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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF DEFENCE

(Defence Division)

NOTIFICATION

Rawalpindi, the 26th May, 2017

S.R.O. 456(I)/2017.—In exercise of powers conferred by sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following methods, educational qualification and other conditions are laid down for appointment to the following Non Gazetted posts in the National Defence University Islamabad under Ministry of Defence:—

S.No	Designation of Posts	BPS
(1)	Video Conference Administrator	15
(2)	Technical Assistant	14

Price : Rs. 5.00

[820 (2017)/Ex. Gaz.]

S.No	Designation of Posts	BPS
(3)	Assistant Technical Officer	14
(4)	CCTV Operator	14
(5)	Computer Supervisor	14
(6)	Video Editor	14
(7)	Computer Technician	14
(8)	Assistant Cameraman	13
(9)	Light Man	13
(10)	Video Engineer	13
(11)	Data Entry Operator	12
(12)	Cataloguer	11
(13)	Press Supervisor	11
(14)	ISP Technician /Computer Operator	10
(15)	Purchase In-charge	10
(16)	Civil Electrician	9
(17)	Civil Vehicle Mechanic	9
(18)	Operator Civil (Tel Op)	9
(19)	Civil Store Keeper	7
(20)	Head Mali	7
(21)	Life Guard	7
(22)	Squash Marker	7
(23)	Tennis Marker	7
(24)	Storeman Mess	7
(25)	Proof Reader	6
(26)	Compositor	6
(27)	MONO/RISO Operator	6
(28)	Printing Operator	6
(29)	Painter	6
(30)	Shelver	5
(31)	Book Binder	4
(32)	Carpenter	3
(33)	Barman	1
(34)	Chowkidar	1
(35)	Gardner	1
(36)	Labour (USM)	1

METHOD OF APPOINTMENT TO THE NON GAZETTED POSTS

2. The method of appointment to the posts shall be as under:—

S.No	Designation / Posts	Method of Appointment	
		By Promotion (%)	By initial Appointment (%)
(1)	Video Conference Administrator (BPS-15)	-	100%
(2)	Technical Assistant (BPS-14)	-	100%
(3)	Assistant Technical Officer (ATO) (BPS-14)	-	100%
(4)	CCTV Operator (BPS-14)	-	100%
(5)	Computer Supervisor (BPS-14)	-	100%
(6)	Video Editor (BPS-14)	-	100%
(7)	Computer Technician (BPS-14)	-	100%
(8)	Assistant Cameraman (BPS-13)	-	100%
(9)	Lightman (BPS-13)	-	100%
(10)	Video Engineer (BPS-13)	-	100%
(11)	Data Entry Operator (BPS-12)	-	100%
(12)	Cataloger (BPS-11)	-	100%
(13)	Press Supervisor (BPS-11)	-	100%
(14)	Computer Operator (BPS-10)	-	100%
(15)	Purchase IC (BPS-10)	-	100%
(16)	Civil Electrician (BPS-9)	-	100%
(17)	Civil Vehicle Mechanic (BPS-9)	-	100%
(18)	Telephone Operator (BPS-9)	-	100%
(19)	Civil Store Keeper (BPS-7)	-	100%
(20)	Head Mali (BPS-7)	-	100%
(21)	Life Guard (BPS-7)	-	100%
(22)	Squash Marker (BPS-7)	-	100%
(23)	Tennis Marker (BPS-7)	-	100%
(24)	Storeman Mess (BPS-7)	-	100%
(25)	Proof Reader (BPS-6)	-	100%
(26)	Compositor (BPS-6)	-	100%
(27)	MONO/ RISO Operator (BPS-6)	-	100%
(28)	Printing Operator (BPS-6)	-	100%
(29)	Painter (BPS-6)	-	100%
(30)	Shelver (BPS-5)	-	100%
(31)	Book Binder(BPS-4)	-	100%
(32)	Carpenter (BPS-3)	-	100%
(33)	Barman (BPS-1)	-	100%
(34)	Chowkidar (BPS-1)	-	100%

S.No	Designation / Posts	Method of Appointment	
		By Promotion (%)	By initial Appointment (%)
(35)	Gardner (BPS-1)	-	100%
(36)	Labour (USM) (BPS-1)	-	100%

Provided that if no suitable person is available for initial appointment, the post(s) reserved for initial appointment shall be filled by transfer in consultation with Ministry of Defence.

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

3. On the closing date of receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualification and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification.

4. Provided that the maximum age limit shall be relaxed in respect of the candidates specified, and to the extent indicated, in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit), Rules, 1993, as amended from time to time.

QUALIFICATION / CONDITIONS FOR APPOINTMENT BY TRANSFER

5. Appointments by transfer shall be made in accordance with the provision of Rule-7 and Rule-9 of Civil Servants (Appointment, Promotion and Transfer) Rules 1973.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation in accordance with the provision of Section 6 of Civil Servants Act, 1973 read with Rules 2 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973.

7. This Notification issues with concurrence of the Establishment Division *vide* O.M.No.1/3910/2010-R-5 dated 8th February, 2017.

SCHEDULE
(*See* Para 5)

Ser	Designation of the Post	Qualification and Experience	Age Limit	
			Min.	Max.
1.	Video Conference Administrator (BPS-15)	(a) BSc with 6 months video conferencing diploma from recognized institute/ university. (b) 5 years experience in relevant field	18 years	25 years
2.	Technical Assistant (BPS-14)	(a) DAE (Computer information technology/electrical) with Certificate in computer hardware/software/linux/ MS office suite 2007 or above. (b) 03 years experience in related field.	18 year	25 years
3.	Assistant Technical Officer (ATO) (BPS-14)	FA/FSc with Related field degree / diploma and 05 years experience in relevant field.	18 years	25 years
4.	CCTV Operator (BPS-14)	BA/BSc with related field degree / diploma and 05 years experience in relevant field.	18 years	25 years
5.	Computer Supervisor (BPS-14)	BCS/BSIT with 01 year Diploma in hard ware/software and 3 years experience in relevant field.	18 years	25 years
6.	Video Editor (BPS-14)	(a) BSc Graphics Designer with 6 months video editing diploma from recognized institute. (b) 05 Years video editing experience in any institute / media house	18 years	25 years
7.	Computer Technician (BPS-14)	(a) BS/BSc Cptr Science or 3 x Years diploma hardware/software after Matric or 4 years experience in relevant field. (b) JCO (forman signal/ EME) having computer / electrical trade.	18 years	25 years
8.	Assistant Cameraman (BPS-13)	FA/FSc with 06 months diploma of photography and 05 Years as potographer / cameraman.	18 years	25 years
9.	Light man (BPS-13)	FA/FSc with 06 months diploma of lightman /still photography and 05 years experience as lightman / still photographer.	18 years	25 years
10.	Video Engineer (BPS-13)	FA/FSc with related field degree / diploma and 03 years experience in relevant field.	18 years	25 years
11.	Data Entry Operator (BPS-12)	BA with Economics, Statistics, chemistry, Math with 03 years experience as Data Entry Operator.	18 years	25 years

Ser	Designation of the Post	Qualification and Experience	Age Limit	
			Min	Max
12.	Cataloguer (BPS-11)	BA/B.LISc with Certificate in library science and 03 years experience in relevant field.	18 years	25 years
13.	Press Supervisor (BPS-11)	(a) FA/FSc with related field course/ diploma and 05 Years experience in relevant field.	18 years	25 years
14.	ISP Tech/Computer Operator (BPS-10)	FA/FSc, ICS with 05 months diploma (Software/Hardware) and 01 years experience in relevant field.	18 years	25 years
15.	Purchase In Charge (BPS-10)	FA/FSc with diploma in hospitality management / computer and 03 years experience in relevant field.	18 years	25 years
16.	Civil Electrician (BPS-9)	Matric / FSc with 05 Years of working experience as automobile electrician.	18 years	25 years
17.	Civil Vehicle Mechanic (BPS-9)	Matric with 05 years of experience in repair and supervising the vehicle repair.	18 years	25 years
18.	Operator Civil (Telephone Operator) (BPS-9)	FA/FSc with related field course/diploma and 05 years experience.	18 years	25 years
19.	Civil Store Keeper (BPS-7)	FA/FSc/DAE with certificate in computer hardware / software/MS office or 03 years handling of IT stores equipment preferably *Ex* Serviceman (SMT) Strong knowledge of MS office.	18 years	25 years
20.	Head Mali (BPS-7)	Matric with 03 years experience in relevant field.	18 years	25 years
21.	Life Guard (BPS-7)	Matric with Physical Training/Diploma. 01 Yr experience at provincial/National Level.	18 years	25 years
22.	Squash Marker (BPS-7)	Matric with Physical Training/Diploma. 01 Yr experience at provincial/ National Level.	18 years	25 years
23.	Tennis Marker (BPS-7)	Matric with Physical training/diploma. 02 Years experience at provincial/National level.	18 years	25 years
24.	Storeman Mess (BPS-7)	Matric with Knowledge of store handling/ storekeeper. Preferably an *ex*-serviceman	18 years	25 years
25.	Proof Reader (BPS-6)	Matric with 06 months course in graphic designing and 05 Years experience in proofing /designing.	18 years	25 years
26.	Compositor (BPS-6)	Matric with 09 months course of MS office, typing, 6-9 months course in graphic designing with 05 years of compositor experience in letter press/offset press.	18 years	25 years
27.	MONO / RISO Operator (BPS-6)	Matric with related field course / diploma 05 Years experience of RISO printing.	18 years	25 years
28.	Printing Op (BPS-6)	Matric with 3-5 years experience of operating trade / Offset press	18 years	25 years

Ser	Designation of the Post	Qualification and Experience	Age Limit	
			Min.	Max.
29.	Painter (BPS-6)	(a) Under matric/matric 06 months diploma in respective field. (b) Computer knowledge and preparation of banners (especially panaflex).	18 years	25 years
30.	Shelver (BPS-5)	(a) Matric/Diploma in Library science with Library course certificate and 02 years experience in relevant field	18 years	25 years
31.	Book Binder (BPS-4)	Matric	18 years	25 years
32.	Carpenter (BPS-3)	Middle	18 years	25 years
33.	Barman (BPS-1)	Primary	18 years	25 years
34.	Chowkidar (BPS-1)	Primary	18 years	25 years
35.	Gardner (BPS-1)	Literate	18 years	25 years
36.	Labour (USM) (BPS-1)	Literate	18 years	25 years

NOTE:—For the posts of Assistant, Steno Typist, Upper Division Clerk, Lower Division Clerk, Driver and N/Qasid, the uniform recruitment rules notified by Establishment Division shall apply.

[File No 1-2/D-15/2017.]

MUZAFFAR SALEEM,
Deputy Secretary.

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