



GOVERNMENT OF NWFP
ESTABLISHMENT & ADMINISTRATION DEPARTMENT
(REGULATION WING)

Dated Peshawar, the December 21, 1982

NOTIFICATION

NO.SORI (S&GAD) 4-7/86 (A):- In pursuance of the provisions contained in Sub Rule (2) of Rule-3 of the North-West Frontier Province Civil Servants (Appointment, Promotion and Transfer) Rules, 1975, and in supercession of all previous rules, issued in this behalf, the Services & General Administration Department, in consultation with the Finance Department, hereby lays down the method of recruitment, qualifications and other conditions specified in column 3 to 5 of the Appendix to this Notification, which shall be applicable to posts in the North-West Frontier Province, Civil Secretariat specified in column 2 of the said appendix.

APPENDIX

| S.No | Nomenclature of posts | Minimum qualification for appointment by initial recruitment | Age limit | Method of Recruitment |
|------|-----------------------|--|-----------|--|
| 1. | Superintendent | - | - | By promotion, on the basis of seniority-cum-fitness from amongst holders of the post of Assistant with at least five years services as such. |
| 2. | Private Secretary | - | - | By promotion, on the basis of seniority-cum-fitness from amongst holders of the post of Personal Assistant with at least two years services as such ¹ |

¹ Substituted vide Notification No. SOR-I (S&GAD) 4-7/80, dated 10.11.1984 read with Notification No.SOE.IV (E&AD) 1-35/2002 dated 27/11/2002.

| | | | | | |
|----|----------------------------------|---|--------------------------|------------------------------|---|
| 3. | Assistant | Degree from a recognized University | 18 ² 30 years | ³ @ (a) (b) | 25% by initial recruitment; and 75% by promotion on the basis of seniority-cum-fitness, from amongst Senior Clerk with at least five years service as Junior and Senior Clerk. |
| 4. | Personal Assistant | - | - | | By promotion, on the basis of seniority-cum-fitness from amongst holders of the post of Senior Scale Stenographers with at least three years services as such. |
| 5. | Senior Scale Stenographer | - | 18 - 30 years | | ⁴ By promotion, on the basis of seniority-cum-fitness from amongst the Stenographers (BPS-12) with at least five years service as such; provided that if no suitable candidate is available for promotion then by initial recruitment. |
| 6. | Senior Scale Stenographer (Urdu) | (i) Matriculation or equivalent qualification from a re-recognized Board. (ii) A speed of 80 words per minute in Shorthand in Urdu and 60 words per minute in typing. | 18 - 30 years | a) b) | By initial recruitment; or By promotion, on the basis of seniority-cum- fitness from amongst holders of the post of Stenographer (Urdu) with at least three years services as such. |
| 7. | Stenographer | (i) ⁵ Intermediate or equivalent qualifications from a recognized Board; and (ii) ⁶ A speed of 50 words per minute in Shorthand in English and 35 words per minute in typing and Knowledge of Computer in using MS Word. MS Excel. | 18 – 30 years | | By initial recruitment |

² Substituted vide Notification No. SOR-I (S&GAD) 4-1/80,(Vol.III) dated 12/06/1999

³ Substituted vide Notification No. SOR.I (S&GAD) 4-7/80, dated 05/10/1989. SOR-I (S&GAD) 4-7/80, dated 05/10/1985 & No.SOR.IV (S&GAD) 3-2/96(A), dated 16/9/1996

⁴ Substituted vide Notification No. SOR.I V (S&GAD) 1-1/95, dated 11/01/1996.

⁵ Substituted vide Notification No. SOR.IV (S&GAD) 3-16/94(A), dated 10/4/1996 &

⁶ Substituted vide Notification No.SOE.IV (E&AD) 1-35/2002 dated 26/09/2002.

| | | | | |
|----|--------------|--|---------------|--|
| 8. | Senior Clerk | - | - | By promotion, on the basis of seniority-cum-fitness from amongst the post of Junior Clerk with two years services as such. |
| 9. | Junior Clerk | i) Matriculation or equivalent qualification from a recognized Board; and ii) A speed of 30 words per minute in typing. | 18 - 30 years | (a) 33% by promotion from amongst Daftaries, G/Operator, Qasid and Naib Qasids including other equivalent posts in the Secretariat with two years service as such, who have passed S.S.C.Examination; and (b) 67% by initial recruitment. |

Note: - For the purpose of promotion, there shall be maintained a common seniority list of Daftaries, Gestetner Operators, Qasids, Naib Qasids etc with reference to the dates of their acquiring the Secondary School Certificate provided that: -

- i. If two or more official have acquired the SSC in the same session, the official having longer service shall rank senior to other officials.
- ii. Where a senior official does not possess the requisite experience at the time of filling up a vacancy, the official next junior to him possessing the requisite experience shall be promoted in preference of the senior official or officials.

**SECRETARY TO GOVT. OF NWFP
ESTABLISHMENT & ADMINISTRATION DEPARTMENT.**

7. Substituted vide Notification No. SOR.IV (S&GAD) 1-1/95(D), dated 13/3/1997.

Endst: NO.SORI (S&GAD) 4 - 7/86 (A

Dated Peshawar, the December 21,1982

Copy forwarded for information to the: -

1. All Administrative Secretaries in NWFP.
2. Secretary to Governor, NWFP.
3. All Section Officers/Estate Officer, E & A Department.

SECTION OFFICER (R.I)

Updated on 31st March, 2004
By E.IV Section, E&AD