

CHAPTER -33

QUALIFICATIONS AND MODE OF APPOINTMENT OF EMPLOYEES OF THE BOARD

Short title and commencement. –

1. These rules shall be called Board of Intermediate & Secondary Education, DG KHAN Qualification and Mode of Appointment of employees, rules 2012.
2. These rules will come into force at once.
3. Qualification as well as mode of appointment of various categories of employees in Board of Intermediate & Secondary Education will be as under:-

1.	Chairman/ Secretary/ Controller of Examinations	To be appointed by the Controlling Authority.
2.	Audit Officer (BS-18)	<p>Qualification Bachelor's Degree with minimum 45% marks and S.A.S / PIPFA / CA qualifications with five years experience in Audit / Accounts work. Age: 22-45 years.</p> <p>Mode of appointment. The post of Audit Officer may be filled in by initial recruitment at the discretion of the Board on the basis of the minimum qualification as prescribed above.</p> <p style="text-align: center;">OR</p> <p>An officer may be appointed by Controlling Authority of the Boards on deputation basis on the terms and conditions as notified by the Govt.</p>
3.	Deputy Secretary/ Deputy Controller (BS-18)	<p>Qualification Master's Degree or equivalent with minimum 60% marks with five years experience of academic/administration preferably in Management Information System</p> <p style="text-align: center;">OR</p> <p>Master's Degree or equivalent with 45% marks and seven years experience of academic / administration preferably in Management Information System. Ten additional marks will be given to the candidates possessing qualification of M.Sc. computer science / B.S computer science (4-years)/ MBA (IT) from the institution recognized by HEC. Age: 21-35 years.</p> <p>Mode of Appointment</p>

		<p>The post of Deputy Secretary/Deputy Controller may be filled in by direct recruitment or by promotion in the ratio of 80:20.</p> <p>In case of appointment against promotion quota, the said posts should be filled in by promotion from amongst Assistant Secretaries/Controllers on the basis of seniority/cum-fitness with minimum three years service in Scale No.17.</p>
4.	System Analyst (BS-18)	<p>a. Bachelor of Software Engineering / BS Honors or M.Sc in CS/IT or MCS or its equivalent academic/professional qualification from HEC recognized institute/university with five year post qualification relevant professional experience in any Govt./Semi-Govt./Autonomous Organization / Corporate Body:</p> <p>b. Relevant international valid certification will be preferred.</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy.</p> <p><u>Mode of Selection:</u></p> <p>a. Promotion on seniority cum fitness basis amongst database manager, Computer Programmer, Web administrator who have satisfactory completed seven years continuous experience as database manager, computer programmer or web developer in the organization.</p> <p>b. Initial recruitment through advertisement and open competition if candidates of specified experience and qualification within organization are not available.</p> <p>Age: 21-35 years for direct induction. Gender: Male / Female Domicile: Punjab Cadre: Ex-Cadre</p> <p>Note: Experience of gazzeted post in Public Sector or similar level experience in corporate Sector is required.</p>
5.	Director Physical Education (Male and Female) BS-17	<p>Qualification Master's in Health and Physical Education with minimum 45% marks and two years experience</p> <p style="text-align: center;">OR</p> <p>Lecturer / SS Health and Physical Education with 2 years experience in Govt. institution. Age: 21-30 years.</p> <p>Mode of Appointment The post shall be filled/deputed by the Controlling Authority.</p>

6.	Assistant Secretary / Assistant Controller BS-17	<p>Master's Degree or equivalent from recognized university with 60% marks preferably in Management or Information Technology System</p> <p style="text-align: center;">OR</p> <p>Master's Degree or equivalent from recognized university with 45% marks preferably in Management or Information Technology System and three years experience of academic/administration</p> <p>In case of higher qualification the condition of 60% marks will be waived off.</p> <p>Age: 21-30 years.</p> <p>Mode of Appointment 25% of total posts of Assistant Secretary / Assistant Controller of Examinations shall be filled in by direct recruitment on the basis of merit and qualification as prescribed. Whereas 75% of the posts in the cadre will be filled in by promotion from amongst Superintendent on the basis of seniority-cum-fitness subject to five years experience.</p>
7.	Welfare Officer BS-17	<p>Qualification Master's Degree with minimum 45% marks & one year experience in relevant field.</p> <p>Age: 21-30 years.</p> <p>Mode of Appointment By direct recruitment.</p>
8.	Estate Officer BS-17 (Ex-cadre post)	<p>Qualification</p> <p>i. MA / M.Sc with minimum 45% marks with two years relevant experience.</p> <p style="text-align: center;">OR</p> <p>ii. Bachelor's Degree with minimum 45% marks and five years experience of office work / estate management.</p> <p>Age: 21-30 years.</p> <p>Mode of Appointment By direct recruitment.</p>
9.	Research Officer BS-17 (Ex-Cadre Post)	<p>Qualification M.Phill (Education) OR M.A(Education) / M.Ed with minimum 60% marks with one year relevant experience. OR M.A/M.Ed with minimum 45% marks with three years relevant experience.</p> <p>Preference shall be given to those who have specialization in Educational Research, Curriculum Planning & Development or Educational Assessment.</p> <p>Age: 21-30 years.</p> <p>Mode of Appointment By direct recruitment or on deputation.</p>

10.	Superintendent BS-17	Mode of Appointment 100% by promotion amongst the Assistants BS-16 on the basis of seniority com fitness.
11.	Computer Programmer BS-17	<p>a. Bachelor of Software Engineering BS Honors or M.Sc in CS/IT or MCS or its equivalent academic/professional qualification from HEC recognized institute/university with minimum three years post qualification programming experience in any Govt. Semi-Govt. / Autonomous Organization/ Corporate Body.</p> <p>b. Relevant international valid certification will be preferred.</p> <p><u>Mode of Selection:</u> Initial recruitment through advertisement and open competition.</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy. Age: 21-30 years for direct induction. Gender: Male / Female Domicile: Punjab Cadre: Ex-Cadre Note: Experience of BPS-16/17 in Public Sector or similar level experience in Corporate Sector is required.</p>
12.	Web Developer BS-17	<p>a. Bachelor of Software Engineering/ BS Honors or M.Sc in CS / IT or MCS or its equivalent academic/professional qualification from HEC recognized institute/university with minimum three years post qualification programming experience in any Govt./Semi-Govt./ Autonomous Organization/ Corporate Body.</p> <p>b. Relevant international valid certification will be preferred.</p> <p><u>Mode of Selection:</u> Initial recruitment through advertisement and open competition</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy. Age: 21-30 years for direct induction Gender: Male / Female Domicile: Punjab Cadre: Ex-Cadre Note: Experience of BPS-16/17 in Public Sector or similar level experience in Corporate Sector is required.</p>
13.	Database Manager BS-17	<p>a. Bachelor of Software Engineering/ BS Honors or M.Sc in CS/IT or MCS or its equivalent academic/professional qualification from HEC recognized institute/university with minimum three years post qualification relevant professional experience in any Govt./ Semi-Govt./</p>

		<p>Autonomous Organization Corporate Body</p> <p>b. Relevant international valid certification will be preferred.</p> <p><u>Mode of Selection:</u> Initial recruitment through advertisement & open competition.</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy.</p> <p>Age: 21-30 years for direct induction</p> <p>Gender: Male / Female</p> <p>Domicile: Punjab</p> <p>Cadre: Ex-Cadre</p> <p>Note: Experience of BPS-16/17 in Public Sector or similar level experience in Corporate Sector is required.</p>
14.	Private Secretary BS-17	<p>Mode of Appointment 100% by promotion on the basis of seniority-cum-merit from amongst the P.A. BS-16.</p> <p>Fixation of Seniority On promotion as P.S they will enjoy their seniority in their own cadre as resolution passed by the Board in its meeting held on 3.12.2012 vide item No.5.</p>
15.	Personal Assistant BS-16	<p>Mode of Appointment 100% by promotion on the basis of seniority-cum-merit from amongst Senior Stenographers BS-15 with ten years experience as Senior Stenographer.</p> <p>Fixation of Seniority On promotion as P.A. the incumbents will be enjoy seniority in their own cadre as resolution passed by the Board in its meeting held on 3.12.2012 vide item No.5.</p>
16.	Junior Computer Programmer BS-16	<p>a. Bachelor of Software Engineering/ BS Honors or M.Sc in CS/IT or MCS or its equivalent academic/Professional Qualification from HEC recognized institute / University with minimum one year post qualification programming experience in any Govt./ Semi-Govt./ Autonomous Organizations/ Corporate Body.</p> <p>b. Relevant international valid certification will be preferred.</p> <p><u>Mode of Selection:</u> Initial recruitment through advertisement & Open competition.</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy.</p> <p>Age: 21-30 years for direct induction</p> <p>Gender: Male / Female</p> <p>Domicile: Punjab</p> <p>Cadre: Ex-Cadre</p> <p>Note: Experience of BS-16/17 in Public Sector or similar level experience in Corporate Sector is required.</p>

17.	Data Entry Supervisor BS-16	<p>Bachelor of Software Engineering / BS Honors or M.Sc in CS / IT or MCS or its equivalent academic / professional qualification from HEC recognized institute/ university with minimum one year post qualification programming experience in any Govt./Semi Govt./ Autonomous Organization/ Corporate Body.</p> <p><u>Mode of Selection:</u></p> <p>a. 33% of posts will be reserved for direct initial recruitment as per eligibility criteria.</p> <p>b. 67% posts will be filled through promotion from Senior Data Entry Operators on seniority cum fitness basis subject to the completion of 5 years continuous satisfactory service as senior data entry operator and have at least BA/B.Sc.</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy. Age: 21-30 years for direct induction Gender: Male / Female Domicile: Punjab Cadre: Ex-Cadre</p>
18.	Assistant BS-16	<p>Qualification B.Sc / B.A with minimum 45% marks or equivalent with typing speed of 40 wpm on computer, key depression of 8000/hrs, having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc. Age: 18-25years</p> <p>Mode of Appointment 20% of the posts of Assistant shall be filled in by direct recruitment on the basis of merit and qualification as mentioned above. Whereas 80% of the posts in the cadre will be filled in by promotion amongst senior clerk BS-14 on the basis of seniority-cum-merit subject to at least five years experience as Senior Clerk.</p>
19.	Junior Scale Stenographer BS-15	<p>Qualification</p> <ol style="list-style-type: none"> i. Intermediate with minimum 45% marks: ii. And a speed of at least 80 wpm in Shrot-hand and 40 wpm typewriting (English) iii. at least 60 wpm in Urdu short-hand and 25 wpm in Urdu Type-writing. iv. Having knowlwdge of computer will be preferred. <p>Age: 18-25 years Mode of Appointment The post shall be filled in by initial recruitment.</p>

20.	Senior Data Entry Operator BS-14	<p>a. F.A/F.Sc or its equivalent academic qualification.</p> <p>b. Proficient in Microsoft Office or any other compatible office application and he shall demonstrate such proficiency.</p> <p>c. Post qualification three years relevant experience in any Govt / Semi-Govt/ Autonomous Organization/ Corporate Body</p> <p>Note: Speed of 10000 key depressions per hour (Minimum) is required.</p> <p><u>Mode of Selection:</u> By promotion amongst the Data Entry Operators on seniority cum fitness basis having five years continuous satisfactory service as data entry operator.</p> <p><u>Mode of Employment:</u> An employment mode as per recruitment policy.</p> <p>Age: Maximum 30 years for direct induction</p> <p>Gender: Male / Female</p> <p>Domicile: Punjab</p> <p>Cadre: Ex-Cadre post.</p>
21.	Hardware Technician BS-14	<p>Diploma of Associate Engineer in Computer / Computer Information Technology/Electronics/Electrical or its equivalent with three year post qualification relevant experience</p> <p>Note: Experience of Networking / Trouble shooting in an organization having not less than 50 nodes is desired.</p> <p><u>Mode of Selection:</u> Junior hardware technicians will be promoted on seniority cum fitness basis with at least seven years continuous service or Initial recruitment through advertisement & open competition if junior technician is not regularly promoted</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy.</p> <p>Age: 21-30 yeas for direct induction</p> <p>Gender: Male</p> <p>Domicile: Punjab</p> <p>Cadre: Ex-Cadre</p>
22.	Jr. Hardware Technician BS-11	<p>Diploma of Associate Engineer in Computer / Computer Information Technology/Electronics with one year experience.</p> <p>Note: Experience of Networking / Trouble shooting in an organization having not less than 50 nodes is desired.</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy.</p> <p><u>Mode of Selection:</u> Initial recruitment through advertisement and open competition.</p> <p>Age: Maximum 30 years.</p>

		<p>Gender: Male Domicile: Punjab Cadre: Ex-Cadre</p>
23.	Data Entry Operator BS-11	<p>a. F.A/F.Sc or its equivalent academic qualification b. Proficient in Microsoft Office or any other compatible office application and he shall demonstrate such proficiency.</p> <p><u>Skill & Experience:</u> Minimum speed of 10,000 key depressions per hour.</p> <p><u>Mode of Selection:</u> Initial recruitment through advertisement and open competition.</p> <p><u>Mode of Employment:</u> Employment mode as per recruitment policy.</p> <p>Age: 18-25 years for direct induction Gender: Male / Female Domicile: Punjab Cadre: Ex-Cadre</p>
24.	Care Taker BS-14	<p>Qualification B.Sc/B.A or equivalent with minimum 45% marks with experience in relevant field Age: 18-25 years Mode of Appointment By direct recruitment.</p>
25.	PABX Operator BS-11	<p>Diploma of Associate Engineer in Computer/Computer Information Technology/Electronic with one year experience. Note: Experience to operate communication equipment such as PABX switch board/intercom systems. Age; 18-25 years.</p> <p>Mode of Appointment By direct recruitment.</p>
26.	Senior Clerk BS-14	<p>Qualification</p> <p>i. Ten years experience as Junior clerk and knowledge of computer (MS Office) with speed 40 wpm.</p> <p>Or</p> <p>ii. Intermediate/Diploma in commerce or equivalent with minimum 45% marks and three years experience of office work and having knowledge and skill of MS Office</p> <p>Mode of Appointment 100% of the posts in the cadre will be filled in by promotion from amongst the Junior Clerks on the basis of seniority - cum - merit subject to qualification of Intermediate/ equivalent with at least five years experience as Junior Clerk. Provided that if persons with the requisite qualifications</p>

		and merit are not available from within the office, the posts may be filled in by direct recruitment. NOTE: - Provided that in promotion cases, the restriction of qualification will not be applicable to the existing officials for five years from the date of promulgation of these rules.
27.	Head Driver BS-9	Qualification Literate having HTV driving license with three years experience. Age; 18-25 years. By promotion from amongst Driver on seniority-cum fitness having at least 10 year service experience as Dirver.
28.	Imam Masjid BS-09	i) Hafiz ii) Dars-E-Nizami Age; 18-35 years. Mode of Appointment By direct recruitment.
29.	Driver BS-4	Qualification Literate having HTV driving license with three years experience. Age; 18-25 years. Mode of Appointment By direct recruitment.
30.	Junior Clerk BS-11	Qualification i. Higher Secondary Certificate (Second division) from a recognized Board. ii. A speed of 25 words per minute of typing on computer in English and Proficient in Microsoft Office or any other compatible office application and he shall demonstrate such proficiency. Age: 18-25 years. Mode of Appointment i. 80% by direct recruitment ii. (ii) 20% by promotion on the basis of seniority cum fitness from amongst the employees of all categories from (BS-1 to 4) with qualification of Matriculation with minimum 45% marks or equivalent and knowledge of computer (MS Office) with typing speed of 25 wpm in English and Urdu. Note:- In case of non availability of suitable candidates for promotion, the vacant posts may be filled in by direct recruitment.

31.	Compositor BS-7	<p>Matriculation with minimum 45% marks with typing speed of 40 words per minute in English or 30 wpm in Urdu along with having knowledge and skill of MS Office, Word Processing, Spread Sheet Development and composing etc ;</p> <p>Age: 18-25 years.</p> <p>Mode of Appointment by direct recruitment</p>
32.	Electrician BS-5	<p>Mode of Appointment By promotion from amongst Electrician Helper having 10 years service experience as Electrician Helper</p>
33.	Senior Record Lifter BS-5	<p>Qualification At least Middle Pass from a Government / registered school.</p> <p>Age: 18-25 years.</p> <p>Mode of Appointment By promotion from amongst Junior record lifter having 10 years service experience as Junior record lifter.</p>
34.	Machine-man BS-5	<p>Qualification Literate with two years experience as Machine Man. Age; 18-25 years Mode of Appointment By promotion from within the staff of Board's General Press having experience of two years.</p> <p>Mode of Appointment by direct recruitment</p>
35.	Plumber BS-5	<p>Qualification Matric with minimum 45% marks with certificate of plumber issued by the Govt. Vocational Institute/equivalent.</p> <p>Age: 18-25 years</p> <p>Mode of Appointment by direct recruitment</p>
36.	Helper to Electrician BS-3	<p>Qualification Middle pass with technical knowledge of Electric work Preference shall be given to diploma holders. Age: 18-25 years Mode of Appointment by direct recruitment</p>
37.	Daftri BS-2	<p>Qualification Middle pass with two years experience of book binding. Age: 18-25 years.</p> <p>Mode of Appointment by direct recruitment</p>

38.	Qasid BS-3	Mode of Appointment By promotion from amongst Naib Qasid on seniority-cum-fitness with 10 years service as Naib Qasid.
39.	Jr. Record Lifter BS-2	Qualification At least Middle Pass from a Government / registered school. Age: 18-25 years. Mode of Appointment By initial recruitment.
40.	Head Mali BS-3	Qualification Literate and having knowledge of the job. Age: 18-25 Mode of Appointment by initial recruitment.
41.	Mali BS-1	Qualification Literate and having knowledge of the job. Age: 18-25 Mode of Appointment by initial recruitment.
42.	Head Chowkidar BS-3	Qualification Ex-military man having minimum service of 10 years in armed forces. Age; 18-25 years. Mode of Appointment By promotion from amongst Security Guards on seniority-cum-fitness having at least 10 years service experience as Security Guard.
43.	Tube Well / Generator Operator BS-3	Qualification Middle pass along with two years experience in relevant filed. Age: 18-25 years. Mode of Appointment by initial recruitment
44.	Naib Qasid BS-1	Qualification Literate. Age: 18-25 years. Mode of Appointment by initial recruitment

45.	Chowkidar BS-1	<p>Qualification Ex-military man having minimum service of 10 years in armed forces. Age; 18-25 years.</p> <p>Mode of Appointment By promotion from amongst Security Guards on seniority-cum-fitness having at least 10 years service experience as Security Guard.</p>
46.	Sweeper BS-1	<p>Qualification Having knowledge of the job. Age 18-25</p> <p>Mode of Appointment by direct recruitment.</p>
47.	Water man BS-1	<p>Qualification Literate. Age: 18-25 years</p> <p>Mode of Appointment By direct recruitment.</p>
48.	Beldar BS-1	<p>Qualification Having knowledge of the job with sound health. Age 18-25</p> <p>Mode of Appointment By direct recruitment.</p>
49.	Cook BS-01	<p>Qualification Literate and having three years experience in well reputed restaurant.</p> <p>Mode of Appointment By direct recruitment</p>
50.	Ink Man BS-01	<p>Qualification Literate and having three years experience. Age: 18-25 years.</p> <p>Mode of Appointment by direct recruitment</p>

1. The Chairman shall be competent to appoint seasonal workers as daily wages workers for the assistance of Secrecy Branch, General Press and Computer Section, Embossing Cell and other Branches of the Board² during each examination for a specified period and may extend the period of their appointment. They shall be paid daily wage basis according to the rates fixed by the Commissioner/District Co-ordination Officer concerned from time to time. The Chairman shall be competent to adopt these rates.
2. Notwithstanding anything to the contrary contained in rules of this Chapter, the

Board is, however, competent to relax the conditions of qualification for appointment/mode of appointment / ratio of initial recruitment and promotion for any of the post in the best interest of the institution.

3. SCHEME FOR GRANTING OF HIGHER SCALES TO EX-CADRE POSTS.

The incumbents appointed through initial recruitment against the ex-cadre posts may be granted higher scales as personal in accordance with following criteria. The posts having no further line of promotion are ex-cadre posts.

Scale No. (For initial recruitment) of Ex-cadre post in BS	After 15-years in BS
17	18 (after 10 year)
16	17(after 12 year)
14	16(As per Govt. Policy)
11	14(As per Govt. Policy)
09	11(As per Govt. Policy)
07	09(As per Govt. Policy)
06	08(As per Govt. Policy)
05	07(As per Govt. Policy)
04	06(As per Govt. Policy)
03	05(As per Govt. Policy)
02	04(As per Govt. Policy)
01	03(As per Govt. Policy)

4. The grant of above personal scales will be subject to the following conditions:-

- 4.1** His/her annual confidential reports for the last 05 years should be satisfactory.
- 4.2** He/She should have not been awarded any major penalty / punishment under the disciplinary rules during his whole service career.
- 4.3** No departmental proceedings are pending against the employee to be considered for the grant of personal scale.
- 4.4** Recommendations of promotion committee or authority.
- 4.5** Service record comprising PERs / ACRs should be completed.
- 4.6** Minor penalty of withholding of promotion for a specific period, will take effect from the date after the specific period on completion of above prescribed period for granting of higher personal scale.
- 4.7** Successful completion of mandatory training and passing of prescribed departmental examination, (if any).
- 4.8** Any other condition laid down with the approval of the Competent Authority for a specific category of officers / officials.
- 4.9** The above scheme will be applicable to the regular board employees of

Ex-cadre posts only.

- 4.10** A board employee can be deferred from grant of higher personal scale by the promotion committee on the basis of anyone or more of the following reasons.
- 4.11** The officer / official has failed to submit his PER forms after completing Part-I to the Reporting Officer.
- 4.12** PER dossier is incomplete, especially last full year's report is missing or on the basis any other document required by the Promotion Committee for determining his suitability for promotion available.
- 4.13** The record of the board employee is not clear, especially for the last five years (contains adverse remarks—pending decision on the representation).
- 4.14** Any criminal case, anti corruption case or other regular enquiry is pending against him. However, preliminary inquiry / probe in the matter or complaint pending with Anti-Corruption Establishment shall not be considered as a cause of deferment.
- 4.15** He/she is on deputation with other institution.
- 4.16** He/she is on training abroad / long leave for a period of more than six months or he is not likely to return within a period of six months.
- 4.17** He is on contract appointment outside or within the Board.
- 4.18** He has not earned a full year's report after having been on deputation abroad / employment with foreign government / long leave.
- 4.19** The record of the employee contains adverse remarks (not expunged after representation) during the last five years.
- 4.20** He/she has failed to qualify or to appear in the prescribed departmental examination (within the prescribed attempts) or mandatory training (if any).
- 4.21** His/her performance in the mandatory training courses is unsatisfactory.
- 4.22** He/she has been awarded three or more minor penalties during the last five years.
- 4.23** He/she does not fulfill any specific condition laid down for a specific category of officers / officials.
- 4.24** The officer / official deferred by the Promotion Committee be informed about the reasons for his/her deferment to enable such officer / official to improve his performance and to complete his/her record / any other deficiency, as the case may be.

- 4.25** The board employee whose higher personal scale has been deferred will be considered as soon as the reason, on the basis of which deferment took place, ceases to exist.
- 4.26** The Promotion Committee may assess any of the officer / official on the basis of his entire service record and not only on a portion of it. However, it may give due weight-age to the recent reports, but the older reports should not completely be ignored for assessment of overall evaluation of the service record.
- 4.27** The recommendations of Promotion Committee shall be implemented immediately after approval of the competent authority and orders issued in consequence thereof.
- 4.28** The recommendations of the Promotion Committee shall remain valid for one year. The period shall be counted from the date of approval accorded by the appointing authority.
- 4.29** During the process of granting of higher personal scale if any official / officer is proceeded against under disciplinary laws pertaining to the period prior to consideration of his/her case, the results of proceedings shall be awaited and if he/she is exonerated during the validity period of recommendation, his/her promotion may be allowed to be actualized. In case of otherwise his/her case shall again be placed before the promotion committee.
- 4.30** A Board employee during LPR will not be considered for grant of higher personal scale.
- 4.31** The personal higher scale shall always be granted with immediate effect and in no case from any earlier date or from the date of deferment.
- 4.32** No premature increment shall be allowed on award of higher personal scale.
- 4.33** On award of higher scale, pay fixation will be made for the employee under Rule 10 (3) of pay fixation rule 1977.
- 4.34** No increment will be granted higher personal scale before completion of prescribed length of service at all.
- 4.35** The promotion tier earlier in practice for any of Ex-cadre post will not be affected by the above scheme and will remain continuing without application of scheme of granting higher personal scales.
5. RULES FOR UP GRADATION OF EMPLOYEES BS-1-4 IN TO NEXT PAY SCALES, FOUR TIMES IN WHOLE SERVICE INSTEAD OF TWO TIMES ON COMPLETION OF 8,16,28 AND 30 YEARS' SERVICE.

The aforesaid structure would be implemented after fulfillment of following conditions.

- 5.1** Recruitment of employees in BS-01 to BS-04 should be made in a transparent manner after due process.
- 5.2** There should be a proper mechanism to assess job performance.
- 5.3** Drivers should be skilled, have experience, certification in service or before service. They must be required to pass periodic mandatory tests to ensure safety and security of vehicles and passengers.
- 5.4** Refresher courses should be conducted periodically for employees in BS-01 to BS-04.
- 5.5** Gardeners (Malis) and Cooks may be got trained from institution like PHA and College of Tourism and Hotel Management respectively.
- 5.6** Administrative Departments should look in to the up-grading of skills through methods and modes of their employees in BS_ to BS-04.¹