

# PUNJAB IRRIGATION AND DRAINAGE AUTHORITY (PIDA)



## Punjab Irrigation and Drainage Authority Employees (Appointment and Conditions of Service) Regulations, 2014 Amended 2016

PIDA HEADQUARTERS

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**PUNJAB IRRIGATION AND DRAINAGE AUTHORITY  
(APPOINTMENT AND CONDITIONS OF SERVICE) REGULATIONS, 2014 AMENDED 2016**

No. MD/PIDA/2016/GT-57/455. The Punjab Irrigation & Drainage Authority, in exercise of the powers vested in it under the Punjab Irrigation & Drainage Authority Act 1997, has approved to implement the following Regulations:

**Part I - General**

**1. Short title, extent and commencement.**— (1). These Regulations shall be called the Punjab Irrigation and Drainage Authority (Appointment and Conditions of Service) Regulations, 2014.

(2). They shall come into force at once.

(3). They shall apply to all employees of the Punjab Irrigation and Drainage Authority.

**2. Definitions.**— In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (a). 'Act' means the Punjab Irrigation and Drainage Authority, Act of 1997;
- (b). 'Authority' means the Punjab Irrigation and Drainage Authority established under the Act;
- (c). 'Board' means the Board of Management of the Authority within the meanings of section 4 of the Act;
- (d). 'Irrigation Department' means the Irrigation Department, Government of the Punjab;
- (e). 'Appointing Authority' in relation to a post means the authority mentioned in column 4 against each post as given in the schedule;
- (f). 'Competent Authority' means the Appointing Authority or a person duly authorized by the Appointing Authority in that behalf, not being a person equivalent to or lower in rank to the employee concerned;
- (g). 'Managing Director' means the Managing Director of the Authority;
- (h). 'General Manager' means the General Manager of the Authority;
- (i). 'Employee' means an employee of the Authority but does not include a person on deputation to the Authority from the Government and a person who is employed on contract, or on work-charged basis or who is paid from contingencies;
- (j). 'Government' means the Government of the Punjab;
- (k). 'Initial Recruitment' means appointment made otherwise than by promotion, transfer or deputation from the Government;
- (l). 'Post' means the post in connection with the affairs of the Authority;
- (m). 'Prescribed' means prescribed under these Regulations;
- (n). 'Regulations' mean the Punjab Irrigation and Drainage Authority (Appointment and Conditions of Service) Regulations, 2014;
- (o). 'Schedule' means schedule appended to the Regulations;
- (p). 'Service' means the service of the Authority;
- (q). 'Temporary Post' means a post created for a limited period of time.

(2). The words and expressions used but not defined here shall bear the same meanings as they bear in the Punjab Civil Servants Act, 1974 and the Act.

**3. Appointment in the Authority.**— (1). The eligibility criteria and method of appointment to a post in the Authority shall be as mentioned in the Schedule.

(2). Without any prejudice to clause (1) of this Regulation, appointment by promotion and initial recruitment to a post shall be made in accordance with Part II and Part III of the Regulations respectively.

Provided that posting on deputation for the posts of Managing Director, General Manager Administration/Operation, Deputy General Manager Administration/Operation, Manager Administration /Operation /Project /Revenue shall be made from amongst officers having experience in canal operations and maintenance with technical background.

**4. Probation.**— (1). A person appointed to a post, other than a temporary post, shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed by promotion, provided that the Appointing Authority may extend the period of probation by a further period not exceeding two years in all.

**Explanation** — Period of service of an employee on deputation outside the Authority to a corresponding or a higher post shall count towards the period of probation.

(2). If the work or conduct of an employee during the period of probation has been unsatisfactory, the Appointing Authority may, after due notice, notwithstanding that the period of probation has not expired, dispense with his service, if he has been appointed by initial recruitment and if he has been appointed by promotion, revert him to his former post or if there be no such post, dispense with his service.

**5. Confirmation of appointment.**— (1). No employee shall be confirmed in a post unless he has successfully completed such examination as may be prescribed by the Authority from time to time.

(2). Subject to other provisions of the Regulations, the date of confirmation in service shall be:-

- (a) In case of an employee in respect of whom no orders have been made by the day following the completion of initial period of probation, the date on which he was appointed;
- (b) In case of an employee whose period of probation is extended under the provision of clause (1) of Regulation 4, the date on which the period of probation was last extended.

(3). There shall be no confirmation against any temporary post.

**6. Seniority.**— (1). The seniority inter se of employees appointed to posts in the same grade in a group shall be determined as under!

- (a). In case of employees appointed by initial recruitment, in accordance with the order of merit assigned by the selection committee, provided that employees selected for appointment to the grade in an earlier selection shall rank senior to the employees selected in a later selection; and

- (b). In case of employees appointed otherwise, with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in the case of two or more employees appointed to the grade is the same, the older if not junior to the younger in the next below grade, shall rank senior to the younger employee.

**Explanation I** – If an employee junior in the lower grade is promoted to a higher grade by superseding his senior and subsequently the later is also promoted, the promoted first shall rank senior to the one promoted subsequently.

**Explanation II** – A junior appointed to a higher grade shall be deemed to have superseded his senior only if both junior and senior were considered for the higher grade and junior was appointed in preference to the senior.

(2). The seniority of employees appointed by initial recruitment to a grade vis-à-vis those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade; provided that if the two dates are same, the employee appointed otherwise shall rank senior to the employee appointed by initial recruitment

- (3). Inter se seniority of employees belonging to the same category shall not be altered. u

**Explanation** – In case a group of employees is selected for initial appointment at one time, the earliest date on which any one of the group joins the service will be deemed to be the date of appointment of all employees in the group. Similarly in case a group of employees is appointed otherwise at one time in the same office order the earliest date on which any one of the group joins the service will be deemed to be the date of appointment of all employees in the group.

## **Part II – Appointment by Promotion, Transfer or Deputation**

**7. Appointments by promotion.**– (1). All appointments by promotion to the posts in BS 20 shall be made by the appropriate Appointing Authority on the recommendations of the Authority.

(2). All appointments by promotion to the posts in BS 17, 18 and 19 shall be made by the appropriate Appointing Authority on the recommendations of the committee comprising the Managing Director who shall also be the Chairman of the committee, General Managers and an Additional Secretary to be nominated by Secretary Irrigation.

(3) All appointments by promotion to the posts in BS 12 to 16 shall be made by the appropriate Appointing Authority on the recommendation of a committee comprising the General Manager, Administration who shall also be the Chairman of the committee, a Deputy Secretary to be nominated by Secretary Irrigation and Deputy General Manager, Administration.

(4). All appointments by promotion to the posts in BS 1 to 11 shall be made by the appropriate Appointing Authority on the recommendation of a committee comprising the Deputy General Manager, Administration who shall also be the Chairman of the committee, a Section Officer to be nominated by Secretary Irrigation and Manager, Personnel.

(5). Promotion including proforma promotion shall not be claimed as of right by any employee.

**8. Eligibility for promotion.**— Only such employee who possess the qualifications and meet other conditions as laid down for this purpose in the Regulations shall be considered for promotion.

**9. Appointment in the Authority by deputation.**— Notwithstanding any other provision of the Regulations, an officer or official in the service of the Government or an autonomous or semi-autonomous organization of the Government, otherwise qualified for a post, shall be eligible for appointment to that post on deputation on such terms and conditions as may be decided by the Government.

**10. Deputation of employees of the Authority.**— (1). An employee of the Authority may be sent on deputation to the Government or an autonomous or semi-autonomous organization of the Government, on such terms and conditions as may be decided by the Managing Director subject to the approval of the Board in consultation with the borrowing organization. M

(2). Leave and pension contributions of an employee deputed to another organization under clause (1) of this Regulation shall be paid by the borrowing agency.

### **Part III – Initial Appointment**

**11. Initial appointments.**— (1). All initial appointments to the posts in BS 17, 18 and 19 shall be made by the appropriate Appointing Authority on the recommendations of selection committee comprising the Managing Director who shall also be the Chairman of the committee, General Managers and an Additional Secretary to be nominated by Secretary Irrigation.

(2) All appointments to the posts in BS 12 & 16 shall be made by the appropriate Appointing Authority on the recommendation of a committee comprising the General Manager, Administration and General Manager (Operation) for Head Quarter and Field areas respectively. who shall also be the Chairmen of the committees, a Deputy Secretary to be nominated by Secretary Irrigation and Deputy General Manager, Administration.

(3). All appointments to the posts in BS 1 to 11 shall be made by the appropriate Appointing Authority on the recommendation of a committee comprising the Deputy General Manager, Administration who shall also be the Chairman of the committee, a Section Officer to be nominated by Secretary Irrigation and Manager, Administration.

**12. Initial appointment on contract basis.**— (1). Subject to Regulation 11 and clause (2) below, where it is considered necessary by the appropriate Appointing Authority, a person may be appointed to a post by initial recruitment on contract basis for a period not exceeding three years at a time on such terms and conditions as may be specified in the contract

(2). No appointment on contract basis shall be made against the posts of Managing Director, a General Manager, or a Deputy General Manager.

**13. Explanation relating to age and experience for initial appointment.**— (1). Notwithstanding anything contained in Regulation or the Schedule:

- (a). The Appointing Authority may, for reasons to be recorded in writing, relax the upper age limit prescribed in the Schedule upto a maximum of five years across the board;
- (b). The age of a candidate shall be relaxed upto the extent of the service rendered in the Authority in case an employee of the Authority applied against a post which is different than the post for which he is a candidate;
- (c). The age shall be reckoned as on the last date fixed for the submission of applications for appointment.

(2). Experience, where prescribed would include equivalent experience in a profession or in the service of an autonomous or semi-autonomous organization or a reputable private organization.

**14. Candidate for appointment to be in good health.**— (1). A candidate for appointment shall be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties.

(2). A candidate who after such medical examination as the Authority may prescribe is found not to satisfy the requirement of clause (1) above shall not be appointed.

**15. Verification of character and antecedents.**— All appointments in the Authority by initial recruitment shall be subject to verification of character and antecedents of a candidate to the satisfaction of the Appointing Authority.

#### Part IV

**16. Resignation.**— (1). An employee may resign from service by giving one month notice or forfeit one month pay in lieu thereof subject to the approval of the competent authority.

Provided that if the notice falls short of one month, the employee shall forfeit pay only for the period which falls short of one month.

(2). Resignation once accepted shall not be withdrawn.

17. **Termination of services of temporary employees.**— The services of a person employed on contract basis or against a temporary post may be terminated on 30 days notice or pay in lieu thereof.

#### Part V – Miscellaneous

18. **Regulations to be read in conjunction with certain other laws.**— The following shall apply mutatis mutandis to the employees of the Authority:-

- (a) The West Pakistan Government Servants (Conduct) Rules 1966;
- (b) The West Pakistan Civil Servants Pension Rules, 1963;
- (c) The Punjab Civil Servants revised leave Rules, 1981;
- (d) The Punjab Civil Services Rules;
- (e) The Punjab Travelling Allowances Rules, 1976;
- (f) The Punjab Financial Rules;
- (g) The Punjab Civil Servants Pay Revision Rules 1977;
- (h) West Pakistan Government Servants (Medical Attendance) Rules 1959; and
- (i) Any other rules, policy or instruction of the Government as adopted by the Authority from time to time.

Provided that in case of a conflict between the provision of these Regulation and the above rules, policy or instructions, the former shall prevail.

Provided further that:

- (a). Any reference to the Government Servant or Civil Servant in the Rules shall be construed to be a reference to an employee of the Authority;
- (b). Any reference to the Head of Department in the Rules shall be construed to be a reference to the Managing Director;

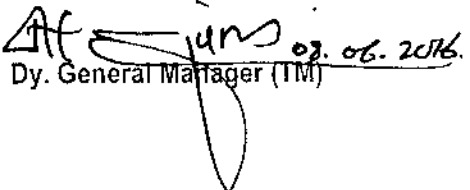
19. **Right of appeal etc.**— (1) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of the service is allowed to an employee by any of the rules mentioned in Regulation 18 such appeal or application shall be made except as may otherwise be prescribed under the relevant rules, within sixty days of the communication to him of such order.

(2) Where no provision for appeal or review exists in respect of any order under these Regulations, or the rules mentioned in Regulation 18, an employee aggrieved by any such order may except where such order is made by the Chairman, make a representation to the authority next above the authority which made that order.

Provided that no appeal or review shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post.

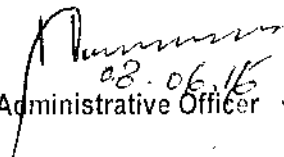
20. **Power to relax regulations in public interest.**— The Chairman may in individual cases of hardship or where the public interest so requires, and for reasons to be recorded in writing, relax the provision of any Regulation.

21. **Removal of difficulties** – If any difficulty arises in the application or interpretation of these Regulations, the matter shall be decided by the Authority.

  
Dy. General Manager (TM)

cc.

1. P. S. to Chairman PIDA/Minister Irrigation Punjab, Lahore.
2. P.S. to Managing Director PIDA/Secretary Irrigation Lahore.
3. General Manager (TM), PIDA, Lahore.
4. General Manager (Op), PIDA, Lahore
5. General Manger (Finance), PIDA, Lahore.
6. Office file.

  
Administrative Officer



**Schedule**  
**Punjab Irrigation and Drainage Authority**  
**(Appointment and Conditions of Service) Regulations, 2014**

Department	Pay Scale	Name of the Post	Appointing Authority	Minimum Qualifications for initial recruitment	Method of recruitment	Age for initial recruitment	
						Min. years	Max. years
1	2	3	4	5	6	7	8
Punjab Irrigation and Drainage Authority	BS-20	Managing Director	Chief Minister		By deputation from Government, or promotion on the basis of selection on merit from amongst General Managers, Administration and Operation.	-	-
-do-	BS-20	General Manager (Administration/ Operation)	Chief Minister		By deputation from Government, or promotion on the basis of selection on merit from amongst Deputy General Managers, Administration and Operation.	-	-
-do-	BS-20	General Manager (Finance)	Chief Minister		By deputation from offices of Controller General of Accounts or Chief Inspector of Treasuries, Finance Department Government of the Punjab	-	-
-do-	BS-19	Deputy General Manager (Administration/ Operation)	Board of Management		By deputation from Government, or promotion on the basis of selection on merit from amongst Managers Administration, Operations and Project having 7 years service as such.	-	-
-do-	BS-19	Deputy General Manager (Social Mobilization)	Board of Management	Master Degree in Social Work, or Sociology or Rural Sociology or Agri-Economics or Anthropology from a university recognized by HEC with 12 years experience in the relevant field.	(i). 50% by initial recruitment (ii). 50% by promotion on the basis of selection on merit from amongst Managers, Institutional Support and Communication and Publication with 7 year service as such, or (iii) in case none is available for promotion then by deputation from Government	35	45
-do-	BS-19	Deputy General Manager (Finance)	Board of Management	CA or M.Phil (Finance) M.Com or ACMA or MBA (Finance) with 7 years experience in relevant field from university recognized by HEC/institute	(i) By deputation from Government (ii) 50% by initial recruitment (iii). 50% by promotion on the basis of seniority cum fitness from amongst Manager (Finance) having 7 years service as such	30	40

-do-	BS-18	Manager (Project/Operation)	Managing Director	BSc Civil Engineering from University recognized by HEC accredited by PEC with 7 years experience or MSc Water Resource Management recognized by HEC accredited by PEC with 5 years experience	i. By deputation from Government or promotion on the basis of seniority cum fitness from amongst Assistant Managers, Operation and Project having 5 years service as such or ii. By initial recruitment.	30	40
-do-	BS-18	Manager (Implementation & Coordination)	Managing Director	Executive Engineer of concerned Circle shall be the Ex-officio Manager (I&C) of the same Area Water Board.			
-do-	BS-18	Manager (Institutional Support)	Managing Director	Master Degree in Social Work, or Sociology or Rural Sociology or Agri-Economics or Anthropology from a university recognized by HEC with 5 years experience in the relevant field.	i). By initial recruitment, or ii). By promotion on the basis of seniority cum fitness from amongst Field Officers /Assistant Managers, Reforms having 5 years service as such, or iii) By deputation from Government	30	40
-do-	BS-18	Manager (Communication & Publication)	Managing Director	Master Degree in Mass Communication or Development Journalism from a university recognized by HEC with 5 years experience in relevant field.	i). By initial recruitment, or ii) if none is available for: by initial recruitment then by deputation from Government	30	40
-do-	BS-18	Manager (Administration)	Managing Director		By deputation from Government or (i). 50% by promotion on the basis of seniority cum fitness from amongst Assistant Managers, Personnel and Administration having 5 years service as such, or (ii). 50% by promotion on the basis of seniority cum fitness from amongst Assistant Managers, Operation and Project having 5 years service as such.		
-do-	BS-18	Manager Legal	Managing Director	LLM or equivalent qualification recognized by HEC having 5 year active practice as an advocate, or L.L.B. (50% aggregate marks) or equivalent qualification recognized by HEC having 7 years active practice as an advocate	(i). 50% by initial recruitment (ii). 50% by promotion on the basis of seniority cum fitness from amongst Law Officer having 5 years service as such, or (iii). If none is available for appointment by promotion then by deputation from Government.	30	40

-do-	BS-18	Manager (Finance)	Managing Director	CA inter, ACMA or ACCA or M.Com or MBA (Finance) from university recognized by HEC / institute with 5 years experience in relevant field	(i). 50% by initial recruitment (ii). 50% by promotion on the basis of seniority cum fitness from amongst Accounts and Audit Officers having 5 years service as such, or (iii). If none is available for appointment by promotion or initial recruitment then by deputation from Government.	30	40
-do-	BS-18	Manager (Revenue)	Managing Director		(i). By deputation from Government, or (ii). By promotion on the basis of seniority cum fitness from amongst Assistant Manager (Revenue) having 5 years service as such.	-	-
-do-	BS-17	Assistant Manager (Personnel)	Managing Director	Master Degree in Business Administration (HR) or MPA from recognized Universities by the HEC.	(i). 50% by initial recruitment, or (ii). 50% by promotion on the basis of seniority cum fitness from amongst Logistic Officer having 5 years service as such, or (iii). By deputation from Government	25	35
-do-	BS-17	Administrative Officer	Managing Director	Master Degree in Business Administration from recognized University by the HEC	(i). 50% by initial recruitment, or (ii). 50% by promotion on the basis of seniority cum fitness from amongst Logistic Officer having 5 years service as such, or (iii). By deputation from Government	25	35
-do-	BS-17	Accounts Officer	Managing Director	CA inter or ACMA or ACCA or M.Com or MBA (Finance) from university / institute recognized by HEC	(i). 50% by initial recruitment (ii). 50% by promotion on the basis of seniority cum fitness from amongst Accounts Assistants and Auditors having 10 years service as such, or (iii). In case of none is available then by deputation from Government	25	35
-do-	BS-17	Audit Officer	Managing Director	CA inter or ACMA or ACCA or M.Com or MBA (Finance) from university / institute recognized by HEC.	(i). 50% by initial recruitment (ii). 50% by promotion on the basis of seniority cum fitness from amongst Accounts Assistants and Auditors having 10 years service as such, or (iii). In case of none is available then by deputation from Government	25	35
-do-	BS-17	Field Officers/Assistant Managers, Reforms	Managing Director	Master Degree in Social Work, or Sociology or Rural Sociology or Agri-Economics or Anthropology from university recognized by HEC.	By initial recruitment.	25	35

-do-	BS-17	Field Officer (Gender)	Managing Director	Master Degree from university recognized by HEC in Soil Sciences Agriculture, or Sociology or Gender Studies or Political Science i). Graduation or equivalent qualification from university recognized by HEC ii). A Speed of 100 word per minutes in short hand in English and 40 word per minutes in Typewriter and proficiency in MS Office with 7 years experience in relevant field.	Initial recruitment	25	35
-do-	BS-17	Private Secretary	Managing Director		i). 50% by initial recruitment ii). 50% by promotion on the basis of seniority cum fitness from amongst Stenographer having 10 years service as such, or iii). By deputation from Government.	28	40
-do-	BS-17	Assistant Manager (Technical) /SDO	Managing Director		Sub Divisional Officer / Assistant Engineers of concerned Circle shall be the Ex-officio Assistant Manager (Tech) of the same Area Water Board.		
-do-	BS-17	Assistant Manager (Project)	Managing Director	B.Sc. Civil Engineering from university accredited by PEC.	i). By initial recruitment, or ii). If none is available then by deputation from Government	25	35
-do-	BS-17	Assistant Manager (Operation)	Managing Director	B.Sc. Civil Engineering from university accredited by PEC.	i). By initial recruitment, or ii). If none is available then by deputation from Government.	25	35
-do-	BS-17	Assistant Manager (Revenue)	Managing Director	B.A or equivalent and LLB from university recognized by HEC having relevant experience.	i). By initial recruitment, or ii). If none is available then by deputation from Government	25	35
-do-	BS-17	Assistant Manager (Environment)	Managing Director	Master Degree in Environment Sciences from University recognized by HEC	i). By initial recruitment, or ii). If none is available then by deputation from Government.	25	35
-do-	BS-17	Computer Programmer	Managing Director	Bachelor degree in computer science from university recognized by HEC with minimum 5 years experience in installation / maintenance of computer hardware, software and networking field.	i). By initial recruitment, or ii). If none is available then by deputation from Government.	28	35

-do-	BS-16	Logistic Officer	General Manager (Administration)	Graduation from university recognized by HEC with 5 years experience in maintaining office logistics.	i). 50% by initial recruitment ii). 50% by promotion on the basis of seniority cum fitness from amongst Assistants and Stenographer having 10 years service as such, or ii). If none is available then by deputation from Government.	25	30
-do-	BS-16	Junior Law Officer	General Manager (Administration)	L.L.B. (50% aggregate marks) or equivalent qualification from university recognized by HEC.	Initial recruitment	30	40
-do-	BS-16	Field Officer	General Manager (Administration)	Graduation from university recognized by HEC	Initial recruitment	30	50
-do-	BS-14	Stenographer	General Manager (Administration)	i). Intermediate or equivalent qualification from recognized Board of Intermediate and Secondary Education ii). A Speed of 100 word per minutes in short hand in English and 35 word per minutes in Typewriter and proficiency in MS Office with 5 years experience in relevant field.	i). By initial recruitment, or ii). If none is available then by deputation from Government.	21	28
-do-	BS-14	Assistants	General Manager (Administration)	Graduation from a university recognized by HEC with 35 word per minutes in Typing speed and proficiency in MS Office with 5 years experience in relevant field.	i). 1/3rd by initial recruitment. ii). 2/3rd by promotion on the basis of seniority cum fitness from amongst Senior Clerks having 3 years service as such.	21	28
-do-	BS-14	Accounts Assistant	General Manager (Administration)/GM (Operation)	B.Com from university recognized by HEC and computer literate.	i). By initial recruitment, or ii). If none is available then by deputation from Government.	21	28
-do-	BS-14	Auditors	General Manager (Administration)/GM (Operation)	B.Com from university recognized by HEC and computer literate.	i). By initial recruitment, or ii). If none is available then by deputation from Government.	21	28

-do-	BS-12	Computer Operator	General Manager (Administration); (GM) (Operation)	Intermediate or equivalent qualification from a recognized Board of Intermediate and Secondary Education and one year diploma in Computer Science with 35 word per minutes typing speed, having expertise in Windows, MS Office, Corel Draw, Inpage and photo shop with 3 years working experience.	By initial recruitment.	25	30
-do-	BS-12	AutoCAD Operator	General Manager (Administration)	Intermediate or equivalent qualification from a recognized Board of Intermediate and Secondary Education with Diploma in Civil Draftsman and diploma in AutoCAD with 3 years working experience.	By initial recruitment.	25	30
-do-	BS-11	Field Inspectors	Deputy General Manager (Administration)	Diploma of Associate Engineer in Civil Engineering from institute recognized by Board of Technical Education.	By initial recruitment.	21	30
-do-	BS-9	Accounts Clerk	Deputy General Manager (Administration)		Account Clerks of concerned Circle shall be the Ex-office Accounts Clerk of the same Area Water Board.	-	-
-do-	BS-9	Revenue / Recovery Clerk	Deputy General Manager (Administration)		Head Vernacular Clerk, Assessment Clerk and Assistant Vernacular Clerk of concerned Circle shall be the Ex-office Revenue / Recovery Clerk of the same Area Water Board.	-	-
-do-	BS-9	Senior Clerk	Deputy General Manager (Administration)		By promotion on the basis of seniority cum fitness from amongst Junior Clerks with at least 2 years service as such.	-	-
-do-	BS-7	Junior Clerk	Deputy General Manager (Administration)	i). Matric from Board of Intermediate and Secondary Education. ii). A Speed of 25 words per minute in typewriting and iii) Proficiency in MS Office. Note: Preference should be given to the candidates who know and typewriting in Urdu at a speed of 25 word per minutes.	i) 80% by initial recruitment ii) 20% by promotion on the basis of seniority cum fitness from amongst the employees of all categories of BPS-1 to 4, who are:- (a) Matriculate; (b) Under 45 years of age; (c) Have at least 3 years service as such; and (d) have speed of 25 W.P.M in type writing. If none is available then by initial recruitment.	18	25

-do-	BS-7	Canal Patwari	Deputy General Manager (Administration)	Canal Patwaries of concerned Circle shall be the Ex-office Canal Patwaries of the same Area Water Board	-
-do-	BS-5	Photocopier Operator	Deputy General Manager (Administration)	Matriculate from Board of Intermediate and Secondary Education with 3 years experience in operation and maintenance of photocopier.	18
-do-	BS-5	Telephone Operator	Deputy General Manager (Administration)	Matriculate from Board of Intermediate and Secondary Education with 3 years experience in operation and maintenance of telephone exchange	18
-do-	BS-4	Driver	Deputy General Manager (Administration)	Middle verified by District Education Officer with LTV License, 5 years experience in relevant field	25
-do-	BS-1	Naib Qasid	Deputy General Manager (Administration)	Literate.	18
-do-	BS-1	Dak Runner	Deputy General Manager (Administration)	i). Literate; ii). 3 years experience in relevant job with motor cycle driving license.	18
-do-	BS-1	Mali / Gardner	Deputy General Manager (Administration)	Literate.	18
-do-	BS-1	Guards	Deputy General Manager (Administration)	i). Literate ii). Preference will be given to ex-Army personal	18
-do-	BS-1	Sweeper	Deputy General Manager (Administration)	Literate.	18
-do-	BS-5	Photocopier Operator	Deputy General Manager (Administration)	Matriculate from Board of Intermediate and Secondary Education with 3 years experience in operation and maintenance of photocopier.	25
-do-	BS-5	Telephone Operator	Deputy General Manager (Administration)	Matriculate from Board of Intermediate and Secondary Education with 3 years experience in operation and maintenance of telephone exchange	25
-do-	BS-4	Driver	Deputy General Manager (Administration)	Middle verified by District Education Officer with LTV License, 5 years experience in relevant field	40
-do-	BS-1	Naib Qasid	Deputy General Manager (Administration)	Literate.	25
-do-	BS-1	Dak Runner	Deputy General Manager (Administration)	i). Literate; ii). 3 years experience in relevant job with motor cycle driving license.	25
-do-	BS-1	Mali / Gardner	Deputy General Manager (Administration)	Literate.	45
-do-	BS-1	Guards	Deputy General Manager (Administration)	i). Literate ii). Preference will be given to ex-Army personal	25
-do-	BS-1	Sweeper	Deputy General Manager (Administration)	Literate.	45