



زرعی یونیورسٹی فیصل آباد

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**UNIVERSITY OF AGRICULTURE, FAISALABAD**  
**(ACADEMIC SECTION)**

Dated: 26.12.2017

**NOTIFICATION**

No.A-3/221-90/51596 The worthy Governor/Chancellor, in exercise of the powers vested in him under Section 11(5) and Section 30(1)(b) & 30(2)(ii) of the University of Agriculture Faisalabad Act, 1973 has been pleased to approve "the University of Agriculture, Faisalabad Employees (BS-1 to BS-16) Appointment and Conditions of Service Statutes, 2017" placed at the "Appendix".

Sd/-  
**(CH. MUHAMMAD HUSSAIN)**  
**REGISTRAR**

Endst. : No.A-3/221-90/ 51597-697

Dated: 26.12.2017

Copy is forwarded for information & necessary action to:-

1.	Pro-Vice Chancellor, UAF
2.	All Deans/Directors/Principal Officers
3.	Principals, UAF Sub Campuses at Toba Tek Singh, Burewala (Vehari) and Depalpur (Okara)
4.	Principal, UAF Community College at PARS
5.	All Chairmen of Teaching Departments
6.	Treasurer
7.	Chief Hall Warden, Senior Tutor/University Engineer/Senior Medical Officers (Staff & Students)/Executive Engineer (E&M)/Director Sports/Estate Officer
8.	Resident Auditor
9.	All Heads of Sections working under the Registrar Treasurer and Controller of Examinations
10.	Secretary to Vice Chancellor
11.	P.A. to Registrar

*Mr. circulate it among all dealing officials for implementation.*  
AR  
E-6  
28/12/17

Registrar Office  
Estt. Section  
Sr. No. 8954  
Date 28/12/17

*Abdul Hafeez* 26/12/17  
**(ABDUL HAFEEZ)**  
**DEPUTY REGISTRAR (G)**

GOVERNMENT OF THE PUNJAB  
AGRICULTURE DEPARTMENT

Dated Lahore, the 6<sup>th</sup> December, 2017

**NOTIFICATION**

**NO. SO (R&E) 7-20/2007-NG:** The Governor/Chancellor, in exercise of the powers vested in him under Section 11 (5) and Section 30 (1)(b) & 30 (2)(ii) of the University of Agriculture Faisalabad Act, 1973, has been pleased to approve following 'the University of Agriculture, Faisalabad Employees (BS-1 to BS-16) Appointment and Conditions of Service Statutes, 2017' :-

**1. Short title and commencement.-** (1) These Statutes may be cited as the University of Agriculture, Faisalabad Employees (BS-1 to BS-16) Appointment and Conditions of Service Statutes 2017.

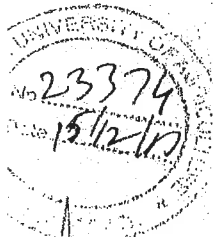
(2) These shall come into force at once.

**2. Definitions.-** (1) In these Statutes:

- (a) "Act" means the University of Agriculture, Faisalabad Act, 1973 (XII of 1973);
- (b) "Advisory Committee" means a committee constituted by the Vice Chancellor to make recommendations for appointment or promotion for the posts in BS-01 to BS-15;
- (c) "appointing authority" means the person or body authorized to make appointment to a post under the Statutes;
- (d) "basic scale" means the scale of pay prescribed or adopted by the University and includes all allowances and other fringe benefits attached to the scale of pay to the extent adopted by the University;
- (e) "cadre" means the class of the employees as distinct unit;
- (f) "initial recruitment": means appointment made otherwise than by promotion or transfer;
- (g) "recognized University or Board" means any University recognized by Higher Education Commission or any Board incorporated under law;
- (h) "Schedule" means the Schedule appended to the Statutes;
- (i) "Selection Committee" means a committee constituted by the Vice Chancellor to make recommendations for appointment or promotion to the posts in BS-16; and
- (j) "Statutes" means the University of Agriculture, Faisalabad Employees (BS-1 to BS-16) Appointment and Conditions of Service Statutes 2017.

(2) An expression used but not defined in the Statutes shall have the same meaning as is assigned to it in the Act.

A-5411  
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Registrar  
Faisalabad

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3. **Composition of Cadre** - Each cadre of University employees shall consist of the posts specified in column 2 of the Schedule.

4. **Appointing authority** - The Vice Chancellor of the University shall make appointments on the recommendations of the Selection Committee or Advisory Committee as the case may be.

5. **Method of recruitment** - (1) Appointments shall be made either by initial recruitment or by promotion.

(2) The method of recruitment, minimum qualification, age limit and other incidental matters for a post of the cadre shall be as such as given in the Schedule.

(3) A post may be filled by promotion:

(a) on the basis of seniority-cum-fitness from amongst the eligible employees in the functional unit; or

(b) by selection on merit from amongst the eligible employees in the functional unit: provided that if no suitable official is available through promotion or selection, by initial recruitment.

(4) A post may be filled by initial recruitment through open competition by advertising the post in two daily national papers one in English and one in Urdu.

(5) For appointment through initial recruitment a candidate shall have the minimum age of eighteen (18) years and maximum age of thirty five (35) years, to be reckoned as on the last date fixed for submission of applications for appointment to the post.

(6) A candidate who possesses higher qualification and experience in the line shall be preferred.

(7) The appointment to an ex-cadre post shall be made by initial recruitment.

(8) A candidate, if appointed through initial recruitment, shall:

(a) be of good mental and physical health;

(b) Produce the fitness certificate issued by the University Medical Officer; and

(c) Produce a certificate of character from the Principal Academic Officer of the educational institution last attended.

(9) An appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidate to the satisfaction of the appointing authority.

6. **Probation** - (1) A person appointed to substantive post shall remain on probation for a period of two years, extendable for a further period of one year.

**Explanation:** Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) If no orders have been made by the day following the completion of the initial probation period, the period of probation shall be deemed to have been extended.

(3) A person appointed to a substantive post shall, on the satisfactory completion of the maximum probation period, stand confirmed in that post

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even if no order for confirmation is passed from the date on which the period of probation was last extended or may be deemed to have been so extended.

- (4) If the work or conduct of an employee is found un-satisfactory during probation, the appointing authority may, before the expiry of probation period or extended probation period:
- (a) revert him to the lower post, if appointed by promotion; or
  - (b) dispense with his services if appointed by initial recruitment.

7. **Appointment by transfer or on deputation.**- (1) The appointing authority may make appointment of the regular employee to a post in the same pay scale, by transfer from one functional unit to another functional unit of the University.

- (2) The appointing authority may make appointment of a regular employee of a Government, semi-Government, autonomous body or University having the prescribed qualification to a post in the same pay scale on deputation for a period not exceeding more than three years on such terms and conditions as may be determined between the University and lending organization.

8. **Seniority** - The seniority *inter se* of the employees in the various grades in each cadre shall be determined in the following manner:

- (a) the employees appointed through initial recruitment, in accordance with the order of merit assigned by the appointing authority; and
- (b) the employees appointed otherwise, with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in respect of two or more employees is the same, the employee older in age shall rank senior to the younger employee.

**Explanation - I:** If a junior employee in the lower grade is promoted to a higher grade temporarily in the interest of the University even though continuing latter permanently in the higher grade, it would not adversely affect the interest of his senior in fixation of his seniority in higher grade.

**Explanation - II:** If a junior employee in a lower grade is promoted to a higher grade by superseding a senior employee and subsequently the senior employee so superseded is also promoted, the employee promoted first shall rank senior to the employee promoted subsequently.

**Explanation - III:** In case both the employees, appointed by initial recruitment and appointed otherwise, against a substantive post or temporary post, as the case may be, on the same date, the employee appointed otherwise shall rank senior to the employee appointed by initial recruitment.

**Explanation - IV:** In case an employee appointed by initial recruitment has been appointed to a substantive post and the employee appointed otherwise has been appointed to a temporary post the former shall rank senior to the latter; and

**Explanation - V:** In case an employee appointed otherwise than by initial recruitment to a substantive post and the employee appointed by initial recruitment is appointed to a temporary post, the former shall rank senior to the latter.

9. **Miscellaneous.**- (1) If any matter is not provided in the Statutes, the provisions of the Government rules for the time being in force, in so far as they are not

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inconsistent with the Statutes and adopted by the Syndicate shall *mutatis mutandis* apply.

- (2) In case any difficulty arises in the implementation or interpretation of these Statutes, the Syndicate may give appropriate directions in accordance with the Act and the Statutes to remove such difficulty.
- (3) The Statutes for appointment to the posts mentioned in the appended Schedule is hereby repealed.
- (4) Notwithstanding with the provision of sub-statute (3), any action taken, order or appointment made shall be deemed to have been made under these Statutes.

The post of Stenographer may be read as 'BS-15' instead of 'BS-14' at Sr. No. 114 of Schedule appended to the Statutes.

BY ORDERS OF THE GOVERNOR/CHANCELLOR

SECRETARY TO GOVT. OF THE PUNJAB  
AGRICULTURE DEPARTMENT

NO. & DATE EVEN

A copy is forwarded for information and necessary action to the:

1. Secretary to Chancellor/Governor, Punjab.
2. Secretary to Chief Minister, Punjab.
3. Chief Secretary, Punjab.
- ✓ 4. Vice Chancellor, University of Agriculture, Faisalabad.
5. Registrar, University of Agriculture, Faisalabad.
6. Director General Audit (Civil), Punjab, Lahore.
7. Superintendent, Government Printing Press, Lahore for publication in the next issue of official gazette.
8. PSO to Minister for Agriculture, Punjab.
9. PS to Secretary Agriculture.



(FAKHAR IQBAL)  
SECTION OFFICER(R&E)

**SCHEDULE**  
Under Rule 2 (h)  
**UAF EMPLOYEES (BS-1 TO BS-16) APPOINTMENT AND CONDITIONS OF SERVICE STATUTES, 2017**  
**ADMINISTRATIVE AND MINISTERIAL**

Sr. No.	NAME OF POST	QUALIFICATIONS	MODE OF RECRUITMENT
1.	Office Assistant (BS-16)	(i) Bachelor's degree (second division) from a University recognized by Higher Education Commission having three years' office experience as Senior Clerk or equivalent post in any Government or Semi-Government or autonomous institution. or (ii) Intermediate (second division) from a recognized Board having five years' office experience as Senior Clerk or equivalent post in any Government or Semi-Government or autonomous institution. or (iii) Secondary School Certificate (second division) from a recognized Board having seven years' office experience as Senior Clerk or equivalent post in any Government or Semi-Government or autonomous institution.	(i) 80% by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks; (ii) 10% by selection from amongst the Senior Clerks; and (iii) 10% by initial recruitment.
2.	Senior Clerk (BS-14)	(i) Bachelor's degree (second division) from a University recognized by Higher Education Commission having computer knowledge. or (ii) Intermediate (second division) from a Board having two years' office experience in Government or Semi-Government or autonomous institution. or (iii) Secondary School Certificate (second division) from a recognized Board having three years' office experience in any Government or Semi-Government or autonomous institution.	(i) 80% by promotion on the basis of seniority-cum-fitness from amongst the Junior clerks; (ii) 10% by selection from amongst the Junior Clerks; and (iii) 10% by initial recruitment.
3.	Junior Clerk (BS-11)	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) A speed of 25 words per minute of typing on computer in English and (iii) Proficient in Microsoft Office or any other compatible office application and he/she shall demonstrate such proficiency.	(i) 80% by initial recruitment; and (ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the University employees of (BS-01 to BS-04).

4.	Assistant Accounts Officer (BS-16)	<p>(i) 25% by initial recruitment and</p> <p>(ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Accounts Assistants.</p>
	<p>(i) M.Com or MBA (second division) from a University recognized by Higher Education Commission having one year experience in accounts matters.</p> <p>or</p> <p>(ii) B.Com or B.B.A. (second division) from a University recognized by Higher Education Commission having three years' experience in the relevant field with computer knowledge in any Government or Semi-Government or autonomous institution.</p> <p>or</p> <p>(iii) Bachelor's degree (second division) from a University recognized by Higher Education Commission with three years' experience relating to the accounts or Audit in the Government or Semi-Government or autonomous institution.</p> <p>or</p> <p>(iv) Intermediate (second division) from a recognized Board having seven years' experience in (BS-11) relating to the accounts or audit in the Government or Semi-Government or autonomous institution.</p> <p>or</p> <p>(v) Secondary School Certificate (second division) from a recognized Board having ten years' experience in (BS-11) relating to the accounts or audit in the Government or Semi-Government or autonomous institution.</p>	<p>(i) 75% by promotion on the basis of seniority-cum-fitness from amongst the Accounts Clerks, and</p> <p>(ii) 25% by selection from amongst the Accounts Clerks.</p>
5.	Accounts Assistant (BS-11)	<p>(i) Bachelor's degree (second division) from a University recognized by Higher Education Commission having three years' experience in (BS-07) as accountant in Government or Semi-Government institution.</p> <p>or</p> <p>(ii) Intermediate (second division) from a recognized Board having five years' experience in (BS-07) relating to accounts matters in Government or Semi-Government institution.</p> <p>or</p> <p>(iii) Secondary School Certificate (second division) from a recognized Board having seven years' experience in (BS-07) relating to accounts matters Government or Semi-Government institution.</p>



6.	Accounts Clerk (BS-07)	(i) Bachelor's degree (second division) from a University recognized by Higher Education Commission having computer knowledge. or (ii) Intermediate (second division) from a recognized Board having two years' audit or accounts experience in Government or Semi-Government Organization. or (iii) Secondary School Certificate (second division) from a recognized Board having three years' office experience in Government or Semi-Government Organization.	By Initial recruitment
7.	Apprentice Clerk (BS-02)	Secondary School Certificate from a recognized Board having experience of typewriting and knowledge to operate computer.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the low paid employees.
8.	Daftri (BS-04)	Secondary School Certificate from a recognized Board having experience in the relevant field.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Recordmen, Naib Qasids and Lady Attendants.
9.	Qasid (BS-03)	Middle pass having two years' experience as Naib-Qasid	By promotion on the basis of seniority-cum-fitness from amongst the Naib Qasids.
10.	Naib Qasid/ Recordman/ Lady Attendant (BS-01)	Middle Pass	By initial recruitment.
11.	Urdu Typist (BS-07)	Secondary School Certificate (second division) from a recognized Board having typing speed of 25 words per minute in Urdu and knowledge of M.S Office.	By initial recruitment.
COMMON STAFF			
12.	Machineman (Photostat) (BS-05)	Secondary School Certificate from a recognized Board having one year experience of working on photostat machine.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the eligible Gestetner Operators/ Daftris/Daftri-cum-Gestetner Operators.
13.	Book Binder (BS-02)	Literate having five years' experience in book binding.	By initial recruitment.



**PUBLIC RELATIONS & PUBLICATIONS**

14.	Pictorial Publicity Officer (BS-16)	Bachelor's degree (second division) from a University recognized by Higher Education Commission with a diploma from National College of Arts having three years' experience of designing, drawing and chart making in a reputed organization. Note: Person with training in Photography shall be preferred.	By initial recruitment
15.	Information Officer (BS-16)	(i) Bachelor's degree or B.Sc(Hons.) from a University recognized by Higher Education Commission having three years' experience as Urdu Article Writer in any Government or Semi-Government organization. or (ii) Intermediate (second division) from a recognized Board having ten years' experience of working in any reputed national newspaper.	(i) 25% by initial recruitment; and  (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Urdu Article Writers
16.	Urdu Article Writer (BS-11)	Bachelor's degree from a University recognized by Higher Education Commission having one year experience of writing press articles, translation work or in publicity in a Government or autonomous institutions	By initial recruitment
17.	Photographer (BS-13)	Secondary School Certificate from a recognized Board having seven years' experience of exposing, developing, enlarging, printing and digital Photography in reputed commercial establishment.	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Photographers.
18.	Assistant Photographer (BS-05)	Secondary School Certificate from a recognized Board having five years' experience of exposing, developing, enlarging, printing and digital Photography in reputed commercial establishment	By initial recruitment.
19.	Calligraphist (Kalib) (BS-05)	Secondary School Certificate (second division) from a recognized Board having experience of writing Nastaliq in Urdu	By initial recruitment.
<b>UNIVERSITY PRESS</b>			
20.	Press Assistant (BS-11)	(i) Bachelor's degree from a University recognized by Higher Education Commission having three years' experience of modern printing process and maintenance of press machinery in any Government, Semi-Government organization or in private press. or (ii) Secondary School Certificate (second division) from a recognized Board having seven years' experience of modern printing processes, maintenance of press machinery or service in a well-reputed institution or organization.	By initial recruitment

21.	Senior Proof Reader/Proof Reader (BS-07)	Secondary School Certificate from a recognized Board having two years' experience as Proof Reader in a Press or a reputed publishing house	By initial recruitment
22.	Machine man (BS-06)	Secondary School Certificate from a recognized Board having experience to operate the automatic offset Printing Unit and know the techniques of General Printing.  Preference will be given to those possessing five years' experience of operating offset printing machine.	By initial recruitment
23.	Machine man (BS-05)	Literate having three year' experience of working on printing machine.	By initial recruitment
24.	Compositor (BS-05)	(i) Secondary School Certificate from a recognized Board having one year experience in the relevant field; or (ii) Middle pass having three years' experience in the relevant field.	By initial recruitment
25.	Pager man (BS-01)	Literate	By initial recruitment
26.	Ink man (BS-1)	Literate	By initial recruitment
ENGINEERING CONSTRUCTION			
27.	Plant Superintendent (BS-11)	Diploma of Associate Engineering in Electronics or Electrical Engineering (three years) from a recognized Institute having two years' experience in well reputed organization regarding operating, maintenance and running of domestic and commercial type of A.C. Plants	By initial recruitment
28.	Technician (E.C.D) (BS-09)	Secondary School Certificate from a recognized Board having seven years' experience to run the workshop machines, lathe machine, shaper, milling machine.	By initial recruitment
29.	Lift Operator-cum-Mechanic (BS-06)	Secondary School Certificate from a recognized Board having one year experience of running and maintaining a Lift.	By initial recruitment
30.	Mechanic/Operator (BS-06)	Secondary School Certificate from a recognized Board having five years' experience from well-reputed organization regarding running, maintenance and operation of Diesel Engines and stand by Generators and switching Off and On system of Generating sets.	By initial recruitment
31.	Mason (BS-03)	Literate having three years' experience as Mason.	By Promotion on the basis of seniority-cum-fitness from amongst the Head
32.	Supervisor (Sewer man) (BS-05)	Literate having five years' experience in relevant field.	Sewer man.

33.	Head (Sewerman) (BS-02)	Literate having three years' experience as a Sewerman.	By Promotion on the basis of seniority-cum-fitness from amongst the Sewermen.
34.	Sewerman (BS-01)	Literate	By Initial recruitment.
35.	Carpenter (BS-03)	Literate having three years' experience in the relevant field.	By Initial recruitment.
36.	Blacksmith (BS-03)	Literate having two years' experience in painting field.	By Initial recruitment.
37.	Painter (BS-03)	Literate having two years' experience in painting field.	By Initial recruitment.
38.	Work Mistry (BS-03)	Secondary School Certificate from a recognized Board and having experience of supervising the original works and maintenance of buildings.	By Initial recruitment.
ELECTRICAL			
39.	Senior Electrician (BS-06)	(i) Secondary School Certificate from a recognized Board having three years' experience in the relevant field or (ii) Middle pass having six years' experience in the relevant field.	By promotion on the basis of seniority-cum-fitness from amongst the Switch Board Attendants.
40.	Switch Board Attendant (BS-05)	(i) Secondary School Certificate from a recognized Board having two years' experience in the relevant field; or (ii) Middle pass having four years' experience in the relevant field.	By promotion on the basis of seniority-cum-fitness from amongst the Junior Electricians B-3.
41.	Jr. Electrician (BS-03)	Literate having two years' experience in the relevant field.	By Initial recruitment.
42.	Jr. Electrician (BS-01)	Literate having experience in the relevant field.	By Initial recruitment.
SUI GAS			
43.	Fitter (Sui Gas) (BS-05)	(i) Secondary School Certificate from a recognized board having five years' experience in the relevant field; or (ii) Middle pass having ten years' experience in the relevant field.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Fitter Coolies (Sui Gas).
44.	Foreman G-II (BS-08)	(i) Secondary School Certificate from a recognized Board having five years' experience in the relevant field. or (ii) Middle pass having eight years' experience in the relevant field.	By Initial recruitment.
45.	Plumber (BS-05)	Middle Pass having three years' experience of Plumbing.	By Initial recruitment.

46.	Head Tubewell Driver (BS-05)	(i) Secondary School Certificate from a recognized Board having one year experience in the relevant field; or (ii) Middle Pass having five years' experience in the relevant field.	(i) By promotion on the basis of seniority-cum-fitness from amongst the Tubewell Drivers B-3.
47.	Tubewell Driver (BS-03)	(i) Middle pass having two years experience of Tube-well operating and mechanism of machinery.	(ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Oilmen.
48.	Oilman (BS-01)	Literate.	By initial recruitment
49.	Chowkidar/Driver (Tube-well) (BS-01)	Literate or an ex-serviceman shall be preferred.	By initial recruitment
<b>MOTOR POOL</b>			
50.	Mechanic G-I (BS-08)	(i) Secondary School Certificate from a recognized Board having five years' experience in the relevant field; or (ii) Middle pass having eight years' experience in the relevant field.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Mechanics Grade-II.
51.	Driver (BS-04)	(i) Middle pass having LTV and HTV license with relevant experience.	By initial recruitment
52.	Bus Cleaner/Attendant (Boiler) (BS-01)	Literate	By initial recruitment
<b>ESTATE MANAGEMENT</b>			
53.	Sanitary Inspector (BS-06)	Secondary School Certificate from a recognized Board having two years' experience in the relevant field and have passed Sanitary Inspector's course from a recognized Institution.	By initial recruitment
54.	Supervisor (Watch & Ward) (BS-05)	(i) Secondary School Certificate from a recognized Board having five years' experience as Head Chowkidar or Gatekeeper, or (ii) Middle pass having ten years' experience as Head Chowkidar or Gatekeeper.	By promotion on the basis of seniority-cum-fitness from amongst the existing Head Chowkidars and Gatekeepers.
55.	Head Mail (BS-02)	Literate with three years' experience as a Mail.	By promotion on the basis of seniority-cum-fitness from amongst the Mails.

56.	Head Chowkidar (BS-02)	Literate with three years' experience as a Chowkidar or Gatekeeper	By promotion on the basis of seniority-cum-fitness from amongst the existing Chowkidars and Gatekeepers.
57.	Head Beldar (BS-02)	Literate with three years' experience as a Beldar.	By promotion on the basis of seniority-cum-fitness from amongst the Beldars.
58.	Head Sweeper (BS-02)	Literate with three years' experience as a Sweeper.	By promotion on the basis of seniority-cum-fitness from amongst the Sweepers.
59.	Gate Keeper (BS-02)	Literate having experience in the relevant field.	By promotion on the basis of seniority-cum-fitness from amongst the Chowkidars.
60.	Mail (BS-01)	Literate having experience in the relevant field.	By initial recruitment
61.	Chowkidar (BS-01)	Literate	By initial recruitment.
62.	Beldar (BS-01)	Literate	By initial recruitment.
63.	Bahisht (BS-01)	Literate	By initial recruitment.
64.	Sweeper (BS-01)	Literate	By initial recruitment.
<b>TELEPHONE EXCHANGE</b>			
65.	Telephone Supervisor (BS-11)	(i) Diploma in Electronics or Electrical Technology (three years) from a recognized institute; or (ii) Secondary School Certificate from a recognized Board having ten years' experience as Telephone Operator.	By promotion on the basis of seniority-cum-fitness from amongst the Telephone Operators.
66.	Telephone Operator (BS-07)	Secondary School Certificate from a recognized Board having three years' experience in the relevant field	By initial recruitment
<b>SPORTS AND STUDENTS ACTIVITIES</b>			
67.	Game Instructor (BS-11)	Intermediate (second division) from a recognized Board having three years' experience in the relevant field and diploma in physical education from recognized institution. (Preference will be given to a sportsman of National caliber).	By initial recruitment
68.	Tennis Marker (BS-03)	Literate.	By initial recruitment
<b>MEDICAL &amp; HEALTH SERVICES</b>			
69.	Radiographer (BS-06)	Secondary School Certificate with Science (second division) from a recognized Board with diploma as X-Ray Technician from recognized institute	By initial recruitment

70.	Woman Dispenser (BS-06)	Secondary School Certificate with Science (second division) from a recognized Board with dispenser's diploma from an institute recognized by Punjab Medical Faculty	By initial recruitment
71.	Dresser (BS-05)	Secondary School Certificate from a recognized Board having two years' apprenticeship with MBBS Doctor from a recognized Institute.	(i) 25% by initial recruitment; and
72.	Nurse Dai (BS-04)	Secondary School Certificate with Science from a recognized Institute with Midwifery diploma course from a recognized institution	(ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Ward Servants.
73.	Ward Servant (BS-02)	Secondary School Certificate from recognized Board	By initial recruitment.
FIELD STAFF			
74.	Mass Media Producer (BS-13)	Bachelor's degree (second division) Journalism as major subject from a University recognized by Higher Education Commission having two years' experience in mass media production.	By initial recruitment
75.	Equitation Instructor (BS-11)	Secondary School Certificate from a recognized Board with course in Equitation from the Pakistan Army or a recognized Institute and having five years' practical experience in riding and management of horses.	By initial recruitment.
76.	Assistant Research Investigator (BS-09)	Bachelor's degree (second division) from a University recognized by Higher Education Commission having three years' experience in the relevant field.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Investigator.
77.	Assistant Investigator (BS-05)	Secondary School Certificate with Science from a recognized Board	By initial recruitment.
78.	Veterinary Assistant (BS-06)	Secondary School Certificate from a recognized Board with Veterinary Assistant course or equivalent qualifications from a recognized institution.	By initial recruitment.
79.	Poultry Supervisor (BS-06)	Secondary School Certificate (second division) with Science from a recognized Board having poultry training course from the reputed institution and one year experience in poultry husbandry from a reputed poultry farm.	By promotion on the basis of seniority-cum-fitness from amongst the Head Males and Head Beldars.
80.	Budder (BS-05)	Middle pass having three years' experience in budding, grafting and propagation of fruit trees.	By initial recruitment.
81.	Patwan (BS-05)	Secondary School Certificate from a recognized Board and have successfully passed patwar course from a recognized institute.	By initial recruitment.

82.	Dresser (BS-05)	Secondary School Certificate from a recognized Board and have veterinary assistant diploma or equivalent qualifications from a recognized institution.	By initial recruitment.
83.	Poultry Attendant (BS-01)	Literate.	By initial recruitment.
84.	Cattle Attendant/ Animal Attendant/ Dairy Attendant/ Chick Attendant (BS-01)	Literate.	By initial recruitment.
85.	Head Cattle Attendant (BS-02)	Literate having three years' experience as Cattle, Animal, Dairy or Chick attendant.	By promotion on the basis of seniority-cum-fitness from amongst the Cattle, Animal, Dairy or Chick attendants.
<b>LABORATORY STAFF</b>			
86.	Cannery Assistant (BS-11)	(i) Diploma of Associate Engineer in Food Technology from a recognized Institute having four years' work experience in any Food Processing Industry. or (ii) F. Sc. (Pre-Medical or Pre-Engineering) from recognized Board having five years' experience of work in the field of Food Processing. or (iii) Secondary School Certificate (second division) from a recognized Board having ten years' experience of handling, maintenance and efficient operation, clean, adjust and assemblies of all food pilot plant machinery.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the eligible Lab. Assistants.
87.	Network Assistant (BS-16)	M.Sc./BS in Computer Science (16 years education) from HEC recognized University/Institute having (02) years of experience in Networking, Switching, LAN settings and route configuration etc.	By initial recruitment.
88.	Network Technician (BS-14)	Intermediate from a recognized Board with diploma in Microsoft Certified System Engineer (MCSE) or equivalent qualifications from a recognized institution and have one year experience of network environment.	By initial recruitment.
<b>MISCELLANEOUS</b>			
89.	Assistant Editor (BS-16)	Bachelor's degree (Journalism with as major subject) (second division) from a University recognized by Higher Education Commission having three years' experience of editing, translating	By initial recruitment.



		and writing articles and also have practical knowledge of printing processes as an additional qualification.	
90.	Imam Masjid (BS-09)	Dars-e-Nazari and having sound knowledge of the Holy Quran and the Hadith.	By initial recruitment
91.	Mechanic G-1 (BS-08)	Secondary School Certificate from a recognized Board having three years' experience of maintain Stock Register, handling and repairing power spraying and dusting machine.	By initial recruitment
92.	Technician (Repair Cell) (BS-07)	Secondary School Certificate from a recognized Board having three years' practical experience in the use of workshop machines (Lathe Machine, Shaper, Milling Machine)	By initial recruitment
93.	Senior Mechanic (BS-06)	Secondary School Certificate from a recognized Board with Diploma or Certificate in repairing of Radio and T.V. from a recognized institute and having two years' experience in the relevant field.	By initial recruitment
94.	Fitter (Air Conditioner) (BS-06)	Secondary School Certificate from a recognized Board with Diploma or Certificate (six months) in Air Conditioning from a recognized institute and having two years' experience in well reputed air conditioning firm.	By initial recruitment
95.	Mechanic-cum-Electrician (BS-05)	Secondary School Certificate with Science from a recognized Board with certificate in Electrical or Mechanical from a recognized institute and having one year experience of repairing instruments in a Laboratory or in a reputed firm.	By initial recruitment
96.	Mechanic-cum-Boiler-man (BS-05)	Secondary School Certificate from a recognized Board having a Boiler competency certificate from the Board of Examining Engineers, Lahore	By initial recruitment
97.	Miller (BS-05)	Secondary School Certificate from a recognized Board and having experience in operation of Laboratory Scale Flour Mill	By initial recruitment
98.	Alphabetizer (BS-05)	Secondary School Certificate (second division) from a recognized Board.	By initial recruitment
99.	Ferrier (BS-05)	Secondary School Certificate with Science from a recognized Board with veterinary assistant course or equivalent qualification from a recognized institution.	By initial recruitment
100.	Salesman (BS-05)	Secondary School Certificate from a recognized Board having two years' experience in the relevant field.	By initial recruitment
101.	Cook (BS-03)	Literate having experience in the relevant field.	By initial recruitment
102.	Khadim Masjid/Muazzin (BS-02 or BS-05)	(i) B-2 for those who are not Hafiz-e-Quran. (ii) B-5 for those who are Hafiz-e-Quran.	By initial recruitment
103.	Store Attendant (BS-01)	Literate.	By initial recruitment

104.	Bearer (Rest House)(BS-01)	Literate		By initial recruitment
105.	Budder (Beldar)(BS-01)	Literate		By initial recruitment.
106.	Bahishi/Water Carrier (BS-01)	Literate		By initial recruitment.
107.	Head Bahishi (BS-02)	Literate with three years' experience as Bahishi		By promotion on the basis of seniority-cum fitness from amongst the Bahishies.
108.	Tanga Driver (BS-01)	Literate		By initial recruitment.
109.	Gardener (BS-03)	Literate with three years' experience as Beldar or Mali		By promotion on the basis of seniority-cum fitness from amongst the Beldars and Malies.
110.	Museum/Lab. Attendant (BS-01)	Literate		By initial recruitment
111.	Fisherman (BS-01)	Literate. Proficiency in the trade		By initial recruitment
SECRETARIAL STAFF				
112.	P.A. (BS-16)	Graduate from a recognized University, and a speed of 120 words per minute in shorthand in English and 40 words per minute in typewriting.		i. By promotion from amongst Stenographers having speed of 120 words per minute in English Shorthand and 40 words per minute in Typewriting in the functional unit. ii. If no suitable official is available for promotion then by initial recruitment
113.	Senior Scale Stenographer (BS-16)	(i). Graduate from a recognized University, and (ii) A speed of 100 words per minute in shorthand in English and 40 words per minute in Typewriting.		i. By promotion on the basis of seniority-cum-fitness from amongst the Stenographers in the functional unit ii. If no suitable official is available for promotion then by initial recruitment
114.	Stenographer (BS-14)	(i). Intermediate or equivalent qualifications from a recognized Board; and (ii). a speed of 80 words per minutes in shorthand in English and 35 words per minute in typewriting. Note:- Preference shall be given to those candidates who know Urdu Shorthand at a speed of 60 WPM and Urdu Typewriting at a speed of 25 WPM.		By initial recruitment