



**GOVERNMENT OF KHYBER PAKHUTUNKHWA,  
HIGHER EDUCATION, ARCHIVES AND LIBRARIES DEPARTMENT**

**NOTIFICATION**

Dated 05/04/2017

**No. No.SO(CE&MS)HE/1-27/2015,** \_\_\_\_\_ - In pursuance of the provisions contained in sub-rule (2) of rule 3 of the Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989, and in supersession of all previous Notifications, issued in this behalf, the Higher Education, Libraries and Archives Department, in consultation with the Establishment Department and the Finance Department hereby lays down the method of recruitment, qualification and other conditions, specified in column No.3 to 5 of the Appendix to this Notification which shall be applicable to the Management Cadre in the Directorate General of Commerce, Education and Management Sciences, Khyber Pakhtunkhwa, specified in column No.02 of the said Appendix .

**APPENDIX**

<b>S/No</b>	<b>Nomenclature of the post</b>	<b>Minimum required qualification for initial recruitment</b>	<b>Required Age for Initial recruitment</b>	<b>Method of recruitment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Director General, Commerce Education and Management Sciences (BPS-20)	-----	-----	(a) By transfer from amongst the Principals (BPS-20) of Government Colleges of Commerce and Management Sciences; or  (b) By transfer from amongst BPS-20 APUG/PCS/PMS Officers.
2	Director, (Commerce and Management Sciences) (BPS-19)	-----	-----	(a) Fifty percent (50%), by promotion, on the basis of seniority-cum-fitness, from amongst the Deputy Directors (BPS-18) of Management Cadre, having Master's Degree with seven years service as such, or twelve years service in BPS-17 and above as such; and

				(b) fifty percent (50%) by transfer from amongst Associate Professors (BPS-19) of Government Colleges of Commerce and Management Sciences.
3	Deputy Director (BPS-18)	-----	-----	(a) Fifty percent (50%) by promotion on, the basis of seniority-cum-fitness, from amongst the Assistant Directors (BPS-17) having Master's Degree with five years service as such; and  (b) fifty percent (50%) by transfer from amongst the holders of the posts of Assistant Professors (BPS-18) GCMS/GCCs/GCTIs.
4	Assistant Director (BPS-17)	-----	-----	By promotion, on seniority-cum-fitness, from amongst the Superintendents (BPS-17) having Bachelors Degree with 05 (Five) years service as such.
5	Superintendent (BPS-17)	-----	-----	By promotion on, the basis of seniority-cum-fitness, from amongst the Head Clerks/Assistants/Senior Scale Stenographers (BPS-16) having Bachelor's Degree with five years service as such.  Note: A joint seniority list of Head Clerks/Assistants and Senior Scale Stenographers shall be maintained for the purpose of promotion.
6	Senior Scale Stenographer (BPS-16)	(i) At least Second Class Bachelor's Degree from recognized University;  (ii) a speed of 70 words per minute in shorthand in English and 45 words per minute in typing; and  (iii) knowledge of computer in using MS Word, MS Excel.	20 to 32 years.	By promotion, on the basis of seniority-cum-fitness, from amongst the Junior Scale Stenographers, with at least five years service as such:  Provided that if no suitable candidate is available for promotion, then by initial recruitment.

7	Head Clerk/ Assistant (BPS-16)	At least Second Class Bachelor's Degree or equivalent qualification from a recognized University.	20 to 32 years.	(a) Seventy five percent (75%) by promotion, on the basis of seniority-cum-fitness, from amongst Senior Clerks (BPS-14) with at least five (05) years service as such; and  (b) Twenty five percent (25%) by initial recruitment.
8	Computer Operator (BPS-16)	(i) At least Second Class Bachelor's Degree in Computer Science (BCS)/ Bachelor in Information Technology (BIT four years) or equivalent qualification , from a recognized University; or  (ii) At least Second Class Bachelor's Degree from a recognized University with one year Diploma in Information Technology from a recognized Board of Technical Education.	21 to 35 years.	By initial recruitment.
9	Junior Scale Stenographer (BPS-14)	(i) At least Second Division Intermediate or equivalent qualification from a recognized Board;  (ii) a speed of 50 words per minute in shorthand in English and 35 words per minute in typing; and  (iii) knowledge of computer in using MS Word, MS Excel.	18 to 30 years.	By initial recruitment
10	Senior Clerk (BPS-14)	-----	-----	By promotion, on the basis of seniority-cum-fitness from amongst the junior Clerks/ Library Clerks (BPS-11) with at least two years' service as such.  Note: A Joint seniority list of Junior Clerks and Library Clerks (BPS-11) shall be maintained for the purpose of promotion.

11	Junior Clerk/Library Clerk (BPS-11)	(i) Matriculation with second division or equivalent qualification from a recognized Board ; and  (ii) thirty words per minute in a speed of typing.	18 to 25 years.	(a) Twenty percent (20%) by promotion, on the basis of seniority-cum-fitness, from amongst the Computer Lab Assistants BPS-07 with at least five years' service as such;  (b) twenty percent (20%) by promotion on the basis of seniority cum fitness from amongst Naib Qasids having Secondary School Certificate with at least five years service as such; and  (c) sixty percent (60%) by initial recruitment.
12	Pesh Imam (BPS-09)	Sanad in Dars-e-Nizami or a Sanad of "Fazal-I-Arabi" or equivalent qualification from a recognized Daraul-Uloom/ Madrassa.	18 to 25 years.	By initial recruitment.
13	Store Keeper (BPS-09)	-----	-----	By promotion, on the basis of seniority-cum-fitness from amongst the Assistant Store Keepers (BPS-06) with at least three years' service as such.
14	Assistant Store Keeper (BPS-06)	At least 2 <sup>nd</sup> Division Secondary School Certificate or equivalent qualification from a recognized Board with three years' experience in store keeping in any organization.	18 to 25 years.	By initial recruitment.
15	Computer Lab Assistant (BPS 07)	At least 2 <sup>nd</sup> Division Secondary School Certificate or equivalent qualification from a recognized Board with six months certificate in Office Automation.	21-30 years.	By initial recruitment.
16	Driver (BPS-04)	(i) Secondary School Certificate from a recognized Board; and  (ii) HTV or LTV Driving License with five years practical experience.	18 to 40 years.	By initial recruitment.

17	Naib Qasid (BS-03)	Preferably literate.	18 to 40 years.	By initial recruitment.
18	Class-IV (BPS-03)	Literate with two years' experience in the relevant field.	18 to 40 years.	By initial recruitment

**SECRETARY TO GOVERNMENT OF  
KHYBER PAKHTUNKHWA, HIGHER EDUCATION,  
ARCHIVES AND LIBRARIES DEPARTMENT.**

**Endst: No.SO(CE&MS)HE/1-27/2015, Dated / /2017**

**Copy forwarded to:-**

1. The Secretary to Governor, Khyber Pakhtunkhwa.
2. The PSO to Chief Minister, Khyber Pakhtunkhwa.
3. The PSO to Chief Secretary, Khyber Pakhtunkhwa.
4. The Secretary to Govt: of Khyber Pakhtunkhwa, Law Department.
5. The Secretary to Govt: of Khyber Pakhtunkhwa, Finance Department.
6. The Secretary to Govt: of Khyber Pakhtunkhwa, Establishment Department.
7. The Secretary to Govt: of Khyber Pakhtunkhwa, Public Service Commission.
8. PS to Secretary to Govt: of Khyber Pakhtunkhwa Higher Education Department.
9. Director General, Commerce Education, and Management Sciences, Peshawar.
10. The Manger, Printing & Stationery Department, Khyber Pakhtunkhwa Peshawar with the request that ten printed copies (Gazette copies) of the Notification may be provided to this Department, Law Department and Establishment Department, Govt: of Khyber Pakhtunkhwa alongwith details of the gazette in which it is published.
11. File/office copy.

**(MUHAMMAD DAUD)  
SECTION OFFICER (COMMERCE)**