

APPENDIX.

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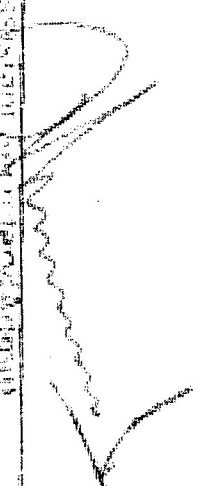
METHOD OF RECRUITMENT.

| S.NO. | NOMENC LATURE OF POST | MINIMUM APPOINTMENT RECRUITMENT. | QUALIFICATION BY INITIAL | FOR AGE LIMIT. | 5 |
|-------|------------------------------------|------------------------------------------------------------------------------|--------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 2 | 3 | 4 | 5 | |
| 1. | Assistant Secretary | - | | | By promotion on the basis of Seniority-cum-fitu from amongst holders of the posts of Superintendent and Private Secretaries. Note. For this purpose, a joint Seniority lis Superintendents and Private Secretaries shall maintained on the basis of their contin appointment as Superintendents and Pr Secretaries provided that if the date of contin appointment in case of Superintendent & P Secretary is the same, the Superintendent shall senior to the Private Secretary. By promotion, on the basis of Seniority-cum-fi from amongst holders of the post of Assistants V least Five years services as such. By promotion, on the basis of Seniority cum-f from amongst holders of the posts of Senior Stenographers with at least five years servi such. By temporary transfer of a Tehsildar. |
| 2. | Superinten dent. | Assistant Secretary(Admn) Revenue & Estate Deptt. Khyber Pakhtunkhwa. | | | |
| 3. | Private Secretary. | Khyber Pakhtunkhwa. Revenue & Estate Deptt. (umpv)kwtetrcrcs juefsissA | | | |
| 4. | Reader/ Tehsildar on special duty. | | | | |

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| Assistant | Degree from recognized University. | 18 to 25 years. | (a) Twenty five percent by initial recruitment, and (b) Seventy Five percent by promotion on the basis of seniority-cum-fitness, from amongst Senior Clerks with five years service as Junior Clerk and Senior Clerk. |
| Senior Scale Stenographer. | ** (i) B.A. or equivalent qualification from a recognized University and ** (ii) A speed of (100) words per minute in shorthand and (40) words per minute in typing, in English. | | ** (a) By promotion on the basis of seniority-cum-fitness from amongst stenographer (B-12) with at least five years service as such or ** (b) By initial recruitment if no suitable stenographer is available for promotion; |
| Stenographer. | ** (i) F.A. or equivalent qualification from a recognized Board; and ** (ii) A speed of 80 words per minute in shorthand and 35 words per minute in typing in English. | 18 to 25 years. | By initial recruitment. |
| Senior Clerk | | | By promotion, on the basis of Seniority-cum-fitness, from amongst holders of the posts of Junior Clerks with at least two years service as such. |
| Junior Clerk | (i) Secondary School Certificate or equivalent qualification from recognized Board; and (ii) A speed of 30 words per minute in typing. | 18 to 25 years | ** (a) Not more than sixty seven percent by initial recruitment; and ** (b) Not less than thirty three percent by promotion from amongst Dafanries, Qasids, Naib Qasids and holders of equivalent posts who possess SSC Certificate or below forty five years of age and have at least two years service as such; provided that where no official is available for promotion, the vacancy may be filled in by initial recruitment. |


 Assistant Secretary (Admin)
 Revenue & Estate Deptt.
 Khyber Pakhtunkhwa

(**) Substituted vide Revenue Department, NWFP
 Notification No. 20707/Admn/IV/34 dated 17-10-
 1007.

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| 10. | Driver. | Literate, and possessing a valid driving license. | 18 to 40 years | By initial recruitment. |
| 11. | Daftari. | Middle Pass. (Substituted vide S&GAD Notification No.SOR.IIS&GAD/4-1/80(Vol.II) dated 12-06-1999) | 18 to 30 years | (a) Fifty percent by initial requirement; and (b) Fifty percent by promotion, on a basis of seniority-cum-fitness, first amongst Naib Qasids/ Chowkidars who possess the qualifications prescribed in column 3, or by initial recruitment if no such Naib Qasid/ Chowkidar is available. |
| 12. | Qasid. |  Secretary (Revenue Department) Government of Punjab Lahore | 18 to 40 years | By promotion on the basis of Seniority-cum-fitness, first amongst Naib Qasids and Chowkidars with at least two years service as such. |
| 13. | Naib Qasid/ Chowkidar. | Literate. | 18 to 40 years | By initial recruitment. |
| 14. | Mal/ Behishit/ Sweeper. | Literate. | 18 to 40 years | By initial recruitment. |

** (Substituted vide Revenue Department, NWFP, Notification No. 20707/Admn-IV/34 dated 17-10-1997)