

Joint Secretary.

MINISTRY OF DEFENCE

(MLAC Dept)

Rawalpindi, the 19th August, 1982

S.R.O. #16 (D)/82. -In pursuance of sub-rule (2) of Rule 3 of the Civil Servants (Appointment/Promotion and Transfer) Rules, 1973, the following method, qualification and other conditions are laid down for appointment to the posts of SDO (Technical/Non-Technical) (Grade-11), Stenographer (Grade-11), Assistant (Grade-11), Survey Draftsman (Grade-11), Superintendent (Grade-9), Head Clerk (Grade-8), Accountant (Grade-8), Stenotypist (Grade-8), Upper Division Clerk (Grade-7), and Lower Division Clerk/ME Overseer (Grade-5) in the Military Lands and Cantonments Department under the Ministry of Defence.

Ruling

MJC

30/8/82

Ministry of Defence, Rawalpindi

No. S-104
L-766

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Method of Appointment

2. Appointments will be made by the following method :—

- (a) The posts of Stenotypist (Grade-8), Surveyor Draftsman and SDO (Technical) (Grade-11) Lower Division Clerk and M. E. Overseer (Grade-5) will be filled by direct recruitment.
- (b) The posts of Superintendent (Grade-9) Head Clerk and Accountant (Grade-8) will be filled by promotion.
- (c) 50% of the posts of SDO (Non-Technical), Assistant and Stenographer (Grade-11) and Upper Division Clerk (Grade-7) will be filled by direct recruitment.
- (d) 50% of the posts of SDO (Non-Technical), Assistant and Stenographer (Grade-11) and Upper Division Clerk (Grade-7) will be filled by promotion.

Note.—If any post or posts reserved to be filled by promotion under sub-para (d) above cannot be filled from amongst the departmental candidates the same may be filled by direct recruitment.

Condition for Promotion

3. Promotion to posts in column 1 above will be made by selection from amongst the persons who had the post specified, in column 2 on regular basis and possess the qualification and experience prescribed in column 3 :—

Name of Posts	Persons eligible	Condition of eligibility
Grade-11 SDO (non-technical) Assistant	Superintendent (Grade-9), Accountant and Head Clerk (Grade-8). Superintendent (Grade-9), Acctt. & H/Clerk (Grade-8)	3 years service as Superintendent (Grade-9) or 5 years service as Acctt./Head Clerk (Grade-8) in the Deptt.
Stenographer	Stenotypist (Grade-8)	* (i) 3 years service as Stenotypist (Grade-8) in the Department ; and (ii) Speed 100 w.p.m. and 40 w.p.m. in shorthand and typing respectively to be determined by test.
Grade-9 Office Supdt.	Head Clerk/Acctt. (Grade-8) and UDC (Grade-7)	2 years service as Head Clerk/Acctt. (Grade-8) or 5 years service as UDC (Grade-7) in the Department.
Grade-8 Accountant	U.D.C. (Grade-7)	2 years service as UDC in the Department. Preference will be given to experience in accounts and cash work.
Head Clerk	U.D.C. (Grade-7)	2 years service as UDC (Grade-7) in the Deptt.
Grade-7 U.D.C.	L.D.C./ME Overseer (Grade-5)	3 years service as L.D.C./ME Overseer (Grade-5) in the Department.

* Stand ammended vide Ministry of Defence Corrigendum No. 101/336/G/AD(P&A)/ML&C/1766/D-12/ML&C/86 dated 15.5.1988.

Qualification Experience and Age Limit for direct Recruitment

4. A candidate must possess the educational qualification and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification:

Provided that the Director Military Lands and Cantonments may for reasons to be recorded relax the prescribed period of experience in a particular case as under column "conditions of eligibility":

Provided further that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Bhudhist community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Areas (District of Gugli, Chiazar, Skardu, Ghanchi, Diamir) in accordance with the instructions issued by the Establishment Division:

Provided further that for government servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 35 years.

Probation

5. Persons appointed by promotion or direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for the period not exceeding one year. Probation shall be subjected to the provisions of Section 6 of the Civil Servants Act, 1973.

6. This notification issue with the concurrence of the Establishment Division and supersedes Ministry of Defence Notification No. 1111/78, dated 5th July, 1978.

SCHEDULE

(See rule 4)

Sl. No.	Designation and grade of the post	Qualification and experience	Age Limit	
			Maximum	Minimum
1	2	3	4	5
	Grade-11			
1.	(a) SDO (non-technical)	Degree (2nd Division) from a recognized University.	25	18
	(b) SDO (technical)	3 years Diploma in Civil Engineering from any Government recognized institution.	25	18
2.	Assistant	Bachelor's Degree (2nd Division) from a recognized University.	25	18
3.	Stenographer.	(i) Intermediate; with (ii) Minimum speed of 100 word p.m. in shorthand and 40 w.p.m. in typing.	25	18

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1	2	3	4	5
4	Surveyor-Draftsman	(i) Matriculate ; with (ii) Three years Diploma in Surveying and Draftsmanship from any Government recognized institution or three years Diploma in Civil Engineering from any Govt. recognized Institution.	25	18
5	Stenotypist (Grade-8)	(i) Matriculate ; with (ii) Minimum speed of 80 w.p.m. in shorthand and 30 w.p.m. in typing.	25	18
6	Upper Division Clerk (Grade-7)	F. A./P. Sc. (2nd Division) from a recognize University/Board.	25	18
7	Lower Division Clerk/Ms. Overseer (Grade-5)	(i) Matriculate ; (ii) For the post of LDC 30 w.p.m. speed in typing is essential.	25	18

Note :— The post of BDO (Technical) Grade-11 will be inter-changeable with the post of Surveyor-Draftsman (Grade-11).

[No. 73/62/O/AD (B)/ML&C/2983/D-12/ML&C/82.]

ZARMAST KHAN
Section Officer.

Grade 11

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(M.L.&C. Department)

Rawalpindi, the 8th March, 1983

S. R. O. 257 (I) 83.—In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following methods, qualifications and other conditions are laid down for appointment to the posts of Deputy Assistant Director, (Grade-16) Deputy Military Estates Officer (Grade-16), Superintendent of DML&C's Office (Grade-16) and Surveyor Draftsman (Grade-16) in the Military Lands and Cantonments Department under the Ministry of Defence.

METHOD OF APPOINTMENT

2. The post of Deputy Assistant Director, Deputy Military Estates Officer, Superintendent in DML&C's Office and Surveyor Draftsman (Grade-16) will be filled by promotion.

CONDITIONS FOR PROMOTION

3. Promotions to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3.

Name of the post	Persons eligible	Condition of eligibility
1. Deputy Assistant Director, Military Lands and Cantonments (Grade 16)/Deputy Military Estates Officer (Grade 16).	Sub: Divisional Officer/Assistant/Stenographer (Grade 11).	5 years service in Grade 11 and above.
2. Superintendent in DML&C's Office (Grade 16).	Sub: Divisional Officer/Assistant/Stenographer (Grade 11).	5 years service in Grade 11 and above.
3. Surveyor Draftsman Grade 16.	Surveyor-Draftsman, Sub. Divisional Officer (Technical) (Grade 11)	(i) 5 years service in Grade 11 and above. (ii) Passed the prescribed Department Examination.

PROBATION

4. Persons appointed by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provision of section 6 of the Civil Servants Act 1973.

5. This notification issues with the concurrence of the Establishment Division and the Federal Public Service Commission as contained in their O.M. No. 5/3/81-R. 5, dated, the 7th March, 1982 and 8th August, 1982, and letter No. F. 12/51/82-S, dated the 11th January 1983, respectively and supersedes the Ministry of Defence Notification No. 641/74, dated 2nd March, 1974 and No. 775/77, dated the 29th August, 1977.

[No. 101/334/PA/ML&C/746/D-12 (ML&C)/83.]

ZEENATULLAH KHAN,
Deputy Secretary.

No.101/336/G/AD(P&A)/M&C/1766/D-12/M&C/38
Government of Pakistan,
Ministry of Defence,
Rawalpindi, the 18 May, 1988.

CORRIGENDUM

The following amendment is made in Recruitment Rules (BS: 5 to 15) of M&C Department published in Gazette of Pakistan under Notification No.SRO-816(i)/82, dated 29th August, 1982, regarding promotion of Stenotypist as Stenographer :-

In para 3 under heading "Stenographer" :-

<u>Name of post</u>	<u>Person eligible</u>	<u>Condition of eligibility</u>
<u>For - Stenographer</u>	Stenotypist (Grade 8)	i) 3 years service as Stenotypist(Grade 8) in the Department; and ii) Speed 100 w.p.m. and 40 w.p.m. in shorthand/typing, respectively, to be determined by test.
<u>Read - Stenographer</u>	Stenotypist (BPS-12)	i) 3 years service as Stenotypist(BPS-12) in the Department; and ii) Seniority-cum-fitness.

(No.101/336/G/AD(P&A)/M&C/1766/D-12/M&C/38)

9/c
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- w.r.t, their O.M. No.5/3/11-
R.5, dated 28.03.1988.
