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## PART-I

GOVERNMENT OF SINDH  
CHIEF MINISTER'S SECRETARIAT

Karachi dated the 1st <sup>March</sup> February, 2012

NO. SOC/CMS/STETA/2012 :- In exercise of the powers conferred by section 22 of the Sindh Technical Education and Vocational Training Authority Act, 2009, the Government of Sindh are pleased to make the following rules, namely:-

1. (1) These rules may be called the Sindh Technical Education and Vocational Training Authority Employees (Appointment, Promotion and Transfer) Rules, 2012. Short title, commencement and application.
- (2) They shall come into force at once.
- (3) They shall apply to all employees wherever they may be, but shall not apply to casual or work-charged staff.
2. (1) In these rules, unless there is anything repugnant in the subject or context --- Definitions.
  - (a) "Act" means the Sindh Technical Education and Vocational Training Authority Act, 2009;
  - (b) "Appendix" means the Appendix to these rules;
  - (c) "appointing authority" in relation to a post means the Authority mentioned in rule 5;
  - (d) "basic pay scale" means scale of pay in which a post or group of posts is placed;
  - (e) "Board" means the Board of Governors constituted under the Act;
  - (f) "Chairperson" means the Chairperson of the Authority;
  - (g) "contract appointment" means an appointment of a duly qualified person made against permanent post for a limited period, in accordance with the prescribed method of recruitment;
  - (h) "employee" means any employee of the Authority;
  - (i) "Government" means the Government of Sindh;

- (j) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (k) "Managing Director" means the Managing Director of the Authority;
- (l) "permanent post" means a post sanctioned without limit of time;
- (m) "post" means a post sanctioned by the Authority;
- (n) "promotion Committee" means a Committee constituted for the purpose of selection for promotion to a post;
- (o) "recognized university" means any university incorporated by law in Pakistan or any other university declared as such by Government;
- (p) "secondary board" means a Board of Secondary Education established by law in Pakistan or any other institution declared as such by Government;
- (q) "Selection Committee" means the Promotion Committee or Selection Committee for the purpose of making promotions and selection for initial appointment to a post;
- (r) "temporary post" means a post other than a permanent post;
- (s) "tenure post" means a permanent post which an employee may not hold for more than a limited period;

(2) The words and expressions used but not defined in these rules shall have the same meanings as assigned to them under the Act.

#### PART-II APPOINTMENT, PROMOTION AND TRANSFER

3. No appointment to a post shall be made except in accordance with these rules. Appointment to be made under these rules.
4. (1) Appointment to a post or class of posts shall be made in any of the following manners:- Method of Appointment.
  - (a) by promotion or transfer; and
  - (b) by initial appointment.
- (2) The method of appointment to, and the qualifications and other conditions applicable to a post including the age limit shall be as laid down in Appendix 'A'.
- (3) Subject to other provisions of these rules, no appointment to a post shall be made except on the recommendations of the Selection Committee.
5. (1) The Board shall be the appointing authority in respect of all posts; provided that the appointments to posts in basic pay scales 18 and above shall be made with the approval of Government. Appointing Authority.
- (2) The Board may authorize any officer to exercise its powers of appointing authority in respect of the posts specified by it.
6. (1) There shall be one or more promotion committees and selection committees as may be determined by the Board. Selection and Promotion Committees.
- (2) Each such committee shall be headed by the person authorized by the Board and shall consist of at least four other members appointed by it.
7. The appointing authority shall not be bound to accept the recommendations of the Selection Committee, but in all such cases the reasons for non-acceptance of the recommendations shall be recorded: Appointment on the recommendations.

Provided that where the appointing authority is other than the Chairperson, the case shall be referred to the Chairperson whose orders shall be final but no such orders will be passed unless the Selection Committee has been given an opportunity to justify its recommendations.

### PART-III INITIAL APPOINTMENT

8. (1) Initial appointment to a post shall be made on the recommendations of the Selection Committee on the basis of interview or test to be held by the Selection Committee after the vacancies have been advertised in newspapers. **Initial appointment.**

(2) While making recommendations under sub-rule (1), the Selection Committee may also assign position of merit to the candidates so recommended.

9. (1) A candidate for initial appointment to a post should possess the required educational qualifications and experience and be within the age limit as laid down for the post: **Qualification, age limit etc.**

Provided that for persons already in service of Government or statutory body including the Authority, maximum age limit shall be relaxable upto the age of fifty years.

(2) For the purpose of sub-rule (1), the age shall be reckoned as on the last date fixed for submission of application for appointment.

(3) Every person appointed by initial appointment shall declare the date of his birth with the documentary evidence, such as matriculation certificate, school leaving certificate or a municipal birth certificate and in the absence of any such documentary evidence it shall be determined by the appointing authority on the basis of medical certificate issued by the medical Board.

10. The authorities competent to relax the age limit and the extent of such relaxation are mentioned in Appendix 'B'. **Relaxation of age.**

11. (1) No person shall be appointed by initial appointment to a post unless he is a citizen of Pakistan and domiciled in any district in Sindh Province. **Nationality and domicile.**

(2) The vacancies in -

- (a) basic pay scales 11 and above shall be filled on provincial basis;
- (b) basic pay scale 6 to 10 in the offices which serve only a particular region or district shall be filled on regional and district basis;
- (c) basic pay scale 1 to 5 shall ordinarily be filled on local basis; provided that this requirement may be relaxed in exceptional cases with the approval of the Board.

(3) The domicile declared by an employee and accepted by the appointing authority at the time of entry into the service shall not be allowed to be changed.

12. No person, not already in the service of Government or statutory body shall be appointed to a post unless - **Production of Character and Medical Certificates.**

- (i) he produces certificates of character from two responsible persons (not being his relatives) who are well acquainted with such person;
- (ii) he produces a medical certificate issued by the Medical Board:

Provided that blindness or any other physical defect shall not be a bar to the appointment, if the Medical Officer or Medical Board, certifies that such defect shall not affect his performance.

### PART-IV APPOINTMENT BY PROMOTION OR TRANSFER

13. (1) Promotions to all posts shall be made on the recommendations of a promotion committee. **Promotion and Transfer**

(2) Appointment by promotion shall be made on the basis of seniority-cum-fitness, but in the case of Selection post, the promotion will be made on the basis of merit:

Provided that no promotion on regular basis shall be made to posts in Basic Pay Scales 18 and above unless the officer concerned has completed such minimum length of service as specified by Government:

(3) An employee declining to avail the benefit of order of his first promotion shall not be considered for such promotion for the next four years from the date of such order and he shall stand superseded permanently on his foregoing such promotion for second time

14. (1) Appointment by transfer shall be made on a tenure basis for the period specified by the appointing authority which may, from time to time, if necessary, be extended. **Appointment by transfer.**

(2) The appointing authority may repatriate the officer appointed by transfer to his parent department or original post even before the expiry of the period of his tenure.

#### PART-V CONTRACT AND TEMPORARY APPOINTMENTS

15. (1) When the appointing authority considers it to be in the public interest to fill in a post falling within the purview of the Selection Committee on urgent basis, it may proceed to fill in such post on contract basis for a period not exceeding one year: **Contract Appointment.**

Provided that the Authority may, if it considers necessary in the public interest, regularize the services of the employee appointed on contract basis who possesses the qualifications prescribed for the post and his performance is satisfactory.

(2) The posts shall be advertised and the procedure laid down for initial appointment shall be followed.

(3) Temporary posts falling within the purview of the Promotion or Selection Committee and occurring as a result of creation of temporary posts for a period not exceeding twelve months may be filled by the appointing authority otherwise than through the promotion or Selection Committee on a purely temporary basis after advertising the posts.

16. Any person holding any post in the Authority immediately before the coming into force of these rules shall continue in service and be deemed to have been appointed in accordance with these rules. **Saving.**

#### PART-VI REMUNERATION AND OTHER FACILITIES TO THE STAFF

17. (1) The officers and staff appointed in the Authority may be granted such additional remuneration and special allowances in addition to the salary and allowances admissible to Government servants working in the same pay scale as the Board may determine from time to time. **Remuneration and other facilities of the staff of the Authority**

(2) The officers and staff of the Authority shall be entitled for such leave, Medical Facility, Travelling Allowance, Daily Allowance, General Provident Fund, Pension and Gratuity or any other benefit in accordance with the rules applicable to regular Government employees.

QUALITY ASSURANCE AND RESEARCH BRANCH				
23.	Additional Director (Q&R)	19	Masters Degree in CS/IT/MIS	(a) 80% by promotion; (b) 20% by initial recruitment.
24.	Deputy Director (Q&R)	18	Masters Degree in CS/IT/MIS	(c) 60% by promotion; (a) 40% by initial recruitment
25.	Assistant Director (Q&R)	17	Masters Degree in CS/IT/MIS	(a) 50% by initial recruitment; (b) 50% by promotion
26.	Deputy Assistant Director (Q&R)	17	Bachelors Degree in CS/IT/MIS,	(b) 60% by initial recruitment; (c) 40% by promotion
27.	Assistant ((DP)	14	Bachelors Degree in CS/IT/MIS	By initial recruitment.
MIS DEPARTMENT				
28.	Director (MIS)	19	Masters Degree in CS/IT/MIS	(a) 80% by promotion; (b) 20% by initial recruitment.
29.	Deputy Director (MIS)	18	Masters Degree in CS/IT/MIS	(a) 60% by promotion; (b) 40% by initial recruitment.
30.	Assistant Director (MIS)	17	Masters Degree in CS/IT/MIS	(a) 50% by initial recruitment; (b) 50% by promotion
31.	Deputy Assistant Director (MIS)	16	Bachelors Degree in CS/IT/MIS,	(a) 60% by initial recruitment; (b) 40% by promotion
32.	Assistant (DP)	14	Bachelors Degree in CS/IT/MIS	By initial recruitment
WORKS AND SERVICES DEPARTMENT				
33.	Director (WS)	19	B.E.(CIVIL)	(a) 80% by promotion; (b) 20% by initial recruitment.
34.	Deputy Director (WS)	18	B.E.(CIVIL)	(a) 60% by promotion; (c) 40% by initial recruitment
35.	Assistant Director (WS)	17	B.E.(CIVIL)	(a) 50% by initial recruitment; (b) 50% by promotion
36.	Deputy Assistant Director (WS)	16	B.E.(CIVIL)	(a) 60% by initial recruitment; (b) 40% by promotion
37.	Assistant (DP)	14	Bachelors Degree with DAE in Civil	By initial recruitment
STAFF TRAINING CENTERS/ INSTITUTES AND CAREER COUNSELING/FIELD OFFICES				
38.	Manager	18	Masters Degree	(a) 60% by promotion; (b) 40% by initial recruitment
39.	Assistant Manager	17	Masters Degree	(a) 60% by initial recruitment; (b) 40% by promotion
40.	Assistant (DP)	14	Bachelors Degree	By initial recruitment
41.	Computer Operator	12	Intermediate with DIT	By initial recruitment
42.	Accountant	11	Bachelors Degree with DIT	By initial recruitment
43.	Senior Clerk	09	Intermediate with DIT	(a) 60% by promotion; (b) 40% by initial recruitment
44.	Junior Clerk	07	Intermediate with	By initial recruitment

**APPENDIX - 'A'**  
**METHOD OF APPOINTMENT TO VARIOUS POSTS**  
**ADMINISTRATION / OPERATION BRANCH**

S.No.	Post	Pay Scale	Qualification for Initial Recruitment	Method of Recruitment
1.	Chairman (Trade Testing Board)	20	Masters Degree	By Promotion
2.	Director (Admn./Operation)	20	Masters Degree	By Promotion
3.	Additional Director	19	Masters Degree	(a) 80% by promotion; (b) 20% by initial recruitment
4.	Director (Regional)	19	Masters Degree	(a) 80% by promotion; (b) 20% by initial recruitment
5.	Secretary (Trade Testing Board)	19	Masters Degree	(a) 80% by promotion; (b) 20% by initial recruitment
6.	Deputy Director	18	Masters Degree	(a) 60% by promotion; (b) 40% by initial recruitment
7.	Controller of Examinations	18	Masters Degree	(a) 60% by promotion; (b) 40% by initial recruitment
8.	Registrar	18	Masters Degree	(a) 60% by promotion; (b) 40% by initial recruitment
9.	Assistant Director	17	Masters Degree	(c) 50% by initial appointment; (a) 50% by promotion
10.	Deputy Assistant Director	16	Masters Degree	(a) 60% by initial recruitment; (b) 40% by promotion
11.	Assistant (Data Processing)	14	Bachelors Degree	By initial recruitment.
<b>ACADEMIC BRANCH</b>				
12.	Director (Academic)	19	Masters Degree	(a) 80% by promotion; (b) 20% by initial recruitment
13.	Deputy Director (Academic)	18	Masters Degree	(a) 60% by promotion; (b) 40% by initial recruitment
14.	Assistant Director (Academic)	17	Masters Degree	(c) 50% by promotion; (a) 50% by initial recruitment
15.	Deputy Assistant Director (Academic)	16	Masters Degree	(a) 60% by initial recruitment; (b) 40% by promotion
16.	Assistant (DP)	14	Bachelors Degree	By initial recruitment.
<b>FINANCE BRANCH</b>				
17.	Director (Finance)	19	MBA/ICMA/CA	(a) 80% by promotion; (b) 20% by initial recruitment
18.	Deputy Director (Finance)	18	MBA/ICMA/CA	(a) 80% by promotion; (b) 20% by initial recruitment
19.	Internal Auditor (Finance)	17	MBA/ICMA/CA	(a) 50% by initial recruitment; (b) 50% by promotion
20.	Assistant Director (Finance)	17	MBA/ICMA/CA	(a) 50% by initial recruitment; (b) 50% by promotion
21.	Deputy Assistant Director (Finance)	16	MBA/ICMA/CA	(a) 60% by initial recruitment; (b) 40% by promotion
22.	Assistant (DP)	14	BBA/B.Com	By initial recruitment.

45.	Driver	05	DIT Matriculation having LTV/HTV Licence	By initial recruitment
46.	Dispatch Rider	04	Matriculation	By initial recruitment
47.	Attendant	02	Matriculation	By initial recruitment
48.	Security Guard	02	Middle Pass	By initial recruitment
49.	Gardner	02	Literate	By initial recruitment
50.	Janitor	02	Literate	By initial recruitment
AUTHORITY INSTITUTES				
51.	Principal	20	Masters Degree, preferably Ph.D	By promotion
52.	Principal	19	Masters Degree, preferably Ph.D	(a) 70% by promotion; (b) 30% by initial recruitment
53.	Vice Principal (Technical Stream)	19	Masters Degree, preferably Ph.D	(a) 70% by promotion; (b) 30% by initial recruitment
54.	Principal (Vocational Stream)	19	Masters Degree, preferably Ph.D	By promotion
55.	Associate Professor (Technical Subjects)	19	Masters Degree, preferably Ph.D	(a) 70% by promotion; (b) 30% by initial recruitment
56.	Associate Professor (RS)	19	Masters Degree, preferably Ph.D	(a) 70% by promotion; (b) 30% by initial recruitment
57.	Assistant Professor/Chief Instructor	18	Masters Degree	(a) 70% by promotion; (b) 30% by initial recruitment
58.	Registrar	17	Masters Degree	(a) 50% by initial recruitment; (b) 50% by promotion
59.	Librarian	17	Masters Degree	(a) 70% by initial recruitment; (b) 30% by promotion
60.	Lecturer (Technical)/ Senior Instructor	17	B.E. or B.Tech (Hons.)	(a) 50% by initial recruitment; (b) 50% by promotion
61.	Lecturer (Related Studies)	17	Masters Degree	(a) 50% by initial recruitment; (b) 50% by promotion
62.	Instructor (PE)	17	Masters Degree	By initial recruitment
63.	Instructor	16	Bachelors Degree	(a) 50% by initial recruitment; (b) 50% by promotion
64.	Admn. Officer	16	Bachelors Degree with DIT	(a) 70% by promotion; (b) 30% by initial recruitment
65.	Store Purchase Officer	16	Bachelors Degree with DIT	(a) 70% by promotion; (b) 30% by initial recruitment
66.	Accounts Officer	16	Bachelors Degree with DIT	(a) 70% by promotion; (b) 30% by initial recruitment
67.	Junior Instructor	14	B.Tech Hons or DAE	(a) 70% by initial recruitment; (b) 30% by promotion
68.	Assistant (DP)	14	Bachelors Degree with DIT	(a) 50% by initial recruitment; (b) 50% by promotion
69.	Computer Operator	12	Bachelors Degree with DIT	By initial recruitment
70.	Accountant	11	Bachelors Degree	(a) 50% by initial recruitment; (b) 50% by promotion
71.	Shop Instructor	10	DAE/Bachelors Degree	(a) 50% by initial recruitment; (b) 50% by promotion
72.	Vocational Teacher / Needle Craft Instructor	08	Matriculation with Vocational Certificate	By initial recruitment.
73.	Storekeeper	08	Intermediate with DIT	By promotion

74.	Accountant	08	Intermediate with DIT	By promotion
75.	Shop/Lab Assistant	06	Matriculation with Vocational Certificate	(a) 70% by initial recruitment; (b) 30% by promotion
76.	Sewing Teacher	06	Matriculation	By initial recruitment
77.	Junior Storekeeper	06	Intermediate with DIT	By initial recruitment
78.	Dispenser	06	Matriculation	By initial recruitment
79.	Cashier	06	Intermediate with DIT	By initial recruitment
80.	Shop/Lab Attendant	02	Matriculation	By initial recruitment

## APPENDIX - 'B'

## AUTHORITIES EMPOWERED TO RELAX PRESCRIBED AGE LIMIT

Serial No.	Basic Pay Scale	Upto 5 years	More than 5 years
1	2	3	4
1	1 to 15	Officers declared appointing authorities for the posts in relevant Pay Scale by the Managing Director	Managing Director
2	16 and above	Managing Director	Chairperson
3	19 and above	Chairperson	Government

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