



THE GAZETTE OF PAKISTAN

PUBLISHED BY AUTHORITY

ISLAMABAD, ___day___Month, 2018

Government of Pakistan

Ministry of National Health Services, Regulations & Coordination

Notification

Islamabad, the2018

In exercise of Powers conferred by section 22 of the Pakistan Health Research Council Act 2016 (XII of 2016), Federal Government, is pleased to make the following Rules, namely;

Chapter I

INTRODUCTORY

1. **Short title and commencement.** (1) These Rules may be called the **Pakistan Health Research Council Employees (Service) Rules, 2018.**
 - (2) They shall come into force at once
2. **Application:** These Rules shall apply to all the employees appointed on regular basis pursuant to these Rules and section 20 of the Act and shall not apply to;
 - (1) The Executive Director;
 - (2) The employees appointed on deputation or on contract unless their terms of appointment or contract make these Rules applicable; and
 - (3) Employees paid from contingencies.
3. **Interpretation:** The Federal Government shall be the final authority for the interpretation of these Rules and any supplementary instructions issued in connection with these Rules. All Rules made under section 22 of the Act in so far as they relate to matters provided.

4. **Definitions.** (1) In these Rules, unless there is anything repugnant in the subject or context:-

- a. "Government" means Federal Government of Pakistan;
- b. "Act" means Pakistan Health Research Council Act, 2016 No. F. 9 (33)/2015-Legis, Act No. XII of 2016;
- c. "Board" means the Board of Governors of the Pakistan Health Research Council;
- d. "Executive Director" means Executive Director of PHRC appointed under section 14 of the Act by the Federal Government on the recommendations of the Board;
- e. "Council" means the Pakistan Health Research Council (PHRC), Islamabad;
- f. "Appointing Authority" as described in Section 6 (c) of PHRC Act 2016 and Rule 9 (1) of these Rules.
- g. "Authority" and "Authorized Officer" as described in Rule 26 (2) of these Rules.
- h. "Employee" means a person who holds a post in the Council but shall not include;
 - i. The Executive Director;
 - ii. A person who is appointed on deputation to the Council or;
 - iii. A person who is employed on contract or work charge or daily wages basis or is paid out of contingency.
- i. "Promotion/ Selection Committee" means Committee constituted as in Rule 9 (1) of these Rules.
- j. "Schedule" means the schedule to these Rules.
- k. "Discipline" means disciplines specified in Rule 14 (1) of these Rules.

(2) All other words and expressions used but not defined shall have the same meaning as in the rules applicable to employees of the Federal Government.

CHAPTER-II

DESIGNATION OF POSTS, PAY AND ALLOWANCES

5. Designation of Posts: The designations of posts in the Council and the method of appointment shall be as prescribed in Schedule-1 of these Rules, as amended from time to time.

6. Pay: (1) The basic pay scales and all allowances prescribed by the Federal Government shall be applicable to employees of the Council as revised from time to time.

Provided further that where an employee has, under an order which is later set aside, been dismissed or removed from service or reduced in rank, he shall, on the setting aside of such an order, be entitled to such arrears of pay, as the authority setting aside such order may determine.

(2) The fixation of pay shall be governed by the relevant provision in the Fundamental and Supplementary Rules as well as the instructions issued by the Federal Government from time to time.

Provided that pay on initial appointment shall be fixed at the minimum scale of pay but in case of a person who possesses additional experience or special qualification, the appointing authority may, for reasons, to be recorded in the writing, allow a higher initial pay in the scale not exceeding six premature increments.

7. Allowances: (1) **House Rent Allowance:** The council will provide the house requisition facility to its employees at specified station as described in Pakistan Allocation Rules 2004 as amended from time to time. Where no such facility is provided, the employee will be entitled to draw House Rent Allowance at the rate applicable to the employees of the Federal Government as revised from time to time.

(2) **Conveyance Allowance:** The employees of the council posted at the specified station(s) would be entitled to draw Conveyance Allowance at the rates and on the conditions as applicable to the employees of the Federal Government as revised from time to time.

(3) **Health Allowance:** Health Allowance to the employees of the Council will continue to be paid as prescribed by the Federal Government as revised from time to time.

(4) **Health Risk Allowance:** Health Risk Allowance will be paid to the employees of the Council as prescribed by the Federal Government as revised from time to time.

(5) **Compensatory Allowance:** All other compensatory allowance / concession having general applicability to the Federal Government employees would also be admissible at prescribed rates to the employees of the Council as revised from time to time.

(6) **Travelling Allowance:** All the employees of PHRC shall be entitled to the travelling allowance as prescribed by the Federal Government as revised from time to time.

(7) **Qualification Allowance:** All the employees of PHRC shall be entitled to the qualification allowance as prescribed by the Federal Government as revised from time to time.

(8) **Computer Allowance:** All the employees of PHRC shall be entitled to the computer allowance as prescribed by the Federal Government as revised from time to time.

(9) **Medical Allowance:** All the employees of PHRC shall be entitled to the medical allowance as prescribed by the Federal Government as revised from time to time.

Chapter-III

Appointments, Probation, Confirmation, Promotion and Seniority

8. Appointment: (1) appointment to posts in the Council may be made by the following methods:

- a. Initial recruitment
- b. Promotion
- c. Transfer

(2) Appointment to various posts shall be made in accordance with the methods given against the post in Schedule-1 to these Rules;

(3) For initial appointment to a post a candidate must possess the educational qualifications and experience and must be within the age limit, mentioned against the post in the Schedule-II.

(4) Direct recruitment to all the posts shall be made after advertisement in the press and in accordance with the merit, regional and provincial quota as prescribed by the Federal Government from time to time. Where in a case, the quota cannot be observed, sanction of the Federal Government shall be obtained before making appointment to such post.

(5) The appointment of a person on deputation to the Council from the Federal or a Provincial Government departments or a local bodies or a body or an organization setup by or under such a Government or on contract may be made by the appointing authority on such terms as are applicable to person appointed on deputation or on contract by the Federal Government.

(6) An appointment on a current charge basis or by additional charges may be made by the authority competent to make appointment to the post concerned on such terms and conditions as prescribed by the Federal Government Rule

(7) The percentage of the posts reserved for direct recruitment as well as for promotion of employees in the Council will be as in Schedule-II. The quota for direct recruitment will be as prescribed by the Federal Government from time to time

9. Appointing Authority and Departmental Promotion Selection Committee:

(1) Subject to the Section 6 (c) of the Act, there shall be the following Promotion/Selection Committee for making recommendations for appointments to the posts in the Council, namely:

Sr. No.	Post	Promotion / Selection Committee		Approving Authority
1.	Chief Executive / Head of the Organization	a. Federal Minister / Minister of State/ Advisor b. Secretary of the administrative Ministry c. Senior Joint Secretary / Joint Secretary of the administrative Ministry d. Director General (Health) of the administrative Ministry e. Chairman may co-opt an additional member as and when required	Chairman Member Member Member Member cum Secretary	Prime Minister
2.	Post in BPS-20	a. Secretary of the administrative Ministry b. Executive Director, PHRC c. Senior Joint Secretary / Joint Secretary of the administrative Ministry d. Director General (Health) of the administrative Ministry e. Chairman may co-opt an additional member as and when required	Chairman Member Member Member Member cum Secretary	Prime Minister
3.	BPS-17-19	a. Executive Director, PHRC b. Senior Joint Secretary / Joint Secretary of the administrative Ministry c. Director General (Health) of the administrative Ministry c. Joint Executive Director of the relevant field d. Chairman may co-opt an additional member as and when required	Chairman Member Member Member cum Secretary	Secretary of the administrative Ministry
4.	BPS-11-16	a. Joint Executive Director, PHRC b. Research Director/Principal Research officer c. Deputy Secretary of the administrative Ministry d. Dy. Director (Admin), PHRC e. Chairman may co-opt an additional member as and when required	Chairman Member Member Member cum Secretary	Executive Director, PHRC
5.	BPS-01-10	a. Research Director/Principal Research officer b. Deputy Director (Admin), PHRC c. Section Officer (BS-18) of the	Chairman Member Member	Joint Executive Director, PHRC

		administrative Ministry d. Chairman may co-opt an additional member as and when required	Member cum Secretary	
--	--	---	----------------------------	--

10. **Conditions of appointment:** (1) No person who is not citizen of Pakistan shall be eligible for appointment to any post under the Council.

(2) No person married to a national of a foreign country shall be appointed to a post in the Council except with the prior approval of the Federal Government.

(3) A candidate for appointment to any post shall not be less than 18 years of age.

(4) The appointment of a person shall be subject to the verification of his character and antecedents to the satisfaction of the appointment authority.

12. **Probation:** (1) Appointment to a post whether by direct recruitment or by promotion or transfer shall be on probation for a period of one year.

(2) In the event of an employee failing to show satisfactory progress during period of probation, the competent authority may, at its discretion, extend the period of probation for a maximum period of one year, as may be specified at the time of appointment or dispense with his/her services without assigning any reason.

(3) On the successful completion of probation period the appointing authority shall, by specific order terminate the probation.

(4) If no order is passed under sub-rule (2), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended.

(5) In the absence of an order under sub-rule (3) the period of probation shall on the expiry of the extended period under sub-rule (1) & (4) be deemed to have been successfully completed.

Provided that an employee shall not be deemed to have successfully completed his period of probation until his character and antecedents have been verified as satisfactory in the opinion of the Appointing Authority.

13. **Confirmation:** (1) Subject to the availability of a regular post, any employee shall on satisfactory completion of his probation be eligible for confirmation in his post.

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

14. **Disciplines and Seniority:** (1) The research staff will be placed in one of the following disciplines;

a. Bio Medical

- b. Biological
- c. Public Health

(2) All the current officers of the Council, on commencement of these Rules shall be assigned to one of the above Disciplines, depending on their choice and suitability of their qualification in the same grade.

(3) The appointing authority shall cause a seniority list of the employees in a discipline or cadre in a basic pay scale; but nothing contain, shall be construed to confer any vested right to a particular seniority in any discipline or cadre.

(4) Subject to the provision of sub-Rule (3), the seniority of an employee shall be reckoned in relation to other employees belonging to the same Discipline, and the same basic pay scale, from the date of his regular appointment in the Discipline or Cadre.

Provided, on commencement of these Rules and the current officers allocation to a certain Discipline, the inter se seniority in a discipline in the same grade shall reckon from the date of regular appointment to that grade.

(5) Subject to the provisions of sub-rule (3), the seniority in research posts having similar nomenclature and basic pay scale will be maintained separately on the basis of Discipline of such post.

(6) If two or more persons are appointed through an earlier open advertisement or selection, their inter seniority will be determined in the order of merit assigned by Selection Board.

(7) If only one candidate is appointed in open advertisement or selection, his seniority will count from the date of joining.

(8) If the person was already holding the same post on temporary basis, his seniority in the post will count from the date of regular appointment to the post.

15. Departmental Promotion: (1) Persons promoted to higher posts on the recommendations of the Selection Committee, of an earlier date shall rank senior to those promoted on the recommendations of a later date.

(a) A person eligible for promotion, who is inadvertently omitted from consideration in the original reference and is subsequently considered and promoted, he will take his seniority with the original batch.

(b) When in a single reference, the Selection Board is asked to recommend more than one person and the recommendation of the Selection Board is held up in respect of one or more such persons for want of complete paper etc or for reasons beyond the control of the persons, the recommendation of the Selection Board in respect of such person when made subsequently will be

deemed to have been made on the date when the recommendation in respect of the original batch was made.

(2) Persons approved by the competent authority for promotion to higher posts in the same batch shall retain the same seniority on promotion as they were enjoying in the lower post. In case the date of continuous appointment of two or more persons in the lower post is the same, and there is no specific rule whereby their inter-seniority in the lower post can be determined, the person older in age shall be treated as senior.

(3) The seniority of department promotees will count from the date of their regular promotion to the higher post. The word regular implies that:

- (a) The promotion to higher post was made in vacancies reserved for departmental promotion in accordance with the prescribed Rules.
- (b) The promotion to higher post was made on the recommendation of the Selection Board with the approval of the competent authority, and
- (c) In the event of the prescribed departmental promotion quota being exceeded in any particular case, the seniority of the person promoted in excess of the quota shall count only from the date from which the promotion would have been made if the quota has been strictly followed.

16. Departmental Promotion Vis-à-vis Direct Recruitment: Persons promoted to the higher post in a particular calendar year shall as a class be senior to those appointed by direct recruitment in the same calendar year.

17. Conditions/eligibility for Promotion: (1) In order to be eligible for promotion to a higher post, an employee must fulfill the conditions of eligibilities prescribed in sub-Rule (5) below and performance standard.

(2) All posts in basic pay scale-18 and below shall be deemed to be non-selection posts and promotion to non-selection posts shall be made on the basis of seniority-cum-fitness.

(3) All posts in basic pay scale-19 and above shall be selection posts and promotion to selection posts shall be made strictly on the basis of merit.

(4) A panel of at least three employees of relevant cadre shall be considered by the Promotion Committee for promotion on seniority-cum-fitness basis.

(5) Promotion to the posts mentioned in column 2 in Schedule-II shall be made from amongst the persons who hold the posts specified in column 5 on a regular basis and fulfill the conditions prescribed in column 6 of the same Schedule.

(6) Failing promotion, the post may be filled by direct recruitment and failing that by transfer (appointment by transfer) from amongst the persons holding appointment on regular basis in the Council and in the same pay scale in which the post to be filled exists provided the

person concerned possesses the qualifications / experience prescribed for direct recruitment to the post concerned.

CHAPTER IV

RETIREMENT, RESIGNATION AND TERMINATION OF SERVICE

18. Retirement from Service: An employee shall retire from Service:-

- (1) On completion of the sixtieth years of his age, or
- (2) Voluntarily on completion of 25 years of qualifying service.

19. Resignation from Service: (1) An employee may resign from his post by giving notice in accordance with the Rules of the Federal Government.

(2) Notwithstanding the provision of sub-Rule (1) above, an employee shall continue to perform his duties till such time as his resignation is formally accepted by the Appointing Authority.

(3) An employee, who after resigning, absents from duty before the acceptance of his resignation in writing, shall be liable to disciplinary action for misconduct.

(4) The appointing authority at his discretion may, in the interest of the Council, refuse to accept the resignation of an employee.

20. Termination of Service: (1) The service of an employee may be terminated without notice during the initial or extended period of his probation provided that where an employee is appointed by promotion on probation, his service shall not be so terminated so long as he holds a lien against his former post, but he shall be reverted to his former post.

(2) On the abolition of a post or reduction in the number of posts in a cadre, if the service of an employee are required to be terminated, it shall, be the one who is the most junior in cadre.

(3) Notwithstanding the provision of Sub-Rule (1) but subject to the provision of sub-Rule (2) the service of an employee in temporary employment shall be liable to termination on 14 days' notice or pay in lieu thereof.

21. Employment after Retirement: A retired employee of the Council having exceptional qualification and research experience may be re-employed in the service of the Council provided that such re-employment is necessary in the interest of Council and is made with the approval of Federal Government.

22. Posting: An employee shall be liable to serve on any post in the Head Office or any research centre of the Council as may be determined by the Executive Director.

23. Training: An employee may be required to undergo training within or outside Pakistan at any time and for any duration on such terms and conditions as may be specified from time to time by the Federal Government.

24. Joining Time: The employee shall be entitled to the joining time on transfer, training abroad or within the country on such terms and conditions as admissible to the employees of the Federal Government in comparable scale.

CHAPTER V

LEAVE

25. Leave: An employee shall be entitled to such leave as is admissible to employee of the Federal Government under the Revised Leave Rules, 1980 as amended from time to time. In the case of the Head of the Organization, the competent authority to grant leave, including casual leave, shall be Secretary of the administrative Ministry.

CHAPTER VI

Discipline and General Conduct

26. General Conduct and Discipline: (1) The employees shall, for the purpose of conduct and discipline be governed by the Government Servant (Conduct) Rules, 1964 and Government Servant (Efficiency & Discipline) Rules, 1973 prescribed by the Federal Government as amended from time to time.

(2) The following are designated as Authority and Authorized Officer in respect of employees of Council:-

S. No.	Government Servants	Authority	Authorized Officer	Appellant Authority
1.	Chief Executive Officer / Head of the Organization	Prime Minister	Any Officer to be nominated by the Authority	Prime Minister
2.	Employees holding posts in BPS-20 or equivalent	Prime Minister	Any Officer to be nominated by the Authority	Prime Minister
3.	Employees holding posts in BPS-17-19 or equivalent	Secretary of the administrative Ministry	Any Officer to be nominated by the Authority	Federal Minister/Minister of State / Advisor of the Administrative Ministry
4.	Employees holding posts in BPS-11-16 or equivalent	Executive Director, PHRC	Any Officer to be nominated by the Authority	Secretary of the Administrative Ministry
5.	Employees holding posts in BPS-01-10 or equivalent	Joint Executive Director, PHRC	Any Officer to be nominated by the Authority	Executive Director, PHRC

27. Record of Service: (1) Service records of each employee shall be maintained in such form as practiced by the Federal Government.

(2) Annual Confidential Reports about the work and conduct of each employee, except employees in BPS-1 and 2, shall be recorded in such form as prescribed by the Federal Government.

(3) An employee shall not have access to his confidential report. However, the adverse remarks, if any, shall immediately be communicated with a copy of the report to the employees concerned for remedial measures and improvement, or representation against adverse remarks and requests for their expunction in accordance with the Rules/instructions of the Federal Government.

CHAPTER VIII

MISCELLANEOUS

26. Medical Facilities: The employees of the Council will be governed by the Rules on the subject as may be prescribed by the Council, from time to time, with the prior approval of the Federal Government.

29. Residential Accommodation: The employees of the council will be governed by the Pakistan Allocation Rules 2004 as amended from time to time on the subject.

30. Retirement Benefits: The employees of the Council shall be entitled to such retirement benefits as are admissible to the civil servants and governed by the pension rules of the Federal Government as amended from time to time.

31. Prime Minister Assistance Package: The Prime Minister Assistance Package prescribed by the Federal Government as revised from time to time shall be applicable to the employees of the Council.

32. In all matters not specifically provided for in these Rules, the Rules and procedures applicable to Federal Government employees, shall apply to the employees of the Council provided that no financial benefits shall there by become admissible unless specifically sanctioned by the competent authority.

**Executive Director
PHRC**

Schedule-1

S No	Name of Post	BPS	Promotion	Direct Recruitment
1.	Executive Director	21	Nil	100%
2.	Joint Executive Director (Biomedical/Biological Sciences)	20	100%	Nil
3.	Research Director / Principal Research Officer / Epidemiologist/ Scientific Research Officer/ Deputy Director (HSR)/ Secretary, NHRC	19	75%	25%
4.	Senior Medical Officer	18	50%	50%
5.	Senior Research Officer	18	50%	50%
6.	Senior Statistical Officer	18	50%	50%
7.	Deputy Director (Administration)	18	50%	50%
8.	Deputy Director (Budget & Accounts)	18	50%	50%
9.	Assistant Director (Administration)	17	Nil	100%
10.	Assistant Director (Budget & Accounts)	17	Nil	100%
11.	Assistant Account Officer	17	Nil	100%
12.	Private Secretary	17	100%	Nil
13.	Statistical Officer	17	Nil	100%
14.	Computer Programmer (G-I)	17	50%	50%
15.	Publication Officer	17	Nil	100%
16.	Librarian	17	Nil	100%
17.	Medical Officer	17	Nil	100%
18.	Research Officer	17	Nil	100%
19.	Sociologist	17	Nil	100%
20.	Superintendent	16	100%	Nil
21.	Stenographer	16	50%	50%
22.	Medical Technologist	16	Nil	100%
23.	Assistant Research Officer	16	Nil	100%
24.	Computer Programmer (G-II)	16	Nil	100%
25.	Assistant	15	75%	25%
26.	Stenotypist	14	Nil	100%
27.	Technical Assistant/ Statistical Assistant	14	Nil	100%
28.	Editorial Assistant	12	Nil	100%

29.	Key Punch Operator (KPO)	12	Nil	100%
30.	Lady Health Visitor (LHV)	11	Nil	100%
31.	Research Assistant	11	Nil	100%
32.	Field Health Assistant	11	Nil	100%
33.	UDC	11	50%	50%
34.	Cataloguer / Photographer/ Curative Paramedics	10	Nil	100%
35.	LDC	9	Nil	100%
36.	Laboratory Technician	9	50%	50%
37.	Medical Technical Assistant	9	Nil	100%
38.	Store Keeper	8	Nil	100%
39.	Lab Assistant	7	Nil	100%
40.	Home Visitor	5	Nil	100%
41.	Driver/ Dispatch Rider/ Duplicate Machine Operator	4	Nil	100%
42.	Library Attendant/ Lab Attendant	2	Nil	100%
43.	Naib Qasid/ Chowkidar / Sweeper/ Khakroobe	1	Nil	100%

Schedule-II

QUALIFICATION, EXPERIENCE, AGE PRESCRIBED, QUOTA FOR DIRECT RECRUITMENT AND PROMOTION

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Joint Executive Director (Biomedical Sciences / Public Health) (BPS-20)	100%	-	Research Director	<p>Ph D (Public Health / Community Medicine / Clinical Sciences) / Post Graduation in Clinical Sciences from university recognized by PMDC/HEC</p> <p>17 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment is in BPS-18 and 12 years if initial appointment is in BPS-19 and</p> <p>05 research projects and 15 publications in PMDC/HEC recognized journals</p>	-	-	-
2.	Joint Executive Director (Biological Sciences) (BPS-20)	100%	-	Principal Research Officer	<p>Ph D (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) from university recognized by HEC</p> <p>17 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment is in BPS-18 and 12 years if initial appointment is in BPS-19 and</p> <p>05 research projects and 15 publications in PMDC/HEC recognized journals</p>	-	-	-

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3.	Research Director (Biomedical /Public Health) (BPS-19)	75%	25%	Senior Medical Officer	MS(PH)/M.Phil in Public Health / Community Medicine / Post Graduation in Clinical Sciences or equivalent from university recognized by PMDC/HEC 12 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment in BPS-18 and 04 research projects and 10 publications in PMDC/HEC recognized journals	MBBS or equivalent recognized by PMDC and MS(PH) /Ph D in Public Health / Community Medicine / Clinical Sciences from university recognized by PMDC/HEC	12 years post qualification experience in relevant field from public/private organization and 04 research projects and 10 publications in PMDC/HEC recognized journals	45
4.	Research Director (Biological) (BPS-19)	75%	25%	Senior Research Officer	MS/M.Phil (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent from university recognized by HEC and 12 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment in BPS-18 and 04 research projects and 10 publications in PMDC/HEC recognized journals	M.Sc (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent and Ph D (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent from university recognized by HEC	12 years post qualification experience in relevant field from public/private organization and 04 research projects and 10 publications in PMDC/HEC recognized journals	45

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5.	Senior Medical Officer (BPS-18)	50%	50%	Medical Officer	05 years experience as Medical Officer and 03 research projects. 05 publications in PMDC/HEC recognized journals	MBBS or equivalent recognized by PMDC and MS(PH)/M.Phil in Community Medicine/Clinical Sciences from university recognized by PMDC/HEC	05 years post qualification experience in relevant field from public/private organization and 03 research projects and 05 publications in PMDC/HEC recognized journals	32
6.	Senior Research Officer (BPS-18)	50%	50%	Research Officer	05 years experience as Research Officer and 03 research projects. 05 publications in PMDC/HEC recognized journals	M.Sc (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent and MS/M.Phil (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent from university recognized by HEC	05 years post qualification experience in relevant field from public/private organization and 03 research projects and 05 publications in PMDC/HEC recognized journals	32

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7.	Senior Statistical Officer (BPS-18)	50%	50%	Statistical Officer	05 years experience as Statistical Officer and 03 research projects 05 Publications in PMDC/ HEC recognized journals.	M.Sc (Statistics) or equivalent and M.Phil (Statistics/Bio-Statistics / Demographic/Applied Statistics) or equivalent from university recognized by HEC	05 years post qualification experience in relevant field from public/private organization and 03 research projects and 05 publications in PMDC/HEC recognized journals	32
8.	Deputy Director (Administration) (BPS -18)	50%	50%	Assistant Director (Administration)	05 year experience as Assistant Director (Administration)	MBA(HRM) or equivalent from university recognized by HEC * LLB degree holder will be given preference OR MPA or equivalent from university recognized by HEC * LLB degree holder will be given preference	05 years post qualification experience in relevant field from public/private organization	32

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
9.	Deputy Director (Budget & Accounts) (BPS -18)	50%	50%	Assistant Director (B&A)	05 years experience as Assistant Director (B&A)	MBA(Finance)/M Com or equivalent from university recognized by HEC OR CA(Inter)/ACMA(Part-III) or equivalent from university recognized by HEC	05 years post qualification experience in relevant field from public/private organization	32
10.	Assistant Director (Administration) (BPS-17)	-	100%	-	-	MBA(HRM) or equivalent from university recognized by HEC * LLB degree holder will be given preference OR MPA or equivalent from university recognized by HEC * LLB degree holder will be given preference	03 years post qualification experience in relevant field from public/private organization	28
11.	Assistant Director (Budget & Accounts) (BPS-17)	-	100%	-	-	MBA(Finance)/M. Com/CA(Inter) or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	28

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
12.	Assistant Accounts Officer (BPS-17)	-	100%	-	-	M.Com or equivalent from university recognized by HEC OR BBA or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	28
13.	Private Secretary (BPS-17)	100%	-	Stenographer	07 years experience as Stenographer with 06 months computer course/certificate.	-	-	-
14.	Statistical Officer (BPS-17)	-	100%	-	-	M. Sc (Statistics) or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	28
15.	Computer Programmer (G-I) (BPS-17)	50%	50%	Computer Programmer (G-II)	05 Years experience as Computer Programmer (G-II)	MCS or equivalent from university recognized by HEC.	03 years post qualification experience in relevant field from public/private organization	28
16.	Publication Officer (BPS-17)	-	100%	-	-	Master in Journalism/Mass Communication or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	28

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
17.	Librarian (BPS-17)	-	100%	-	-	Master in Library Science or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	28
18.	Medical Officer (BPS-17)	-	100%	-	-	MBBS or equivalent recognized by PMDC	02 years post qualification experience in relevant field from public/private organization	28

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
19.	Research Officer (BPS-17)	-	100%	-	-	M.Sc (Bio Chemistry/Molecular Biology/Microbiology/Bio technology) or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	28
20.	Sociologist (BPS-17)	-	100%	-	-	Master in Anthropology/Sociology and Psychology or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	28
21.	Superintendent (BPS-16)	100%	-	Assistant	05 years experience as Assistant with 06 months computer course.	-	-	-
22.	Stenographer (BPS-16)	50%	50%	Stenotypist	05 years experience as Steno typist with 06 months computer course/certificate	Masters or equivalent from university recognized by HEC with One year diploma in IT	02 years relevant experience from public/private organization	25
23.	Medical Technologist (BPS-16)	-	100%	-	-	BS(Medical Technology) or equivalent from university recognized by HEC	02 years relevant experience from public/private organization	25

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
24.	Assistant Research Officer (BPS-16)	-	100%	-	-	M.Sc (Bio Chemistry/Molecular Biology/Microbiology/Bio technology) or equivalent from university recognized by HEC	-	25
25.	Computer Programmer (G-II) (BPS-16)	-	100%	-	-	MCS or equivalent from university recognized by HEC	02 years relevant experience in public/private organization	28
26.	Assistant (BPS-15)	75%	25%	UDC	03 years experience as UDC with 03 months computer course/certificate	Masters or equivalent from university recognized by HEC with 06 months computer course/certificate	01 year relevant experience from public/private organization	25
27.	Steno typist BPS-14	-	100%	-	-	Graduation from university recognized by HEC with 06 months computer course/certificate	03 years relevant experience from public/private organization	25
28.	Technical Assistant (BPS-14)	-	100%	-	-	B.Sc (Medical Technology) or equivalent from university recognized by HEC	03 year relevant experience from public/private organization	25
29.	Statistical Assistant (BPS-14)	-	100%	-	-	B.Sc (with major subject Statistics) or equivalent from university recognized by HEC	03 year relevant experience from public/private organization	25

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
30.	Editorial Assistant (BPS-12)	-	100%	-	-	B.A / B.Sc (With major subject in Journalism / Mass Communication) or equivalent from university recognized by HEC	02 years relevant experience from public/private organization	25
31.	Key Punch Operator (KPO) (BPS-12)	-	100%	-	-	B.A / B.Sc or equivalent from university recognized by HEC	02 years relevant experience from public/private organization	25
32.	Lady Health Visitor (BPS-11)	-	100%	-	-	Matriculation with Science with 02 years diploma in LHV	03 years relevant experience from public/private organization	25
33.	Research Assistant (BPS-11)	-	100%	-	-	F.Sc (Medical Lab Technology) or equivalent or equivalent recognized by HEC	03 years relevant experience from public/private organization	25
34.	Field Health Assistant (BPS-11)	-	100%	-	-	F.A / F.Sc or equivalent recognized by HEC	03 years relevant experience from public/private organization	25

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
35.	UDC (BPS-11)	50%	50%	LDC	03 years experience as LDC with 03 months computer course/certificate	Graduation from university recognized by HEC with 06 months Computer Course/certificate	03 years relevant experience from public/private organization	25
36.	Cataloger (BPS-10)	-	100%	-	-	Bachelor in Library Science or equivalent from university recognized by HEC	03 years relevant experience from public/private organization	25
37.	Photographer (BPS-10)	-	100%	-	-	Graduate	03 years relevant experience from public/private organization	25
38.	Curative Paramedics (BPS-10)	-	100%	-	-	Matriculation with science and one year diploma of dispenser (Duly recognized).	03 years relevant experience from public/private organization	25
39.	LDC (BPS-09)	-	100%	-	-	Intermediate with 03 months Computer Course/Certificate and Typing Speed 30 WPM	03 year relevant experience from public/private organization	25
40.	Laboratory Technician (BPS-09)	50%	50%	Lab Assistant	03 years service as Lab Assistant	F.Sc with Diploma in Medical Technology	03 years relevant experience from public/private organization	25

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
41.	Medical Technical Assistant (BPS-09)	-	100%	-	-	F.Sc with Diploma in Medical Technology	03 years relevant experience from public/private organization	25
42.	Store Keeper (BPS-08)	-	100%	-	-	Intermediate	03 years relevant experience from public/private organization	25
43.	Lab Assistant (BPS - 07)	-	100%	-	-	F.Sc with Diploma in Medical Technology	02 years post qualification experience in relevant field from public/private organization	25
44.	Home Visitor (BPS-05)	-	100%	-	-	F.Sc	03 years relevant experience from public/private organization	25
45.	Driver (BPS-04)	-	100%	-	-	Matriculation having LTV/ HTV license.	03 years relevant experience from public/private organization	25
46.	Dispatch Rider (BPS-04)	-	100%	-	-	Matriculation having Motorcycle license.	03 years relevant experience from public/private organization	25

Sr. No.	Designation with pay scale of the post	Methods of appointment		Conditions for promotion		Conditions for initial appointment		
		Promotion	By initial appointment	Persons eligible	Experience	Qualification	Experience	Age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
47.	Duplicate Machine Operator (BPS-04)	-	100%	-	-	Matriculation	03 years relevant experience from public/private organization	25
48.	Library Attendant (BPS-02)	-	100%	-	-	Matriculation with Science	Experience Preferable	25
49.	Lab Attendant (BPS-02)	-	100%	-	-	Matriculation with Science	Experience Preferable	25
50.	Naib Qasid (BPS-01)	-	100%	-	-	Matriculation	Experience Preferable	25
51.	Chowkidar (BPS-01)	-	100%	-	-	Matriculation	Experience Preferable	25
52.	Sweeper / Khakroob (BPS-01)	-	100%	-	-	Middle	Experience Preferable	25

* The qualifications prescribed in these rules must be from the boards/universities recognized by the relevant body i.e. /Inter Board Committee of Chairman/Council/Higher Education Commission.