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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

**NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION
(Federal Education And Professional Training Division)**

NOTIFICATION

Islamabad, the 25th May, 2018

S.R.O. 660(I)/2018.— In exercise of the powers conferred by Section 18 of the National Vocational and Technical Training Commission Act, 2011 (XV of 2011), the National Vocational and Technical Training Commission, with the approval of the Federal Government is pleased to make the following regulations, namely:—

1. **Short title, application and commencement.**—(1) These regulations may be called the National Vocational and Technical Training Commission Employees (Service) Regulations, 2018.

1247 (1—23)

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[5969(2018)/Ex.Gaz.]

(2) They shall apply to all employees in the whole time employment of the National Vocational and Technical Training Commission, except persons appointed on contract, *ad hoc*, contingent paid, daily wages or work-charged basis unless otherwise provided.

(3) They shall come into force at once.

2. **Definitions.**—(1) In these regulations, unless there is anything repugnant in the subject or context,—

- (a) “Act” means the National Vocational and Technical Training Commission Act, 2011 (XV of 2011);
- (b) “appellate authority” means a person to whom appeal lies under these regulations;
- (c) “appointing authority” means a person or an authority authorized by these regulations to make appointment to a post;
- (d) “authority” means the appointing authority prescribed in regulation 4 competent to impose penalty on an employee;
- (e) “authorized officer” means an officer appointed by the authority to perform functions of an authorized officer in disciplinary cases under these regulations and where no such officer is appointed, the authority;
- (f) “contract employee” means an employee appointed on contract for a specific period for an employment under these regulations;
- (g) “deputationist” means a person who is appointed for a specific period by the Commission on such terms and conditions mutually agreed upon by the Commission and the lending department in accordance with the prescribed policy;
- (h) “duty” includes time spent on—
 - (i) work assigned by the Commission;
 - (ii) time spent on authorized tour and leave except extra ordinary leave (EOL);
 - (iii) any extra work to be performed, under the orders of, or with the permission of the appropriate authority;

- (iv) joining time on transfer;
- (v) period of training undertaken with prior approval of the appropriate authority in or outside Pakistan as an employee of the Commission and its regional offices;
- (vi) compulsory waiting for posting; and
- (vii) attending obligatory departmental examination;
- (i) "employee" means an officer or member of staff appointed by the Commission under these regulations but shall not include a person appointed on contract, *ad hoc*, contingent paid basis, work charged basis or on deputation to the Commission;
- (j) "Executive Director" means the Executive Director of the Commission appointed under section 8 of the Act;
- (k) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (l) "misconduct" means—
 - (i) any conduct prejudicial to good order of service or discipline of the Commission;
 - (ii) acts of negligence or inordinate delay in performance of duties;
 - (iii) monetary or financial corruption or any unlawful gain;
 - (iv) disorderly behavior or undue interference;
 - (v) conviction, by a competent court, for a criminal offence;
 - (vi) willful performance or an act detrimental to the interest of the Commission;
 - (vii) breach or evasion of rules, regulations, legitimate orders or instructions;
 - (viii) irregular or late attendance of office or duty;

- (ix) willful tampering with, theft of or destruction of any record, documents or property of the Commissions; and
- (x) disclosure of any fact or record to unauthorized person, department or authority about working of the Commission prejudicial to the interest of the Commission;
- (m) "pay scale" means scales of pay sanctioned by the Government from time to time;
- (n) "penalty" means a penalty specified under these regulations;
- (o) "post" means a post specified in column(2) of the Schedule;
- (p) "promotion and selection committee" means a committee constituted for initial appointment, promotion and transfer to posts from BS-16 and below; and
- (q) "Schedule" means a schedule to these regulations.

(2) All other words, terms and expressions used but not defined herein shall have the same meanings as are assigned to them under the Act.

3. **Appointment.**—Appointment to a post shall be made by one or more of the following methods, namely:—

- (a) by initial appointment; or
- (b) by promotion; or
- (c) by transfer.

4. **Appointing authority.**—The person specified in column (3) of the Table below shall be appointing authority for appointment to a post specified in column (2) of the table, namely:—

TABLE

S. No	Posts in BPS	Appointing authority
(1)	(2)	(3)
1.	Executive Director	Federal Government
2.	BS-20 to 22	Prime Minister
3.	BS-17 to 19	NAVTC Board
4.	BS-1 to 16	Executive Director

(2) The following shall be various promotion and selection committees specified in column (3) of the Table below to recommend persons to the appointing authority for appointment to the posts specified in column (2) of the Table, namely:—

S.No.	BPS	Promotion and selection committee	
(1)	(2)	(3)	
1.	BS-20 and above	Promotion and selection committee-I	
		(a) Minister-in-charge; or a Minister nominated by the Prime Minister, where Prime Minister is Minister-in-charge	<i>Chairman</i>
		(b) Secretary, Establishment Division	<i>Member</i>
		(c) Secretary, Law and Justice Division or a nominee not below the rank of BS-21	<i>Member</i>
		(d) Secretary of administrative Division	<i>Member (Member-cum-Secretary if appointment is to the post of Executive Director)</i>
		(e) Executive Director if appointment is not to the post of Executive Director	<i>(Member-cum-Secretary)</i>
2.	BS-17 to 19	Promotion and selection committee-II	
		(a) Executive Director	<i>Chairman</i>
		(b) Director General (A&F)	<i>Member</i>
		(c) Director General (P&D)	<i>Member</i>
		(d) Director (Admn)	<i>Member-cum-Secretary</i>
3.	BS-1 to 16	Promotion and selection committee-III	
		(a) Director General (A&F)	<i>Chairman</i>
		(b) Director (Admn)	<i>Member</i>
		(c) Deputy Director (HRM)	<i>Member-cum-Secretary</i>

5. **Eligibility for appointment.**—(1) No person shall be eligible for appointment to a post unless he is a citizen of Pakistan and not below the age of eighteen years:

Provided that a foreign national may be appointed to a post with prior approval of Federal Government where employment of such person is absolutely

essential for enhancement of academic or technological abilities of the Commission.

(2) Except the person specified in proviso to sub-regulation (1), no person shall be eligible for appointment to a post whose spouse is a foreign national:

Provided that the condition of foreign national spouse may be relaxed with prior approval of the Federal Government.

6. Method of appointment.—(1) The method of appointment, qualifications and other conditions for appointment to various posts shall be as specified in columns (3) to (7) of the Schedule.

(2) Appointment to a post shall be made by the appointing authority on recommendation of the appropriate promotion and selection committee.

7. Initial appointment.—No person shall be appointed to a post through initial appointment unless such person possesses the qualifications, experience and is within the age-limit as specified in the Schedule against that post.

8. Vacancies to be advertised.—The initial appointment to a post on regular or contract basis shall be made through open advertisement in the press.

9. Merit and provincial quotas.—(1) Vacancies in the posts of the under mentioned pay scales shall be filled on all Pakistan basis in accordance with the merit, provincial and regional (women, minorities and disabled, etc.) quotas prescribed by the Federal Government from time to time, namely:—

(a) BPS-16 and above and equivalent; and

(b) BPS-3 to 15 and equivalent in offices, which serve the whole of Pakistan:

Provided that if no suitable person holding the domicile of the province or region to which a vacancy has been earmarked and fulfilling the prescribed qualifications is found even after the vacancy has been advertised twice, the appointing authority may fill up the vacancy on open merit on contract, initially for a period of one year and if no suitable candidate is found within this period, the contract appointment may be extended for another one year in the public interest or till availability of suitable candidate.

Provided further that where the post is reserved for promotion and no suitable person is available for promotion to such post, the appointing authority may fill up the vacancy on open merit on contract, initially for a period of one year and if no suitable person is found within this period, the contract appointment may be extended for another one year in the public interest or till availability of suitable person.

(2) Vacancies in the posts in BPS-3 to 15 and equivalent in offices which serve only a particular Province or region shall be filled by appointment of persons domiciled in the Province or region concerned.

(3) Vacancies in BPS-I and 2 and equivalent shall ordinarily be filled on local basis.

10. Certificate of good conduct.—(1) No person who is not already in the service of the Federal Government or a Provincial Government shall be considered for appointment unless he produces a certificate of his good moral character issued by an officer in Basic Pay Scale 17 or above in the service of the Federal Government or Provincial Government.

(2) Character and antecedents of a candidate for appointment to a post shall be verified and the appointment shall be made only if in the opinion of the appointing authority his character and antecedents are satisfactory:

Provided that verification of character and antecedents shall not be required in respect of a person who is already in service of the Commission or holding a post under the Federal Government or a Provincial Government and whose character and antecedents have already been verified and found satisfactory.

11. Medical fitness.—A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere in the discharge of his duties. A candidate, who after such medical examination as has been prescribed for employees of the Commission is found not to satisfy the requirements, shall not be appointed. This provision shall not be applicable in case of posts reserved for disabled persons whose disability does not interfere in the discharge of his duties on the post to which he is appointed.

12. Date of Birth.—A candidate for initial appointment to a post must be within the age-limit as laid down for the post:

Provided that the date of birth once recorded at the time of joining service shall be final and thereafter no alteration in the date of birth of an employee shall be permissible.

13. Appointment by promotion.—(1) An employee possessing the minimum educational and other qualifications, length of service and other conditions as prescribed in the Schedule shall be eligible for promotion to a higher post for the time being reserved for promotion:

Provided that the criteria of training required for promotion of a civil servant in BS-17 and above of the Federal Government shall apply to the employees of their promotion to higher posts.

(2) The posts in BPS-18 and below shall be non-selection posts, promotion to which shall be made on the basis of seniority-cum-fitness.

(3) The posts in BPS-19 and above shall be selection posts, promotion to which shall be made on the basis of selection on merit.

(4) The promotion and selection committee shall consider the case of eligible employees for promotion to higher posts in accordance with the criteria specified in the Schedule.

(5) An employee who is superseded shall not be considered for promotion again unless he has earned one more confidential report for a full year.

(6) An employee whose case is deferred shall be considered for promotion when the reason of his deferment ceases to exist.

14. Appointment by transfer.—(1) Appointment by transfer to a post shall be made with the approval of appointing authority by selection from amongst the persons holding appointment on regular basis under the Federal or a Provincial Government, Attached Departments or Autonomous bodies of the Federal Government in the same basic pay scale in which the post to be filled exists, provided that the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned.

(2) The appointment by transfer shall be made in accordance with provincial or regional quota defined in regulation 9.

15. Probation.—(1) Persons appointed to a post by initial appointment, promotion or transfer shall be on probation for a period of one year. The period of probation may be curtailed for good and sufficient reasons to be recorded or it may, prior to completion of the initial period of one year, be extended for a period not exceeding one year as may be specified at the time of appointment.

(2) On successful completion of probation period, the appointing authority shall by specific order terminate the probation.

(3) If no order is made under sub-regulation (2), the period of probation shall be deemed to have been terminated.

16. **Appointment on contract.**—(1) Appointment to a post on contract shall be made on the terms and conditions decided by the Commission.

17. **Appointment on deputation.**—Appointment on deputation to a post shall be made initially for a period of three years extendable for another two years on the terms and conditions mutually agreed by the Commission and lending department.

18. **Appointment on acting charge basis.**—(1) Where the appointing authority considers it to be in the public interest to fill a post reserved under these regulations for promotion and the most senior employee belonging to the cadre concerned who is otherwise eligible for promotion does not possess the specified length of service, the appointing authority may appoint him to that post on acting charge basis.

(2) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made.

(3) Appointment on acting charge basis shall be made on recommendation of the appropriate promotion and selection committee.

(4) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(5) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.

19. **Additional Charge.**—(1) Additional charge of a vacant post may be granted to an officer of the same or identical post in addition to his own duties with approval of the appointing authority.

(2) Additional charge appointment shall not ordinarily be made for a period of less than one month and more than three months extendable for a period of another three months.

20. **Current charge.**—Current charge appointment to a post shall be made with approval of the appointing authority on following conditions:—

- (a) the arrangement should not be made for a period of less than one month and should not exceed three months, however, it may be extended by another three months; and
- (b) in making current charge arrangement, the senior most officer available in the organization and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

21. **Regularization.**—No person appointed to a post on contract, *ad hoc*, contingent paid and work-charge basis shall be entitled to regularization of his service:

Provided that as a one-time dispensation existing incumbents of various posts appointed on contract, *ad hoc*, contingent-paid, daily wages and work-charged basis and who have completed one year service in such capacity before commencement of these regulations shall be deemed to have been appointed on regular basis with approval of the appointing authority in accordance with these regulations:

Provided further that the service rendered on contract, *ad hoc*, contingent-paid, daily wage and work-charged basis shall not be claimed for protection and fixation of pay except for the purpose of service qualifying for retirement:

Provide also that seniority of such employees regularized shall be determined with effect from the date of their regularization.

22. **Seniority on initial appointment.**—(1) Persons initially appointed on recommendations of the promotion and selection committee through an earlier open advertisement shall be senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are recommended in the same open advertisement by the promotion and selection committee their *inter-se-seniority* shall be determined in order of merit assigned by the promotion and selection committee.

(3) If only one candidate is recommended in open advertisement by the promotion and selection committee, his seniority shall be reckoned from the date of—

- (a) recommendation by the promotion and selection committee, if he was already holding the same post in any capacity other than regular basis; and
- (b) his joining the post after being recommended by the promotion and selection committee if he was not already holding the same post.

23. **Seniority on promotion.**—Seniority in a cadre or post to which an employee promoted shall take effect from the date of regular promotion to that cadre or posts, provided that—

- (a) employees selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date;
- (b) employees selected for promotion to higher posts in one batch shall on their promotion to the higher post, retain their *inter-se-seniority* as in the lower post; and
- (c) employees eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose cases were deferred while their juniors were promoted to the higher post, shall on promotion without supersession take their seniority with the original batch.

24. **Seniority on appointment by transfer.**—Seniority in a cadre or post to which an employee is appointed by transfer shall take effect from the date of regular appointment to the cadre or post in the Commission, provided that persons belonging to—

- (a) the same cadre or post selected for appointment by transfer to a cadre or post in one batch shall, on their appointment, take *inter-se-seniority* in the order of their date of regular appointment in their previous cadre or post and, where such date is the same, the person older in age shall rank senior; and
- (b) different cadres or posts selected for appointment by transfer in one batch shall take their *inter-se-seniority* in the order of the date of their regular appointment to the cadre or post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

25. **Posting and transfer.**—An employee shall be liable to serve in any office of the Commission in any equivalent or higher post.

26. **Casual leave.**—The employees shall be entitled to twenty casual leave during the calendar year which shall not be carried forward on expiry of a calendar year.

27. **Authorities to sanction casual leave.**—Casual leave to employees may be granted by the immediate officer of the employee concerned.

28. **Termination of service.**—(1) The service of an employee shall be terminated by the appointing authority on the following grounds, namely:—

- (a) during the initial or extended period of probation provided that where the employee is appointed by promotion on probation or is transferred from one post to another post his services shall not be terminated but he shall be reverted to the post held by him on regular basis from which he was promoted or was transferred; or
- (b) where on the abolition of a post or reduction in the number of posts the service of an employee is required to be terminated, the person whose service is terminated shall ordinarily be the one who is the most junior in such cadre:

(2) The service of a person, other than an employee, shall where he was appointed on—

- (a) contract basis, be terminated in accordance with the terms and conditions of his contract;
- (b) *ad hoc* basis, be terminated on fourteen days' notice or payment or forfeiture of his pay for the period falling short of such notice period;
- (c) contingent paid, daily wages basis or work-charged basis, be terminated without any notice.

29. **Reversion to lower post.**—An employee appointed to a higher post on temporary or officiating basis shall be liable to reversion to his lower post if the vacancy in which he has been so appointed has ceased to exist.

30. **Retirement.**—(1) An employee shall retire from service—

- (a) on such date after he has completed twenty-five years of service qualifying for pension or other retirement benefits as the appointing authority may in public interest direct;

- (b) where no direction is given under clause (a), on completion of the sixtieth year of his age; and
- (c) on exercising option for such retirement on completion of twenty-five years service qualifying for pension or other retirement benefits.

(2) No direction under clause (a) of sub-regulation (1) shall be made unless the employee has been informed in writing of the grounds on which it is proposed to make the direction and has been given a reasonable opportunity of showing cause against such direction.

31. Resignation.—(1) An employee may at any time resign from service of the Commission by writing with prior fourteen days notice under his hand addressed to the appointing authority or payment or forfeiture of his pay for the period falling short of such notice period.

(2) Where an employee tenders, under sub-regulation (1), his resignation from service and withdraws it before it is accepted by the appointing authority or having been accepted but before it becomes effective *i.e.* before the employee concerned is relieved or relinquishes charge of his post, the resignation shall be deemed to have been withdrawn.

32. Efficiency, discipline and conduct.—(1) Where an employee, in opinion of the authority, is—

- (a) inefficient or has ceased to be efficient; or
- (b) guilty of misconduct; or
- (c) corrupt or may reasonably be considered corrupt because—
 - (i) he is or any of his dependents or any other person through him or on his behalf is in possession, for which he cannot reasonably account, of pecuniary resources or of property disproportionate to his known sources of income; or
 - (ii) he has assumed a style of living beyond his ostensible means;
 - (iii) he has persistent reputation of being corrupt; or
- (d) engaged or is reasonably suspected of being engaged in sub-versive activities or is reasonably suspected of being associated with others engaged in sub-versive activities or is guilty of disclosure of

official secrets to any un-authorized person and his retention in service is prejudicial to national security,

the authority or, as the case may be, authorized officer may impose on him one or more penalties.

(2) The following procedure shall be observed when an employee of the Commission is proceeded against under sub-regulation (1), namely:—

- (a) the authorized officer may require him to proceed on leave or with the approval of the authority suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months;
- (b) the authorized officer shall decide whether in light of facts of the case or the interests of justice an inquiry should be conducted through an inquiry officer or inquiry committee. If he so decides, he shall by order in writing appoint the inquiry officer or, as the case may be, inquiry committee and the procedure of inquiry shall apply;
- (c) if the authorized officer decides that it is not necessary to have an inquiry conducted through an inquiry officer or inquiry committee,

he shall—

- (i) by show cause notice inform the accused of the action proposed to be taken against him and the grounds of the action; and
- (ii) give him a reasonable opportunity of showing cause against that action;
- (d) on receipt of the report of the inquiry officer or inquiry committee or, where no such officer or committee is appointed, on receipt of explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along-with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the inquiry officer or inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

33. **Penalties.**—(1) The following are the minor and major penalties, namely:—

(a) Minor Penalties shall be as follows, namely:—

- (i) censure;
- (ii) withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the regulations or orders pertaining to the service or post;
- (iii) recovery from pay of the whole or any part of any pecuniary loss caused to the Commission or Government by negligence or breach of orders;

(b) Major Penalties shall be as follows, namely:—

- (i) reduction to a lower post or time-scale, or to a lower stage in a time-scale;
- (ii) compulsory retirement;
- (iii) removal from service; and
- (iv) dismissal from service.

(2) The penalty of removal from service does not, but dismissal from service does, disqualify for future employment.

(3) The penalty of removal or dismissal from service does not include the discharge of a person,—

- (a) appointed on probation, during the period of probation or in accordance with the probation or training regulations applicable to him; or
- (b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
- (c) engaged under a contract, in accordance with the terms of the contract.

34. Procedure for Inquiry.—(1) Where an inquiry officer or inquiry committee is appointed, the authorized officer shall—

(a) frame charges and communicate to the accused, together with statement of the allegations explaining the charges and of any other relevant circumstances which are proposed to be taken into consideration;

(b) require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charges have been communicated to him, to put before the inquiry officer or, as the case may be, inquiry committee in a written defence and to state at the same time whether he desires to be heard in person;

(2) The inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witness produced against him.

(3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case from day-to-day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons thereof shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.

(4) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper, the progress of the inquiry, he or it shall administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.

(5) The inquiry officer or the inquiry committee, as the case may be, shall conclude the inquiry as soon as possible but not exceeding thirty days or such longer period as may be allowed by the authorized officer and shall within seven days of conclusion of the inquiry submit his or its findings and the grounds thereof to the authorized officer.

(6) The authority may call for the record of any case pending before, or disposed of by, the authorized officer and pass such order in relation thereto as it may deem fit.

(7) No order under sub-regulation (6) adverse to the interest of the accused shall be passed unless the authorized officer has informed him in writing of the grounds on which it is proposed to make the order and has been given an opportunity of showing cause against it, including an opportunity of personal hearing if requested by the accused or is otherwise necessary in the interest of justice.

(8) No opportunity under sub-regulation (7) shall be given where the authority, for reasons to be recorded in writing, is satisfied that in the interest of security of Pakistan or any part thereof it is not expedient to give such an opportunity.

35. Powers of inquiry officer and inquiry committee.—(1) For the purpose of an inquiry under these regulations, the inquiry officer and the inquiry committee shall have the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely:—

- (a) summoning and enforcing attendance of any person and examining him on oath;
- (b) requiring discovery and production of documents;
- (c) receiving evidence on affidavits; and
- (d) issuing commissions for examination of witnesses or documents.

(2) the proceedings under these regulations shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

(36) Action in respect of employee required to proceed on leave.—If an employee proceeding on leave in pursuance of an order under clause (a) of sub-regulation (2) of regulation 32 is not dismissed, removed from service, reduced in rank or compulsorily retired, he shall be required to rejoin duty and the period of such leave shall be treated as duty on full pay.

(37) Procedure of inquiry against employees on deputation.—(1) When an employee of the Commission is on deputation outside the Commission and the borrowing department wants to initiate disciplinary proceedings against such employee under these regulations, the borrowing department shall forward to the Commission a report with supporting documents, on the basis of which disciplinary proceedings are proposed, and if considered necessary, it may with approval of the Commission place him under suspension or send him on forced

leave. On receipt of report from the borrowing department, the Commission shall take action as prescribed by these regulations.

(2) Where a person is on deputation to the Commission and it is proposed by the Commission to initiate disciplinary proceedings against such deputationists, the procedure under sub-regulation (1) shall apply *mutatis mutandis*.

38. Appeal.—(1) Every employee shall be entitled to appeal to the appellate authority from an order passed by an authority or, as the case may be, an authorized officer imposing upon him any penalty.

(2) Every employee shall be entitled to appeal to the appellate authority from an order which—

- (a) alters to his dis-advantage his conditions of service, pay, allowances, pension or retirement benefits;
- (b) interprets to his dis-advantage the provisions of any rules, regulations, instructions whereby his conditions of service, pay, allowances, pension or retirement benefits are regulated;
- (c) reduces or withholds the pension or retirement benefits admissible to him under these regulations; or
- (d) terminates his employment or gives notice of such termination otherwise than—
 - (i) On his attaining the age of superannuation; or
 - (ii) In accordance with the provisions of these regulations or such other rules, regulations and instructions applicable to him.

(3) No appeal or review shall lie on matters relating to determination of fitness of an employee or a person to hold a particular post or to be promoted to a higher post or pay scale.

(4) Every appeal shall lie to the officer next above the authority, authorized officer or, as the case may be, any other officer who passed the order appealable under these regulations.

(5) Every appeal shall lie within thirty days of the date of receipt of the order appealed against.

(6) Where an order is passed by the Executive Director, the appeal shall lie to the Board.

(7) Where an order is passed by the Board, the employee shall have no right to appeal but he may apply to the Board for review of the order.

(8) An appeal filed under these regulations shall be decided by the appellate authority within a period of thirty days from the date of receipt of the appeal. The order passed in appeal shall be final.

39. **Appearance of Counsel.**—No party shall be represented by a lawyer in any disciplinary proceedings.

40. **Amendment of Schedule.**—The Commission may amend the Schedule so as to add any entry thereto, omit any entry thereof or amend any entry therein.

41. **Application of other rules, etc.**—For matters not specified in these regulations, an employee shall be governed by the laws, rules, regulations, orders, instructions, etc. with necessary modifications which are applicable to a civil servant of the Federal Government of the same status and pay scale held by the employee.

42. **Pay scales.**—Employees of the Commission shall be governed under basic pay scales scheme of the Federal Government.

MUZAFFAR IQBAL RAJA,
Deputy Secretary (TVD).

SCHEDULE

S. No	Name of post with BPS	Methods of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic-Professional)	Experience	Max age limit
1	2	3	4	5	6	7	8	9
1.	Director General BS-20	50%	50%	Director	17 years service in BS-17 and above or 12 years service in BS-18 and above or 5 years service in BS-19	(a) Ph.D. degree including Management and Technical and Vocational Education Training (TVET) Or (b) Phil including Management and TVET Or (c) Master's degree in Engineering including Management and TVET	13 years experience in relevant field Or 15 years experience in relevant field Or 17 years experience in relevant field	50 years
2	Director BPS-19	50%	50%	Deputy Director	(a) 12 years service in BS-17 and above or (b) 07 years service in BS-18 (in case of initial appointment in BS-18).	(a) Ph.D. degree including Management and TVET Or (b) M. Phil including Management and TVET (c) Master's degree in Engineering including Management and TVET Sector.	8 years experience in relevant field Or 10 years experience in relevant field 12 years experience in relevant field	45 years
3	Deputy Director BPS-18	50%	50%	Assistant Director	5 years service as Assistant Director (BS-17).	(a) Master's Degree with 2nd class or equivalent Or (b) 16 years education, BS Engineering, Business Administration, Public Administration, Computer Sciences, from HEC recognized university Or	5 years post qualification Experience in the relevant field. or. 3 years post qualification experience in the relevant field.	35 year.

4	Assistant Director (BPS-17)	40%	60%	(a) Assistant or Senior Auditor or MIS Assistant (BPS-16) (b) Assistant Private Secretary (BS-16)	(a) 5 years service as Assistant or Senior Auditor or MIS Assistant (BPS-16). (b) Graduation with 7 years Satisfactory service as Assistant Private Secretary (BS-16)	(c) M. Phil degree in relevant field (a) Master's Degree with 2nd class or equivalent Or (b) Sixteen years Education, BS Engineering, Business Administration, Public Administration, Computer Sciences, from HEC recognized university.	2 years in relevant field	30 year:
5	Librarian BPS-17	-	100%	-	-	Bachelor's Degree in Library Science from a recognized University	2 years experience in relevant field	30 year:
6	Private Secretary BPS-17	100%	-	Assistant Private Secretary (APS)	3 years satisfactory service as Assistant Private Secretary (BPS-16).	-	-	-
7	Assistant Private Secretary BPS-16	50%	50%	Stenotypist	3 years service as Stenotypist.	Second class or Grade "C" Bachelor's degree from a university recognized by HEC.	(a) A minimum speed of 100/50 w.p.m. in shorthand/ typing respectively. (b) Must be computer literate.	28 years
8	Stenotypist BPS-14	-	100%	-	-	Intermediate.	Minimum speed of 80 and 40 w.p.m. shorthand and typing respectively. (b) Must be computer literate.	25 year
9	Senior Auditor BPS-16	50%	50%	Upper Division Clerk (BPS-11)	3 years service as U.D.C.	Graduate	6 weeks Basic IT Training Course (including MS Office)	28 years

10	MIS Assistant BPS-16	-	100%	-	-	Graduate	6 weeks Basic IT Training Course (including MS Office)	28 years
11	Assistant BPS-15	50%	50%	Upper Division Clerk (BPS-11)	3 years service as U.D.C.	Graduate	Six weeks Basic IT Training Course (including MS Office)	28 years
12	Upper Division Clerk BPS-11	50%	50%	Lower Division Clerk (BPS-09)	3 years service as L.D.C.	Intermediate	Six weeks Basic IT Training Course (including MS Office)	25 years
13	Lower Division Clerk BPS-09	20%	80%	Employees holding posts BPS-06 and below.	Matric with a minimum typing speed 30 w.p.m.	Matric	Minimum typing speed of 30 w.p.m	25 years
							Three weeks Basic IT Training Course (including MS Office)	
14	Telephone Operator BPS-07		100%			Intermediate with relevant experience.		28 years
15	Electrician/ Plumber BPS-04		100%			Matriculate with Diploma/ Certificate in relevant field.		28 years
16	Driver BPS-04		100%			Primary pass.	Valid driving license holder and well versed in the traffic rules.	30 years
17	Despatch Rider (BPS-04)		100%			Primary pass.	Valid driving license holder and well versed in the traffic rules.	30 years
18	Duplicate Machine Operator BPS-04	50%	50%	Naib Qasid	5 years service as Naib Qasid with knowledge of operating duplicating machine essential.	Primary pass.	Knowledge operating duplicating machine essential.	25 years

19	Naib Qasid BPS-01	10%	90%	-	-	Primary pass.	25 years
20	Chowkidar Guard (BPS-01)	-	100%	-	-	Primary pass.	25 years
21	Sanitary Worker BPS-01	-	100%	-	-	Should be literate.	25 years

[No. F. 1(30)/2014-TT.]