

PUBLISHED
OF THE GAZETTE OF PAKISTAN

GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
(DEFENCE DIVISION)

Rawalpindi, the 25th August 1982.

NOTIFICATION

1) **SRO (1751/82)** In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts in BPS 3 to 15 mentioned below in Survey of Pakistan: -

A. Technical Supervisory Staff:

- | | | |
|--|---|-----------------|
| (1) Technical Assistant (Field) | } | (BPS 11 and 14) |
| (2) Technical Assistant (Reproduction) | | |
| (3) Technical Assistant (Cartography) | | |
| (4) Technical Assistant (Stores) | | |
| (5) Technical Assistant (Photogrammetry) | | |
| (6) Technical Assistant (Photography) | | |
| (7) Technical Assistant (Geodesy) | | |
| (8) Electrical & Mechanical Supervisor | | |
| (9) Photo Instrument Supervisor | | |
| (10) Assistant Records | | |
| (11) Librarian | } | (BPS 08) |
| (12) Motor Transport Supervisor | | |

B. Topographical Staff:

- | | | |
|-------------------|---|----------------|
| (1) Surveyor | } | (BPS 9 and 11) |
| (2) Computer | | |
| (3) Draftsman | | |
| (4) Store Keeper | | |
| (5) Record Keeper | | |

C. Reproduction and other Technical Staff:

(a) REPRODUCTION STAFF:

- | | | | |
|------|-------------------------|---|----------------|
| (1) | Compositor | } | (BPS 7 and 11) |
| (2) | Photographer | | |
| (3) | Technical Clerk | | |
| (4) | Negative & Plate Keeper | | |
| (5) | Litho Draftsman | | |
| (6) | Letter Press Printer | | |
| (7) | Litho Machine Printer | | |
| (8) | Retoucher Photo | | |
| (9) | Prover | | |
| (10) | Plate Maker | | |
| (11) | Printer Engineer | | |
| (12) | Guillotine Operator | | |

(b) OTHER TECHNICAL STAFF:

- | | | |
|------|----------------------|----------------|
| (13) | Instrument Mechanics | (BPS 7 and 11) |
|------|----------------------|----------------|

(c) MINISTERIAL STAFF:

(i) Attached Department Estt:

- | | | |
|-----|----------------------|-----------|
| (1) | Assistants | (BPS-15) |
| (2) | Stenotypist | (BPS-14) |
| (3) | Upper Division Clerk | (BPS- 11) |
| (4) | Lower Division Clerk | (BPS- 09) |

(ii) SUBORDINATE DEPARTMENT ESTT:

- | | | |
|-----|----------------------|-----------|
| (1) | Office Supervisor | (BPS-14) |
| (2) | Head Clerk | (BPS-12) |
| (3) | Stenotypist | (BPS-14) |
| (4) | Upper Division Clerk | (BPS- 11) |
| (5) | Lower Division Clerk | (BPS- 09) |

(d) OTHER MISCELLANEOUS STAFF:

- | | | |
|-----|--------------------|----------|
| (1) | Security Incharge | (BPS-11) |
| (2) | Telephone Operator | (BPS-09) |
| (3) | Motor Driver | (BPS- 4) |
| (4) | Book Binder | (BPS- 3) |

METHOD OF APPOINTMENT

2. The method of appointment to the posts under various heads mentioned in para1 above will be as under: -

A. TECHNICAL SUPERVISORY STAFF:

(i) The post of Electrical/Mechanical Supervisor, Motor Transport Supervisor, Photo Instrument Supervisor and Assistant Records will be filled by initial appointment.

In case no suitable person is available in the Department for promotion to any of the posts mentioned above, it shall be filled by initial appointment from candidates possessing the qualification as prescribed in the Schedule.

ii) 50% of the posts of Technical Assistants, Field, Cartography, Geodesy, Photogrammetry, Photography, Reproduction and Stores will be filled by promotion and the balance 50% by initial appointment.

iii) Provided further that initially the upgraded posts of Technical Assistant (BPS-14) shall be filled by promotion of the existing incumbents of the post of Technical Assistant (BPS-11).

iv) The post of Motor Transport Supervisor will be filled in by initial appointment from the candidates possessing qualification as prescribed in schedule.

B. Topographical Staff:

&

C. Reproduction Staff and Other Technical Staff:

(i) The posts shall be filled in the proportion detailed below: -

(a)	By promotion	10%
(b)	Children/Dependents of Survey Employees	10%
(c)	Initial appointment.	80%

Of the initial appointment quota as per (c) above 1/3 rd will be reserved for Army/Ex Army personnel.

The vacancies reserved for Army shall be intimated to G.H.Q. by the Surveyor General of Pakistan for suitable nomination within 3 months. For nil or scanty response from quarters or non-availability of suitable persons from (a) and (b) above, the residual posts will be filled by initial appointment.

(ii) Selected candidates for initial appointment will be entertained as trainees (Apprentices) and will be under training for a period not exceeding 2 years during which time they will receive the minimum of National Pay Scale no. 7 and usual allowance. Trainees whose progress or conduct is unsatisfactory, may be discharged at any time without notice during the training period.

Two months before a trainee completes his training, the Deputy Director Incharge Unit/Office under whom he is serving will be required to submit a report on him through the Direct concerned, to the Surveyor General of Pakistan who, if he considers that the trainee's progress and conduct are thoroughly satisfactory, will sanction his being placed in BPS 9 on probation for 2 years and the incumbent will be designated as Assistant Technician (specific trade).

- (iii) After satisfactory completion of the probationary period and upon acquisition of the requisite level of proficiency and completion of prescribed years of service as determined by the Surveyor General, the Assistant Technician (specific trade) will be promoted as Technician (specific trade) and placed in BPS 9 subject to the condition that only 40% of the total posts in each cadre will be in BPS -11.

D. Ministerial Staff:

- (i) The posts of Office Supervisor (BPS 14) and Head Clerk (BPS 12) will be filled by promotion.
- (ii) 50% of the posts of Assistant will be filled by promotion and balance 50% by direct recruitment.
- iii) Provided further that initially the upgraded post of Head Clerk (Grade 12) shall be filled by promotion of existing incumbent of the post of Head Clerk (Grade-10).
- iii) 50% of the post of UDC will be filled by promotion and balance 50% by direct recruitment.
- iv) 50% of the posts of Stenographers shall be filled by promotion from amongst Stenotypists in the Department and balance 50% by direct recruitment.
- v) The posts of Stenotypist will be filled by direct recruitment.
- vi) **[4] The Post of L.D.C will be filled by 10% promotion and 90% direct.**

The appointments against posts available in attached Department Establishment and Subordinate Department Establishment will be made according to method of appointment detailed above from amongst the staff of the respective establishment only except for Stenographer and Stenotypist who would be eligible for appointment in either of the establishment.

E. Other Miscellaneous Staff:

The posts of Security Incharge (BPS-11), Motor Driver (BPS-4) and Book Binder (BPS-3) will be filled by direct recruitment.

The post of Telephone Operator (BPS-09) will be filled in by deputation from T&T department. In case the T&T Department fails to provide suitable persons for deputation, the post will be filled in by initial appointment from the candidates possessing the qualification as prescribed in schedule.

CONDITION FOR PROMOTION

3. Promotion to the posts mentioned in Col. 1 below, shall be made by selection from amongst the persons who hold the posts specified in Col. 2 and possess the qualification and experience prescribed in Col. 3.

Name of Post	Persons Eligible	Condition of Eligibility
Technical Assistant (Field) (BPS-14)	Surveyor (BPS-11)	5 years service as surveyor in BPS -11.
Technical Assistant (Cartography) (BPS-14)	Draftsman (BPS-11)	5 years service as Draftsman in BPS -11.
Technical Assistant (Reproduction) (BPS 14)	Reproduction Staff (BPS-11)	5 years service in any of the reproduction trades in BPS-11.
Technical Assistant (Stores) (BPS 14)	Store Keeper (BPS-11)	5 years service as Store Keeper in BPS-11.
Technical Assistant (Photogrammetry) (BPS-14)	Surveyor (BPS-11)	5 years service as Surveyor BPS-11.
Technical Assistant (Photography) (BPS-14)	Photographers (BPS-9)	5 years service as Photographer in BPS-9.
Technical Assistant (Geodesy) (BPS-14)	Computers (BPS-11)	5 years service as Computer in BPS-11.
Photo Instrument Supervisor/ Electrical/ Mechanical Supervisor (BPS-11)	Instrument Mechanics (BPS-11)	5 years service as Instrument Mechanic in BPS-11.
Librarian (BPS 11)	i) Record Keeper (BPS-11) ii) D/Man Grade-11 with certificate of experience in Library Science.	5 years service as Record Keeper (BPS-9) or D/Man (BPS-11).
Assistant Record (BPS-11)	Record Keeper (BPS-9)	5 years service as Record Keeper (BPS-9) including service as such in the highest grade in pre-organization.
Office Supervisor (BPS-14)	Head Clerk (BPS-12)	3 years service as Head Clerks (BPS-12).
Assistant (BPS-15)	Upper Division Clerk (BPS-11)	3 years service as U.D.C in BPS-11.
Head Clerks (BPS-12)	Upper Division Clerk (BPS-11)	3 years service in as U.D.C in BPS-11.
Upper Division Clerk (BPS-11)	Lower Division Clerk (BPS-09)	3 years service as Lower Division Clerk in BPS-09.
Motor Driver (BPS-5 to 7)	Motor Driver (BPS-4)	Vide Govt. of Pakistan Estt. Division No. 15/2/75-P.1, dated. 7.5.1980.

QUALIFICATION/CONDITION FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in the same BPS in which the post to be filled exists, provided the persons concerned possess the qualifications/ex-experience prescribed for initial appointment on promotion to the post concerned.

QUALIFICATIONS, EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT

5. A candidate must possess the educational qualification and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification.

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to schedule castes Buddhist Community, recognized tribes of tribal Areas, Azad Kashmir and Northern Areas (District of Gilgit, Skardu and Diamir) in accordance with the instruction issues by the Establishment Division from time to time.

Provided further that: -

- i) For Govt. Servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years.
- ii) The maximum age limit in respect of released/retired personnel of the Armed Forces shall be relaxable by a maximum of 10 years or by the number of years of their service which ever is less.

PROBATION

6. Persons appointed by promotion or direct recruitment shall be on probation for a period of two years except for posts mentioned under Para 1 (c) and (d) in which case the probationary period shall be one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considers necessary it may be extended for period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Articles 6 of Civil Servants Act. 1973.

7. SECURITY AND SURETY BONDS.

Selected candidates for all trades of Technical Assistants, Topographical staff except Record Keepers vide sub Para 1 (B). Reproduction and other Technical Staff vide sub Para 1(C) and Instrument Mechanics will be required to execute Security Bond in the prescribed form Appendix-I or II as applicable on initial appointment. They will also be required to furnish a surety bond as per Appendix-III.

8. This notification issues with the concurrence of the Establishment Division and supersedes the existing Survey of Pakistan LLS (Class III) Rules 1952, and the existing method of recruitment in respect of various other posts, which are now covered in this notification.

SCHEDULE

Sl. No.	Designation and BPS of the Post	Qualifications and Experience	Age Limits	
			Maximum	Minimum
1	Photo Instrument Supervisor (BPS-11)	i) Diploma in Electrical/Mechanical Engineering with at least 3 years experience of repairs and maintenance of Surveying, Photogrammetric Instruments, Equipment. OR ii) Should have at least 10 years experience in repair and maintenance of Surveying and Photogrammetric Instruments and Equipment like Theodolites, Levels, Stereoplotting Instruments (A-7, A-8), Multiplexes, Kelsh Plotters, etc., Electrical and handoperated calculating machines/Electronic calculators, etc.	25 years	18 years
2	Assistant Record (BPS-11)	Graduate in Geography or commerce preference will be given to those possessing diploma in Library Science.	-do-	-do-
3	Librarian (BPS-11)	Graduate with diploma in Library Science.	-do-	-do-
4	Technical Assistant (Field), (Geodesy) and (Photogrammetry) (BPS-14)	B.A/B.Sc. with Math/Geography as one of the subjects.	-do-	-do-
5	Technical Assistant (Photography), (Rep.) and (Stores) (BPS-14)	B.Sc. with Physics or Chemistry as one of the subjects.	-do-	-do-
6	Technical Assistant (Carto) (BPS-14)	B.A. or B.Sc. preferably with Geography as one of the subjects.	-do-	-do-
7	Electrical & Mechanical Supervisor (BPS-11)	Diploma in Mechanical Engineering from a polytechnic or recognized Engineering Institution.	-do-	-do-
8	Security Incharge (BPS-11)	i) Ex-Junior Commissioned Officer from Armed Forces. ii) Experience of Military Police or of Defence Security Sections. iii) Matric or equivalent education.	45 years	25 years
9	Instrument Mechanic BPS-7	i) Matriculation OR ii) Sufficient knowledge in the trade	25 years	18 years
10	Motor Driver (BPS-4)	i) Literate ii) 5 years Licensed experience. Preference will be given to Lower grade employees of the Department who have been employed as Cleaners for 5 years.	35 years	25 years
11	Book Binder (BPS-3)	i) Literate ii) Sufficient knowledge in the train.	25 years	18 years
12	Posts mentioned	Matriculation.	-do-	-do-

	under head B & C (BPS-7)			
13	Office Supervisor (BPS-14)	i) Degree from a recognized University. ii) 5 years administrative experience in a supervisory capacity dealing with the Establishment, Administrative Accounts and Budget work in Govt. or Send Govt. organization.	35 years	25 years
14	Assistants (BPS-15)	Degree from a recognized university	25 years	18 years
15	Upper Division Clerk (BPS-11)	Intermediate preference will be given to type knowing persons	-do-	-do-
16	Lower Division Clerk (BPS-09)	Matriculation with a speed of 30 words per minute in Typewriting.	-do-	-do-
17	Stenotypist (BPS-14)	(i) Intermediate (ii) Minimum speed of 80/40 w.p.m. in shorthand/typing respectively. (iii) Must be computer literate.	-do-	-do-
18	Motor Transport Supervisor (BPS-08)	Matriculate having experience in maintenance of Stores and records of vehicle in a Govt. OR Semi Govt. department preferably in a motor OR Auto mobile agency for at least 5 years OR Ex-NCOS having M.T. trade preferably Engr/EME/S & I with at least 5 year experience in Store/M.T. Records handling.	25 years	18 years
19	Telephone Operator (BPS-09)	Intermediate with 02 years experience as Telephone Operator	25 years	18 years

Note for ready reference:-

1. The Post(s) of Assistant (BPS-14), UDC (BPS-09) & LDC (BPS-07), have been upgraded into (BPS-15), (BPS-11) & (BPS-09), respectively vide SRO 920/(1)/2016, dated 22nd September 2016, and the post of Driver (BPS-04) & Book Binder (BPS-03) have been moved one scale up vide Finance Division O.M. No. F.6 (4) R.I/2006, dated 29th June, 2006.
2. The posts of Stores Supervisor (B-13) are merged with the three posts of Technical Assistant (Stores) (B-11).
3. The post of Technical Assistant (Workshop) be converted as E.M. Supervisor.
4. The post of Map Curator be upgraded as Assistant (Record).
5. The post of LDC's will be filled 10% by promotion vide Estt. Div. Notification dated 7-4-1988.
6. The Post Welfare and Security Officer (BPS-07) be converted as Security Incharge (BPS-11).
7. M.T. Supervisor (BPS-08) Fresh entry may be made.
8. Telephone Operator (BPS-09) -do-
9. The word "Direct Recruitment" wherever accruing in the rules may be replaced by the word "Initial Appointment", vide MoD notification No. F-9 (2)/82-D-34 (Survey), dated. 07-01-87.
10. The post of Head Clerk (BPS-10) has been upgraded as (BPS-12) vide Ministry of Defence Notification No.5/6/82-R-5, dated 27th June 2011.
11. The post of Technical Assistant (BS-11) has been upgraded vide Finance Division (Regulation Wing) O.M. No.9(12)R-1/2011-1557, dated 2nd May 2012 & Establishment Division O.M. No.5/682-R-5, dated 08-03-2013.
12. Technicians (various cadres) has been upgraded from BS-5/7/9 to BS-7/9/11 vide Finance Division (RW) O.M.No.9(6)R-1/2011-260/2013, dated 3rd June 2013 & Establishment Division O.M.No.8/27/2012-R-1, dated 27-05-2013.
13. Telephone Operator has been upgraded from BS-07 to BS-09 vide Finance Division O.M.F.No.1(24)R-I/2012-191/2014, dated 29th May 2014 and Ministry of Defence Notification No.3-10/2011/D-34, dated 25th March 2016.