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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF HOUSING AND WORKS

(PHA Foundation)

NOTIFICATION

Islamabad, the 7th April, 2020

S.R.O. 302(I)/2020.—In exercise of the powers conferred by the Article 42 of the Articles of Association of the Pakistan Housing Authority Foundation (PHAF), a Company established under Ministry of Housing and Works, under Section 42 of the Companies Ordinance, 1984 and in pursuance of the Resolution of the Board of Directors *i.e.* the competent authority dated 18-02-2020 the PHA Foundation is pleased to make the following Regulations, namely:

**PAKISTAN HOUSING AUTHORITY FOUNDATION EMPLOYEES
(SERVICE) REGULATIONS, 2020**

CHAPTER-I

GENERAL

1. **Short title and commencement.**—(1) These regulations may be called the Pakistan Housing Authority Foundation Employees (Service) Regulations, 2020.

933(1—25)

Price : Rs. 40.00

[5427(2020)/Ex. Gaz.]

(2) It shall come into force at once.

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

- (1) 'Appellate Authority' means the officer or authority next above the authority or appointing authority.
- (2) 'Authority' means the appointing authority or an officer declared as such under these rules.
- (3) 'Board' means the Board of Directors of the Company.
- (4) 'Competent Authority' means the CEO or an officer declared as such under these Regulations or any other law applicable to the Company.
- (5) 'Daily Wager' means a worker engaged on work of purely temporary nature or on daily remuneration basis or against a specified project post.
- (6) 'CEO' means the Chief Executive Officer of the Company.
- (7) 'Contract Service' means service under specified contract for a limited period.
- (8) 'Company' means the PHA Foundation.
- (9) 'Day' means a calendar day.
- (10) 'Departmental Promotion Committee' means a Committee constituted for the purpose of making selection for promotion or transfer to posts under the Company.
- (11) 'Departmental Selection Committee' means a Committee constituted for the purpose to make selection for initial appointment to posts under the Company.
- (12) 'Director' means a member of the Board.
- (13) 'Duty' includes:—
 - (a) Joining time (on first appointment).
 - (b) Service in Company on probation period if followed by confirmation.

- (c) Period of Training in or outside Pakistan after becoming an employee of the Company.
- (d) Period spent in appearing in an authorized and obligatory examination.
- (14) 'Employee' means a person employed in any position in the Company.
- (15) 'Foundation' means PHA Foundation.
- (16) 'Government' means the Federal Government.
- (17) 'Initial Appointment' means appointment made otherwise than by promotion or transfer.
- (18) 'Joining Time' means time allowed to an employee for travel on transfer to a station where he is posted.
- (19) 'Leave' means absence from duty with permission of the competent authority for a specific period.
- (20) 'Pay' means the monthly remuneration, excluding allowances, drawn by the employee in the scale of his post, including technical pay, special pay, personal pay, qualification pay and officiating pay or any other emoluments declared as pay.
- (21) 'Prescribed' means prescribed by these Regulations.
- (22) 'On Probation' means a person employed and placed on probation in or against a regular post.
- (23) 'Project' means any project undertaken or managed by the Company.
- (24) 'Regulations' means PHA Foundation Employees (Service) Regulations, 2020.
- (25) 'Schedule' means schedule to these Regulations.

3. Application: These Regulations shall not apply to:—

1. The Chief Executive Officer and the Directors of the Board appointed / nominated by the Federal Government.

2. Deputationists
3. Any person employed purely on daily wages basis.
4. Work Charged labour
4. **Powers of the Board to Relax Rules:**

Where the Board is satisfied that it is not practicable to comply with any of these Regulations in a particular case or class of cases, the Board may, for reasons to be recorded and subject to such conditions as it may deem fit, relax any of these Regulations.

CHAPTER - II

APPOINTMENT, PROMOTION, TRANSFER, PROBATION AND SENIORITY

5. **Appointment.**—Appointment to various posts in Company may be made by:—

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

6. **Appointment to be made against sanctioned posts.**—All appointments in the PHA Foundation shall be made against sanctioned posts **(Schedule-I)**. The CEO PHAF shall be empowered to transfer any of the posts borne on the setup of the PHA Foundation within the organization.

7. **Creation/Abolition of Post.**—The power for creation/abolition/up-gradation/re-designation/down-gradation of all posts in PHAF shall vests in the Board.

8. **Method of Appointment.**—The method of appointment to the posts in the Company shall be as per Schedule-I of these Regulations.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

9. A candidate must possess the requisite educational qualifications and post qualification experience and must be within the age limits as mentioned against the posts concerned in the Schedule-II to these Regulations provided that:—

- i. "Experience" means, post qualification experience gained in a regular full-time paid job; in the relevant Field, in Government (both federal and Provincial)/Semi-Government or organization of repute.
- ii. The period spent by a candidate in case of obtaining degree of M.Phil or Ph.D in the relevant field shall be treated as practical experience up to a maximum period of two and four years respectively for the purpose of initial appointment, provided that:
 - (a) Candidate who has obtained the degree of M.Phil or Ph.D during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post; and
 - (b) This concession shall not be available for the posts for which the prescribed qualification is M.Phil/Ph.D.
- iii. The maximum age limit may be relaxed in respect of the candidates to the extent as may be specified by the BoD according to the Government policy; and
- iv. Eligibility of candidates shall be reckoned, as on the closing date fixed for submission of applications in accordance with these Regulations.
 - a. Vacancies shall be filled in on all Pakistan basis in accordance with the merit, provincial or regional quota as prescribed by the Government from time to time.
 - b. A candidate for appointment to a vacancy, if the Company so requires shall have to undergo:
 - (1) Trade test, including written test,
 - (2) Interview by a Selection Committee, and
 - (3) Being declared medically fit by the Civil Surgeon.
- v. No deviation from the procedure laid down regarding appointment and promotion shall be made. No person shall, who had previously resigned from the service of the Company be appointed, unless he fulfills the conditions prescribed for direct recruitment.

- a. Provided that the service rendered previously by such an employee shall not count towards fixation of pay, seniority, leave, pension and other benefits;
 - b. Provided further the appointment of such an employee shall, for all purpose be treated as fresh appointment.
- vi. The maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, and Gilgit Biltistan, or as may be specified by the BoD.
- vii. The government servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years.

10. **Conditions for Promotion.**—Appointment by promotions in the Company shall be made amongst the regular officers of the feeding cadre who possess the required qualification and experience through prescribed method as specified in the Schedule II & III of these Regulations provided that:—

- a. An employee possessing such minimum qualifications as may be prescribed shall be eligible for promotion to a post for the time being reserved under these regulations for departmental promotion in the higher scale or group, in accordance with the prescribed manner.
- b. Promotion shall be made on the basis of seniority, fitness and mandatory trainings.
- c. In case a suitable person is not available for promotion to a post required to be filled by promotion the vacancy of any such post will be filled by direct recruitment or by transfer.
- d. Promotion to all posts in the Company shall be made on the recommendation of the Departmental Promotion Committee.
- e. Only those employees who possess the requisite qualification and relevant experience as laid down for the purpose of promotion to a post shall be considered by the Departmental Promotion Committee.

11. **Appointing Authorities.**—The authorities competent for appointments to various posts in the Company shall be as follows, however, all appointments

shall be made through prescribed manner and subject to approval/ clearance by the Board:—

S. No.	Posts	Appointing Authority
1.	Chief Executive Officer	Prime Minister of Pakistan ¹
2.	BS- 19 & 20	Deputy Chairman BOD, PHA-F
3.	BS-11 to 18	Chief Executive Officer
4.	BS-1 to 10	Director Admin/Company Secretary

12. **Departmental Promotion Committee.**—The Departmental Promotion Committees (DPC) shall make recommendations for promotion to various posts as given below:—

S. No.	BPS	Departmental Promotion Committees
1.	BS-19	(i) Chief Executive Officer, PHAF <i>Chairman</i> (ii) Joint Secretary, M/o H&W <i>Member</i> (iii) Director Finance, PHAF <i>Member</i> (iv) Director Admin/Company Secretary, PHAF <i>Member/Secretary</i>
2.	BS-11-18	(i) Director Admin/Company Secretary <i>Chairman</i> (ii) Deputy Secretary (Admin), M/o H&W <i>Member</i> (iii) Director (Finance) <i>Member</i> (iv) Deputy Director (Admin) <i>Member/Secretary</i>
3.	BS 1-10	(i) Deputy Director (Admin) <i>Chairman</i> (ii) Deputy Director (Finance) <i>Member</i> (iii) Section Officer (Admin), M/o H&W <i>Member</i> (iii) Assistant Director (HR) <i>Member/Secretary</i>

13. **Departmental Selection Committee:** The Departmental Selection Committees (DSCs) shall make recommendations for appointment to various posts as given below:—

S. No.	BPS	Departmental Selection Committees
1.	BS-19	(i) Chief Executive Officer, PHAF <i>Chairman</i> (ii) Joint Secretary, M/o H&W <i>Member</i> (iii) Director (Finance) <i>Member</i> (iv) Director Concerned Wing <i>Co-opted Member</i> (v) Director (Admin/Company Secretary, PHAF) <i>Member/Secretary</i>

¹ Appointment to the post of Chief Executive Officer shall be made by the Government on the recommendations of BoD in terms of article 48 of the Articles of Association of PHA Foundation and Companies Ordinance, 1984.

2.	BS-11-18	(i) Director (Admin/Company Secretary) (ii) Deputy Secretary (Admin), M/o H&W (iii) Director (Finance) (iv) Director Concerned Wing (v) Deputy Director (Admin)	<i>Chairman</i> <i>Member</i> <i>Member</i> <i>Co-opted Member</i> <i>Member/Secretary</i>
3.	BS 1-10	(i) Deputy Director (Admin) (ii) Deputy Director (Finance) (iii) Section Officer (Admin), M/o H&W (iv) Assistant Director (HR)	<i>Chairman</i> <i>Member</i> <i>Member</i> <i>Member/Secretary</i>

14. Employment to be for whole time.

Unless otherwise provided, an employee hired on regular basis shall be considered as a whole time employee and his/her services may be utilized as required by the Company with or without any claim for additional remuneration. While the officers posted by Government on deputation basis shall be appointed as per terms and conditions of their deputation.

15. Probation

- a. An initial appointment to a post, not being an appointment on a post on casual basis, and an appointment by promotion or transfer shall be made on probation for a period of one year or until such time as the appointee is confirmed. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended by the competent authority for a further period not exceeding one year at a time. Provided that in the case of initial appointment to a post an employee shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory and he/she is found medically fit.
- b. On the satisfactory completion of the period of probation the competent authority may confirm the employee in his appointment.
- c. The probation period can be reduced in case the CEO is satisfied with the performance of an employee.
- d. If, in the opinion of the head of department the work or conduct of an employee on probation is **un-satisfactory** or shows that he is not likely to become efficient, the Company may terminate his service without any notice.

16. Service and Cadre

(A) Professional Cadres

There shall be two professional cadres of service. Within each cadre, there shall be designation wise distribution of posts, for which separate seniority lists shall be maintained:

- (i) **Technical Cadre:** This cadre will comprise of officers appointed/employed against engineering posts for providing technical assistance to the foundation in projects including feasibility, planning, contract, time, cost, scope management of projects and other engineering related matters and shall possess requisite qualification and experience as mentioned in **Schedule-II**.
- (ii) **General Cadre:** This cadre will comprise of officers appointed/employed against the posts other than technical cadre relating to administration, general procurements, human resource, IT, legal, transport, monitoring, coordination, council, media, finance, audit, reconciliation land, estate, allottees, revenue collection, allottees facilitation (OWO), project launching, marketing and other land/estate and regional offices related matters and shall generally possess basic qualification and experience as mentioned in **Schedule-II**.

(B) Support Staff

This category will comprise of employees who are employed in BS-1 to 16 for providing support services to the respective Professional cadre of the foundation. The details of designations of employees which fall in this category, qualification and experience are provided in **Schedule-III**.

(C) Apportionment

The sanctioned posts from BS-17 to BS-21 shall be apportioned among the two professional cadres as per **Schedule-IV** and nomenclature of these posts shall be as per **Schedule-V**, which can be revised from time to time with the approval of BoD.

17. Seniority & Promotion

- a. **Civil Servants (Seniority) Rules, 1993** as amended from time to time shall be followed *mutatis mutandis* in the PHA Foundation.

- b. **Promotion Policy 2007 and Civil Servants Promotion, (BPS-18 to BPS-21) Rules, 2019** as amended from time to time shall be followed *mutatis mutandis* in the PHA Foundation.

18. **Commencement of Service:** The service of an employee will commence from the date he/she reports for duty at the place and time specified in his/her offer or letter of appointment subject to medical fitness.

19. **Contractual Appointment**

- a. Where under special circumstances, it is not possible to appoint a person, in the prescribed manner, the Foundation may employ any person on contract, for carrying out a specialized assignment or a specific job within a specified time and at a suitable remuneration as approved by the Appointing Authority concerned.
- b. Where under special circumstances due to exigency of tasks required to be performed by the professionals to assist the Company in performing its functions and where the appointment of a person, under the prescribed manner is considered to delay the availability of a required professional, the Company may employ through contract a consultant or advisor, for carrying out a specific assignment or a job requiring specialized expertise within a specified time. Such appointment may be made at suitable remuneration as approved by the Board on case to case basis, after due assessment of the prevailing market rates for the acquisition of similar services.
- c. All appointments which are made on contract basis against BPS-17 and above shall be made by the Board of Directors in the manner prescribed by these regulations. The initial engagement period shall be fixed by the Board of Directors. The CEO shall be competent to grant extension up to two (02) years at a time. Summary of such extensions shall be placed before the Board at least once during a year.

20. **Service on Deputation**

- (1) In case where a person possessing specific skills or expertise is required to assist the Foundation in performing its functions and the required services cannot be immediately availed through direct recruitment, vacant posts in PHAF may be filled by acquiring the services of any person from other Federal/Provincial Government departments or Autonomous/Semi-Autonomous bodies for a period of 3 years extendable by another two (02) years, provided they possess the qualifications, experience etc., prescribed for initial

appointment or promotion. On completion of five years, the officer/official will automatically stand repatriated from PHA-F.

- (2) Unless it is otherwise provided in any specific case, the person on deputation shall be a whole time employee of the Foundation.

21. **Posting and Transfer:** Every employee shall be liable to serve anywhere in Pakistan where Company has its offices and / or operations.

22. **Resignation from Service:** Any employee may resign from service on 30 days' notice in writing in advance or pay in lieu thereof.

23. **Age of superannuation:** The superannuation age for retirement from the Company service will be sixty (60) years or as prescribed by Government from time to time.

CHAPTER-III

MISCELLANEOUS

24. **Leave.**—Government of Pakistan Revised Leave Rules 1980 as amended from time to time shall be followed *mutatis mutandis* in the Company.

25. **Performance Evaluation.**—For performance evaluation of the employees of PHA Foundation, the Establishment Division's booklet "A Guide to Performance Evaluation 2004" as amended from time to time shall be followed *mutatis mutandis* in the Company.

26. **Conduct, Discipline and Efficiency:** Government Servants Conduct Rules 1964 as amended from time to time and Government Servants (Efficiency and Discipline) Rules, 1973 of the Government of Pakistan, Establishment Division as amended from time to time shall be followed *mutatis mutandis* in the Company.

27. **Assistant Director Promotional Examination:** Employees in BS-11 to BS 16 shall be allowed to appear in Assistant Director Promotional Examination against the BS-17 posts reserved for promotion. The Promotional Examination shall be conducted subject to availability of promotional quota posts through third party *i.e.* through well reputed testing agency.

Eligibility Criteria: Following is the criteria to be eligible for applying / appearing in Assistant Director Promotional Examination:

- i. **Educational Qualification:** At least should possess the requisite qualification of initial appointment in relevant category of professional cadres as mentioned in Schedule-II.

- ii. **Age Limits:** A candidate for appearing in the examination must have attained the minimum age of 30 years.
- iii. **Length of Service:**
 - (a) Five (05) years regular service in BS-11 to BS-16 in PHA Foundation.
 - (b) Length of service as at iii (a) above means regular service acquired before or after obtaining the required educational qualification given at para (i) above.
- iv. **Discipline/Penalty:** No disciplinary proceeding is pending and never penalized under E&D Rules, 1973.
- v. **Qualifying Criteria:** The minimum qualifying marks for Assistant Director Promotional Examination shall be at least 50 %.

28. **Time Scale Promotion:** Employees in BS 2 to BS 20 shall be granted next higher time scale on successful completion of continuous service as per Schedule-VI in same grade.

Provided that:

- a. Nomenclature and placement in seniority shall remain un-changed.
- b. Employees upgraded under Time Scale Formula in vogue in Federal Secretariat shall not be entitled for time scale upgradation.
- c. The time scale cannot be claimed as regular promotion/appointment to higher post.
- d. The grant of higher time scale shall be subject to fitness of candidate and recommendation of DPC/Selection Board.
- e. Pay & allowances as well as other fringe benefits will be allowed as per Federal Government policy issued from time to time with regard to grant of higher time scale.

29. **Holidays:** Public holidays to be observed in the Company shall be in line with those of the Federal Government.

30. The Board shall be the authority for the interpretation of these regulations.

31. Communication in any manner whatsoever written or verbal on service matters including postings and transfers etc., and forwarding advance copies of requests to higher officers shall not be made by any employees except through the appropriate channel. Any breach of orders in this regard shall render the person concerned liable to disciplinary action.

32. The Company with the approval of Board may, from time to time, make further regulations or modify and amend any of these regulations.

33. In all matters not provided in these regulations the employees shall be governed by the Government Rules.

34. Nothing in these regulations shall affect or authorize re-opening of any decision at the conditions of service of an employee made before the commencement of these regulations on the ground that such a decision is not consistent with the provision of these regulations.

35. Pakistan Housing Authority Foundation Employees (Service) Regulations, 2017 as amended from time to time shall stand repealed.

[No. PHA-F/HR/159/(Service Regulation/2012/2132.)

RAJA ABDUL MONEM KHAN SABIR,
Assistant Director (Admin/HR).

PHAF SCALES, ELIGIBILITY CRITERIA FOR INDUCTION & PROMOTION

FOR OFFICERS OF PROFESSIONAL CADRES

BPS & Post			Induction Criteria						
Sr. No.	Post	BPS	Qualification & Experience	Initial Appointment	Transfer	Promotion	Max. Age for Initial Appointment	Persons Eligible for Promotion	Promotion Criteria
1	Chief Executive Officer	20/21	Serving Civil Servant in BS 20/21 from Occupational groups or Fit and Proper criteria/ terms and conditions of age, qualification, experience etc. shall be finalized by the Board in the light of Public Sector Companies (Appointment of Chief Executive Officer) Guideline 2015						
2	Chief Engineer	20	Qualification: As Indicated for Assistant Director (Sr. No.10) Minimum Relevant Post Qualification Experience: 17 years in BPS 17 & above		50 %	50 %		Director (Technical) cadre	The qualifying service for promotion to BPS 20 will be: i. 17 years in BPS 17 & above ii. Satisfactory completion of mandatory training(SMC) iii. Complete PER record
3	Director General Admin & Finance*	20	Qualification: As Indicated for Assistant Director (Sr. No.11) Minimum Relevant Post Qualification Experience: 17 years in BPS 17 & above		50 %	50 %		Director (General) Cadre Chief Internal Auditor, Company Secretary)	The qualifying service for promotion to BPS 20 will be: i. 17 years in BPS 17 & above ii. Satisfactory completion of mandatory training(SMC) iii. Complete PER record
4	Director (Technical) Cadre	19	Qualification: As indicated for Assistant Director (Sr. No.10) Minimum Relevant Post Qualification Experience: 12 years in BPS 17 & above or 07 years in BPS 18.		25%	75 %		Deputy Director (Technical) Cadre	The qualifying service for promotion to BPS 19 will be: i. 12 years in BPS 17 & above Or 07 years in BPS 18 ii. Satisfactory completion of mandatory training(MCMC) iii. Complete PER record
5	Director (General) Cadre	19	Qualification: As indicated for Assistant Director (Sr. No. 11) Minimum Relevant Post Qualification Experience: 12 years in BPS 17 & above or 07 years in BPS 18.		25%	75 %		Deputy Director (General) Cadre	The qualifying service for promotion to BPS 19 will be: i. 12 years in BPS 17 & above Or 07 years in BPS 18 ii. Satisfactory completion of mandatory training(MCMC) iii. Complete PER record

6	Company Secretary	19	Qualification: (a) Member of a recognized body of professional accountants; or (b) member of a recognized body of corporate or chartered secretaries; or (c) person holding a master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission Minimum Relevant Post Qualification Experience: 12 years in BPS 17 & above or 07 years in BPS 18.	25 %	75 %	-	Deputy Director (General Cadre) Cadre	The qualifying service for promotion to BPS 19 will be: i. 12 years in BPS 17 & above Or 07 years in BPS 18 ii. Satisfactory completion of mandatory training(MCMC) iii. Complete PER record
7	Chief Internal Auditor/ Director Internal Audit	19	Qualification: member of a recognized body of professional accountants; or (b) certified internal auditor; or (c) certified fraud examiner; or (d) certified internal control auditor; or (e) person holding a master degree in finance from a university recognized by the Higher Education Commission Minimum Relevant Post Qualification Experience: 12 years in BPS 17 & above or 07 years in BPS 18.	25 %	75 %	-	Deputy Director (General) Cadre	The qualifying service for promotion to BPS 19 will be: i. 12 years in BPS 17 & above Or 07 years in BPS 18 ii. Satisfactory completion of mandatory training(MCMC) iii. Complete PER record
8	Deputy Director (Technical) Cadre	16	Qualification: As indicated for Assistant Director(Sr. No.10) Minimum Relevant Post Qualification Experience: 05 years in BPS 17 and above	15 %	85 %	-	Assistant Director (Technical)** Cadre	The qualifying service for promotion to BPS-18 will be: i. 05 years in BPS 17 ii. Complete PER record
9	Deputy Director (General) Cadre	16	Qualification: As indicated for Assistant Director (Sr. No.11) Minimum Relevant Post Qualification Experience: 05 years in BPS 17 and above	15 %	85 %	-	Assistant Director (General)*** Cadre	The qualifying service for promotion to BPS-18 will be: i. 05 years in BPS 17 ii. Complete PER record
10	Assistant Director (Technical) Cadre	17	Qualification: Second class Bachelor's Degree in Civil/Electrical Engineering or equivalent from a University recognized by the HEC and registered with PEC, or Bachelor degree in city & regional planning/architecture or equivalent from a University recognized by the HEC and registered with PEC or Bachelor degree in engineering along with Master degree in Project Management/Contract Management from a University recognized by the HEC and registered with PEC . Minimum Relevant Post Qualification Experience: 3-5 years' experience in relevant field preferably in Government/Semi-Government Organization or in public or private sector. Candidates with higher qualification and (or) foreign degree will be given preference.	30 %	20%	30 years	As mentioned in Regulation 27 of these Regulations	As mentioned in Regulation 27 of these Regulations
11	Assistant Director (General) Cadre	17	Qualification: Second class Master's Degree in Business/ Public Administration, Economics, Project Management, Social Sciences, Computer Sciences/IT and Mass Communication/Commerce/Finance /Accounts/Marketing, LL.B/LL.M or equivalent from a University recognized by the HEC, or A Chartered Accountant or Cost and Management Accountant Minimum Relevant Post Qualification Experience: 3 years' experience in relevant field preferably in an organization or a firm of repute in public or private sector. Candidates with higher qualification and (or) foreign degree will be given preference.	80%	20%	30 years	As mentioned in Regulation 27 of these Regulations	As mentioned in Regulation 27 of these Regulations

FOR SUPPORT STAFF

Schedule-III

Sr. No	Post for Initial Appointment with BPS & Appointment Criteria					Career Ladder			
	Post	BPS	Qualification	Minimum Experience	Maximum Age	Promotion Criteria	Person Eligible for Promotion	By Initial Appointment	By Promotion
1	Accountant	16	2 nd Class Bachelor's Degree in Commerce/Finance or equivalent from a University recognized by the HEC with PIPFA qualification.	3 Years	28 Years	-	-	50% by initial appointment and 50% by Transfer from Accountant General of Pakistan/CGA	-
2	Computer Operator	16	i. 2 nd Class 4 Years Bachelor's Degree in Computer Science/IT or equivalent from a University recognized by the HEC.	3-5 Years in Computer Programming	28 Years	-	-	100%	-
3	Administrative Officer	16	i. Second Class Bachelor's degree in Business Administration or equivalent from a University recognized by the HEC.	3 Years	28 Years	i. Qualification: Bachelor's Degree ii. Experience: 5 years satisfactory service in the existing scale. iii. Complete PER record	Assistant	-	100%
4	Assistant Private Secretary	16	i. Second class graduate or equivalent from a University recognized by the HEC with 100/50 wpm speed in shorthand and typing respectively. Candidates with knowledge of computer shall be preferred.	3 Years	28 Years	i. Qualification: Bachelor's Degree ii. Experience: 5 years satisfactory service in the existing scale. iii. Complete PER record	Steno typist	50%	50%
5	Senior Sub-Engineer	16	As indicated for Sub-Engineer in Sr.No 9	3 years in relevant field	25 Years	i. Experience: 10 years satisfactory service BS-14 iii. Complete PER record	Sub Engineer	-	100%
6	Assistant	15	i. Second Class Bachelor's Degree. ii. Knowledge of computer in MS Office ii. Successfully complete 6 weeks basic IT training course (including MS Office) conducted by NTIB after appointment	-	28 Years	i. Qualification: Bachelor's Degree ii. Experience: 05 years satisfactory service in the existing scale and 30 WPM typing speed. iii. Complete PER record	UDC	80%	20%
7	Assistant(IT)	15	i. Second class Master's Degree in Computer Sciences/IT from a University recognized by the HEC. ii. 2 to 3 years' experience in hardware/software installation of ICT, repair/maintenance/trouble shooting, network configuration/ security	-	28 Years	-	-	100%	-

8	Steno-typist	14	Second class Intermediate with 80/40 wpm speed in shorthand and typing respectively. Computer literate preferable	-	25 Years	-	-	100%	-
9	Sub-Engineer (Civil/E/M)	14	Diploma in Civil, Electrical/Mechanical/Electronic Engineering from any recognized Institute	3 years in relevant field	25 Years	-	-	100%	-
10	Assistant Drafts Man	11	DAE (Civil) from any recognized institute.	3 years in relevant field	25 Years	-	-	100%	-
11	UDC	11	i. Intermediate ii. Successfully completed 3 weeks basic IT training course (including MS Office) conducted by NTIB within one year of appointment	-	25 Years	i. 05 years satisfactory service in existing scale and 30 WPM typing speed ii. Complete PER record	LDC	50%	50%
12	Auto Cad Operator	9	i. Intermediate ii. Auto Cad Certification from any recognized institute	3 years' experience in relevant field	25 Years	-	-	100%	-
13	LDC	9	i. Matric Computer knowledge is preferable ii. Successfully completed 3 weeks basic IT training course (including MS Office) conducted by NTIB within one year of appointment	-	25 Years	i. Qualification: Matric Computer knowledge is preferable. ii. Experience: 7 years satisfactory service in existing scale and 30 WPM typing speed iii. Complete PER record	Employees holding posts BPS 5 and below	80%	20%
14	Record Keeper	5	Middle	-	25 Years	i. Qualification: Matric. ii. Experience: 7 years satisfactory service in existing scale and 30 WPM typing speed iii. Complete PER record	-	100%	-
15	Receptionist	5	Matric	-	25 Years	i. Qualification: Matric. ii. Experience: 7 years satisfactory service in existing scale and 30 WPM typing speed iii. Complete PER record	-	100%	-
16	Electrician	5	Middle	Two years' experience in electrician work	25 Years	-	-	100%	-
17	Driver	5	(i) Middle (ii) Should possess a valid driving license	-	25 Years	-	-	100%	-
18	Dispatch Rider	5	(i) Middle (ii) Should possess a valid driving license	-	25 Years	-	-	100%	-

19	Photocopier Operator	4	i) Middle	Two years' experience as photocopier Operator	25 Years	-	100%	-
20	Naib Qasid	2	Primary	-	25 Years	-	100%	-
21	Cook	2	Middle	2 Years experience of cooking in a reputed firm/hotel	25 Years	-	100%	-
22	Security Guard	2	i. Literate preferably Middle pass. ii. Ex-Army personnel will be preferred.		25 Years	-	100%	-
23	Sweeper	2	Primary	-	25 Years	-	100%	-

Notes:

- i. 10% DTL quota shall be admissible on all posts mentioned at Sr # 1 to 23 above may be change from time to time as per Federal Government Rules.
- ii. Vacancies of promotion quota shall be filled through promotion of qualified officials.
- iii. The Foundation may consider fixation of pay of the officials in the next higher scale, upon attaining maximum of their respective scales indicated in Column of promotion criteria.
- iv. The grant of higher time scale to Admin Officer (BS-16), Accountant (BS-16) and Computer Operator (BS-16) shall be granted as prescribed in Federal Government Rules for these posts.
- v. Minimum age limit for DPS-15 & 16: 20 Years and for DPS-14 and below: 18 Years.
- vi. Maximum age will be relaxed as per existing policy of Federal Government.

Schedule-IV

APPORTIONMENT OF PROFESSIONAL CADRES POSTS

S. No.	Post	BPS	Sanctioned Posts	Technical Cadre	General Cadre
1	Chief Engineer	20	1	1	-
2	DG(Admin & Finance)	20	1	-	1
3	Director	19	11	2	9
4	Chief Internal Auditor/Director Internal Audit	19	1	-	1
5	Company Secretary	19	1	-	1
6	Deputy Director	18	19	6	13
7	Assistant Director	17	49	18	31

Schedule-V

NOMENCLATURE OF SANCTIONED POST BS-17 TO BS-21			
S#	Designation	BPS	Sanctioned Posts
GENERAL CADRE			
1	Chief Executive Officer	20/21	1
2	Director General (Admin & Finance)	20	1
DIRECTORS		19	9
1	Director (Administration)	19	1
2	Director (Finance)	19	1
3	Director (Land)	19	1
4	Director (Estate)	19	1
5	Director (Monitoring & Coordination)	19	1
6	Regional Director (Punjab, Sindh, Balochistan, KPK)	19	4
7	Company Secretary	19	1
8	Chief Internal Auditor	19	1

Deputy Director		18	13
1	Deputy Director (Admn)	18	1
2	Deputy Director (IT)	18	1
3	Deputy Director (M&C)	18	1
4	Deputy Director (F-I)	18	1
5	Deputy Director (F-II)	18	1
6	Deputy Director (Estate-I)	18	1
7	Deputy Director (Estate-II)	18	1
8	Deputy Director (Land & Media)	18	1
9	Deputy Director (Punjab)	18	1
10	Deputy Director (Sindh)	18	1
11	Deputy Director (KPK)	18	1
12	Deputy Director (Balochistan)	18	1
13	Deputy Director (GB)	18	1
Assistant Directors		17	31
1	Assistant Director (Admn)	17	1
2	Assistant Director (IT)	17	1
3	Assistant Director (Legal-I)	17	1
4	Assistant Director (Legal-II)	17	1
5	Assistant Director (Media)	17	1
6	Assistant Director (SECP)	17	1
7	Assistant Director (HR)	17	1
8	Assistant Director (Finance-I)	17	1
9	Assistant Director (Finance-II)	17	1
10	Assistant Director (Finance-III)	17	1
11	Assistant Director (Finance-IV)	17	1
12	Assistant Director (Internal Auditor)	17	1
13	Assistant Director (M&C)	17	1
14	Assistant Director (C&C)	17	1
15	Assistant Director (E-I)	17	1
16	Assistant Director (E-II)	17	1
17	Assistant Director (E-III)	17	1
18	Assistant Director (E-IV)	17	1
19	Assistant Director (E-V)	17	1
20	Assistant Director (OWO)	17	1
21	Assistant Director (Land)	17	1
22	Assistant Director (F&A) RO (Punjab)	17	1

23	Assistant Director (F&A) RO (Sindh)	17	1
24	Assistant Director (F&A) RO (KPK)	17	1
25	Assistant Director (F&A) RO (Balochistan)	17	1
26	Assistant Director (F&A) RO (GB)	17	1
27	Assistant Director (Land & Estate) RO (Punjab)	17	1
28	Assistant Director (Land & Estate) RO (Sindh)	17	1
29	Assistant Director (Land & Estate) RO (KPK)	17	1
30	Assistant Director (Land & Estate) RO (Balochistan)	17	1
31	Assistant Director (Land & Estate) RO (GB)	17	1
32	Accounts Officer	17	1
33	Staff Officer	17	1
TECHNICAL CADRE			
1	Chief Engineer	20	1
DIRECTORS		19	2
1	Director (Engineering-I)	19	1
2	Director (Engineering-II)	19	1
Deputy Director		18	6
1	Deputy Director (Engg-I)	18	1
2	Deputy Director (Engg-II)	18	1
3	Deputy Director (Engg-III)	18	1
4	Deputy Director (Engg-IV)	18	1
5	Deputy Director (Planning)	18	1
6	Deputy Director (PM/CM)	18	1
Assistant Director		17	18
1	Assistant Director (Engg-I)	17	1
2	Assistant Director (Engg-II)	17	1
3	Assistant Director (Engg-III)	17	1
4	Assistant Director (Engg-IV)	17	1
5	Assistant Director (Engg-V)	17	1
6	Assistant Director (Engg-VI)	17	1
7	Assistant Director (Engg-VII)	17	1
8	Assistant Director (Engg-VIII)	17	1
9	Assistant Director (Engg-IX)	17	1
10	Assistant Director (Engg-X)	17	1
11	Assistant Director (EM)	17	1
12	Assistant Director (Planning)	17	1
13	Assistant Director (QS)	17	1

14	Assistant Director (CM)	17	1
15	Assistant Director (Engg) RO (Punjab)	17	1
16	Assistant Director (Engg) RO (Sindh)	17	1
17	Assistant Director (Engg) RO (KPK)	17	1
18	Assistant Director (Engg) RO (Balochistan)	17	1

Schedule-VI**MINIMUM LENGTH OF SERVICE FOR TIME SCALE PROMOTION TO HIGHER POST**

SR. NO.	GRANT OF TIME SCALE PROMOTION TO BASIC PAY SCALE	LENGTH OF SERVICE FROM THE DATE OF REGULAR APPOINTMENT
1.	21	
2.	20	21 years and 4 months in BS-17 and above in case of initial appointment in BS-18 it will be 15 years.
3.	19	15 Years in BS-17 and in case of direct recruitment in BS-18 it will be 10 years.
4.	18	10 years
5.	17	10 years
6.	16	10 years
7.	15	10 years
8.	14	10 years
9.	13	10 years
10.	12	10 years
11.	11	10 years
12.	10	10 years
13.	9	10 years
14.	8	10 years
15.	7	10 years
16.	6	10 years
17.	5	10 years
18.	4	10 years
19.	3	10 years
20.	2	10 years