
<u>B- Posts in BPS-19</u>		
1. Director (Health Service)	45	i). M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council. ii) Post-graduate higher diploma in Medical Faculty, public Health or equivalent qualification in public Health, with seven years experience or lower diploma in Medical Faculty, public Health or equivalent qualification in public Health with ten

		years experience. Preference will be given to the candidate in possession of post-graduate higher diploma in the requisite specialty.
2. Gynecologist (Capital Hospital)	45	i) MBBS or equivalent qualification recognized by the Pakistan Medical and dental council. ii) Post graduate higher diploma in the requisite specialty with seven years clinical experience in the requisite specialty. Or post graduate lower diploma in the requisite specialty with ten years clinical experience in the requisite specialty. Preference with be given to the candidates in possession of post graduate higher diploma in the requisite specialty.
3. Surgeon (General Surgery) (Capital Hospital)	45	-do-
4. Surgeon (Urology) (Capital Hospital)	45	-do-
5. Surgeon(Neuro Surgery) (Capital Hospital)	45	-do-
6. Surgeon(Ophthalmology) (Capital Hospital)	45	-do-
7. Surgeon (E N T)(Surgical Block) (Capital Hospital)	45	-do
8. Dermatologist(Capital Hospital)	45	-do
9. Radiologist(Capital Hospital)	45	-do
10. *Nephrologists	45	M.B.B.S/MD, MRCP/FCPS. ii) Five years post FRCP/FCPS in relevant Specialty.
11. Neonatologist	45	i. M.B.B.S or equivalent qualification ii. Recognized by the Pakistan Medical and Dental Council. iii. FCPS/MRC in Neonatology with seven years experience OR iv. MCPS or diploma in Neonatology with 10 years experience. v. Preference will be given at (ii)
12. Pediatrician	45	i. M.B.B.S or equivalent qualification Recognized by the Pakistan Medical and Dental Council. ii. FCPS/MRCP or equivalent qualification recognized by Pakistan Medical & Dental Council (now Pakistan Medical Commission). iii. 07 years clinical experience in the requisite specialty.
13. Director Admin Medical	45	i. M.B.B.S or equivalent qualification Recognized by the Pakistan Medical and Dental Council.

		<ul style="list-style-type: none"> ii. Post graduate higher diploma in Medical faculty / Public Health / Health services administration with seven years experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Post graduate lower or equivalent qualification recognized by Pakistan Medical & Dental Council (now Pakistan Medical Commission). <ul style="list-style-type: none"> iii. 07 years clinical experience in the requisite specialty.
14. Surgeon (Cochlear Implant)	45	<ul style="list-style-type: none"> i. M.B.B.S or equivalent qualification recognized by PMDC. ii. Post graduate higher diploma in the relevant specialty (ENT). iii. (iii) 07 years (post diploma) clinical experience in the requisite specialty with evidence of 15 cochlear implantations performed independently.
15.*Physician	45	<ul style="list-style-type: none"> i. MBBS or equivalent qualification recognized by Pakistan Medical & Dental Council (now Pakistan Medical Commission). ii. FCPS / MRCP or Equivalent qualification recognized by Pakistan Medical & Dental Council (now Pakistan Medical Commission) iii. 07 Years clinical experience in the requisite specialty.
16.Physician (Infectious Diseases)	45	<ul style="list-style-type: none"> i. MBBS or equivalent recognized by PMDC / PMC. ii. FCPS/MRCP or equivalent qualification recognized by PMDC/PMC. iii. 07 years clinical experience in the requisite specialty.
17.Psychiatrist	45	<ul style="list-style-type: none"> i. MBBS or equivalent recognized by PMDC / PMC. ii. FCPS/MRC in Psychiatry with seven year experience <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> MCPS or diploma in Psychiatry with 10 years or experience. <ul style="list-style-type: none"> iii. Preference will be given at (ii).
18.Cardiac Surgeon	45	<ul style="list-style-type: none"> i. MBBS or equivalent qualification recognized by Pakistan medical & dental Council. ii. FCPS/FRCS/Equivalent qualification recognized by PMDC in Cardiac Surgery. iii. 07 years clinical experience in the requisite special
19.Cardiologist		<ul style="list-style-type: none"> i. MBBS or equivalent qualification recognized by Pakistan Medical

		<p>&Dental Council (now Pakistan Medical Commission).</p> <p>ii. FCPS / MRCP or Equivalent qualification recognized by Pakistan Medical & Dental Council (now Pakistan Medical Commission)</p> <p>iii. 07 Years clinical experience in the requisite specialty.</p>
No.CDA-7(01)/HRD-III (VI)/2021/1027 dated 17.09.2021		
<u>C- Posts in BPS-18</u>		
1. Deputy Medical (Superintendent)(Capital Hospital)	45	<p>i. M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council.</p> <p>ii. Post-graduate diploma in Public Health, Health Services Administration/ Hospital Administration. Preference will be given to the candidates in possession of Post graduate higher diploma in the requisite specialty.</p> <p>iii) Five years experience in the field of public Health, Health Services Administration preferably in Hospital administration.</p>
2.Associate Dental Surgeon (Capital Hospital)	35	<p>i. BDS or equivalent qualification recognized by the Pakistan Medical and Dental Council.</p> <p>ii. Post-graduate higher or lower diploma in the Specialty with three years experience respectively in the specialty.</p> <p>iii. Preference will be given to the candidates in possession of Post graduate higher diploma in the requisite specialty.</p>
3. Associate Pathologist (Capital Hospital)	35	<p>i. M.B .B.S or equivalent qualification recognized Qualification recognized by the Pakistan Medical and Dental Council.</p> <p>ii. Post-graduate higher or lower diploma in the requisite specialty with three years or five years clinical experience respectively in the requisite specialty.</p> <p>iii. Preference will be given to the candidates in possession of Post graduate higher diploma in the requisite specialty.</p>
4. Associate E N T Specialist (Capital Hospital)	45	-do-
5. Health Physicist	35	<p>i. M.Sc. Physics with specialization in Electronics.</p>

		ii. Five years experience in the field. Preference will be given to the candidates in possession of Post-graduate higher diploma in the requisite specialty.
6.Associate Gynecologist (Capital Hospital)	35	i. M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council. ii. ii) Post-graduate higher or lower diploma in the requisite specialty with three years or five years respectively in the requisite specialty. Preference will be given to the candidates in possession of Post-graduate higher diploma Specialty.
7.Associate Surgeon (Capital Hospital)	35	-do-
8.Associate Anesthetist (Capital Hospital)	35	-do-
9.Associate Physician (Gastro-enterology) (Capital Hospital)	25	-do-
10. Associate Pediatrician (Capital Hospital)	35	-do-
11.Associate Psychiatrist (Capital Hospital)	35	-do-
12.Health Officer (Dte. of Health Services)	35	i. M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council. ii. Post-graduate higher or lower diploma in Public Health with three years or five years experience respectively. Preference will be given to the candidates in possession of Post-graduate higher diploma in the requisite specialty.
13.*Associate Nephrologists.	35	i. MBBS/MD, MRCP/FCPS. ii. Three years post FRCP/FCPS in relevant Specialty.
14.*Associate Radiologist	35	i. MBBS or equivalent qualification recognized by Pakistan Medical and Dental Council. ii. Post Graduate higher Diploma or Lower Diploma in the requisite specialty with three years or Five years clinical experience respectively in the requisite specialty.
15.Associate Cardiologist Anesthetist		(i) MBBS or equivalent qualification recognized by Pakistan Medical and Dental Council. (ii) FCPS/FCCS/Equivalent qualification recognized by PMDC in Anesthesia. (iii) 05 years clinical experience in the requisite specialty
18.Deputy Director Medical-III	35	i). It is (a) 5 years service as Medical Officer

		Registrar. A D. (BPS-17). ii). PG lower Diploma in public health, Health Service Admin: or Hospital Administration.
19.Additional Director Health (redesignated from Deputy Director Health)	--	--
20.Registrar (ENT)	35	i. M.B.B.S or equivalent qualification recognized by PMDC. ii. FCPS/FRCS/equivalent qualification in relevant specialty recognized by PMDC. iii. 05 years clinical experience in the requisite specialty
21. Registrar Cardiac (Surgery)	35	i. MBBS, or equivalent qualification recognized by Pakistan Medical & Dental council. ii. FCPS/FRSC/Equivalent Qualification in Cardiac Surgery recognized by PMDC. iii. 05 years clinical experience in the requisite specialty quota as per Government Policy.
22. Intensivist	35	i. MBBS, or equivalent qualification recognized by Pakistan Medical & Dental council. ii. FCPS or equivalent qualification in relevant filed recognized by PMDC. iii. (iii) 05 years clinical experience in the requisite specialty.
23. Dy: Director Biomedical	35	(i). Second class Master's degree in Biomedical/Electronic Technology. (ii) 05 years experience in the relevant filed in a position equivalent to BPS-17 in Government or in an organization o a firm of repute in public or private sector
No.CDA-7(01)/HRD-III (VI)/2021/1027 dated 17.09.2021		
<u>D- Posts in BPS-17</u>		
1. * Medical Officer/Lady Medical Officer (Dte. of Health Services and Capital Hospital)	35	i. M.B.B.S ii. ii) Two years post qualification in relevant specialty.
2.Registrar (General Surgery) (Capital Hospital)	30	i. M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council. ii. One year house-job. iii. Previous experience of the job preferable.
9.Registrar (E N T) (Capital Hospital)	30	-do-
■ S.R.O 1274 (I)/2007 dated. 15.12.2007 CDA Board decision in 3 rd board meeting dated 31.01.2009		
14.Clinical Biochemist (Capital Hospital)	30	M.Sc second class in Bio chemistry with three years experience in the relevant field.

15. Nursing Superintendent (Capital Hospital)	30	<ul style="list-style-type: none"> i. Matric. ii. Diploma in General Nursing. iii. Diploma in mid-wifery. iv. Diploma in ward administration and teaching. v. Five years experience as Assistant Nursing Supdt.
16. Assistant Director Health (Capital Hospital)	30	<ul style="list-style-type: none"> i. M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council. ii. Lower Diploma in Public Health. iii. Five years experience.
17. Entomologist (Dte. of Health Services)	30	<ul style="list-style-type: none"> i. Master's Degree in Science not below ii. second class with Entomology as a subject or additional course in Public Health. iii. Five years experience in Public Health in office and field.
18. Assistant Anesthetist (Capital Hospital)	30	<ul style="list-style-type: none"> i. M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council. ii. One year House job in Anesthesia.
19. Nursing Tutor (Capital Hospital)	30	<ul style="list-style-type: none"> i. Matric. ii. Diploma in general nursing. iii. Diploma in mid-wifery. iv. Diploma in ward administration and teaching. v. Two years experience in; the relevant field preferably as Assistant Nursing Superintendent.
20. Assistant Dental Surgeon (Capital Hospital)	30	<ul style="list-style-type: none"> i. B.D.S or equivalent qualification recognized ii. by the Pakistan Medical and Dental Council. iii. ii) One year house-job.
21. Physiotherapist (Capital Hospital)	30	<ul style="list-style-type: none"> i) B.Sc in Physiotherapy. ii) Two years experience in the relevant field.
22. Bacteriologist Pathological Laboratory(Capital Hospital)	30	A Master's degree not below second class in Microbiology with three years experience in the relevant field.
23. Pharmacist(Capital Hospital)	30	Pharmacy with three years experience in the relevant field.
24. Assistant Director CARES	35	<ul style="list-style-type: none"> i. Second class bachelor degree. ii. Well conversant with rules and regulation concerning Government service. iii. Ability to supervise, control and coordinate Establishment and Administration work. iv. Emergency service experience.
25.*Audiologist	30	<ul style="list-style-type: none"> (i). B.S (Audiology) (ii) Preference will be given to MS/M.Phil (Audiology/Hearing Sciences). (i) 02 years (post diploma clinical experience in the requisite specialty
26.*Speech Therapist	30	(i) B.Sc (Speech Language Pathology).

		(ii) Preference will be given to MS/M.Phil (Speech & Language Pathology). (iii) 02 years (post diploma) clinical experience in the requisite specialty.
27. Head Nurse Cardiac Surgery	30	i. B.Sc Nursing recognized by Pakistan Nursing Council. ii. Diploma / Specialization in Cardiac Surgery /ICU /CCU or Operation Theater/ Equivalent qualification recognized by Nursing Council of Pakistan. iii. 05 years post qualification experience in the relevant field.
28. Assistant Director Bio-Medical	-	i. Diploma of Associate Engineer in Instrument Technology. ii. Diploma Bio-Medical in Bio-Medical engineering. iii. 10 years experience in the relevant field.
29. Medical Officers	30	(i) MBBS, or equivalent qualification recognized by PMDC. (ii) One year House Job (iii) Preference will be given to those having previous experience in relevant field
30. Perfusionist	30	(i) B.Sc (Zoology, Chemistry, Nursing etc). (ii) Diploma in perfusion recognized by PMDC. (iii) Preference will be given to those having previous experience in relevant field.
31. Assistant Anesthetist	30	(i) MBBS or equivalent qualification recognized by PMDC. (ii) One year house job. (iii) Preference will be given to those having previous experience in relevant field.
*No.CDA-7(01)/HRD-III (VI)/2021/1027 dated 17.09.2021		
E- Posts in BPS-16		
1. Scientific Food Officer/ Dietician(Capital Hospital)	28	A bachelor's degree not below second class in Home Economics with specialization in Dietetics. Persons having previous experience in the field will be preferred.
2. Assistant Nursing Superintendent(Capital Hospital)	28	i. Matric. ii. Diploma in general nursing. iii. Diploma in mid-wifery. iv. Diploma in ward administration and teaching v. Five years experience as Head Nurse of Staff Nurse.
3.Head Nurse/Ward Sister (Capital Hospital)	28	i. Matric with Science. ii. Diploma in General Nursing. iii. Diploma in mid wifery

		iv. Five years experience as Staff Nurse.
4.Nuclear Technologist (Capital Hospital)	28	Bachelor's degree in Science in Medical Technology with Nuclear Medicine as major subject. Preference will be given to those having experience in the field.
5.Incharge Operation Theatre (Capital Hospital)	28	i. Matric with Science. ii. Diploma in General Nursing. iii. Diploma in Mid-wifery. iv. Five years experience as staff Nurse.
6.Warden/House Sister(Nursing Hostel)(Capital Hospital)	28	i. Matric with Science. ii. Diploma in General Nursing. iii. Ten years experience as a qualified nurse. iv. Previous experience would be an advantage.
*7.Technologist (Imaging)	28	i) B.Sc Radiology Technology with Five years experience in Radiology Department or, ii) Certification/Diploma in relevant field with ten year experience in Radiology Department. iii) Five years experience as Head Radiographer.
*8. Medical Technologist (Path Lab)	28	B.Sc Medical Technology with 5 years experience in Lab work or Certificate from National Institute of Health or any other equivalent Institute and 10 years experience in Lab work.
*9. Medical Technologist (Blood Bank)	28	B.Sc Medical Technology with 5 years experience in Lab work or Certificate from National Institute of Health or any other equivalent Institute and 10 years experience in Lab work.
10. xviii.Staff Nurses	28	(i) B.Sc Nursing recognized by Pakistan Nursing Council (ii) Preference will be given to those having previous experience in the field.
F. Posts in BPS-15 and below (with basic pay scale)		
*1. Nurse Male/Female including 75 Staff Nurse for Surgical Block. BPS-14(Capital Hospital)	25	i) Matriculation. ii) Diploma in General Nursing. iii) Staff Nurses Possessing Diploma in Midwifery will be entitled two (02) advance increments: and iv) Preference will be given to those having previous experience in the field.
*S.R.O. 21 (I)/99 dated 9.01.1999 xviii.No.CDA-7(01)-HRD-III/2020/560 dated 31.08.2020.		
2.Head Radiographer BPS-11 (Capital Hospital)	25	i) FSc ii) Certificate/Diploma in Radiography. iii) Three years experience in the relevant field.
3. Chemist (BPS-11)	25	i) B.Sc (Pharmacy). ii) Three years experience as a Chemist.
4.Physiotherapy Assistant BPS-10 (Capital Hospital)	25	i) F.Sc ii) Certificate in Physiotherapy.

		iii) Three years experience in the field of Physiotherapy.
5.Dental Hygienist BPS-10 (Capital Hospital)	25	i) F.Sc ii) Certificate in Dental Technology/ Dental Hygien. iii) Three years experience in the relevant field.
6.Lady Health Visitor BPS-9 (Dte. of Health Services)	25	i) Matric with Science. ii) Diploma in Lady health Visitor Course.
7.Laboratory Technician BPS-9 (Health Services Dte.) (Capital Hospital)	25	i) Matric with Science. ii) Diploma/Certificate in laboratory technology.
8.Technician BPS-9 (Capital Hospital)	25	i) Matric with Science. ii) Diploma/Certificate of Technician. iii) Practical experience in any hospital for Minimum of three years.
9.E C G Technician BPS-9 (Capital Hospital)	25	i) Matric with Science. ii) Three years experience in E C G in a Recognized Hospital/Institute.
10.Oxygen Technician BPS -9 (Capital Hospital)	25	i) Matric with Science. ii) Three years experience as Oxygen Technician in a recognized Hospital/Institute.
11. Anesthesia Technician BPS- 9 (Capital Hospital)	25	i) Matric with Science. ii) Certificate. iii) Three years experience in the relevant field.
12.Blood Bank Technician BPS-9 (Capital Hospital)	25	i) Matric with Science. ii) Diploma/Certificate. iii) Three years experience in the relevant field.
13.Dental Technician BPS-9 (Capital Hospital)	25	-do-
14.Operation theatre Technician BPS-9 (Capital Hospital)	25	i) Matric with Science. ii) Certificate. iii) Three years experience in the relevant field.
15. Radiographer BPS-9 (Capital Hospital)	25	(i) Matric with Science. ii) Diploma/ Certificate. In Radiography. iii) Three years experience in the relevant field.
16.Cardiac Anesthesia Junior Technician	25	(i) Matric (Science) with diploma in Anesthesia. (ii) Preference will be given to those having experience in relevant filed
17.Cardiac Operation theatre Junior Technician	25	i) Matric (Science) with diploma in Operation theatre. (ii) Preference will be given to those having experience in relevant filed
18.Endoscopy Junior Technician	25	i) Matric (Science) with diploma/ certificate in Endoscopy. (ii) Preference will be given to those having higher relevant qualification and experience in the relevant filed
19. Echocardiography Junior Technician	25	i) Matric (Science) with diploma/ certificate in Echocardiography (ii) Preference will be given to those having

		higher relevant qualification and experience in the relevant filed
16.Anti-Malaria Inspector BPS-8	25	i) Matric. ii) Qualified Sanitary inspector. iii) Three months training as anti-malaria Inspector.
17.Senior ward Master BPS-8 (Capital Hospital)	25	i) Matric with Science. ii) Ten years experience in a recognized Institute/ Hospital.
18.Medical Assistant BPS-8 (Dte. of Health Services)	25	i) Matric with Science. ii) Diploma/Certificate in dispensing. iii) Three years experience in the job or as dispenser/ dresser.
19.Lady House Keeper BPS-7 (Capital Hospital)	25	i) Matric with Science. ii) Diploma in General Nursing. iii) Previous experience preferable.
20.Dispenser/Dresser BPS-6 (Dte.. of Health Services and Capital Hospital) (25% of the posts in selection grade of BPS-8)	25	i) Matric with Science. ii) Diploma/Certificate in Dispensing. iii) Three years experience in the relevant field.
21. Ward Master BPS-6 (Capital Hospital)	25	i) Matric with Science. ii) Three years experience in the field.
22. Omitted	--	--
23.Mid-wife BPS-6 (Capital Hospital)	25	i) Matric with Science. ii) Certificate in mid-wifery. iii) Three years experience in the relevant field.
24.Vaccinator BPS-6 (Dte. of Health Services)	25	i) Matric with Science. ii) Diploma/Certificate in vaccination.
25.Sterilization Technician	25	i) Matric with Science. ii) Certificate. iii) Three years experience in the relevant field in a Civil or Armed Forces Hospital.
26.Plaster Room Assistant BPS-6 (Capital Hospital)	25	i) Matric with Science. ii) Three years experience of job in a Civil or armed forces hospital.
27.Oxygen Technician BPS-5 Capital Hospital)	25	i) Matric with Science. ii) Certificate. iii) Three years experience as Oxygen Technician in a recognized hospital/Institute.
28. X-Ray Receptionist (LDC) (BPS-5)	25	i) Matric with Science. ii) ii) Typing speed 30 w.p.m.
29. *Phlebotomist(BPS-05)		Matric with Science and experience in collection of Blood sampling.
30. Insect Collector BPS-3 (Dte. of Health Services)	25	i) Matric with Science. ii) Three months course in the relevant field. iii) *Matriculation
31.Aya/Ward Boy BPS-2 (Health Services Dte. and Capital Hospital)	25	i) Primary Passed, preferably middle passed. ii) Previous experience in a hospital preferable. iii) *Matriculation
32.Mate BPS-2 (Dte. of Health Services and Capital Hospital)	25	-do- *Matriculation
33. Dark Room Attendant BPS-2	25	Primary passed with three years

(Capital Hospital)		experience in the relevant field. *Matriculation
34. E C G Attendant (Female) BPS-1 (Capital Hospital)	25	Literate *Matriculation
35. Helper BPS-1	25	-do-
*S.R.O 1043 (I)/2006 dated. 15.09.2006		
36. X-Ray Attendant BPS-1 (Capital Hospital)	25	-do-
37. X-Ray Attendant (Lady)BPS-1 (Capital Hospital)	25	-do-
*37-A. X-Ray Attendant (Lady) BPS-1 (Capital Hospital)		*Matriculation
38. Operation Theatre Attendant (Capital Hospital)	25	i) Literate. ii) Previous experience in the field would be an advantage.
*38-A. Operation Theatre Attendant (Capital Hospital)		Matriculation
39. Cleaners	25	(i) Literate

N.B. (1) Qualification specified in column 3 of the table should be from a recognized University, Board, Institution, Institute or Hospital, as the case may be. Where no class or division in respect of an academic or professional qualification is specified in column 3 of the table, it should be deemed to be at least second class.

(2) Experience means experience after acquiring the relevant qualification specified in column 3.

*** No. S.R.O. 532(I)/2003.Dated 10.06.2003**

A. Promotion. Subject to the completion of length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

Serial number and cadre post with basic pay scale.	Person eligible for promotion to the post specified in column 1	Minimum qualifications and experience and other conditions
(1)	(2)	(3)

<p><u>A-Post in BPS-20</u> Executive Director (Capital Hospital)</p>	<p>All specialist (BPS-19) Surgeons (BPS-19) and Directors (BPS-19) may be included in the list of eligible officers to the post of Executive Director subject to fulfill the under mentioned criteria Director (Health Services) BPS-19 Gynecologist (BPS-19) Surgeon (BPS-19) Dermatologist (BPS-19) Radiologist (BPS-19)</p>	<p>i. MBBS or equivalent recognized by OMDC ii. Post graduate qualification in Public Health / Hospital Administration duly recognized by PMDC iii. 07 years postgraduate (Public Health) experience. iv. 17 years service in BS-17 and above Or 12 years service in BS-18 and above in case of director recruitment. Or A. years service in BS-19 in case of direct recruitment</p>
<p>Consultant Gynecologist</p>	<p>Surgeon Gynecologist (BPS-19)</p>	<p>i) 15 years service in BPS-17 and above (relaxable to 10 years in Grade / BS-18 and in case of direct recruitment in BPS-18 and relaxable to 03 years service in BPS-19 in case of direct recruitment in BS-19. ii) Postgraduate higher diploma in the relevant faculty.</p>
<p>Consultant General Surgery</p>	<p>Surgeon General Surgery (BPS-19)</p>	<p>--do--</p>
<p>Consultant Physician</p>	<p>Physician (BPS-19)</p>	<p>--do--</p>
<p>Consultant Pediatrician</p>	<p>Pediatrician (BPS-19)</p>	<p>i. 15 years service in BPS-17 and above (relaxable to 10 years in grade/ BPS-18 in case of direct recruitment in BPS-18 and relaxable to three years service in BPS-19 in case of direct recruitment in BPS-19. ii. Postgraduate higher diploma in the relevant faculty</p>
<p>Consultant ENT</p>	<p>Surgeon (ENT) BPS-19 Surgeon (Cochlear Implant) BPS-19</p>	<p>i) 15 years service in BPS-17 and above (relaxable to 10 years in Grade/BP-18 in case of direct recruitment in BPS-18 and relaxable to 03 years service in BPS-19 in case of direct recruitment in BPS-19 ii) Postgraduate higher</p>

		diploma in the relevant faculty
Director General (Health)	Director (BPS-19)	<ul style="list-style-type: none"> i. MBBS or equivalent degree recognized by PMDC. ii. Postgraduate qualification in Public Health recognized by PMDC. iii. 18 years service or 05 years regular service in BS-19 in case of direct recruitment
Director General Health Coordination and Special Initiatives (BS-20)	Director in Management/ Medical Service / DMS (BS-19)	<ul style="list-style-type: none"> i) M.B.B.S or equivalent qualification recognized by the Pakistan Medical and Dental Council/PMC iii) MPH/ MPHM or equivalent qualification in Public Health Administration recognized by PMDC /PMC. ii) 12 years regular service / experience in the BS-17 and above.
<u>B-Post in BPS-19</u> 1. Director (Health Services)	Deputy Medical Superintendent (BPS-18) Health Officer (BPS-18)	<ul style="list-style-type: none"> i) Five years service in the ii) Post specified in column 2. iii) ii) Post-graduate lower diploma in public Health or equivalent qualification.
2. Gynecologist	Associate Gynecologist (BPS-18)	<ul style="list-style-type: none"> i) Seven years service in the post specified in column 2. ii) ii) Post-graduate higher or lower diploma in the relevant specialty.
3. Surgeon (General Surgery) Orthopedics, urology, Neuro surgery Ophthalmology & ENT * Dermatologist * Radiologist.	Associate Surgeon (General Surgery) BPS-18 Associate ENT Specialist (BPS-18) Registrar in BPS-18 Medical Officer (BPS-18)	-do-
4. Neonatologist	Associate neonatologist (BPS-18)	<ul style="list-style-type: none"> i. 12 years servin in Grade 17 & above relaxable to 07 years in grade 18, in case of direct recruitment as specified of column 2. ii. Post graduate higher / lower diploma in neonatology.
5. Pediatrician	Associate Pediatrician BPS-18	<ul style="list-style-type: none"> i. Five years in Post Specified in Column 2. ii. Postgraduate Higher /

		lower diploma in the requisite specialty with seven –year experience in Pediatrics after the postgraduation.
6. Director CARES (BPS-19)	Deputy Director CARES (BPS-18)	Seven years service in the post specified in column 2
7. Director Admin Medical	Deputy Director Medical / Additional director Medical (BPS-18)	i. Seven years service in the post specified in column 2. ii. Post–graduate medical qualification in Medical faculty / Public Health / Health Services Administration
8. Surgeon (Cochlear Implant) BPS-19	Associate Surgeon (ENT) BPS-18	i) Five years service in post specified in column-2. ii) Postgraduate higher diploma in the relevant faculty. iii) Evidence of having performed at least 15 cochlear implantation
9. Physician	Associate Physician (BPS-18).	i. 05 years service in the post of Associate Physician (BPS-18). ii. Postgraduate higher diploma in the relevant specialty.
10. Physician (Infectious Diseases)	Assistant Physician (Internal Medicine) BS-18 Associate Pulmonologist (BS-18)	i. 05 years service in the post specified in column (2). ii. Postgraduate higher diploma in the relevant specialty (FCPS/MRCP in medicine)
11. Psychiatrist	Associate Psychiatrist (BPS-18)	i. Five years service in the post specified in column 2 ii. Post-graduate higher /lower diploma in psychiatry.
12. Cardiologist	Associate Cardiologist BPS-18	i. 05 years service in the post of Associate Physician (BPS-18). ii. Postgraduate higher diploma in the relevant specialty.
13. Cardiac Surgeon	Associate Cardiologist BPS-18	(i) 07 years service in (BPS-18) (ii) FCPS/FRCS/Equivalent qualification in relevant specialty recognized by PMDC
<u>C-Posts in BPS-18</u> 1. Deputy Medical Superintendent Health Officer	Medical Officer (BPS-17) Registrar (BPS-17) Assistant Director Health (BPS-17)	i. Five years service in the post specified in column 2. ii. Post-graduate lower diploma in Public Health, Health Services

		Administration/Hospital Administration.
2. Deputy Medical Superintendent Health Officer	Medical Officer (BPS-17) Registrar (BPS-17) Assistant Director Health (BPS-17)	i. Five years service in the post specified in column 2. ii. Post-graduate lower diploma in Public Health, Health Services Administration/ Hospital Administration.
3. Associate Dental Surgeon	Assistant Dental Surgeon (BPS-17)	i. Five years service in the post specified in column 2. ii. Post-graduate lower diploma in Public Health, Health Services Administration/Hospital Administration.
4. *Associate Anesthetist	Assistant Anesthetist (BPS-17)	-do-
5. Medical Officer	Medical Officer/ BPS-17	Five years service in the post specified in column 2.
6. Associate Pathologist	Medical Officer/	Five years service in the post specified in column 2. Should possess academic qualifications and experience in the relevant discipline as prescribed for initial appointment.
7. *Associate ENT Surgeon	-do-	-do-
8. *Associate Gynecologist	-do-	-do-
9. *Associate Surgeon (General Surgery)	-do-	-do-
10. *Associate Anesthetist	-do-	-do-
11. *Associate Physician (Gastro-entomology)	-do-	-do-
12. *Associate Pediatrician	-do-	-do-
13. *Associate Psychiatrist	-do-	-do-
14. *Associate Ophthalmologist	-do-	-do-
15. *Associate Neonatologist	-do-	-do-
16. *Associate Cardiologist	-do-	-do-
17. *Associate Pulmonologist	-do-	-do-
18. Associate Physician (Internal Medicine)	-do-	-do-
19. Deputy Director CARES	Assistant Director CARES	Five years service in the post specified in Column 2
20. Registrar (ENT) BPS-18	Medical Officer BPS-17	(i) Five years in BPS-17. (ii) FCPS/FRCS/equivalent qualification in relevant specialty recognized by MPDC
21. Associate Cardiac Anesthetist	Medical Officer / Assistant Anesthetic BPS-17	(i) Five years service in (BPS-17) (ii) FCPS/FRCS equivalent

		qualification recognized by PMDC in anesthesia
22. Registrar Cardiac (Surgery)	Medical Officer BPS-17	(i) Five years service in (BPS-17) (ii) FCPS/FRCS equivalent qualification in Cardiac Surgery recognized b PMDC
23. Intensivist	Medical Officer BPS-17	(i) 05 years service in BPS-17 (ii) FCPS or equivalent qualification in relevant filed recognized by PMDC
24.Dy: Director Biomedical	Assistant Director Biomedical (BPS-17)	(i) 05 years service in BPS-17 or 7 years in BPS-16/17 (ii) Possession of a Degree or Diploma in Biomedical / Electronics Technology.
*S.R.O 309 (I)/2004 dated. 21.04.2004		
No.CDA-7(01)/HRD-III (VI)/2021/1027 dated 17.09.2021		
<u>D-Posts in BPS-17</u>		
1.Nursing Superintendent Nursing Tutor	Assistant Nursing Superintendent BPS-16 Head Nurse/Ward Sister BPS-16 In charge Operation Theatre BPS-16. Warden/House Sister BPS-16	Five years service in the post specified in column 2.
2. Assistant Nursing Superintendent. Head Nurse/Ward Sister. Incharge operation Theatre Warden/House Sister	Nurse/Staff Nurse BPS-14	i. Five years service in the post specified in column 2. ii. Diploma in General Nursing. iii. Diploma in midwifery. iv. Diploma in Administration and Teaching.
3.Head Nurse Cardiac Surgery	StaffNurse (BPS-16).	(i) B.SC Nursing recognized by Pakistan Nursing Council. (ii) Specialization in Cardiac Surgery / ICU / Operation Theater. (iii). 05 years' Service in BPS-16
4.Assistant Director Bio-Medical	Sub-engineer elector Medical /Associate Engineer Bio-Medical BPS-11/16	i. 08 years service /experience as Sub Engineer electro Medical BPS-11/16 Bio Medical / Associate Engineer with three year diploma associate engineer and Diploma in Bio-Medical Engineering OR Five years service as Bio-Medical Associate Engineer with degree in relevant field. iii. Seniority cum fitness.

5. Staff Nurses	<p>a. 25% posts of BPS-16 shall be placed in BPS-17.</p> <p>b. 20% posts of BPS-17 shall be placed in BPS-18.</p> <p>c. 15% posts of BPS-18 shall be placed in the BPS-19</p> <p>d. 10% posts of BPS-19 shall be placed in BPS-20</p>	<p>i. Seniority cum fitness</p> <p>ii. Length of service will be observed according to clause 4.20 of CDA Employees Service Regulations, 1992.</p>
<u>E-Posts in BPS-15 and below</u>	Senior Radiographer(BPS-09)	Ten years service in the post specified in column 2.
1.Head Radiographer BPS-11		
2. Senior RadiographerBPS-09	RadiographerBPS-06	Five years service in the Post specified in column 2.
3. Senior ward MasterBPS-8	Ward MasterBPS-6	-do-
4. Medical AssistantBPS-8	Dispenser/DresserBPS-6	-do-
5. MateBPS-2	Dark room attendant BPS-1 ECG Attendant (Female) BPS-1 Helper BPS-1 X-Ray attendant BPS-1 Operation Theatre AttendantBPS-1	<p>i. Five years service in the post or posts specified in column 2.</p> <p>ii. Primary passed.</p>

Grant of selection grade. The posts shown in column 1 of the table below shall carry a selection grade as specified in column

1. The authority competent to make appointment t to posts in basic pay scale identical to the selection grade shown in column 2 shall approve grant of selection grade to an employee who holds the post shown in column 1 on regular basis and possesses the length of service specified in column
2. The selection grade shall be granted on the basis of seniority-cum-fitness on recommendations of the appropriate departmental selection committee.

TABLE

Serial number and cadre post with basic pay scale in which is placed	Selection grade for the post specified in column 1.	Length of service in the post specified in column 1.
(1)	(2)	(3)
1.Lady Health VisitorBPS-9	25% of the posts of lady health visitor in the selection grade of BPS-11.	Five years service in the post specified in column 1.
2.Laboratory Technician BPS-9	33% of the total number of posts of technicians at S.No.2 to S. No.9 specified in column (1) in the selection grade of BPS-11	-do-
3. Technician BPS-9	-do-	-do-

4.ECG Technician	-do-	-do-
5.Oxygen Technician BPS-9	-do-	-do-
6.Anesthesia Technician BPS-9	-do-	-do-
7. Blood Bank Technician	-do-	-do-
8.Dental Technician BPS-9	-do-	-do-
9.Operation Theatre Technician BPS-9	-do-	-do-
10.Dispenser/Dresser BPS-6	25% posts of Dispenser/dresser grade of BPS-8	-do-
11. Insect Collector BPS-3	50% of posts of insect collector in the selection grade of BPS-5.	-do-

ADOPTION OF SERVICE STRUCTURE OF PARA MEDICAL STAFF IN CAPITAL HOSPITAL, CARES AND HEALTH DIRECTORATES, CDA ON THE ANALOGY OF SISTER ORGANIZATIONS OF FEDERAL GOVERNMENT OF PAKISTAN ISLAMABAD

*Authority will exercise the powers of appointment as CDA Employees Services Regulations-1992.

- i. The promotion will be linked up with the time scale and through up-gradatin of posts along with incumbent on the retirement of the officer / official and thereafter the post will be filled on direct recruitment basis in initial pay scale post i.e. Junior Technician, Senior Technician, etc.
- ii. Only one step promotion will be allowed. For next stage promotion clearing of probation period and at least 02 year service in qualifying scale will be observed.
- iii. Creation of 02 posts of Principal Technician (BPS-17) and 02 posts of Chief Technician (BPs-16) is deferred.
- iv. Executive Director (Capital Hospital) with approval of Member (Administration) will add any leftover discipline at appropriate level, if any.
- v. Time Scale promotion will be granted from date of eligibility but initially from the date of D.P.C.
- vi. Relaxation in length of service for employees mentioned in the summary is rejected.
- vii. Time Scale Promotion to higher scale will not affect the nature of job / duty of the employee.

viii. The qualifying length of service for different stages in the column (4-b) is enhanced as:

S. No	Designation and BPS of the post	Person eligible	Conditions of eligibility (Ref.Fed.Govt)	Conditions of eligibility (CDA)
(1)	(2)	(3)	(4-a)	(4-B)
1	Principal Technician (BPS-17)	Chief Technician (BPS-16)	B.Sc with 05 year service in respective discipline OR Matric with Diploma in respective discipline and 10 years service in the relevant field. OR Matric with (01) year training certificate from recognized institution in the relevant discipline with 12 years service in the respective field.	10 years service as Chief Technician in respective discipline. OR M/SC with 15 years' service in respective field. OR B.SC with 20 year service in respective field. OR Matric /F.Sc with diploma in respective discipline with 26 years service in the respective field. OR Matric /F.Sc with 01 year training certificate from recognized institution in the relevant discipline with 30 years service in the respective field.
2	Chief Technician (BPS-16)	Senior Technician (BPS-14)	Matric with Diploma in respective discipline and 07 years service. OR Matric with (01) year training certificate from recognized institution in the relevant discipline with 10 years service in the respective field.	10 years service as Senior Technician in respective discipline. OR B.SC with 10 year services in respective field. OR Matric /F.Sc with diploma in respective discipline with 16 year service in the respective field. OR Matric /F.Sc with 01 year training certificate from recognized institution in the relevant discipline with 20 year service in the respective field.

3	Senior Technician (BPS-14)	Technician (BPS-12)	3 year service as Technician (BPS-12) OR 5 years service in BPS-09 and above with Diploma OR Certificate in respective field/discipline.	5 year service as Technician (BPS-12) in respective field. OR B.Sc with 03 year service in respective field. OR Matric /F.Sc with diploma in respective discipline with 10 year service in the respective field. OR Matric with 01 year training certificate from recognized institution in the relevant discipline with 15 year service in the respective field.
4	Technician (BPS-12)	Junior Technician (BPS-09)	03 year service in BPS-09 with Diploma OR Certificate in the relevant field / discipline.	5 year service as Junior Technician (BPS-09). OR Matric with diploma in respective discipline with 05 year service in the respective field. OR Matric with 01 year training certificate from recognized institution in the relevant discipline with 10 year service in the respective field.
5	Junior Technician (BPS-09)	BPS-08 Dispenser / Supervisor Equipment / Head Dispenser BPS-07 Store Keeper (Med) / EEG / Plaster Worker / Biochemical Technician / Histo Path Technician / Bacteriology / Physiological / Media preparation Technician / Pharmacological	03 year service in BPS-08 in the relevant field. 4 year service in BPS-07 in the relevant field	03 year service in BPS-08 in the relevant field. 4 year service in BPS-07 in the relevant field

		qualification will be preferred)	
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xiv. No. CDA-10(22)HRD-III/Sec-VI/2015/901 dated 18-02-2015^{19th} Board Meeting for the year 2014, held on 24-10-2014.

MISCELLANEOUS CADRE**PART – A****SANCTIONED STRENGTH**

S.NO.	Cadre post with basic pay scale	Total number of sanctioned post.	Total number of posts in each BPS	Remarks
(1)	(2)	(3)	(4)	(5)
1.	<u>A- Posts in BPS-19</u> *Principal CDA Model School. (Prep. School)	1	1	Post of Principal CDA Model School was upgraded in BPS-19 in CDA Board Board decision dated 16.12.2005 and 10.11.2010.
2.	<u>A-I. Posts in BPS-18</u> **Chief Photographer-I/Deputy Director (Public Relation Dte):	1		
3.	***Manager Tourism Services (BPS-18)	1		Redesignated from the post of Deputy Director Tourism (BPS-18)
4.	*Vice Principal CDA Model School	1	3	Post was upgraded from BPS-17 to BPS-18
	<u>B- Posts in BPS-17</u>	5		
1.	Sr.Teacher (Prep.School)			
2.	*Senior Diver (Simily Dam Division, W/s Development Dte	1		
3.	**Khateeb/Pesh Imam	1		
4.	**Photographer-I (BPS-17)	1		
5.	***Deputy Manager Tourism Services (BPS-17)	1	9	Redesignated from the post of Assistant Director Tourism (BPS-18)
	<u>C-Posts in BPS-16</u>			
1.	*Naib Khateeb /Pesh Imam	1		
2.	Lady Teacher/ Jr. Teacher	17		
3.	***Tourism Officer Grade-I (BPS-16)	2	20	Redesignated from the post of Senior Tourism Officer (BPS-16)
1.	<u>D-Posts in BPS-15 & below</u> ***Tourism Officer Grade-II (BPS-15)	2		Redesignated from the post of Tourism Officer (BPS-15)
2	Telephone Supervisor BPS-14	1		
3	Laundry Supervisor BPS-14	1		
4	***Tourism Officer Grade-III (BPS-14)	1		Redesignated from the post of Assistant Tourism Officer (BPS-14)
5.	Assistant Telephone Supervisor BPS-13	1		
6.	Photographer Assistant BPS-11	1		
7	Band Master BPS-11	1		
	* S.R.O. 531(I)/2003 dated 30.04.2003 * S.R.O. 1122(I)/2003 dated 20.11.2003 * SRO 486(I)/2006 dated 22.05.2006 **CDA Board Decision dated 16.12.2005 &			

8.	Telephone Operator Grade-1 BPS-11	2		
9.	Physical Instructor BPS-11	1		
11.	Supervisor BPS-8	10		
13.	Telephone Operator Grade-II, BPS-7	28		
14.	Gestetner Operator BPS-5	2		
15.	Senior Cook BPS-5	2		
16.	Record Keeper BPS-5	3		
17.	Tailor BPS-5	5		
18.	*Telephone Attendant(BPS-1)	2		
20.	Daftry BPS-5	39		
21.	Record Sorter BPS-2	09		
22.	Cook BPS-2	14		
23.	Pressman (Laundry) BPS-2	4		
24.	Qasid BPS-2 (selection grade of BPS-3)	6		
25.	Attendant BPS-1	25		
26.	Chainman BPS-1	36		
27.	Flag Bearer BPS-1	1		
28.	Farash BPS-1	178		
29.	Cleaner/Helper BPS-1	111		
30.	Laboruer BPS-1	27		
31.	Massalchi/Bearer	14		
* S.R.O. 111(I)/2007 dated 18.01.2007				
33.	Naib Qasid BPS-1	469		
34.	Process server BPS-1	3		
35.	Staff Bearer BPS-1	3		
36.	Tape Man BPS-1	11		
37.	Washerman BPS-1	1		
38.	Chowkidar BPS-1	5		
39.	Field Chowkidar BPS-1	13		
40.	Jareeb Kash BPS-1	4		
41.	Orderly BPS-1	5		
			1047	
Total Misc. Cadre Post			1080	

***No.CDA-1195/BM-Coord/2010/402 dated 17.02.2011; CDA Board decision dated 10.11.2010; No.CDA-1248/BM-Coord/2013/2662 dated 02.08.2013.**

****No.CDA-7(06)-HRD-III/2012/Sec-VI/2467, 24.05.2012.**

*****No.CDA-7(20)HRD-III/Sec-VI/2020/1352 dated 03.12.2021**

******NO.CDA-7(44)-HRD-III/2009/Sec-VI/1293 dated 31.05.2010**

PART – B

METHOD OF APPOINTMENT ETC

- A. Method of appointment.** (1) Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

TABLE

	Ratio of appointment
--	-----------------------------

Cadre post with basic pay scale	Initial appointment	Appointment by promotion	Appointment by transfer
(1)	(2)	(3)	(4)
<u>A-Posts in BPS-19</u>	--	100%	
*1. Principal CDA Model School (Prep. School)			
<u>A-Posts in BPS-18</u>	50%	50%	Post was upgraded as Principal CDA Model School (BPS-19)
*1. Principle CDA Model School (Prep. School)(Omitted)			
1. Manager Tourism Services (BPS-18)	75%	25%	--
2. Chief Photographer (BPS-18)	--	100%	
<u>B-Posts in BPS-17</u>	100%	--	--
1. Teacher (Prep. School)			
2. Handicraft Teacher(Prep. School).	100%	--	--
*3. Senior Diver	50%	50%	--
*4. Khateeb / Pesh Imam	-	100%	-
5. Deputy Manager Tourism Services	75%	25%	--
6. Photographer-I (BPS-17)	--	100%	--
<u>C-Posts in BPS-16</u>			
1. Photographer-I(Public Relations Dte.Chairman's Sectt☺)	-	100%	-
*2.Omitted	-	-	-
3. Naib Khateeb	50%	50%	-
4. Tourism Officer Grade-I (BPS-16)	75%	25%	
<u>D-Posts in BPS-15 & below</u>			
1. Tourism Officer Grade-II (BPS-15)	75%	25%	-
2. Telephone SupervisorBPS-14.	-	100%	
3. Tourism Officer Grade-III(BPS-14)	75%	25%	
4. Laundry Supervisor BPS-14	100%	-	-
5. Assistant Telephone SupervisorBPS-13	-	100%	-
*S.R.O. 531(I)/2003 dated 30.04.2003			
*S.R.O. 1122(I)/2003 dated 20.12.2003			
*SRO 486(I)/2006 dated 22.05.2006			
4. Photographer AssistantBPS-11	100%	-	-
5. Band MasterBPS-11	100%	-	-
6. Moazzan (BPS-11)	50%	50%	-
7. Telephone OperatorGrade-1 BPS-11	67%	33%	-
8. Physical Instructor BPS-11	100%	-	-
9. House Supervisor BPS-9	100%	-	-
10. Supervisor BPS-8	100%	-	-
11. Telex Operator BPS-7	100%	-	-
*12. Telephone OperatorGrade-II, BPS-7	50%	50%	-
13. Gestetner OperatorBPS-5	100%	-	-
14. Senior CookBPS-5	-	100%	-
15. Record Keeper BPS-5	100%	-	-
16. Tailor BPS-5	100%	-	-
16-A Telephone AttendantBPS-5	100%	-	-
16-B. Work Taker (BPS-05)	--	--	--
17.Daftry BPS-2 (20% of posts in selectiongrade of BPS-5)	100%	-	-
18.Record Sorter BPS-2	100%	-	-
19. Cook BPS-2	100%	-	-
20.Pressman (Laundry) BPS-2	100%	-	-
ii) Qasid BPS-2	-	100%	-

(selection grade of BPS-3)			
22. Attendant BPS-1	100%	-	-
* S.R.O. 111(I)/2007 dated 18.01.2007			
23 Chainman BPS-1	100%	-	-
24. Flag Bearer BPS-1	100%	-	-
25. Farash BPS-1	100%	-	-
26. Cleaner/Helper BPS-1	100%	-	-
27. Laboruer BPS-1	100%	-	-
28. Massalchi/Bearer	100%	-	-
29. Naib Qasid BPS-1 (20% of posts inselection grade of BPS-2)	100%	-	-
30. Process server BPS-1	100%	-	-
31. Staff Bearer BPS-1	100%	-	-
32. Tape Man BPS-1	100%	-	-
33. Washerman BPS-1	100%	-	-
34. Chowkidar BPS-1	100%	-	-
35. Field Chowkidar BPS-1	100%	-	-
36. Jareeb Kash BPS-1	100%	-	-
37. Orderly BPS-1	100%	-	-
38. Pond Attendant BPS-1	100%	-	-

(2) if a post reserved for promotion cannot be filled promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

- iii) Nothing contained in sub para (1) and (2) shall prevent a post being filled by deputation or contract if in the opinion of the chairman it is expedient to do so in the interest of the Authority.

- iv) **Initial appointment.** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limit prescribed in regulation 4.10.

TABLE

S.NO. Cadre post with basic pay scale	Maximum age (In years)	Minimum qualification experience and other conditions
(1)	(2)	(3)
<u>A-Posts in BPS-19</u> *1. Principal CDA Model School	35	i. Master's degree with the degree of Bachelor of Education. ii. Eight years experience in the field of education.
<u>B-Posts in BPS-18</u>		
<u>1.Manager Tourism Services</u>	35	i. Master in Social Sciences / MBA Ten years experience in Tourism Sector Or ii. Master degree in Social Sciences / MBA Diploma in Tourism iii. 07 years experience in Tourism Sector
<u>2.Vice Principal CDA Model School</u>		
<u>C-Posts in BPS-17</u>		
1. Teacher (Prep. School)	30	i. A second class Bachelor's degree with B.ED. (Second class) or M.ED (second class) or equivalent qualification. ii. Three years experience in teaching in a school.
2. Handicraft Teacher (Prep.School).	30	A second class Bachelor's degree with B.Ed or M.Ed with three years experience in handicraft teaching.
3.*Senior Diver	35	i. Matric. ii. Qualified in deep diving from the Pakistan Navy School for deep Water Diving with 5 years practical experience.
3-a **Khateeb/Pesh Imam	35	i. Dars-i-Nizami Sanad ii. Hafiz-e-Quran& M.A Arabic /M.A Islamic Study..
5.Deputy Manager Tourism Services (BPS-17)	30	i. Master in Social Sciences / MBA Five years experience in Tourism Sector Or ii. Master degree in Social Sciences / MBA Diploma in Tourism iii. 03 years experience in Tourism Sector
<u>C. Posts in BPS-16</u>		
1. Photographer-I --- Omitted (Public Relations Dte.Chairman's Sectt)	35	i. Matric Preferably graduate. ii. Ten years experience as a photographer or Cameraman in Government or in an organization or firm of repute in public or private sector.
2. *Omitted	-	-
3.Naib Khateeb (BPS-16)	28	i. Darse-e Nazami Sanad
4. Tourism Officer Grade-I	28	Master in Social Sciences / MBA Three

		years experience in Tourism Sector Or Bachelors degree in Social Sciences / BBA One year Diploma in Tourism 02 years experience in Tourism Sector
<u>D. Posts in BPS-15 & below</u>		
1. Tourism Officer Grade-II (BPS-15)	25	i. Bachelors degree in Social Sciences / MBA ii. Two years experience in Tourism Sector Or iii. Bachelors degree in Social Sciences / BBA iv. One year Diploma in tourism v. 01 Years experience in tourism Sector
2. Telephone Supervisor BPS-14	25	i. Matric. ii. Ten years experience and sound technical knowledge of telephone and exchange installation.
3. Tourism Officer Grade-III (BPS-14)	25	Bachelors degree in Social Sciences / MBA one years experience in Tourism Sector Or Bachelors degree in Social Sciences / BBA 01 Years experience in tourism Sector
* S.R.O. 531(I)/2003 dated 30.04.2003 ** S.R.O. 1122(I)/2003 dated 20.12.2003 * SRO 486(I)/2006 dated 22.05.2006		
a. Laundry Supervisor BPS-14	35	i. Matric. ii. Ten years experience in the relevant field in a civil or Armed Forces hospital.
b. Assistant Telephone Supervisor BPS-13	35	i. Matric. ii. Eight years experience and sound technical knowledge of telephone and exchange installation.
c. Photographer Assistant BPS-11	25	Matric with five years experience as photographer under Government or an Organization of repute in public or private sector.
7. Band Master BPS-11	35	i. Matric or army qualification equivalent to matric. ii. Five years experience as band master preferably in Army or Police Department.
8.*Moazzan BPS-11	25	Hafiz-e-Quran
d. Telephone Operator Grade-1 BPS-11	30	i. Matric. ii. Five years experience and sound technical knowledge of telephone and exchange installations.
e. Physical Instructor BPS-11	35	Second class graduate with senior diploma in physical education or equivalent qualification.
11. House Supervisor BPS-9	30	i. Matric with five years experience in the relevant field. Or ii. Ex-serviceman (NCO) with five years

		experience and Army matric qualification.
12. Supervisor BPS-8	30	-do-
13. Telex Operator BPS-7	25	Matric with three years experience in the field.
14. Telephone Operator BPS-7	25	Intermediate. ii) Experience as Telephone Operator/Telephone attendant in T&T Department or Civil Organization having exchange of 25 lines.
15. Gestetner Operator BPS-5	25	Matric. ii) Five years experience as Gestetner Operator.
16. Senior Cook BPS-5	35	Middle passed. Five years experience as cook.
** S.R.O. 1122(I)/2003 dated 20.12.2003		
17. Record Keeper BPS-5	35	Matric. ii) Three years experience in record keeping in Government or in an organization or firm of repute in public or private sector preferably in a hospital.
f. Tailor BPS-5	35	Literate. v) Five years experience as tailor. iii) Passing trade test class-I.
18- Telephone Attendant BPS-5	35	Matric. ii) Two Years in a Telephone exchange.
g. Daftry BPS-2	35	Matric One year relevant experience.
h. Work Taker (BPS-05)	-	Matric One year relevant experience.
21. Cook BPS-2	35	Literate. A. Passing trade test cook class III. iii) Two years experience in the field in a hostel hotel, or Guest house.
22. Pressman (Laundry) BPS-2	35	Literate. ii) Three years experience in the field.
23. Qasid BPS-2 (selection grade of BPS-3)	35	Middle
24. Attendant BPS-1	35	Literate, preferably middle.
25. Chainman BPS-1	35	Literate, preferably middle.
26. Flag Bearer BPS-1	35	-do-
27. Farash BPS-1	35	-do-
28. Cleaner /Helper BPS-1	35	Skilled, having experience in a workshop.
29. Laborer BPS-1	35	Literate. Five years experience as labourer.
30. Massalchi /Bearer	35	Primary. Five years experience in the field.
31. Naib Qasid BPS-1	35	Middle
32. Process server BPS-1	25	Literate, preferably middle.
33. Staff Bearer BPS-1	25	-do-
34. Tape Man BPS-1	25	-do-
33. Washerman BPS-1	35	Literate. Five years experience as washerman.
35. Chowkidar BPS-1	35	Literate, preferably middle.
36. Field Chowkidar BPS-1	35	-do-

37. Jareeb Kash BPS-1	35	-do-
38. Orderly BPS-1	35	-do- *Matriculation
39. Pond Attendant BPS-1	35	-do-

N.B (1)

Qualification specified in column 3 of the table should be from a recognized University, Board or Institution, as the case may be. Where no class or division in respect of an academic or professional qualification is specified in column 3 of the table, it should be deemed to be at least second class.

(2) Experience means experience after acquiring the relevant qualification specified in column 3.

* **No. S.R.O. 532(I)/2003 dated 10.06.2003**

- i. **Promotion.** Subject to the completion of length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

TABLE

Serial number and cadre post with basic pay scale	Person eligible for promotion to the post specified in column (1)	Minimum qualifications and experience and other conditions.
(1)	(2)	(3)
A. Posts in BPS-19		
* 1. Principal CDA Model School		
A. Posts in BPS-18		
* 1. Photographer-I/Deputy Director (Public Relation Dte) (Omitted) (post was upgraded to BPS-19)	Photographer BPS-17	Five years service in BPS-17 as Photographer
2. Manager Tourism Services	Deputy Manager Tourism Services (BPS-17)	05 year service in the post as specified in column 2
3. Chief Photographer (BPS-18)	Photographer BPS-17)	05 years service in BPS-17 as photographer
B. Posts in BPS-17		
NIL	NIL	Nil
1.*Senior Diver	Diver	5 years experience as Diver in deep-diving.
2.*Khateeb/Pesh Imam	Mosque Service in BPS-16	10 years experience in CDA.
3. Deputy Manager Tourism Services	Tourism Officer Grade-I (BPS-16)	05 year service in the post as specified in column 2
4. Photographer-I (BPS-17)	i). Photographer (BP-16) ii). Still Photographer (BPS-16) iii). Video Cameraman (BPS-16)	Five years service. Seniority cum fitness basis
C. Posts in BPS-16		
1. Photographer-I	Photographer	Ten years service in the post

	Assistant BPS-11	specified in column 2.
2. Naib Khateeb (BPS-16)	Mosque Service in BPS-11	10 years experience in CDA.
2. Tourism Officer Grade-I (BPS-16)	Tourism Officer Grade-II (BPS-15)	03 year service in the post as specified in column 2
D. Posts in BPS-15 and below		
A. Tourism Officer Grade-II (BPS-15)	Tourism Officer Grade-III (BPS-14)	05 year service in the post as specified in column 2
2. Telephone Supervisor BPS-14	Assistant Telephone Supervisor BPS-13	Three years service in the post specified in column 2.
3. Assistant Telephone Supervisor BPS-13	Telephone Operator Grade-I BPS-11	-do-
A. Telephone Operator Grade-I BPS-11	Telephone Operator Grade-II BPS-7	A. Matric. ii) Five years service in the post specified in column 2.
Moazzan (BPS-11)	Mosque Service in BPS-05 to BPS-07	20 years service in CDA
5. Telephone Operator BPS-7	Telephone Attendant	A. Three years service in the specified column 2. ii) Seniority cum fitness. iii) Three (3) good ACRs.
6. Senior Cook BPS-5	Cook BPS-2	Five years service in the post specified in column 2.
A. Qasid BPS-2	Naib Qasid BPS-1	Five years service in the post specified in column 2.

- * S.R.O. 531(I)/2003 dated 30.04.2003
- * S.R.O. 1122(I)/2003 dated 20.12.2003
- * SRO 486(I)/2006 dated 22.05.2006

A. Grant of selection grade. The posts shown in column 1 of the table below shall carry a selection grade as specified in column 2. The authority competent to make appointment to posts in basic pay scale identical to the selection grade shown in column 2 shall approve grant of selection grade to an employee who holds the post shown in column 1 on regular basis and possesses the length of service specified in column 3. The selection grade shall be granted on the basis of seniority-cum-fitness on recommendations of the appropriate Departmental Selection Committee.

TABLE

Serial number and cadre post with basic pay scale in which it is placed.	Selection grade for the post specified in column 1.	Length of service in the post specified in column 1.
(1)	(2)	(3)
A. Daftry BPS-2	20% of posts of Daftry in the selection grade of BPS-5	Five years service in the post specified in column 2.
A. Qasid (BPS-2)	20% of posts of Qasid in the selection grade of BPS-3	-do-
3.Naib Qasid (BPS-1)	20% of posts of Naib Qasid in the selection grade of BPS-2	-do-

NO.CDA-7(01)-HRD-III/VI/2017/950 dated 28.10.2019

MUNICIPAL ADMINISTRATION CADRE**PART – A****SANCTIONED STRENGTH**

S.No	Cadre post with basic pay scale	Total number of sanctioned post	Total number of posts in each BPS	Remarks
	A. <u>Posts in BPS-18</u>			
1	*Deputy Director Sanitation	1		The post was re designated as Dy: Director (Sanitation & Waste Management)
2	*Dy: Director Waste Management	1		The post was re designated as Dy: Director (Establishment & Admin)
3	*****Fire & Rescue Chief/ Commander USAR (BPS-18)	1		
4.	Chief Fire Operation	1		
5.	Deputy Chief (Training Administration)	1	6	Redesignated as Additional Director
1	B. <u>Posts in BPS-17</u> Assistant Director(Encroachment/Enforcement Section, Dte. of Municipal Administration)	1		
2	<u>Assistant Director</u> (Bazar Management, Dte. of Municipal Administration)	1		
3	<u>Assistant Director</u> (Sanitation)	1		
	<u>C-Posts in BPS-16</u>			
1.	Fire Officer (Fire Headquarter, Dte. of Municipal Administration)	1		
2.	Chief Sanitary Superintendent (Dte. of Municipal Administration)	1		
3.	Grave Yard Officer (Dte. of Municipal Administration)	1		
4.	***Graphic Designer	1		
5.	*****Assistant Deputy Chief (Fire Audit & Prevention) (BPS-16)	1		
6.	*****Assistant Deputy Chief (Fire & Rescue) (BPS-16)	1		
7.	Assistant Deputy Chief	2		
8.	Incharge Hazard Material Forensic	1	9	
*No. S.R.O 784 (I)/2000 dated. 19.10.2000				
	<u>D-Posts in BPS-15 and below</u>			
1	*****Incharge(Disaster Assessment) (BPS-14)	1		

2	*****Incharge (Disaster Operations) (BPs-14)	1		
3	*****Search & Rescue Team Leader (BPS-14)	1		
4	*****Logistics & Base Incharge (BPS-14)	1		
5	*****Incharge (E.O.C) (BPS-14)	1		
6	*****Incharge (Fire Safety Audit /Fire prevention (BPS-14)	1		
7	*****InchargeCommunity Liaison/PR (BPS-14)	1		
8	Chief Sanitary InspectorBPS-13	5		
9	Chief Inspector Weekly Bazar	2		
10	Auto Storekeeper	1		
11	Assistant Market InspectorBPS-11	1		
12	*Fire InstructorBPS-10	2		
13	****Sanitary Inspector BPS-10	20		Post of Sanitary Inspector BPS-10 was converted as Food Inspector BPS-10 in health services Dte
14	Bazar Inspector BPS-10	8		
15	*****Safety incharge USAR (BPS-10)	1		
16	*****Instructor (BPS-10)	1		
17	Sanitary Supervisor BPS-8	88		
18	Fire Control Supervisor BPS-8	28		
19	Bazar SupervisorBPS-8	15		
21	Grave Yard SupervisorBPS-8	1		
22	Leading FiremanBPS-6	66		
23	Fireman BPS-5	402		
24	Tyre vulcanizing man	1		
25	Auto Electrician	4		
25	Dog ShooterBPS-3	3		
27	Mate BPS-2	166		
28	Ghussala (Male/Female)BPS-1	6		
29	Grave Digger BPS-1	34		
30	Khakrobe (Cleaner) BPS-1	1964		
31	**Truck Loader (BPS-1)	16	2842	
Total Cadre Posts			2863	

* No. S.R.O 784 (I)/2000 dated. 19.10.2000

*NO.CDA-7(01)HRD-III/2012/Sec-VI/539 dated 07.02.2012

**No.CDA-7(01)/HRD-III/Sec-VI/2021/1355 dated 03.12.2021

***No.CDA-7(07)/HRD-III/2007/Sec-VI/227 dated 12.1.2008

****No.CDA-7(01)/HRD-III/2007/Sec-VI/987 dated March-2008

*****No.CDA-7(18)-HRD-III/Sec-VI/2008/957 dated 08.03.2008

PART – B**METHOD OF APPOINTMENT ETC.**

1. **Method of appointment.** (1) Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

TABLE

Serial number and cadre post with basic pay scale	Ratio of appointment		
	Initial appointment	Appointment by promotion	Appointment by transfer
(1)	(2)	(3)	(4)
A. Posts in BPS-18			
1. Deputy Director (Civil Defense) Dte. of Municipal Administration	33%	67%	-
2. Dy: Director Waste Management	100%-	--	
3.*****Fire & Rescure Chief/ Commander USAR (BPS-18)	50%	50%	
B. Posts in BPS-17			
1. Assistant Director (Encroachment/Enforcement Section, Dte. of Municipal Administration)	33%	67%	-
2. Assistant Director Bazar Management, Dte. of Municipal Administration)	33%	67%	-
3. Assistant Director (Sanitation)	33%	67%	-
*****Dy:Chief (Fire & Rescure)/Dy: Commander USAR (BPS-17)	100% recruitment (one time) onward 50% initial	50% Promotion	
*****Dy: Chief (Transport, Equipment & Logistics) (BPS-17)	100% promotion (one time) onward 50% initial	50% Promotion	
*****Dy: Chief (Training Administration) on contract basis (BPS-17)	100% initial recruitment		
4. FiremanBPS-5	100%	-	-
5. Dog ShooterBPS-3	100%	-	-
6.Mate BPS-2	-	100	-
7.Ghussal (Male/Female)BPS-1	100%	-	-
8.Grave DiggerBPS-1	100%	-	-
9. Khakrobe (Cleaner)BPS-1	100%	-	-
C. Posts in BPS-16			
1. Fire Officer (Fire Headquarter, Dte. of Municipal Administration)	50%	50%	-
2. *deleted			-
3. Chief Sanitary Superintendent (Dte. of Municipal Administration)	50%	50%	-

4. Grave Yard Office (Dte. of Municipal Administration)	50%	50%	-
5. Graphic Designer	100%	-	-
6. *****Assistant Deputy Chief (Fire Audit & Prevention) (BPS-16)	100% recruitment (one time) onward 50% initial	50% Promotion	
7.*****Assistant Deputy Chief (Fire & Rescure) (BPS-16)	100% recruitment (one time) onward 50% initial	50% Promotion	
D. Posts in BPS-15 and below			
1.*****Incharge (Disaster Assessment) (BPS-14)	100% recruitment (one time) onward 40% initial	60% Promotion	
2.*****Incharge (Disaster Operations) (BPs-14)	100% recruitment (one time) onward 40% initial	60% Promotion	
3. *****Search & Rescue Team Leader (BPS-14)	100% recruitment (one time) onward 40% initial	60% Promotion	
4.*****Logistics & Base Incharge (BPS-14)	100% initial recruitment	-	
5.*****Incharge (E.O.C) (BPS-14)	100% recruitment	-	
6.*****Incharge (Fire Safety Audit /Fire prevention (BPS-14)	100% recruitment (one time) onward 40% initial	60% Promotion	
7.*****Incharge Community Liaison/PR (BPS-14)	100% initial recruitment	-	
1. Chief Sanitary Inspector BPS-13	-	100%	-
2.Chief Inspector Weekly Bazar	50%	50%	-
3.Auto Storekeeper	50%	50%	-
2. Assistant Market InspectorBPS-11	-	100%	-
3. *deleted			-
4. Fire InstructorBPS-10	-	100%	-
5. Sanitary InspectorBPS-10	-	100%	-
6.Bazar Inspector BPS-10	25%	25%	-
7.*****Safety incharge USAR (BPS-10)	100% initial recruitment	-	
8. *****Instructor (BPS-10)	100% Promotion	-	
9. Sanitary Supervisor BPS-8	100%	-	-
10. Fire control SupervisorBPS-8	100%	-	-
11. Bazaar SupervisorBPS-8	90%	10%	-
12. Bazaar InspectorBPS-8	50%	50%	-
13. Grave Yard SupervisorBPS-8	90%	10%	-

14. Leading FiremanBPS-6	50%	50%	-
12.Tyre Vulcanizing Man	100%	-	-
13.Auto Electrician	100%	-	-
12. *deleted			-

*** No. S.R.O 784 (I)/2000 dated. 19.10.2000**

(2) if a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non-availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

(3) Nothing contained in sub para (1) and (2) shall prevent a post being filled by deputation or contract if in the opinion of the Chairman it is expedient to do so in the interest of the Authority.

2. **Initial appointment.** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limit prescribed in regulation 4.10.

TABLE

Serial number and cadre post with basic pay scale	Maximum Age (In years)	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
A. Posts in BPS-18 1. Deputy Director (Civil Defense) (Dte. of Municipal Administration)	35	i) A Master's degree not below second class. ii) Qualified in Civil Defense Course. iii) Five years experience in BPS-17 and above or equivalent in the field of Civil Defense in Government or in an organization or firm of repute in public or private sector or in local bodies like Municipal Corporation/ Cantonment Board
Dy: Director Waste Management	35	1. B.E (Civil) 1 st Class. 2. A 2 nd Class Masters degree in Environmental Engineering preferably having the background of Geo-Technical Engg. 3. Five years experience in relevant field.
*****Fire & Rescue Chief/ Commander USAR (BPS-18)	35	(i) Masters Degree preferably MBA (ii) At least 05 years relevant Managerial Experience. (i) Proficient in using computer
B. Posts in BPS-17 1. Assistant Director Encroachment/ Enforcement Section, Dte. of Municipal Administration.	30	i) A Master's degree not below second Class preferably in Commerce. ii) Three years experience as Staff Officer Civil Staff Officer Civil Defense/Assistant Fire Officer of equivalent under Government or in an Organization or firm of repute in public or private sector or in local bodies.
2. Assistant Director (Bazar Management, Dte. of Municipal Administration)	30	-do-
3. Assistant Director (Sanitation)	30	i) A Master's degree not below second class. ii) Diploma in sanitation. iii) Three years experience in the relevant field under Government or an organization or firm of repute in public or private sector or in local bodies.
*****Dy: Chief (Fire & Rescue)/Dy: Commander USAR (BPS-17)	30	(i) Masters Degree in social Sciences (ii) At least 03 years relevant Managerial Experience. Preferable n the field of Emergence and Rescue Services. (iii) Proficient in using computer
*****Dy: Chief (Transport, Equipment & Logistics) (BPS-17)	30	(i) B.SC/BE (Mechanical) (ii) At least 3 years experience in the field of managing large transport fleet, warehouses Experience in using latest computer software regarding Logistics and stock

		Management will be preferred. (ii) Proficient in using computer
*****Dy: Chief (Training Administration) on contract basis (BPS-17)	30	(i) MBA (HRM) (ii) At least 3 years post qualification experience in the filed of Training and administration. (iii) Proficient in using computer
C. Posts in BPS-16		
1. Fire Officer (Fire Headquarter, Dte. of Municipal Administration)	28	i) A Bachelor's degree not below second class with three years experience in the field of fire service. ii) Qualification in Station Fire Officers Course from Civil DefenseAcademy. iii) Qualified in Fire prevention Officers Course. iv) Qualified as General Instructor from Civil DefenseAcademy. v) Should know how to drive motor vehicle and fire engine and possess a valid license.
2. *deleted		
3.Chief Sanitary Superintendent (Dte. of Municipal Administration)	28	i) A Bachelor's Degree (Second Class). ii) Three years administrative experience. iii) Diploma or certificate in Sanitation.
4. Grave Yard Officer (Dte. of Municipal Administration)	28	Bachelor's degree (in second division) and religious knowledge in the relevant field. Two years administrative experience.Ex-JCOs would be preferred.
5. *****Assistant Deputy Chief (Fire Audit & Prevention) (BPS-16)		(i) Graduate in 2 nd Div. (ii) Relevant 2 years experience preferred (iii) International experience/course in the field of Fire, Search & Rescue preferred (iv) Proficient in using computer
6.*****Assistant Deputy Chief (Fire & Rescue) (BPS-16)		(i) Graduate in 2 nd Div. (ii) Relevant 2 years experience preferred (iii) International experience/course in the field of Fire, Search & Rescue preferred (iv) Proficient in using computer
D. Posts in BPS-15 and below		
1.*****Incharge (Disaster Assessment) (BPS-14)		(i) F.Sc/F.A (ii) Station Fire Officer's Course (iii) Rescue Course. (iv) Fire Safety and prevention officer's course (v) Must know driving (vi) Relevant experience preferred
2.*****Incharge (Disaster Operations) (BPs-14)		(i) F.Sc/F.A (ii) Station Fire Officer's Course (iii) Rescue Course. (iv) Fire Safety and prevention officer's course (v) Planning and organization (vi) Must know driving (vii) Relevant experience preferred
3. *****Search & Rescue Team Leader (BPS-14)		(i) F.Sc/F.A (ii) Station Fire Officer's Course (iii) Rescue Course. (iv) Fire Safety and prevention officer's

		<p>course</p> <p>(v) Planning and organization</p> <p>(vi) Must know driving</p> <p>(vii) Relevant experience preferred</p>
4.*****Logistics & Base Incharge (BPS-14)		<p>(i) F.Sc/F.A</p> <p>(ii) Planning and organization</p> <p>(iii) Relevant experience preferred</p>
5.*****Incharge (E.O.C) (BPS-14)		<p>(i) BIT/Tele Communication</p> <p>(ii) Relevant experience preferred</p>
6.*****Incharge (Fire Safety Audit /Fire prevention (BPS-14)		<p>(i) F.Sc/F.A</p> <p>(ii) Station Fire Officer's Course</p> <p>(iii) Rescue Course.</p> <p>(iv) Fire Safety and prevention officer's course</p> <p>(v) Planning and organization</p> <p>(vi) Must know driving</p> <p>(vii) Relevant experience preferred</p>
7.*****Incharge Community Liaison/PR (BPS-14)		<p>(i) Master PR/Mass communication/ Journalism</p> <p>(ii) Relevant experience</p> <p>(iii) Must have writing and speaking skills in English</p>
1. Chief Sanitary Inspector BPS-13	28	A Bachelor's degree in second class. Diploma/Certificate in Sanitation. Experience in the relevant field preferable.
2. Assistant Market Inspector (BPS-11)	28	Inter commerce certificate/Diploma in Commerce (in second class).
3. *deleted	-	-
4. Fire Instructor BPS-10	25	<p>i) Intermediate (in second Division)</p> <p>ii) Qualified in Fire Prevention Officers Course.</p> <p>iii) Experience in the relevant field preferable.</p>
5. Sanitary Inspector BPS-10	25	<p>i) Intermediate (in second Division).</p> <p>ii) Diploma/Certificate in Sanitation.</p> <p>iii) Experience in the relevant field preferable.</p>
6. Bazar Inspector BPS-10	25	<p>i. Bechelor degree in 2nd class</p> <p>ii. Diploma certificate in sanitation .</p> <p>iii. Three years in relevant field</p> <p>OR</p> <p>Matriculate with 7 years experience in the relevant field.</p>
7.*****Safety incharge USAR (BPS-10)		<p>(i) F.Sc/F.A</p> <p>(ii) Station Fire Officer's Course</p> <p>(iii) Rescue Course.</p> <p>(iv) Fire Safety and prevention officer's course</p> <p>(v) Planning and organization</p> <p>(vi) Must know driving</p> <p>(vii) Relevant experience preferred</p>
8. *****Instructor (BPS-10)		<p>(i) F.Sc/F.A</p> <p>(ii) Station Fire Officer's Course</p> <p>(iii) Rescue Course.</p> <p>(iv) Fire Safety and prevention officer's course</p> <p>(v) Must know driving</p> <p>(vi) Relevant experience preferred</p>

* No. S.R.O 784 (I)/2000 dated. 19.10.2000		
6. Sanitary Supervisor BPS-8	25	i. Intermediate in 2 nd class Three years experience in administration/ marketing
7. Fire Control Supervisor BPS-8	25	Intermediate (in second Division. Experience in the relevant field preferable.
8. Bazaar Supervisor BPS-8	25	i. Intermediate in 2 nd class. ii. Diploma certificate in sanitation. iii. Three year in relevant field or Matriculate with 7 years experience in the relevant field.
9. Bazaar Inspector BPS-8	25	A Bachelor's degree in second Division Ex-service man of the rank of at least Naib Subedar.
10. Grave Yard Supervisor BPS-8	25	Matric (Second Division) Or An ex-Serviceman not below the rank of Naib Subedar.
11. Leading Fireman BPS-6	25	i) Matric. ii) Leading Fireman Course. iii) Should possess valid license for driving heavy traffic vehicles (HTV).
12. Demonstrator (Civil Defense) BPS-5	25	i) Matric 2 nd Division. ii) Basic sectional course in rescue, first-aid or fire fighting or basic civil defense course.
13. Fireman BPS-5	25	i) Middle. ii) Fireman Course.
14. Dog Shooter BPS-3	35	i) Middle. ii) Possessing valid arms license. iii) Ex-service man possessing valid arms license.
15. Mate BPS-2	35	i) Literate, preferably middle passed, with previous experience in the relevant field.
16. Ghussals BPS-1 (Male/Female)	35	i) Literate. ii) Experience in giving "ghussal" to the dead body.
17. Grave Digger BPS-1	35	Literate.
18. Khakrobe (Cleaner) BPS-1	25	Literate.
19. *Truck Loader (BPS-1)	35	Literate with strong physique

N.B (1) Qualification specified in column 3 of the table should be from a recognized University, Board or Institution, as the case may be. Where no class or division in respect of an academic or professional qualification is specified in column 3 of the table, it should be deemed to be at least second class.

(2). Experience means experience after acquiring the relevant qualification specified in column 3.

3. **Promotion.** Subject to the completion of the length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

TABLE

Serial number and cadre post with basic pay scale	Person eligible for promotion to the post specified in column (1)	Minimum qualifications and experience and other conditions.
(1)	(2)	(3)
A. Posts in BPS-18		
1. Deputy Director (Civil Defense)	Assistant Director BPS-17	Five years service in the post specified in column 2.
*****Fire & Rescue Chief/ Commander USAR (BPS-18)	Dy: Chief (Fire & Rescue) Dy: commander USAR (BPS-17)	(i) 05 years Dy: Chief (Fire & Rescue)
B. Posts in BPS-17		
1. Assistant Director	Fire Officer BPS-16 Staff Officer (Civil Defense) BPS-16 Chief Sanitary Superintendent BPS-16 Grave yard Officer BPS-16	Five years service in the post specified in column 2 with successful completion of the prescribed courses in Civil Defense and Fire service.
1. *****Dy: Chief (Fire & Rescure)/Dy: Commander USAR (BPS-17)		Five years service as Assistant Deputy Chief (Fire Audit & Prevention)/Assistant Dy: Chief (Fire & Rescue)(BPS-16)
2. *****Dy: Chief (Transport, Equipment & Logistics) (BPS-17)		Five year service as Logistics & Base Incharge (BPS-14)
C. Posts in BPS-16		
1. *****Assistant Deputy Chief (Fire Audit & Prevention) (BPS-16)		Five year service as Incharge (Disaster Assessment)/Incharge (Disaster Operation)/Search & Rescue Team Leader Incharge (Fire Safety Audit/Fire Prevention) (BPS-14)
2. *****Assistant Deputy Chief (Fire & Rescue) (BPS-16)		Five year service as Incharge (Disaster Assessment)/Incharge (Disaster Operation)/Search & Rescue Team Leader Incharge (Fire Safety Audit/Fire Prevention) (BPS-14)
1. Fire Officer	Fire Instructor BPS-10	Ten years service in the post specified in column 2.
2. deleted		
3. Chief Sanitary Superintendent	Chief Sanitary Inspector BPS-13	-do-

4. Grave Yard Officer	Grave Yard Supervisor BPS-8	-do-
* No. S.R.O 784 (I)/2000 dated. 19.10.2000		
D. Posts in BPS-15 and below		
1.*****Incharge (Disaster Assessment) (BPS-14)		Five years services as Safety officer USAR/ Instructor (BPS-10)
2.*****Incharge (Disaster Operations) (BPs-14)		Five years services as Safety officer USAR/ Instructor (BPS-10)
3. *****Search & Rescue Team Leader (BPS-14)		Five years services as Safety officer USAR/ Instructor (BPS-10)
6.*****Incharge (Fire Safety Audit /Fire prevention (BPS-14)		Five years services as Safety officer USAR/ Instructor (BPS-10)
1. Chief Sanitary Inspector BPS-13	Sanitary Inspector BPS-10	Five years service in the post specified in column 2.
2. Assistant Market Inspector BPS-11	Bazaar Supervisor BPS-8 Bazaar Inspector BPS-8	-do-
3. *deleted		
4. Fire Instructor BPS-10	Fire Control Supervisor BPS-8	i) Should be matriculate. ii) Five years service in the post specified in column 2. iii) Should have successfully completed Fire prevention officers course.
5. Sanitary Inspector BPS-10	Sanitary Supervisor BPS-8	Five years service in the post specified in column 2.
6. *****Instructor (BPS-10)		(i) Should be matriculate. (ii) Five years service as FCS (BPS-8). (iii) should have successfully completed Fire prevention officers course
7. Fire Control Supervisor BPS-8	Leading Fireman BPS-6	i) Three years service in the post specified in column 2. ii) Should have passed leading Fireman's course. iii) Should have passed civil Defense Govt. Institute Course.
8. Grave-yard Supervisor BPS-8	Grave Digger BPS-1	i) Matric. ii) Three years service in the post specified in column 2.
9. Leading Fireman BPS-6	Fireman BPS-5	Three years service in the post specified in column 2.
10. Mate BPS-9	Khakrobe (Cleaner) BPS-1	Ten years service in the post specified in column 2.
* No. S.R.O 784 (I)/2000 dated. 19.10.2000		

**CAPITAL DEVELOPMENT AUTHORITY
SECRETARIATE**

1. **S.R.O** () –In exercise of powers conferred by section 51 of the Capital Development Authority Ordinance. 1960 (Ord.No. XXIII of 1960), read with sections 37 and 38 thereof, the Capital Development Authority is pleased to make the following further amendments /additions in the CDA Volume-II, appendix –II, Employees Service Regulations, 1992 as being expedient, namely.

PLANNING AND DESIGN CADRE

PART – A

SANCTIONED STRENGTH

S.No. Cadre Post with basic pay Scale	Total number of sanctioned post	Total number of posts in each BPS	Remarks
(1)	(2)	(3)	(4)
<u>A-Posts in BPS-20</u>			
1.* Director General (Planning) (Planning Wing)	1	1	
<u>B-Posts in BPS-19 with special pay Rs. 300/-</u>			
1. Deputy Director General (Planning) (Planning Wing)	1	1	
<u>C. Posts in BPS-19</u>			
1. Director	2		
2. Chief Landscape Architect	1		
3. **Director Master Planning	1		Redesignated from the post of Director Arch (Building Design)
***4. Director Housing Society	1		
5. Director Architect	6	11	Mostly post redesignated
<u>D-Posts in BPS-18</u>			
1. Deputy Director Planning	12		
2. Deputy Director Arch	04	16	
<u>E-Posts in BPS-17</u>			
1. Landscape Architect (Landscaping Unit, Planning Wing)	1		
2. Architect (Dte. of Architecture, Design Wing)	1		
3. Town Planner (Urban Planning Dte. Planning Wing)	19	21	
<u>F-Posts in BPS-16</u>			
1. Assistant Industrial Planning Officer (Industrial Planning Unit, Planning Wing)	1		
2. Assistant Architect (Dte. of Architecture DesignWing)	1		

3. Assistant Town Planner (Urban Planning Dte. and Master Plan Cell, Planning wing	2		
4.***Senior Building Inspector Grade-II (BPS-16)	14		
<u>G-Posts in BPS-15 and below</u>			
1. Town Planning Assistant BPS-14	1		
2. Architectural Assistant BPS-14	1		
3.*Senior Architectural Draftsman, BPS-13	5		
4.**Building Inspector Grade-I (BPS-13)	21		
5.*Junior Architectural Draftsman, BPS-11	4		
6. Modeller BPS-7	3		
7.*Ferro Machine Operator BPS-6	3		
8.*Ferro Printer BPS-5	3	26	
Total Cadre Posts		67	

- * S.R.O. 955(I)/2004, dated 30.11.2004
- * No.CDA-7(90)/HRD-III/2010/Sec-VI/4083 dated 24.12.2010
- ** NO.CDA-7(01)-HRD-III/2019/Sec-VI/803 dated 18.09.2019; CDA Board decision dated 14.06.2019.
- *** No.CDA-7(01)-HRD-III(VI)/2021/1016, dated 06.09.2021
08th Board Meeting held on 16-08-2021
- ****No.CDA-7(01)-HRD-III(VI)/2018/1160, dated 22.11.2018
10th Board Meeting held on 02-8-2018.

PART – B

METHOD OF APPOINTMENT ETC

1. **Method of appointment.** (1) Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

TABLE

Serial number and cadre posts with basic pay scale (1)	Ratio of appointment		
	Initial appointment (2)	Appointment by promotion (3)	Appointment by transfer (4)
	A. Posts in BPS-20		
1. Director General (Design) (Design Wing)	-	100%	-
2. Director General (Planning) (Planning Wing)	--	100%	

B. Posts in BPS-19 with special pay Rs. 300/-			
1. Deputy Director General (Planning) (Planning Wing)	-	100%	-
C. Posts in BPS-19			
1. Director	25%	75%	-
2. Chief Landscape Architect	25%	75%	-
3. Director Housing Society	25%	75%	-
D. Posts in BPS-18			
1. Deputy Director	25%	75%	-
E. Posts in BPS-17			
1. Landscape Architect (Landscaping Unit, Planning Wing)	75%	25%	-
2. Architect (Dte. of Architecture, Design Wing)	75%	25%	-
3. Perspective Maker (Design Wing)	75%	25%	-
4. Assistant Director (Architecture) (Dte. of Architecture, Design Wing)	75%	25%	-
5. Town Planner (Urban Planning Dte. Planning Wing)	75%	25%	-
F. Posts in BPS-16			
1. Assistant Industrial Planning Officer (Industrial Planning Unit, Planning Wing)	100%	-	-
2. Assistant Architect (Dte. of Architecture Design Wing)	-	100%	-
3. Assistant Town Planner (Urban Planning Dte. and Master Plan Cell, Planning wing)	50%	50%	-
4. Assistant Planning and Research Officer (Traffic Engineering Cell, Planning Wing)	100%	-	-
5. Senior Building Inspector Grade-II (BPS-16)	-	100%	-
G. Posts in BPS-15 and below			
1. Town Planning Assistant BPS-14	100%	-	-
2. Architectural Assistant BPS-14	-	100%	-
3. Building Inspector BPS-13	100%	-	-
*4. Senior Architectural Draftsman, BPS-13	50%	50%	-
5. Building Inspector Grade-I (BPS-13)	100%	-	-
6. Junior Architectural Draftsman, BPS-11	50%	50%	-
7. Modeller BPS-7	75%	25%	-
8. Ferro Machine Operator BPS-6	67%	33%	-
9. Ferro Printer BPS-5	100%	-	-

*. S.R.O. 955(I)/2004.dt: 03.11.2004

**No.CDA-7(90)/HRD-III/2010/Sec-VI/4083 dated 24.12.2010

**23rd Board Meeting held on 21.12.2010

(2) If a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non-availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

(3) Nothing contained in sub para (1) and (2) shall prevent a post being filled by deputation or contract if in the opinion of the Chairman it is expedient to do so in the interest of the Authority.

PART – B

METHOD OF APPOINTMENT ETC

1. **Method of appointment.** A candidate for initial appointment must possess the qualification and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limit prescribed in regulation 4.10.

TABLE

Serial number and cadre posts with basic pay scale	Maximum age (in years)	Minimum qualification, experience and other conditions
(1)	(2)	(3)
A. Posts in BPS-20	50	
1. Director General (Design) (Design Wing)		i) Degree (Five years) in Architecture with membership of the Royal Institute of British Architects or an equivalent foreign post-graduate qualification ii) Should be a registered member of the Pakistan Council of Architects and Town Planner. iii) Seventeen years experience in the field of Architecture.
2. Director General (Planning) (Planning Wing)	50	(i) Master's degree in a major discipline relating to Town Planning or City and Regional Planning to be determined by the Board at the time of direct recruitment. (ii) Registration with Pakistan Council of Architects and Town Planners. (iii) 17 years experience in the relevant field in a responsible position equivalent to BPS-17 or above in Government or an organization or firm of repute in public or private sector
B. Posts in BPS-19 with special pay Rs. 300/-		
1. Deputy Director General (Planning) (Planning Wing)	45	i) Master's degree in Town Planning or City and Regional Planning. ii) Twelve years experience in the relevant field

C. POSTS IN BPS-19		
1. Director	45	i) AMTP/London or Degree or Diploma in Town Planning/Architecture. Preference to FRIBA/ARIBA or FRICS/ARICS. ii) Twelve Years experience in the Relevant field.
2. Chief Landscape Architect	45	-do-
D. POSTS IN BPS-18		
1. Deputy Director	35	AMPT/London or Degree or Diploma in Town Planning/Architecture. Preference to FRIBA or ARIBA or FRICS or ARICS or Degree in Architecture/Landscape Architecture.
E. POSTS IN BPS-17		
1. Landscape Architect (Landscaping Unit, Planning Wing)	30	Degree or Diploma in Architecture/PCAPT with three years experience in the relevant field.
2. Architect (Dte. of Architecture, Design Wing)	30	-do-
3. Perspective Maker (Design Wing)	30	-do-
4. Assistant Director (Architecture) (Dte. of Architecture, Design Wing)	30	-do-
5. Town Planner (Urban Planning Dte. Planning Wing)	30	i) B.Sc degree in City and Regional Planning. ii) Three years experience in a Planning office as Town Planner.
F. POSTS IN BPS-16		
1. Assistant Industrial Planning Officer (Industrial Planning Unit, Planning Wing)	28	B.Sc degree in Industrial Engineering /Planning.
2. Assistant Architect 3. (Dte. of Architecture Design Wing)	28	
3. Assistant Town Planner (Urban Planning Dte. and Master Plan Cell, Planning wing)	28	i) Matric with three years Diploma in Civil/Architectural draftsmanship. ii) Seven years practical experience in the relevant field.
4. Assistant Planning and Research Officer (Traffic Engineering Cell, Planning Wing)	28	Bachelor's degree (second Division) with Statistics as a subject and three years experience of data processing and analyzing technique.
G. POSTS IN BPS-15 AND BELOW		
1. Town Planning Assistant BPS-14	25	i) Matric with three years Diploma course in Civil/Architectural draftsmanship. ii) Three years practical experience in the relevant field.
2. Architectural Assistant BPS-14	25	i) Matric (Second Division). ii) Diploma in Architecture.
3. Building Inspector Grade-I BPS-13	25	Matric with Diploma in Draftsmanship / Civil Engineering.
<u>Notification dated 25.02.2010, whereby all Building Inspectors were upgraded to BPS-16 shall not be applicable to Building Inspector Grade-I (BPS-13).</u>		

* 4. Senior Architectural Draftsman (BPS-13)	25	Recommended to be re-named as Head Draftsman/Senior Draftsman/Building Inspector(BPS-16). 100% promotion from Civil Draftsman/Architectural Draftsman/ Building Inspector (BPS-11/13 to BPS-16)
* S.R.O 955(I)/2004 dt: 3.11.2004.		
* 5. Junior Architectural Draftsman (BPS-11)	25	(a) Matric with three years diploma in Architectural draftsman-ship.
6. Modeller (BPS-7)	25	i) Matric with Drawing. ii) One year course in tracing. iii) Five years experience in the relevant field.
7. Ferro Machine Operator BPS-6	25	Matric with Drawing.
8. Ferro Printer BPS-5	25	-do-

* S.R.O 955(I)/2004 dt: 3.11.2004.

**No.CDA-7(90)/HRD-III/2010/Sec-VI/4083 dated 24.12.2010

**23rd Board Meeting held on 21.12.2010

N.B (1) Qualification specified in column 3 of the table should be from a recognized University, Board or Institution, as the case may be. Where no class or division in respect of an academic or professional qualification is specified in column 3 of the table, it should be deemed to be at least second class.

(2) Experience means experience after acquiring the relevant qualification specified in column 3.

3.**Promotion.** Subject to the completion of the length of service in basic pay scale 17 and above specified in regulation 4.20 for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

TABLE

Serial No. Cadre Post with basic pay Scale	Person eligible for promotion to the posts specified in column (1)	Minimum qualifications and experience and other conditions.
(1)	(2)	(3)
A. Posts in BPS-20		
1. Director General (Design) (Design Wing)	Deputy Director General BPS-19 + special pay Rs. 300	i) Seventeen years service in BPS-17 and above. ii) Seven years service in the post of Deputy Director General/Director.
2.**Director General (Planning) (Planning Wing)	Deputy Director General Planning (BPS-19)+ special pay/ Director (BPS-19)	i) Seventeen years service in BPS-17 and above. ii) 12 years service in case of

		direct recruitment in BPS-18 or (iii) Five years service in BPS-19 in case of direct recruitment in BPS-19 not having any Government experience in BPS-19
B. Posts in BPS-19 with special pay Rs. 300/-		
1. Deputy Director General	Director BPS-19 Chief Landscape Architect BPS-19	i) Twelve years service in the BPS-17 and above. ii) Three years service in the post specified in column 2.
C. Posts in BPS-19		
1 * Director * Chief Landscape Architect	Deputy Director (BPS-18)	i) Twelve years service in the BPS-17 and above. ii) Five years service in the post specified in column 2.
D. Posts in BPS-18		
1. Deputy Director	Landscape Architect BPS-17 Architect BPS-17 Perspective Maker BPS-17 Assistant Director (Architecture) BPS-17 Town Planner BPS-17	Five years service in the post specified in column 2.
E. Posts in BPS-17		
1. * Landscape Architect * Architect * Perspective Maker * Assistant Director (Architecture)	Assistant Architect BPS-16	Five years service in the post specified in column 2
5. Town Planner	* Assistant Industrial Planning Officer BPS-16 * Assistant Town Planner BPS-16 Assistant Planning and Research Officer BPS-16	-do-
F. Posts in BPS-16		
1. Assistant Architect	Architectural Assistant BPS-14 Selection grade BPS-16	Five years service in the post specified in column 2
2. Assistant Town Planner	Town Planning Assistant BPS-14 and selection grade BPS-16	-do-
3. Senior Building Inspector Grade-II (BPS-16)	Building Inspector Grade-I (BPS-13)	Five years service in the post specified in column 2
G. Posts in BPS-15 and below		
1. Architectural Assistant BPS-14	* Building Inspector BPS-13 * Senior Architectural Draftsman BPS-13	Three years service in the post specified in column 2
2. Senior Architectural Draftsman, (BPS-13)	Junior Architectural Draftsman (BPS-11)	100% promotion BPS-16
3. Junior Architectural Draftsman, BPS-11	Modeller BPS-7	i) Three years service in the post specified in column 2. ii) Matric with two years

		certificate (Grade-II) in draftsmanship.
4. Modeller BPS-7	Ferro Machine Operator BPS-6	Three years service in the post specified in column 2
5. Ferro Machine Operator BPS-6		-do-

No.CDA-7(90)/HRD-III/2010/Sec-VI/4083 dated 24.12.2010
23rd Board Meeting held on 21.12.2010

4. **Grant of Selection grade.** The posts shown in column 1 of the table below shall carry a selection grade as specified in column 2. the authority competent to make appointment to posts in basic pay scale identical to the selection grade shown in column 2 shall approve grant of selection grade to an employee who holds the post shown in column 1 on regular basis and possesses the length of service specified in column 3. The selection grade shall be granted on the basis of seniority-cum-fitness on recommendations of the appropriate Departmental Selection Committee.

Serial number and cadre post with basic pay scale in which it is placed	Selection grade for the post specified in column 1	Length of service in the post specified in column 1
(1)	(2)	(3)
1.* Town Panning Assistant BPS-14 * Architectural Assistant BPS-14	25% of the total posts of Town Planning Assistant and Architectural Assistant in the selection grade of BPS-16	Five years service in the post specified in column 1.

STORE CADRE**PART –A****SANCTIONED STRENGTH**

S.No.	Cadre post with basic pay scale	Total number of number of sanctioned post	Total number of posts in each BPS	Remarks
(1)	(2)	(3)	(4)	(5)
<u>B-Posts in BPS-17</u>				
1. Store Officer		1	1	
<u>D-Posts in BPS-15 and below</u>				
1. Store Keeper (Medical) BPS-12		2		
2.Store Keeper (General) BPS-12		8		
3.Assistant Store keeper (BPS-7)		13		
4.Store man (BPS-5)		11		
5.Store Munshi (BPS-5)		02		

TRANSPORT CADRE**PART – A****SANCTIONED STRENGTH**

S. No Cadre post with basic pay scale		Total number of sanctioned Post	Total number of posts in each BPS	Remarks
(1)	(2)	(3)	(4)	(5)
<u>A-Posts in BPS-17</u>				
1. Assistant Director		2	1	
B. Posts in BPS-16				
1. Transport Officer		7	3	
<u>C-Posts in BPS-15 and below</u>				
1. Transport Assistant BPS-14		2		
2. Foreman (Auto) BPS-10		10		
3. Operator-cum-Driver BPS-9		7		
4. Tipper Driver BPS-9		1		
5. Driver HTV BPS-9		123		
6. Tractor Driver BPS-7		1		
7. Mechanic BPS-5/6		2		
8. Junior Mechanic BPS-5/7		41		
9. *Driver LTV BPS-4		696		
10. Tractor Operator BPS-7		76		
10. *Despatch Rider BPS-4		9		
11. Bus Conductor BPS-3		3		
12. Dak Runner BPS-1		8		
13. Vehicle Cleaner BPS-1		34	316	
Total cadre posts			320	

50% of Drivers and Dispatch Riders to be granted BPS-5, 6 and 7 according to para-4 of Part B, appendix 2 relating to Transport Cadre.

PART – B

1. **Method of appointment.** (1) Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment, promotion or transfer in the ratio specified against each post.

TABLE

S. No Cadre post with basic pay scale (1)	Ratio of appointment		
	Initial appointment (2)	Appointment by promotion (3)	Appointment by transfer (4)
A. Posts in BPS-17			
1. Assistant Director	-	100%	-
B. Posts in BPS-16			
1. Transport Officer	67%	33%	-
C. Posts in BPS-15 and below			
1. Transport Assistant	50%	50%	-
2. Operator-cum-Driver BPS-9	100%	-	-
3. Tipper Driver BPS-9	100%	-	-
4. Driver S.V BPS-7	100%	-	-
5. Tractor Driver BPS-7	100%	-	-
6. Mechanic BPS-7	50%	50%	-
7. Junior Mechanic BPS-5	100%	-	-
8 *Driver BPS-4	99.5%	0.5%	-
9. Tractor Operator BPS-7	100%	-	-
10. * Despatch Rider BPS-4	85%	15%	-
11. Bus Conductor BPS-3	50%	50%	-
12. Dak Runner BPS-1	100%	-	-
13. Vehicle Cleaner BPS-1	100%	-	-

(2) If a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient to fill the post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion proposed to be filled by initial appointment as aforesaid cannot be filled due to non-availability of a suitable candidate despite advertisement, it may be filled by transfer with the previous consent of the employee proposed to be so appointed.

(3) Nothing contained in sub para (1) and (2) shall prevent a post being filled by deputation or contract if in the opinion of the chairman it is expedient to do so in the interest of the Authority.

2. **Initial appointment.** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below subject to relaxation in the age limit prescribed in regulation 4.10.

TABLE

S. No Cadre post with basic pay scale	Maximum age (in years)	Minimum qualifications experience and other conditions
(1)	(2)	(3)
A. Posts in BPS-17		
1. Assistant Director	30	Bachelor's degree in Auto Mobile Engineering with ten years experience in the relevant field.
B. Posts in BPS-16		
1. Transport Officer		i) Matric (Second division) ii) Diploma in Auto Engineering iii) Five years experience. iv) Possession of valid driving license. Or Ex-JCO (vehicle mechanic) with ten years experience.
C. Posts in BPS-15 and below		
1. Transport Assistant BPS-11		I. Matric. II. Diploma in auto engineering. III. Five years experience in the relevant field. iv) Possesses a valid driving license for LTV and preferably for HTV. Or Ex-JCO (vehicle mechanic) with ten years experience.
2. Operator-cum-Driver BPS-9		Matric with HTV license and three years experience. Preferably ex-Army Driver.
3. Tipper Driver BPS-9	35	-do-
4. Driver S.V BPS-7	35	-do-
5. Tractor Driver BPS-7	35	-do-
6. Mechanic BPS-7	25	i) Matric. ii) Three years certificate in auto-repairs. iii) Highly skilled in auto repairs. Qualifying trade test as may be specified. iv) Five years experience as mechanic.
7. Junior Mechanic BPS-5	25	i) Matric. ii) Three years certificate in Auto-repairs. iii) Skilled in auto-repairs job. iv) Qualifying trade test as may be specified.
8 * Driver BPS-4	35	I) Middle. ii) Should possess a valid LTV License.

		iii) Three years experience in the relevant field. Note: Preference will be given to Ex-Army driver.
9. Tractor Operator BPS-7	35	-do- *Matriculation
10. *Despatch Rider BPS-4	35	i) Middle. ii) Should possess a valid driving license for Motor Cycle/ Scooter and LTV license. iii) Three years experience in the relevant field.
11. Bus Conductor BPS-3	35	i) Middle. ii) Three years experience in the relevant field.
12. Dak Runner BPS-1	35	Middle.
13. Vehicle Cleaner BPS-1	35	-do- *Matriculation

N.B (1) Qualification specified in column 3 of the table should be from a recognized University, Board or Institution, as the case may be. Where no class or division in respect of an academic or professional qualification is specified in column 3 of the table, it should be deemed to be at least second class.

- (2) Experience means experience after acquiring the relevant qualification specified in column 3.
(3) Age will be relaxed for Ex-Army personnel.

* **No. S.R.O. 532(I)/2003.dated 10.06.2003**

3. **Promotion.** Promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on a regular basis and possess the qualifications and experience specified in column 3.

TABLE

S. No Cadre post with basic pay scale	Person eligible for promotion to the post specified in column (1)	Minimum qualifications and experience and other conditions.
(1)	(2)	(3)
A. Posts in BPS-17		
1. Assistant Director	Transport Officer BPS-16	Five years service in the post specified in column 2.
B. Posts in BPS-16		
1. Transport Officer	Transport Assistant BPS-11	-do-
C. Posts in BPS-15 and below		
1. Transport Assistant BPS-11	*Operator-cum-Driver BPS-9 *Tipper Driver BPS-9 *Driver S.V *Tractor Driver BPS-7 *Driver BPS-5/6/7 *Despatch Rider BPS-5/6/7 * Mechanic BPS-7	i) Matriculate 2 nd Division. ii) Three years certificate in auto repairs. Persons with diploma in engineering shall be preferred. iii) Fifteen years service in the post specified in column 2. iv) Should possess valid driving licence for LTV and preferably also for HTV. v) Selection may be made

		through a written competitive examination for promotion at the discretion of Member concerned in such subjects and with such pass marks as may be specified by him. The prospective candidates may also be interviewed by the Departmental Promotion Committee/Member concerned.
2. Mechanic BPS-7	Junior MechanicBPS-5	i) Five years service in the post specified in column 2. ii) Should have qualified prescribed trade test.
3. Driver BPS-4	Bus Conductor BPS-3	i) Middle. ii) Seven years service in the post specified in column 2. iii) Should possess valid driving licence for LTV and also HTV if driving heavy transport vehicle. *Matriculation
4. Despatch Rider BPS-4	Dak RunnerBPS-1	i) Middle. ii) Should possess a valid driving licence for LTV and motor cycle/scooter.
5. Bus ConductorBPS-3	Vehicle cleanerBPS-1	i) Middle. ii) Seven years experience in the post specified in column 2 iii) Should possess valid driving licence for LTV and also HTV if driving heavy transport vehicle.

* No. S.R.O. 532(I)/2003.dated 10.06.2003

4. Grant of pay in basic pay scales 5, 6 and 7 to drivers and to dispatch riders. (1) Drivers and dispatch riders equal to 50% of the total posts of drivers and despatch riders respectively in basic pay scale 4 may be granted pay in basic pay scale 5, 6 and 7 in that cadre on the basis of seniority-cum-fitness, subject to the following conditions:

- i) Pay may be allowed in basic pay scale 5 after completion of five years service as driver or dispatch rider,
- ii) Pay may be allowed in basic pay scale 6 after completion of ten years of service as driver or dispatch rider; and
- iii) Pay may be allowed in basic pay scale 7 after completion of fifteen years of service as driver or dispatch rider.

(2) Pay in the higher scale shall be allowed with the approval of the Member (Administration) on the recommendation of the appropriate Departmental Selection Committee if the performance of the driver or , as the case may be, dispatch rider, during t he period prescribed for the grant of the pay scale 5, 6 or, as the case may be, 7 has been satisfactory and during the preceding five years no adverse remark has been earned or any penalty imposed.

- (3) Pay may be allowed in basic pay scale 9 to those drivers who possess a valid heavy transport vehicle driving license and are posted as driver of heavy vehicles. Scale 9 shall be admissible only for the period during which heavy vehicles are actually driven.

Appendix-3**Regulation 4.12****TO BE PUBLISHED IN THE NEXT ISSUE OF
GAZETTE OF PAKISTAN EXTRA ORDINARY PART-II**

Government of Pakistan
Cabinet Secretariat
Establishment Division

Islamabad, the 19th August, 2020

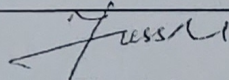
NOTIFICATION

S.R.O. No. 747(1)/2020.- In exercise of the powers conferred by sub-section (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973) read with Notification No.S.R.O.120(1)/98, dated the 27th February, 1998, the Prime Minister is pleased to direct that the following amendments shall be made in the Civil Servants(Appointment, Promotion & Transfer) Rules, 1973, namely:-

In the aforesaid Rules, in rule 14, the words "prescribed by the Federal Government from time to time" will be replaced by the words "as prescribed below"

Merit	7.5%
Punjab (including Federal Area of Islamabad)	50 %
Sindh	19 %
The share of Sindh will be further sub-allocated in the following ratio:	
Urban areas namely Karachi, Hyderabad and Sukkur	40 % of 19 % or 7.6 %
Rural areas i.e. rest of Sindh excluding Karachi Hyderabad and Sukkur.	60 % of 19 % or 11.4 %
Khyber Pakhtunkhwa	11.5 %
Balochistan	6 %
Newly merged Districts of Khyber Pakhtunkhwa(Ex-FATA)	3 %
(This share shall not be merged into Khyber Pakhtunkhwa and be observed independently for next 10 years in conjunction with the ten-year Development Plan devised to bring the Ex-FATA at par with the Khyber Pakhtunkhwa socially and economically).	
Gilgit-Baltistan	1 %
Azad Kashmir	2 %

F. No. 4/3/90-R-II


(Masroor Hussain)
Section Officer

Appendix-5
*(Regulation 14.01)

BPS Number	Basic pay scale
1	13550-430-26450
2	13820-490-28520
3	14260-580-31660
4	14690-660-34490
5	15230-750-37730
6	15760-840-40960
7	16310-910-43610
8	16890-1000-46890
9	17470-1090-50170
10	18050-1190-53750
11	18650-1310-57950
12	19770-1430-62670
13	21160-1560-67960
14	22530-1740-74730
15	23920-1980-83320
16	28070-2260-95870
17	45070-3420-113470
18	56880-4260-142080
19	87840-4530-178440
20	102470-6690-196130
21	113790-7420-217670
22	122190-8710-244130

Authority: *Finance Division O.M F.No.1(2)-Imp/2022-283 dated 01.07.2022.
CDA adoption No.CDA-FW(G)-44(28)(pay/allowances)/2022/01 dated
14.07.2022