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PART II

STATUTORY NOTIFICATIONS (S.R.O)

**NATIONAL TARIFF COMMISSION**  
**SERVICE RULES 1995**

Islamabad, the 12<sup>th</sup> September, 1995

**S.R.O. 911(I)/95.**\_\_\_ In exercise of the powers conferred by section 18 of the National Tariff Commission (NTC) Act, 1990, the following rules are made, with the approval of the Federal Government:-

**CHAPTER 1****GENERAL**

**1. Short title and commencement.**\_\_ (i) These rules may be called the National Tariff Commission Employee's (Service) Rules, 1995.

(ii) They shall come into force at-once.

**2. Application.**\_\_ These rules shall apply to all employees in the whole-time employment of the Commission and its regional offices/sub-offices other than:

(i) employees appointed on deputation, or on contract;

(ii) employees paid from contingencies.

**3. Interpretation.**\_\_ (i) The Federal Government shall be final authority for interpretation of these rules and any supplementary instructions issued in connection with these rules.

(ii) In all matters not provided for in these rules, the rules and orders applicable to Federal Government employees of the equivalent status, grade and scale shall apply to the employees of the Commission.

**4. Definition.**\_\_ In these rules, unless there is any thing repugnant in the subject or context:

(a) "Commission" means the National Tariff Commission; established under section 3 of the NTC Act, 1990.

- (b) “Authority” in relation to a post means the person designated as Authority under Rule 2(ii) to these rules.
- (c) “Departmental Selection and Promotion Committee” means a Committee or Committees constituted for the purpose of making selection for initial appointments or promotion to posts in the Commission in various scales of pay as detailed in rule 7(Viii) of these rules.
- (d) Employees means a person who holds a post in the Commission, but shall not include:
  - i) The Chairman and the Member(s) of the Commission.
  - ii) A person who is appointed on deputation to the Commission: or
  - iii) A person who is employed on contract, or on work charge basis or on daily wages paid out of contingencies.

- (e) “Act” means the National Tariff Commission Act 1990.
- (f) “Appointing Authority” in relation to a post means the person designated as Appointing Authority under Rule 7(viii) of these rules to make appointment to that post;
- (g) “Scale means a “Scale of pay” in which a post or group of posts is placed with the approval of the Federal Government; and
- (h) “Pay” means the amount drawn monthly by an employee and includes special pay, personal pay, technical pay and any other emoluments declared as such by the Commission.

**CHAPTER –II**  
**DESIGNATION OF POSTS, PAY AND**  
**ALLOWANCES**

**5. DESIGNATION OF POSTS**

Designation of posts in different NTC pay scales shall be as contained in Schedule –I of these rules.

**6. PAY SCALES, ALLOWANCES AND OTHER BENEFITS**

- (i) An employee appointed to a post shall be entitled, in accordance with the rules, to the pay scales and allowances as prescribed by the Commission, from time to time for its employees with approval of the Federal Government.

Provided that when the appointment is made on current charge basis or by way of additional charge, grant of additional remuneration shall be regulated in the same manner as prescribed by the Government from time to time for its own employees.

- (ii) Pay on initial appointment shall be fixed at the minimum stage of the pay scale but in case of a person who possesses additional experience or special qualifications, the appointing authority on the recommendations of Selection Committee may in consideration of the fact that suitable persons of requisite qualification are not available on the minimum pay of the post allow a higher initial pay in the scale not exceeding six advance increment of the same scales. The reasons for granting upto six advance increments must be recorded by the Selection Committee. Similarly, advance increments may also be allowed by the competent authority to persons already appointed in the

NTC who \*possess/acquire additional/ higher qualifications as prescribed by the Federal Government from time to time.

- (iii) On appointment of an NTC employee on acting charge basis his pay shall be fixed in accordance with the rules prescribed by the Federal Government from time to time for its own employees.
- (iv) Government orders and instructions relating to entitlement for and recovery of advances and loans shall mutatis-mutandis apply to the employees of the Commission in the same manner and to the same extent as they apply to the Federal Government servants.
- (v) An employee shall be governed by such Medical Attendance and Treatment Rules as may be prescribed by the Commission from time to time.
- (vi) An employee shall be entitled to all such compensatory allowances and honoraria etc. as may be sanctioned by the Commission from time to time in line with the Government rules/instructions on the subject and with prior approval of the Federal Government.

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\* Amended vide SRO No.267(1)/96 dated 18-04-1996

## CHAPER – III

### APPOINTMENT, PROMOTION AND SENIORITY

#### 7. APPOINTMENT

(i) Appointment to posts in the Commission may be made by the following methods: -

- (a) Promotion;
  - (b) Initial (Direct) Recruitment
- (ii) Initial (direct) recruitment to various posts shall be made in accordance with the criteria given in Schedule-II & IV of these rules.
- (iii) For initial appointment to a post, a candidate must possess the education qualifications and experience and must be within the age limit mentioned against the post in Schedule-IV.
- (iv) All posts in the Commission NT-VIII to NTE-I shall be filled by direct recruitment or by departmental promotion as prescribed in Schedule-II to IV. Direct recruitment other than M-III shall be made after advertising the vacancy in accordance with the recruitment procedure of the Federal Government operative at the time of making recruitment.
- (v) The appointment of a person on contract or on deputation to the Commission from the Federal Government or a Provincial Government or other autonomous bodies, may be made by the Appointing Authority on such terms and conditions as are applicable to a person appointed on deputation or on contract by the Federal Government.

- (vi) A person appointed on deputation to the Commission may opt to be permanently absorbed in the Commission and upon so doing shall be deemed to have been appointed to the post held by him from the date of acceptance of his option and such person shall be entitled to benefits to which NTC employees are entitled.
  
- (vii) No person shall be eligible for appointment in the National Tariff Commission unless he is a Pakistani national:  
Provided that experts or advisers of non-Pakistani origin may be appointed on contract with prior approval of the Federal Government.
  
- (viii) There shall be the following departmental Selection/Promotion Committees for making recommendations for appointments to posts in the Commission: -



<u>S. No</u>	<u>Name of the post with scale of pay</u>	<u>Selection/Promotion Committee</u>		<u>Appointing Authority</u>
<b><u>Committee-IV</u></b>				
1.	NT-VII & VIII (Daftri, Qasids & Naib Qasids)	i) Director ii) Dy. Director iii) Rep. of Admn. not below A.D	Chairman Member Member/ Secretary	Secretary, NTC
<b><u>Committee-III</u></b>				
2.	NT-I to VI (Assistant Private Secretary, Stenotypists, Assistants, Drivers)	i) Secretary/DG ii) Director iii) Rep. of Admn. not below A.D	Chairman Member Member/ Secretary	Member
<b><u>Committee-II</u></b>				
3.	NTE-I to III (Directors, Dy. Directors, Asstt. Directors, Accounts Officer, Private Secretary)	i) Member (Admn) ii) Member-I iii) Secretary	Chairman Member Member/ Secretary	Chairman
<b><u>Committee-I/ Selection Board</u></b>				
4.	M-III (Director General/ Secretary)	Appointment in management grades will be made in accordance with the procedure laid down by the Establishment Division in it O.M. No. 1/85/94-E.6 dated 12-09-1994 as amended from time to time.		

- (ix) Appointments by promotion shall be made on the recommendations of the respective Departmental Promotion Committee/Selection Board.
- (x) Direct recruitment shall be made on an All-Pakistan basis in accordance with Provincial/Regional quota as prescribed by the Federal Government from time to time.
- (xi) No person shall be appointed to any post in the Commission, otherwise than by deputation or promotion without a medical fitness certificate from the authorized Medical Officer of the Commission or such other medical authority as the Commission may prescribe.
- (xii) Appointment of a person in the service of the Commission shall be subject to verification of his character and antecedents.

**8. APPOINTMENT OF CONSULTANTS/ADVISORS**

Notwithstanding the provisions of Rule-7, the Commission may appoint consultants/advisors on contract for a specified period on such terms and conditions as the Commission may determine in individual cases with the prior approval of the Federal Government.

**9. PROBATION**

- (i) All appointments under the Commission shall be on probation for a period of one year. This period may be curtailed by the Chairman for good and sufficient reasons to be recorded in writing, or if considered necessary, it may be extended for a period not exceeding one year. (If no orders are passed by the Chairman on the expiry of the initial period or extended period of probation, the appointment shall be deemed to have been regularized)
- (ii) In the event of falling to show satisfactory progress during the probationary period, the Chairman may, at his discretion, dispense with the services of an official without assigning any reason.
- (iii) Where, in respect of any post, satisfactory completion of probation includes the passing of a prescribed examination, test or course or successful completion of any training or assignment, a person appointed on probation to such post who, before the expiry of the original or extended period of his probation, has failed to pass such examination or test or to successfully complete the course or the training or assignment shall (a) if he was appointed to such post by initial appointment, be discharged or (b) if he was appointed to such post by promotion, be reverted to the post from which he was promoted.

**10. INCREMENT**

- (i) The annual increment of an employee in his pay scale shall accrue only on the 1<sup>st</sup> day of the December, following the completion of at least 6 months of such service at the relevant stage in that scale as counts for increments under the ordinary rules.
- (ii) Annual increment shall, on such accrual, be drawn by an employee unless withheld by an order in writing by the authority as per rules.

**11. PROMOTION**

- (i) An employee possessing requisite experience and length of service shall be eligible for promotion, but no employee shall have claim for promotion. Promotion shall be made in accordance with criteria laid down in Schedule-II and III of these rules.
- (ii) All posts in NT-VIII to NT-I and NTE-III to NTE-I shall be deemed to be non selection posts and shall be filled in the same manner as applicable to the employees of Federal Government.
- (iii) An employee can not be considered at the same time both for promotion and initial recruitment.
- (iv) Moveover/selection grade to NTC employees shall be allowed in next higher scale in line with and on the conditions governing similar concessions for the Federal Government employees.

**12. REVERSION TO A LOWER POST**

An employee appointed to a higher post on temporary or officiating basis shall be liable to reversion to his lower post without notice.

**13. SENIORITY**

- (i) For proper administration of a cadre, post or pay scale, the appointing authority shall prepare a seniority list of the employees of such cadre or post to be prepared separately. In accordance with the Federal Government rules on seniority but nothing herein contained shall be construed to confer any vested right to a particular seniority in such cadre or post as the case may be.
- (ii) Subject to provisions of sub-rule (I) above, the seniority of any employee shall be reckoned. In relation to other similar employees belonging to the same cadre or post as under: -
  - (a) In the case of persons appointed by direct recruitment in one batch, the seniority shall be fixed in accordance with the order of merit assigned by the Departmental Selection Committee.
  - (b) If the date of appointment in the case of two or more persons appointed to the post is the same, the older, if not junior to the younger in the next below post, shall rank senior to the younger person.

- (c) The seniority of employees appointed by initial recruitment to the post vis-a-vis those appointed by promotion shall be determined with reference to the date of continuous officiation in the post provided that if the two dates are the same, the persons appointed by promotion shall rank senior to the persons appointed by direct recruitment in the same year.
  - (d) If a junior person is promoted to a higher post by superseding his senior and subsequently the latter is also promoted, the person promoted first shall rank senior to the one promoted subsequently.
  - (e) A junior appointed to a higher post shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher post and the junior was appointed in preference to the senior.
- (iii) In individual appointments seniority shall be fixed with reference to the date of the appointment to a post.

**14. CONFIRMATION**

- (i) Subject to availability of a permanent post, an employee shall, on satisfactory completion of his probation, be eligible for confirmation in his post.
- (ii) An employee promoted on regular basis shall be eligible for confirmation after rendering satisfactory service for the period prescribed for confirmation therein.
- (iii) There will be no confirmation against a temporary post.
- (iv) Confirmation of an employee shall take effect from the date of occurrence of a permanent vacancy in that post, or from the date of continuous officiation in such post, whichever is later.
- (v) An employee who, during the period of his service was eligible to be confirmed, but retires from service before being confirmed shall not, merely by reason of such retirement, be refused such confirmation or any benefit accruing therefrom.

**15. RIGHT OF APPEAL OR REPRESENTATION**

- (i) Where a right to prefer an appeal, or application for review in respect of any order relating to the terms and conditions of service is provided to an employee under any rules applicable to him, such appeal or application shall, except, as may be otherwise prescribed, be made within thirty days of such order.

- (ii) Where no provision for appeal or review exists under the rules in respect of any order, an employee aggrieved by such order may, within thirty days of communication to him of such order, make a representation against it to the authority which made the order.

Provided that no representation shall be made on matters relating to the determination of fitness of a person to a particular post or promotion to a grade or against the decision of the Selection Board/Departmental Promotion Committee.



**CHAPTER – IV**  
**TRANSFER, TRAINING, LEAVE AND**  
**JOINING TIME**

**16. TRANSFER**

The Chairman may transfer an employee anywhere in Pakistan to an office under his administrative control.

**17. TRAINING**

- (i) The Commission may require an employee to undergo training within or outside Pakistan at any time for any duration under such terms and conditions as it may specify from time to time.
- (ii) Employees of the Commission proceeding on training/higher studies abroad after being nominated by the Commission shall be governed by such terms and conditions as may be applicable to the Federal Government employees from time to time.

**18. LEAVE**

Employees of the Commission shall be governed by the Federal Government Leave Rules issued from time to time.

**19. JOINING TIME**

The employees shall be entitled to the joining tie on transfer from one station to another on such terms and conditions as are admissible to the Federal Government employees from time to time.

## **CHAPTER – V**

### **SERVICE RECORD**

#### **20. RECORD OF SERVICE**

- (i) Service record of each employees shall be maintained in such form as is applicable to the Federal Government employees.
- (ii) Annual Confidential Report about the work and conduct of each employees, except the employees in NT-VII and NT-VIII, shall be recorded in such form as is applicable to the Federal Government employees.
- (iii) An employee shall not have access to his confidential reports except in case of adverse remarks, in which case a copy of the whole report shall be furnished to him immediately and in any case within one month from the date on which the report is counter signed.

## CHAPTER –VI

### GENERAL CONDUCT AND DISCIPLINE

#### 21. CONDUCT AND DISCIPLINE

- (i) For the purpose of conduct and discipline, the Government Servants (Conduct) Rules, 1964 and the Government Servants (Efficiency and Discipline) Rules, 1973 shall apply to the employees of the Commission.
- (iii) The following officers shall be designated as Authority/Authorized Officer under the aforesaid rules in respect of employees of the Commission:

<u>S.No</u>	<u>Position</u>	<u>Authorized Officer</u>	<u>Authority</u>
1	NT-VIII to NT-VII	Director	Secretary, NTC
2	NT-VI to NT-I	Secretary, NTC	Member, NTC
3	NTE-III to NTE-I	Member, NTC	Chairman, NTC
4	M-III & M-II	To be designated by the Authority	Prime Minister

#### 22. COMPLIANCE WITH ORDERS

Every employee shall conform to and abide by these rules and shall comply with and obey all orders and directions which may from time to time be given by any person under whose jurisdiction, superintendence or control, he may be placed.

## CHAPTER –VII

### RESIGNATION AND TERMINATION

#### **23. RESIGNATION**

- (i) A temporary employee may resign from his post by giving one month's notice in writing or on payment to the Commission of a sum equal to his pay for one month.
- (ii) Notwithstanding the provisions of sub-rule (i) above, an employee shall continue to perform his duties till such time his resignation is formally accepted by the appointing authority.
- (iii) The appointing authority at its discretion may, in the interest of the Commission, refuse to accept the resignation of an employee.

#### **24. TERMINATION OF SERVICE**

- (i) The service of an employee may be terminated without notice:
  - (a) during the initial or extended period of his probation.

Provided that where such employee is appointed by promotion on probation, his service shall not be terminated so long as he holds a lien against his former post but he shall be reverted, or

- (b) In the case of an employee who is not employed on a regular basis on the expiry of the initial or extended period of his employment.
- (ii) Where, on the abolition of a post or reduction in the number of posts in a time scale, the services of an employee are required to be terminated the employee whose services are terminated shall ordinarily be the one who is the junior most in such time scale /cadre or post.
- (iii) Notwithstanding the provisions of sub-rule (i) (a) above, the services of an employee in temporary employment shall be liable to termination on one month's notice or pay in lieu thereof, without assigning any reason.
- (iv) Nothing contained in sub-rule (iii) above shall affect the dismissal or removal from service or reduction in rank of an employee by way of punishment under the Government Servants (Efficiency and Discipline) Rules, 1973 and the Federal Government (Conduct) Rules, 1964

## **25. RE-EMPLOYMENT AFTER RETIREMENT**

- (i) A retired person having exceptional qualifications and experience may be re-employed in the service of the Commission provided that such re-employment is necessary in the interest of the Commission and is made with the prior approval of the Federal Government. Provided further that such re-employment shall be made very restrictively and for clearly specified period strictly in accordance with the instructions issued by the Federal Government from time to time.

- (ii) An employee may, during the leave preparatory to retirement (LPR) or after retirement, seek any private employment.

Provided that where employment is sought by an employee under the Federal Government or an autonomous body under the Federal Government or an international organization while on L.P.R. or within one year of the date of his retirement, he shall obtain prior approval of the appointing authority.

## **CHAPTER –VIII**

### **RETIRMENT, PENSION GRATUITY AND PROVIDENT FUND**

#### **26. RETIREMENT FROM SERVICE**

An employee shall retire from service on such date and in such manner as the Federal Government may prescribe for its employees from time to time.

#### **\*27. CONTRIBUTORY PROVIDENT FUND**

An employee shall be entitled to the benefits of Contributory Provident Fund in accordance with the rules made with the prior approval of the Federal Government.

\*Substituted vide notification SRO 39(1)/2008 dated 10<sup>th</sup> January, 2008.

#### **28. BENEVOLENT FUND AND GROUP INSURANCE FUND**

All employees and their families shall be entitled to the benefits admissible under the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (ii of 1969) and the rules made thereunder from time to time. The Federal Government will accordingly be approached to notify the employees of the Commission as members of this scheme.

**SCHEDULE-I****DESIGNATIONS AND NTC PAY SCALES**

<b><u>S.No</u></b>	<b><u>Name of the post</u></b>	<b><u>NTC</u></b>	<b><u>Pay</u></b>	<b><u>Scale</u></b>
1.	Chairman	M-I	Equivalent	(B-22)
2.	Member	M-II	Equivalent	(B-21)
3.	Secretary/Director General	M-III	Equivalent	(B-20)

**EXECUTIVE**

1.	Director	NTE-I	Equivalent	(B-19)
2.	Deputy Director	NTE-II	Equivalent	(B-18)
3.	Assistant Director/Accounts Officer/Private Secretary	NTE-III	Equivalent	(B-17)

**\*NON-EXECUTIVE**

1.	<b>Assistant Private Secretary</b>	NT-I	Equivalent	<b>(B-16)</b>
		NT-1A	And Selection Grade Equivalent	<b>(B-16)</b>
2.	Stenotypist	NT-II	Equivalent	<b>(B-14)</b>
		NT-IIA	and Selection Grade Equivalent	<b>(B-14)</b>
3.	Assistant	NT-III	Equivalent	<b>(B-14)</b>
4.	Telephone/Telex Operator	NT-IV	Equivalent	<b>(B-7)</b>
5.	L.D.C.	NT-V	Equivalent	<b>(B-7)</b>
6.	Driver/Despatch Rider	NT-VI	Equivalent	<b>(B-4)</b>
7.	Daftry/Qasid	NT-VII	Equivalent	<b>(B-2)</b>
8.	Naib Qasid/ Chowkidar/Frash/ Sweeper	NT-VIII	Equivalent	<b>(B-1)</b>

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\* Amended vide SRO No.761(1)/99 dated June, 1999



**SCHEDULE-II**

**QUOTA FOR PROMOTION/DIRECT RECRUITMENT**

<b><u>S. No</u></b>	<b><u>Designation and Pay Scale</u></b>	<b><u>By promotion</u></b>	<b><u>By Direct Recruitment</u></b>
1.	Director (NTE-I)	75%	25%
2.	Deputy Director (NTE-II)	75%	25%
3.	Assistant Director (NTE-III)	25%	75%
4.	Accounts Officer (NTE-III)	-	100%
5.	Private Secretary (NTE-III)	100%	-
6.	<b>Assistant Private Secretary (NT-I)</b>	50%	50%
7.	Stenotypist (NT-II)	-	100%
8.	Assistant (NT-III)	50%	50%
9.	Telephone/Telex Operator (NT-IV)	-	100%
10.	LDC (NT-V)	10%	90%
11.	Driver (NT-VI)	-	100%
12.	Staff Car Driver (S.G)	100%	-
13.	D.R (NT-VI)	-	100%
14.	D.R (S.G)	100%	-
15.	Daftry/Qasid/ (NT-VII)	100%	-
16.	Naib Qasid / Chowkidar / Frash / Sweeper (NT-VIII)	-	100%

- i) M-III posts of Director General/Secretary are required to be filled by appointment in accordance with the procedure prescribed by the Government, Director (NTE-I) shall also be eligible for appointment by promotion subject to the fulfillment of the prescribed conditions.
- ii) **Private Secretaries will be granted NTE-II/BS-18 equivalent after putting in 5 years satisfactory service. The Private Secretaries in NTE-II / BS-18 equivalent will further be granted NTE-I/BS-19 equivalent after putting in 12 years service in NTE-III/BS-17 equivalent and above taking benefit of Establishment Division's O. M. No. 1/9/80-R-II dated 02-06-1983. However, on grant of NTE-I/BS-19 equivalent, nomenclature of the post will be Senior Private Secretary.**  
**The Existing Private Secretaries in NTE-III/BS-17 equivalent will be granted NTE-II/BS-18 on one time basis. Irrespective of their length of service in NTE-III/BS-17 equivalent.**
- iii) Initial entry in the officer cadre will be in NTE-III (Assistant Directors). Since all posts of Assistant Directors are sanctioned in NTE-II/NTE-III, Assistant Directors will be eligible for placement in NTE-II and redesignated as Deputy Director upon satisfactory completion of five years service.
- iv) Failing promotion the posts reserved for promotion shall be filled in by direct recruitment and failing that the posts shall be filled in by deputation.

**SCHEDULE-III**

**CONDITIONS OR ELIGIBILITY FOR  
PROMOTION TO VARIOUS POSTS IN THE  
COMMISSION**

<b><u>S. No.</u></b>	<b><u>Name of post and pay scale</u></b>	<b><u>Persons eligible</u></b>	<b><u>Condition of eligibility</u></b>
	(1)	(2)	(3)
1.	Secretary/D.G (M-III)	Director (NTE-I)	17 years service in NTE-III and above or 12 years service in NTE-II for direct recruits in NTE-II, or 5 years service in NTE-I for direct recruits in NTE-I.
2.	Director Admn (NTE-I)	Dy. Director (Admn)/Gen/(Lib) (NTE-II)	7 years service in NTE-II for direct recruits or 12 years service in NTE-III and above.
3.	Director (Tech) (NTE-I)	Dy. Directors (Tech) (NTE-II)	7 years service in NTE-II for direct recruits or 12 years service in NTE-III and above.
4.	Dy. Director (Admn/Gen/Lib) (NTE-II)	Assistant Director Admn/Gen/Lib. (NTE-III)	5 years service in NTE-III
5.	Dy. Director (Tech) (NTE-II)	Assistant Directors (Tech) (NTE-III)	5 years service in NTE-III
6.	Assistant Director (Admn/Gen/Lib) (NTE-III)	Assistant (NT-III)	7 years service in NT-III and above including service in Selection Grade.
7.	Private Secretary (NTE-III)	<b>Assistant Private Secretary</b> (NT-I)	<b>7 years satisfactory service as Assistant Private Secretary (NT-I) including service in Selection Grade.</b>

8.	Assistant Private Secretary (NT-I)	Stenotypist (NT-II)	3 years service in NT-II and above including service in Selection Grade.
9.	Assistant (NT-III)	LDC (NT-V)	7 years service in NT-V and above including service in Selection Grade.
10.	LDC (NT-V)	Daftri / Qasid (NT-VII)	3 years service in NT-VII with typing speed 30 w.p.m.
11.	Daftri / Qasid (NT-VII)	Naib Qasid / Frash (NT-VIII)	3 years service in NT-VIII subject to the condition of literate Naib Qasid/Frash.

- i) Where applicable previous service of employees equivalent to NTC pay scales may be accounted for calculation of minimum service required for promotion to next grade.
- ii) Officers working in M-III/D.G or equivalent posts will be considered for grant of next grade after 5 years satisfactory service in existing scale on lines of the incentives Scheme adopted by the Government for technical/professional posts.

**SCHEDULE-IV**

**QUALIFICATION EXPERIENCE AND UPPER AGE  
LIMIT FOR VARIOUS POSTS IN THE COMMISSION**

S. No.	Designation and Grade of the post	Qualification and experience	Mini / Maxi / Age Limit
(1)	(2)	(3)	(4)
1.	Secretary / Director General (M-III)	<p>First Class Master's Degree from a recognised national or foreign Institution in Economics/Industrial Economics/Business Administration/Commerce Social-Sciences (only for non-technical) with 17 years post degree experience.</p> <p>Or</p> <p>First Class Bachelor's Degree from a recognized national or foreign Institution in Chemical/Textile Technology/Mechanical/Metallurgical/Electrical/Electronic Engineering with 17 years post degree experience.</p> <p>Or</p> <p>Associateship of Cost and Management and Accountancy from a recognized national or foreign institutions with 12 years post degree experience.</p> <p>Or</p> <p>First Class Master's Degree from a recognized national or foreign institution in Computer</p>	37 - 45

Sciences/Technology with 17 year's  
post degree experience.

2.	Director (NTE-I)	<p>First Class Master's Degree from a recognized national or foreign institution in Economics/ Industrial Economics/Business Administration/ Commerce/ Social Sciences (only for non-technical) with 12 years post degree experience.</p> <p>Or</p> <p>First Class Bachelor's Degree from a recognized national or foreign institution in Chemical/Textile Technology/ Mechanical/Metallurgical/Electrical/Electronic Engineering with 12 years' post degree experience.</p> <p>Or</p> <p>Associateship of Cost and Management and Accountancy from a recognized national or foreign institutions with 7 years' post degree experience.</p> <p>Or</p> <p>First Class Master's Degree from a recognized national or foreign institution in computer Sciences/Technology with 12 years' post degree experience.</p>	32 – 40
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|----|---------------------------------|---|---------|
| 3. | Dy. Director<br>(NTE-II)        | <p>First Class Master's Degree from a recognized national or foreign institution in Economics/<br/>Industrial Economics/Business Administration/<br/>Commerce/Social Sciences (only for non-technical) with 5 years' post degree experience.</p> <p>Or</p> <p>First Class Bachelor's Degree from a recognized national or foreign institution in Chemical/Textile Technology/Mechanical/Metallurgical/Electrical/Electronic Engineering with 5 years' post degree experience.</p> <p>Or</p> <p>Associateship of Cost and Management and Accountancy from a recognized national or foreign institution.</p> <p>Or</p> <p>First Class Master's Degree from a recognized national or foreign institution in Computer Sciences/Technology with 5 years' post degree experience.</p> | 25 - 35 |
| 4. | Assistant Director<br>(NTE-III) | <p>First Class Master's Degree from a recognized national or foreign institution in Economics/<br/>Industrial Economics/Business Administration/Commerce.</p> <p>Or</p> <p>First Class Bachelor's Degree from a recognized national or foreign institution in Chemical/ Textile Technology /<br/>Mechanical / Metallurgical / Electrical /<br/>Electronic Engineering.</p>  | 22 - 28 |



Or  
 Associateship of Cost and Management  
 and Accountancy from a recognized  
 national or foreign institutions.

Or  
 First Class Master's Degree from a  
 recognized national or foreign institution  
 in Computer Sciences/Technology.

Or  
 Second Class Master Degree in Social  
 Sciences from the recognized national or  
 foreign university for Assistant Directors  
 (Admn/General/Coord/Lib.).

Or  
 Other equivalent qualifications  
 considered appropriate by the  
 Commission.

5.	Accounts Officer (NTE-III)	Second Class Bachelors' Degree in Commerce or Business Administration with Accountancy as a subject or, Associate Membership of the Institute of Cost and Management Accountants with 5 years post degree experience.	22 – 28
6.	<b>Assistant Private Secretary</b> (NT-I)	<b>(i) Graduation with shorthand speed of 100 w.p.m. and typing speed of 50 w.p.m.</b>  <b>(ii) Must be computer literate.</b>	20 – 28
7.	Stenotypist (NT-II)	<b>(i) Intermediate with shorthand speed of 80 w.p.m. and typing speed of 40 w.p.m.</b>  <b>(ii) Must be computer literate.</b>	18 – 25
8.	Assistant (NT-III)	Graduate/B.Com.	18 – 28

9.	Telex Operator/ Telephone Operator (NT-IV)	Matriculate with typing speed of 40 w.p.m. and ability to operate the telex machine	18 – 25
10.	L.D.C. (NT-V)	Matriculate with tying speed of 30 w.p.m.	18 - 25
11.	Driver (NT-VI)	Holder of a valid driving license with adequate experience.	18-25
12.	Despatch Rider (NT-VI)	Holder of a valid driving license with adequate experience.	18-25
13.	Record Sorter / Daftry (NT-VII)	Middle Class Certificate	18-25
14.	Qasid (NT-VII)	Primary Class Certificate	18-25
15.	Naib Qasid / Messenger (NT-VIII)	-do-	18-25
16.	Chowkidar (NT-VIII)	-do-	18-25
17.	Farash (NT-VIII)	-do-	18-25
18.	Khakroob (NT-VIII)	-do-	18-25

Note

Experience relaxable by 3 years for Ph. D degree holders if the prescribed qualification is Master's Degree and by 5 years if the prescribed qualification is a Bachelor's Degree. Where the prescribed qualification is a Bachelor's Degree, experience is relaxable by 2 years for holders of Master's Degree.

MALIK MUHAMMAD AHSAN  
Asstt. Director (Admin)