



**GOVERNMENT OF NWFP
ESTABLISHMENT & ADMINISTRATION
DEPARTMENT
(Regulation Wing)**

¹RECRUITMENT POLICY FOR THE PROVINCIAL SERVICES.

- (a) Recruitment to posts in BPS-16 and above as well as the posts of Assistant Sub-Inspectors of Police, Naib Tehsildars, Zilladars and Sub-Engineers will continue to be made through the NWFP Public Service Commission. However, the Commission may make efforts to finalize the recruitment within six months of the receipt of the requisition duly completed from the Administrative Department.
- (b) Recruitment to posts in the various Government Departments as indicated below will also henceforth be made by the NWFP Public Service Commission:-
- (i) **All Departments including Board of Revenue, NWFP-**
- (1) Senior Scale Stenographer(B-15)
 - (2) Data Processing Supervisor(B-14)
 - (3) Junior Scale Stenographer(B-12)
 - (4) Assistant (B-11)²
 - (5) Draftsman(B-11)
- (ii) **Board of Revenue-**
- (1) Sub-Registrar(B-14)
 - (2) Excise and Taxation Inspector (B-11)
- (iii) **Home & Tribal Affairs Department -**
- (a) Police Department;
 - (1) Prosecuting Sub-Inspector (B-14)
 - (b) Inspectorate of Prisons:
 - (1) Assistant Jail Superintendent (B-11)
 - (c) Reclamation and Probation Department;
 - (1) Parole/Probation Officer(B-11)
- (iv) **Industries, Commerce, Mineral Development, Labour and Transport Department-**
- (a) Directorate of Industries:
 - (1) Assistant Industrial Development Officer/
Assistant Price Stabilization Officer(B-11)
 - (2) Royalty Inspector(B-11)
 - (3) Surveyor(B-11)
 - (b) Directorate of Manpower and Training:
 - (1) Instructor T.T.C(B-14)

¹ Issued vide .S&GAD letter No.SOR.I (S&GAD)1-117/91(C), dated 12.10.1993.

² The Post of Assistant has now been placed in BS-14 universally.

- (v) **Cooperative Societies:**
 - (1) Inspector (B-11)
 - (vi) **¹Communication and Works Department-**
 - (1) Assistant Architectural Draftsman(B-14)
 - (2) Senior Draftsman(B-13)
 - (vii) **²Public Health Engineering Department-**
 - (1) Motivation Officer(B-15)
 - (2) Assistant Motivation Officer(B-14)
 - (3) Lady Health Educator (B-12)
 - (viii) **Electric Inspectorate:-**
 - (1) Sub-Inspector(B-11)
 - (ix) **Food Department-**
 - (1) Assistant Food Controller(B-8)
 - (2) Food Grain Inspector(B-6)
 - (x) **Directorate of Archives and Libraries-**
 - (1) Preservation Assistant (B-11)
 - (2) Cataloguer / Classifier (B-11)
- (c) Initial recruitment to posts in BPS-15 and below other than the posts in the purview of the Public Service Commission, in all the departments shall continue to be made in accordance with Rule 10,11 and 12 (Part-III) of the NWFP Civil Servants (Appointment, Promotion and Transfer) Rules,1989, the criteria as laid down in S&GAD letter No.SORI(S&GAD)4-1/75,dated 11.2.1987 and the zonal allocation formula contained in S&GAD Notification NO.SOS.III(S&GAD)3-39/70, dated 2.10.1973 as amended from time to time.
- (d) No ad hoc appointment against any post in any pay scale shall be made.
- N.B:** [ad hoc appointment is now allowed under the NWFP Public Service Commission Ordinance 1978 and the NWFP (Appointment, Promotion & Transfer Rules 1989 for a period of six months which is being enhanced to one year]
- (e) ³[.....]
- (f) The Regional/Zonal quota if not filled will be carried forward till suitable candidates are available from the Region/Zone concerned. No "Substitute" recruitment shall be made. Existing backlog, if

¹ Now merged with PHE Department to form Works & Services Department

² Now merged with C&W Department to form Works & Services department

Sub para-e and other entries under it relating to age relaxation were superseded by the NWFP Initial Appointment to Civil Posts (Relaxation of upper Age Limit) Rules, 2008.

any, in respect of any zone will not be carried forward and the Commission shall take a fresh start in respect of all posts under its purview. However, this condition will not be applicable in respect of posts which have already been advertised by the NWFP Public Service Commission.

¹In case female candidates with prescribed qualification do not become available in Zone-I after advertising at least three times, such vacancy/vacancies shall be advertised fourth time for Merit Quota.

(g) The vacancies in all the Departments shall be advertised in leading newspapers on ²(Sunday). The advertisement in electronic media should be to the extent of drawing attention of all concerned to the relevant newspapers in which the vacancies are advertised.

(h) Initial Recruitment to all the vacant posts shall be made on regular known periodic intervals in February and August each year after proper advertisement through electronic and national/regional media. After advertisement, a minimum period of 30 days should be allowed for receipt of applications. ³[]

(i) (Deleted).

⁴(j) i) 2% quota for disabled persons already fixed shall stand and should be enforced strictly.

ii) 10% quota has also been fixed for female candidates in all the Provincial services which are filled up through initial recruitment in addition to their participation in the open merit. However, it shall not be applicable to cadres exclusively reserved for females. The vacancies reserved for women for which qualified women candidates are not available shall be carried forward and filled by women.

iii) The above orders shall also apply to initial appointments in all autonomous/semi-autonomous bodies/ corporations etc which are administratively controlled by the Provincial Government.

iv) The Commission shall revise the Requisition Form for all such posts for specifying the women's quota in the available vacancies and the Administrative Department shall intimate the quota for the women in the Requisition Form accordingly.

v) The above reservation shall not apply to:-

➤ *the percentage of vacancies reserved for recruitment on the basis of merit;*

¹ Entry added at the end of sub-para (f) vide No SOR-I(S&GAD)1-117/91 (C), 23-05-2000.

² The words "Friday" substituted in para-1(g) by Notification No. SOR-I(S&GAD)1-117/91 (C), 22-11-97

³ Last sentence of sub-para (h) deleted vide circular No. SOR-VI (E&AD)1-10/05 (IV), dated 31-12-2008. It read as follows: "A waiting list of eligible candidates shall be maintained for a period of six months".

⁵ **Sub-Para-J** substituted vide circular No. SOR-VI (E&AD)1-10/05 (IV), dated 25-07-2007.

- *Short term vacancies likely to last for less than six months;*
and
- *Isolated posts in which vacancies occur only occasionally.”*

¹(JJ) 0.5 per cent quota has been fixed for candidates belonging to minorities in all the Provincial services which are filled in through initial recruitment in addition to their participation in the open merit. However, this reservation shall not apply to:-

- *the percentage of vacancies reserved for recruitment on the basis of merit;*
- *Short term vacancies likely to last for less than ²[six months];*
and
- *Isolated posts in which vacancies occur only occasionally.”*

(k) For initial appointment to posts in BPS-17 and below in the Autonomous Bodies/Corporations, the zonal allocation formula applicable for Provincial Services may be adopted. The method of recruitment shall also conform to sub-para (c) above.

(l) The Provincial Government have already agreed that recruitment to the post of PTC in Education Department in various districts shall be made on constituency-wise basis. For this purpose, the existing districts have been divided into various zones. Each zone shall correspond to the area of constituency of the Provincial Assembly. However, recruitment to the posts shall, in each case, be 50% on merit in open competition on district basis and 50% on constituency basis.

³The competent authority has decided that henceforth all the Government Departments/Offices shall ensure that requisitions are sent to the NWFP Public Service Commission complete in all respects and should reflect not only all the existing vacant posts but also posts likely to become vacant during the next eighteen months on account of retirement etc falling to the initial recruitment quota under the rules.

¹ **Sub- Para-JJ** added vide circular No. SOR-VI (E&AD)1-10/(Min)05 (IV), dated 18-11-2008.

² Period of six months replaced with “one year” in the NWFP (Appointment, Promotion & Transfer) Rules 1989 vide Notification No. SOR-VI(E&AD)1-3/2008, dated 6th January, 2009.

³ Instructions issued vide circular letter No. SOR-VI (E&AD)1-10/08 (X), dated 07-10-2008.