

# **PORT QASIM AUTHORITY**

No. PQA/ESTT/36/93

Dated: \_\_\_\_\_ 2011

## **PQA EMPLOYEES SERVICE REGULATIONS**

In exercise of the powers conferred under Section-51 read with Clause (1) of Section-69 of the Port Qasim Authority Act-1973 (XLIII of 1973) the Port Qasim Authority, with the approval of the Federal Government conveyed vide their .....dated ....., is pleased to make the following Regulations for PQA employees, namely:-

## **PQA EMPLOYEES SERVICE REGULATIONS**

### **CHAPTER – I**

#### **SHORT TITLE, COMMENCEMENT AND APPLICATION**

1. **Short Title and Commencement:**

- (i) These Regulations shall be called the Port Qasim Authority Employees Service Regulations.
- (ii) These shall come into force at once.

2. **Application:**

These Regulations shall apply to all employees in the whole time employment of the Authority, other than:

- (i) The Chairman
- (ii) The employees appointed on deputation or contract unless their terms of appointment or contract make these Regulations applicable to them; and
- (iii) Employees paid from contingencies.

3. **Definitions:**

- (l) In these Regulations, unless there is anything repugnant in the subject or context:
- a) “**Government**” means the Government of Pakistan.
  - b) “**Act**” means the Port Qasim Authority Act – 1973 (XLIII of 1973).
  - c) “**Controlling Ministry**” means the Ministry of Ports & Shipping.
  - d) “**Authority**” means Port Qasim Authority established under Section-4 of the Port Qasim Authority Act - 1973.
  - e) “**Board**” means the PQA Board constituted under Section-6 of the Port Qasim Authority Act-1973.
  - f) “**Chairman**” means the Chairman of the Port Qasim Authority.
  - g) “**Appointing Authority**” means an officer/authority competent to appoint a person in Port Qasim Authority.
  - h) “**Cadre**” means a group of posts sanctioned as a separate unit.
  - i) “**Employee**” means an employee in the whole time employment of the Authority, appointed against a sanctioned post.
  - j) “**Post**” means a sanctioned post against which whole time employment on regular, contract or transfer/deputation/secondment basis could be made.
  - k) “**Selection Board**” means a body constituted for recommending candidate(s) to the Appointing Authority for selection through initial appointment or promotion to the Selection posts
  - l) “**Departmental Selection Committee**” means a Committee constituted for recommending candidates to the Appointing Authority for selection through initial appointment or promotion to the non-selection posts.
  - m) “**Service**” means the whole period of continuous service including the period spent on leave.

- n) “**Emoluments**” means the amount of monthly pay and allowances granted by the Authority to an employee.
  - o) “**Special Pay**” means addition in the nature of pay granted in consideration of:
    - i) specially arduous nature of the duties; or
    - ii) specific addition to the work or responsibility; or
    - iii) attainment of special technical qualifications by the holder of the post.
  - p) “**Regulations**” means these Regulations made under Section-51 read with Section-69 of the Port Qasim Authority Act-1973.
- (II) All other words and expressions used but not defined shall have the same meaning as in the Regulations applicable to Civil Servants of the Federal Government.

## **CHAPTER –II**

### **APPOINTMENT, PROMOTION, TRANSFER/POSTING, PROBATION, CONFIRMATION & SENIORITY**

#### **APPOINTMENT**

4. **Authorities competent to make Appointment:**

The authorities competent to make appointments to various posts shall be as follows:-

- |     |                           |                               |
|-----|---------------------------|-------------------------------|
| (a) | Posts in BPS-20 and above | Minister for Ports & Shipping |
| (b) | Posts in BPS-02 to 19     | Chairman, PQA                 |

5. **Method of Appointment:**

- (1) Appointment to posts shall be made by any of the following methods in general, keeping in view the number of posts:-
- a) by initial appointment in accordance with these Regulations
  - b) by promotion in accordance with these Regulations.
  - c) by transfer/deputation in accordance these Regulations.
  - d) By contract employment in accordance with these Regulations
  - e) Absorption of Deputationist in accordance with Government Rules.
- (2) The method of appointment, qualification, experience and other conditions for various posts shall be as laid down in **Schedule-II, III & IV** of these Regulations.

6. **Initial Appointment**

Appointment against the posts which for the time being are reserved for initial recruitment shall be made by appointing authority, as specified in Regulations, on the recommendations of respective Selection Board/Departmental Selection Committee as specified in Schedule-I to these Regulations. The Selection Board/Departmental Selection Committee shall, as far as practicable, consider the recruitment cases as per the criteria laid down in these Regulations and recommend a panel of at least three names for each vacancy, for further consideration and appointment by the Appointing Authority.

- (1) Where an appointing authority does not accept the recommendations of the Selection Board or Departmental Selection Committee, it shall record reasons thereof and obtain orders of the next higher authority.

7. **Citizen of Pakistan only eligible for Appointment:**

Only a citizen of Pakistan shall be eligible for appointment to a post in the Authority.

8. **Vacancies to be Advertised:**

All vacancies to be filled in by initial recruitment shall be advertised in leading newspapers, as per instructions of the Federal Government.

9. A serving employee shall be eligible to compete for a higher post through open competition, if he possesses the prescribed qualifications and experience for the post.

10. **Conditions of Initial Recruitment:**

(1) A candidate for initial recruitment must possess the educational qualifications and experience and must be within the age limit for the purpose as laid down in the **Schedule-IV** to these Regulations.

(2) The whole time of any employee shall be at the disposal of the Authority and he may be employed by the Competent Authority in any manner prescribed for his job. Every employee shall be liable to serve anywhere in Pakistan on any post in the same Pay Scale in the interest of service and carry out lawful orders or instructions of his superiors.

(3) Save for the employment, rehabilitation and welfare of the disabled persons under the Disabled Persons (Employment & Rehabilitation) Ordinance 1980, as amended from time to time, no person shall be eligible for appointment to any post or continue employment in the service of the Authority unless he is medically fit according to the prescribed medical standards, except those who have lost medical category prescribed for a certain post in the course of service but are fit to perform other duties. Such employees may be transferred to some other cadre carrying less strenuous duties or discharged from service with admissible terminal benefits, if so recommended by the Medical Board.

11. **Medical Fitness Certificate**

A medical certificate of fitness as prescribed shall be produced by every person seeking employment in the Authority before joining service.

12. **Age**

(1) A candidate shall not be less than eighteen (18) years and more than the maximum prescribed age limit for appointment to a post in the service of the Authority. The Appointing Authority may, however, relax the maximum age limit upto ten (10) years in cases where a person of specialized

qualification and experience as required is not available within the prescribed age limit.

- (2) Maximum age limit shall be relaxable as permissible under the Federal Government instructions, issued from time to time.
- (3) In case of Ex-Service personnel, age limit shall be relaxed for the number of years of actual service in the Armed Forces or ten years, whichever is less.
- (4) In case of employees of Port Qasim Authority, maximum age limit shall be relaxed to the extent of their service in the PQA but not exceeding ten years.
- (5) Save in the cases of posts in BPS-20 and above, appointment on contract, relaxation in age permissible in these Regulations shall be regulated in a manner that no person above the age of 55 years becomes eligible for employment in PQA.

### 13. **Proof of Age**

- (1) Only a matriculation certificate or its equivalent, issued by the Education Board constituted by the Federal/ Provincial Government, or a Certificate or any such document issued by Foreign Institutions etc. which are recognized by Government of Pakistan shall be accepted as proof of date of birth and for calculating the age limit. However, in case of a non-Matriculate, a Birth Certificate issued by the authorized officer of a local body in or outside Pakistan shall also be accepted for this purpose. In case of non-availability of the Birth Certificate, the opinion of a Competent Medical Officer may be obtained.
- (2) The date of birth declared at the time of entering the service of the Authority and accepted by the competent authority shall be final and shall not be changed at any subsequent stage during service. In case where no educational qualification is prescribed for the post and it is not possible to produce the birth certificate as well, the age of the employee shall be determined as follows:-
  - (i) If he is unable to state his exact date of birth but can state the year or year and month of birth, the first July and the 16<sup>th</sup> of the month respectively, may be treated as the date of his birth.
  - (ii) If he is only able to state his approximate age or is unable to give any information about his date of birth, his age shall be determined by obtaining opinion of a competent Medical Officer as per Regulation 13 (1).

- (iii) If he is only able to state his approximate age or is unable to give any information about his date of birth, his age shall be determined by the Medical Officer of the Authority at the time of his appointment.
- (iv) The date of birth so determined shall be final.

14. **Domicile**

On initial appointment to the service of Authority an employee shall declare his domicile in writing and in support submit a valid domicile certificate issued by the authority competent to do so. Domicile once accepted at the time of entry into service shall be treated as final throughout the service and no subsequent change in domicile shall be recognized for the purpose of terms and conditions of service.

15. **Disqualification for Appointment**

No person who is dismissed from service of the Authority or any Government or Semi Government Organization or convicted of an offense involving moral turpitude shall be eligible for employment in the Authority or to hold any post in the service of the Authority.

16. **Verification of Character / Security Clearance**

Character and antecedents of a candidate other than the one who is already in the service of the Authority or holding a post in the Federal or Provincial Government, shall be verified and the appointment shall be made only if, in the opinion of the Appointing Authority, the character and antecedents are satisfactory.

17. **Commencement of Service**

The service under the Authority shall commence from the working day on which an employee reports for duty in any appointment at the place and time intimated to him by the competent authority if he reports before noon; otherwise his service shall commence from the next following working day.

18. **Casual Appointment / Appointment on Daily Wage**

When it is expedient to appoint a person on casual basis, not against a permanent or temporary post, to meet an immediate/operational requirement, the Appointing Authority may appoint such person for a period not exceeding eighty nine (89) days at a time; provided that such appointment shall be regulated in a manner that the total emoluments offered shall not be more than what is allowed to a PQA employee as initial Basic Pay, House Rent Allowance and Conveyance Allowance of equal Rank / Scale. Provided further, any appointment made under these Regulations shall not create any vested interest in favour of any person for permanent appointment/promotion in the service of the Authority.

19. The minimum wages payable to the daily wages employees shall not be less than the amount fixed by the Federal Government, from time to time.

20. Daily wages employees must have completed three (3) consecutive appointments of 89 days each, for consideration of their regularization, if sanction post is available against the vacancy.

21. **Employment on Contract**

(1) The Appointing Authority may appoint suitable persons on contract of two years, extendable by another period not exceeding one year, on standard terms and conditions prescribed by the Federal Government.

(2) On other matters regarding initial appointment not specifically mentioned in these Regulations, related rules and regulations of the Federal Government shall apply mutatis mutandis.

22. **Permanent/ Temporary Posts**

(1) Posts which carry a definite scale of pay and are created without limit of time are categorized as permanent posts and the posts, which have been approved subsequently from time to time by the Board and the competent authorities, as the case may be.

(2) Posts which carry a definite scale of pay but are sanctioned for a limited period are categorized as temporary posts. Notwithstanding, the overall sanctioned strength, the Board may in the exigencies of service create a temporary post, subject availability of budget.

23. **Provincial/ Regional Quota**

The Provincial/ Regional Quota for appointment(s) shall be observed in accordance with the Federal Government instructions issued from time to time.

24. **Creation and Abolition of Permanent Posts**

PQA Board shall be competent to create and abolish permanent posts of all categories, within the overall sanctioned strength in accordance with the Federal Government instructions issued from time to time.

25. **Up-gradation / Down-gradation/Re-designation of the Posts**

(1) The Chairman PQA shall be competent to approve up-gradations/ down-gradation and re-designation upto BS-19 in addition to already authorized powers of appointments upto BS-19, under intimation to the Board.



- (2) Officers in BPS-17 & BPS-18, on rendering at least 12 and above years service in the same pay scale/ grade be promoted to the next higher grade by up-gradation of the post held by them on the basis of seniority-cum-fitness. The posts so upgraded shall be personal to the employees concerned and shall stand downgraded as soon as vacated by him.

## **PROMOTION**

### **26. Appointments by Promotion:**

Appointments by promotion to various posts shall be made by the Appointing Authority as specified in Regulation-4 on the recommendations of the Selection Board/Departmental Selection Committee as specified in **Schedule-I** to these Regulations.

### **27. Eligibility for Promotion:**

- (1) Promotion to posts in column 2 of Schedule-III shall be made by selection from amongst the persons who hold the posts specified in column 3 thereof on a regular basis and possess the qualifications and experience prescribed in column 4 of Schedule III to these Regulations. Provided that if a higher post cannot be filled through promotion it shall be filled through initial appointment.
- (2) A post referred to in sub-Regulation (1) may either be a selection post or a non-selection post to which promotions shall be made as may be prescribed:-
- (i) in case of a selection post on the basis of selection on merit; and
  - (ii) in case of non-selection post on the basis of seniority-cum-fitness

#### **Explanation**

Posts in BPS- 20 and above are selection posts and posts in BPS- 19 and below are non-selection posts.

### **28. Procedure of Promotion:**

- (1) Promotion to posts in BPS-20 and above shall be made by the Appointing Authority on the recommendations of the Selection Board.
- (2) Promotion to posts in BPS-03 to BPS-19 shall be made by the Appointing Authority on the recommendations of the Departmental Selection Committee.

- (3) The Selection Board or the Departmental Selection Committee as the case may be, shall consider the case of eligible employees in the order of their seniority and either:
- (i) recommend an employee for promotion, or
  - (ii) recommend an employee for supersession on the ground of his for the time being unfit for promotion, or
  - (iii) defer consideration of promotion of an employee provided that this step will be taken only if;
    - (a) the PER dossier is incomplete or another document or information required by the Departmental Selection Committee /Selection Board for determining employee's fitness for promotion is not available, or
    - (b) disciplinary or departmental proceedings are pending against the employee whose promotion case comes up for consideration before the Departmental Promotion Committee/Selection Board, or
    - (c) the employee is on deputation abroad to a foreign government, private organization or an international agency, or
    - (d) the employee does not possess the required length of service, or
    - (e) the employee has not undergone the prescribed training or passed the departmental examination for reasons beyond his control, or
    - (f) the employee's seniority is subjudice.

Provided further that in the case of deferment, a vacancy shall be reserved for the employee or if it is filled, it shall be subject to the condition that when the employee is subsequently promoted without having been superseded, the arrangement may be reversed and the junior most person will be reverted to his lower post.

- (4) An employee once superseded will be eligible for consideration for promotion later, but not earlier than one year after the supersession and if found satisfactory otherwise.
- (5) An employee will only be promoted within his own cadre / trade unless otherwise prescribed.
- (6) No employee shall have any claim to a particular post by virtue of his seniority alone.

- (7) Promotion to BPS-17 to BPS-19 will be subject to successful completion of training course(s) as may be prescribed.
- (8) Engineering Posts of BPS-18 and above would be filled only by Graduate Engineers, registered by Pakistan Engineering Council, except posts of Marine Engineers.
- (9) An employee who is deferred will be considered for promotion as soon as the reason for which he/she was deferred ceases to exist.
29. PERs of all PQA employees shall be maintained and will be considered for promotion to the next higher post/grade. HRM Department shall ensure compliance of all instructions, issued from the Federal Government from time to time, in this respect.
30. On other matters regarding promotion not specifically mentioned in these Regulations, Rules/Regulations of the Federal Government shall apply mutatis mutandis.
31. **Appointment by Transfer:**
- Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same grade in which the post to be filled exists, provided the person concerned possesses the qualifications/experience prescribed for direct recruitment or promotion to the post concerned. Such employees may, if found, suitable, be absorbed in the Authority in the same pay scale as regular employee in the exigency of service when no suitable PQA employee is available to fill the posts. Such absorption shall be subject to the consent of the employee concerned and his parent department/organization. Seniority of such employees for the purposes of promotion etc shall count from the date of absorption in the Authority.
32. For appointment on deputation and induction/absorption of persons serving in foreign agencies/departments, against the sanctioned posts in PQA, related Regulations and regulations of the Federal Government shall apply mutatis mutandis.

## **TRANSFER / POSTING**

33. Every employee shall be liable for transfer anywhere within Pakistan to an equivalent post. Provided that employees in BPS 02 to 15 shall be transferred from their place of initial posting only under special circumstances.

34. **Competent Authority to order Transfer**

- (1) The following shall be the competent authorities to order transfer in PQA:-

<b><u>Employee</u></b>	<b><u>Competent Authority</u></b>
BPS-02 to BPS-15	D.G. Admin
BPS-17 to BPS-20	Chairman PQA
BPS-21	Chairman in consultation with Secretary Ports & Shipping

- (2) Transfers/ Postings of staff BPS-02 to 15 within the Division shall be made with the approval of Director General (Concerned)

35. **Additional Charge**

- (1) Additional Charge of the post may be entrusted to another suitable officer of the same status/ pay scale in the grade, with the prior approval of the Appointing Authority.
- (2) Maximum period of additional charge shall be for a period of 03 months; extendable for another 03 months by the next higher Authority.
- (3) Additional Charge Allowance on shall be admissible, in accordance with the Rules/instructions issued by the Federal Government, from time to time.

36. **Current Charge**

- (1) Where it is not feasible to make Additional Charge arrangements, Current charge of the duties of a higher vacant post may be given temporarily to the most suitable officer in the lower pay scale by the Appointing Authority.
- (2) Maximum period of current charge shall be for a period of 03 months extendable for another 03 months by the next higher Authority.
- (3) The official to whom current charge has been given, shall exercise full power of the post.
- (4) The period for which an officer holds current charge, shall not be calculated for seniority in the higher grade. The official shall also have no claim for promotion / appointment to that post on the basis of his carrying on the duties of the higher post on current charge basis.
- (5) Current Charge Allowance shall be admissible, in accordance with the Rules/instructions issued by the Federal Government, from time to time. However, no financial benefit will be admissible if the arrangement is made for a period of less than 30 days.

37. **Proceeding on Deputation to Other Organization within Country**

- (1) Deputation of employees to other organizations within the country shall be approved by the Chairman being appointing authority.
- (2) The deputation shall be on the terms and conditions which are not less favorable to those to which the official concerned is entitled in PQA and it will be subject to his willingness.

38. **Joining PQA on Deputation/ Secondment from Other Organization**

Criteria/ procedure and the terms & conditions of the employees joining PQA on deputation/ secondment shall be regulated under the laid down procedure in the Estacode and JSI-4/85 respectively, as amended from time to time.

39. **Creation of posts of Officer on Special Duty (OSD) and making appointments thereto**

Subject to Regulations, the Board may create posts of OSD for a period not exceeding one year and the Chairman may appoint an officer against that post. He shall continue to draw the pay and allowances of his Pay Scale / Grade.

40. **Lien**

- (1) An employee who is confirmed against a permanent post shall retain his lien while on deputation abroad or holding another temporary post or officiating in another post or on leave or under suspension.
- (2) Subject to sub-Regulation (1), the lien of an employee may be terminated by the Appointing Authority if he is appointed to a permanent post outside his cadre. Lien of an employee may be suspended if the employee is deputed out of Pakistan or is officiating in a post in another cadre, provided there is a reason to believe that the period of deputation out of Pakistan, or appointment to another post, would not be less than three years. If, however, the employee is to retire within three years on superannuation pension, his lien to permanent post shall not be suspended.
- (3) The suspended lien will revive, if the employee reverts from the appointment outside his cadre or ceases to officiate in another cadre or joins his post to which he held lien on completion / termination of deputation out of Pakistan.
- (4) The lien of an employee cannot be terminated if such termination leaves him without a lien to a permanent post.
- (5) Suspended lien of an employee on his previous post can be terminated on obtaining his written consent for termination of his lien and not otherwise.

- (6) After suspension or termination of lien, the post on which lien has been suspended or terminated, can be filled on regular basis according to prescribed procedure.

## **PROBATION**

41.
  - (1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.
  - (2) The period of probation may be curtailed by the Appointing Authority for good and sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.
  - (3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.
  - (4) If no order is issued under sub-Regulations, on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-Regulations:  
  
*Provided that* in the absence of an order under sub-Regulations, the period of probation shall, on the expiry of the extended period under Regulations, be deemed to have successfully been completed.
42. When in respect of any post the satisfactory completion of probation includes the passing of a prescribed examination, test, course or training, the following actions shall be taken if the probationer fails to pass such examination, test, course or training even after the extended period of probation:-
  - (1) If he was appointed to such post by initial recruitment, his service shall be terminated.
  - (2) If he was appointed to such post by promotion, he shall be reverted to the post from which he was promoted.
  - (3) An employee reverted to a post for non-completion of probation period satisfactorily, shall not be considered again for promotion for at least one year from the date of reversion. However, if he fails to satisfy the said condition on second promotion also, he will be debarred permanently.

43. In the case of initial appointment to a post an employee shall not be deemed to have completed probation satisfactorily until his character and antecedents have been verified as satisfactory in the prescribed manner.
44. Persons appointed on contract or on deputation shall not be placed on probation.
45. The service of any employee appointed directly may be terminated at any time during probationary period due to unsatisfactory service, which may be ascertained on the basis of his actual performance.
46. On other matters regarding probation not specifically mentioned in these Regulations, Rules and Regulations of the Federal Government shall apply mutatis mutandis.

### **CONFIRMATION**

47. An employee who was either recruited directly or promoted shall be eligible for confirmation if:-
  - (i) He was promoted / appointed in accordance with the prescribed method of recruitment against a permanent post or his promotion/appointment has been regularized in accordance with the Regulations.
  - (ii) He is being confirmed against an available post.
  - (iii) He has completed period of probation satisfactorily.
48. If an employee, who during the period of his service, was eligible to be confirmed against any post, retires from service before being confirmed, shall not, merely by reason of such retirement be refused confirmation in such a post or any benefit accruing there-from.
49. Confirmation of an employee shall take effect from the date of creation of permanent post or from the date he was due for confirmation to such post, whichever is later. There shall be no confirmation against a temporary post.
50. Confirmation shall be made strictly in accordance with seniority i.e., juniors should not be confirmed in preference to their seniors if they are also eligible for confirmation.
51. An employee against whom disciplinary action is pending shall not be confirmed. If an employee, junior to him, is eligible for confirmation and there are more than one vacancies, a vacancy shall be kept for him and action in his case be taken in the light of the decision in the disciplinary case.

52. Confirmation in promotion posts shall be made in ascending order i.e., an employee who is eligible for confirmation in more than one post, should be confirmed first in the junior post and then step by step in higher post from the dates he is due for confirmation in these posts.
53. Confirmation in all cases shall be approved by the Appointing Authority and will be promulgated in writing.

## **SENIORITY**

54. Seniority of the employees of the Authority shall be determined in accordance with the Rules/instructions issued by the Federal Government from time to time.

### 55. **Resignation**

- (1) A contract employee may resign the service by submitting a letter of resignation after giving one month's notice to the Appointing Authority.
- (2) A confirmed employee may resign the service by submitting a letter of resignation after giving three (3) months notice to the Appointing Authority.
- (3) On receipt of letter of resignation, the Appointing Authority may or may not accept the resignation. The Appointing Authority may also accept any resignation either with immediate effect or before the expiry of notice, in case the employee surrenders to the Authority pay for the unexpired portion of notice period.
- (4) Until resignation of an employee is accepted in writing and unless he is duly relieved of his duties, he will continue to be in the employment of the Authority and subject to these Regulations.

### 56. **Termination**

- (1) Service of an employee may be terminated on his submitting letter of resignation.
- (2) The service of a contract employee may be terminated with one month notice from either side or pay in lieu thereof.

### 57. **Effect of Abolition of Posts**

- (1) In the event of abolition of a post, the junior most employee in the cadre shall be affected.



- (2) If the incumbent of the post is temporary, he shall be discharged on abolition of the post held by him, after being given thirty (30) days notice or pay in lieu thereof.
- (3) If the incumbent of the post is permanent, he shall be adjusted against another equivalent post for which he is qualified. If it is not possible, he may be appointed to a post carrying the equivalent scale of pay provided such a post is vacant and he is considered suitable for the post. In case the employee is not found fit for an equivalent post in the Authority, he may be offered appointment to another lower post for which he is otherwise qualified provided that the pay and allowance to which he shall be entitled shall not be less favorable than those to which he was entitled while holding the previous post. If he is unwilling to accept such an appointment, the Appointing Authority may discharge him after giving him at least three month notice or pay in lieu thereof and other admissible terminal benefits.
- (4) An employee discharged in terms of Regulation – 58(3) shall be entitled to the following:-
  - (i) Leave as due to him under these Regulations shall be allowed to him. The period of notice for termination of service shall run concurrently with the leave. If the leave admissible to him is less than the notice period, he shall be given pay for the notice period, not covered by the leave.
  - (ii) Pension / Gratuity shall be allowed as admissible under the applicable Regulations. If the service of the employee is less than five (5) years, he shall be paid gratuity at the rate of one month's pay for every completed year of qualifying service. Deficiency in qualifying service upto three months shall be condoned in reckoning completed year of qualifying service.
  - (iii) Travelling allowance, as admissible under the regulations from the station of his last posting to home town, as recorded, shall be allowed to the employee and his family.
- (5) The concessions mentioned at sub-Regulations – 4(i) to (iii) above shall also be admissible to temporary employees whose continuous employment exceeds three years.

58. **Retirement from Service and Admissibility of Terminal Benefits**

The Federal Government Regulations relating to retirement from service and admissibility of terminal benefits including pension, gratuity, invalidation etc. as applicable to Federal Government employees shall mutatis mutandis apply to PQA employees.

59. **Leave Preparatory to Retirement**

An employee shall be entitled to leave preparatory to retirement, as prescribed in the Leave Regulations.

60. **Re-employment after the Age of Superannuation**

- (1) On re-employment after retirement, the employee shall be regarded as contractual employee on special conditions, who will have no claim for inter-se-seniority or any other claim due to his previous service.
- (2) The re-employment shall not be made in contravention of the policy and procedures issued by the Federal Government from time to time.

61. **Employment during LPR**

An employee may, during leave preparatory to retirement, seek any other employment outside the Authority. However, he shall join said employment after the date of retirement.

62. **Employment In International Organizations**

The provision of Ex-Government Servant (Employment with Foreign Government) Act 1966 (XII of 1966) shall apply mutatis mutandis to the employee of the Authority.

63. **Certificate of Service**

On termination of service or after retirement a certificate of service may be issued, if desired by the employee. Such a certificate should mention the period of service, qualification, courses attended, appointments held, reason for his separation from PQA and if the service was satisfactory / unsatisfactory. It may also contain a "NO OBJECTION" to service elsewhere, if such a request is made by the person concerned.

64. **Regularization of Contractual Employees**

Regularization of Contractual Employees upto BPS-19 shall be approved by the Chairman on the following grounds:

- (1) Contract appointments be made against the sanctioned posts in accordance with the Rules.
- (2) Regularization be considered on atleast completion of one year service on contract.
- (3) Regularization shall be considered only on the basis of satisfactory performance of an employee in PQA duly concurred by the head of Division concerned.
- (4) Regularization of the employees be made with effect from their joining in Port Qasim Authority.

## **CHAPTER – III**

### **CONDUCT, EFFICIENCY & DISCIPLINE RULES**

65. The Conduct, Efficiency & Discipline Rules as applicable to the Federal Government employees shall mutatis mutandis apply to PQA employees.

## **CHAPTER – IV**

### **PAY & ALLOWANCES, INCREMENTS, PENSION, GRATUITY AND GROUP INSURANCE**

66. **Pay**

The Federal Government Pay Scales (BPS-1 to BPS-22) shall be applicable to PQA employees.

67. An employee appointed to a post shall be entitled to receive pay in a pay scale determined for each post by the Authority.

68. **Allowances & Fringe Benefits to PQA Officers**

The officers from BPS-17 and above shall be entitled to draw following allowances on such terms and conditions and at such rates as prescribed by the Authority, from time to time:

(1) **Allowances**

- (i) Incentive Pay
- (ii) House Rent Allowance
- (iii) Special House Rent Allowance
- (iv) Far Distance Allowance
- (v) Medical Allowance
- (vi) Harbour Allowance
- (vii) Children Education Allowance
- (viii) Utility Allowance

(2) **Fringe Benefits**

Leave Encashment (maximum of 35 days subject to availability of leave balance).

69. **Allowances, Special Pay & Fringe Benefits to PQA Staff**

The employees in BPS-02 to BPS-15 shall be entitled to draw following allowances on such terms and conditions and at such rates as prescribed by the Authority, from time to time:

(1) **Special Pay & Allowances**

- (i) Special Pay
- (ii) House Rent Allowance
- (iii) Far Distance Allowance
- (iv) Medical Allowance
- (v) Harbour Allowance
- (vi) Washing Allowance
- (vii) Food Allowance
- (viii) Utility Allowance
- (ix) Children Education Allowance
- (x) Labour Incentive Allowance

(2) **Overtime Facility**

- (i) Overtime on actual basis shall be paid to Craft and Conservancy Staff (BS-02 to 15) with maximum limit of 175 hours per months.
- (ii) Overtime on actual basis shall be paid to other staff (BS-02 to 15) with maximum limit of 110 hours per months.
- (iii) Drivers who perform the duties with the Chairman/ Director General (s) shall be paid overtime over and above 110 hours on actual basis on the recommendations of their Private Secretaries.
- (iv) The Director (s) concerned shall verify the overtime which shall be approved by the Director General (s) concerned.
- (v) The Departmental Head(s) shall ensure the overtime is paid only to those staff performing overtime on actual duties beyond the office hours.

(3) **Fringe Benefits**

- (i) Bonus as determined by the Authority from time to time.
- (ii) Leave Encashment (maximum of 35 days subject to availability of leave balance).

70. **Miscellaneous Allowances for Officers**

The specific categories of officers (BPS-17 and above) shall also be entitled to draw the miscellaneous allowances admissible to them with the approval of the PQA Board. The said allowances are detailed in Schedule VI.

71. **Miscellaneous Allowances for Staff**

The specific categories of staff BPS-02 to 15 shall also be entitled to draw the miscellaneous allowances admissible to them as agreed between the Management and CBA in accordance with memorandum of Settlement on Charter of Demand, from time to time. The said allowances are detailed in Schedule VI.

72. **Increment**

The annual increment will accrue only on the 1<sup>st</sup> day of the month of December following the completion of atleast six months of service at the relevant stage in the scale and will be allowed as a matter of course unless withheld under a specific order.

73. **Special Pay on Current Charge**

The official holding current charge of the higher post shall be allowed special pay @ 20% of his pay subject to maximum of Rs.6,000/- per month, in accordance with the Rules/instructions issued by the Federal Government, from time to time.

74. **Special Allowance on Additional Charge**

The officer holding additional charge of the equivalent post shall be allowed special allowance @ 20% of his pay subject to maximum of Rs.6,000/- per month, in accordance with the Rules/instructions issued by the Federal Government, from time to time.

75. **Daily Allowance, Transportation / Mileage Allowance**

The employees shall be entitled to draw daily allowance, transportation/mileage allowance as admissible under the Rules/instructions issued by the Federal Government, from time to time.

76. **Travelling Allowance on Retirement/Death of an Employee**

Travelling allowance, as admissible under the regulations from the station of his last posting to home town, as recorded, shall be allowed to the employee and his family.

## **CHAPTER – V**

### **LEAVE RULES**

#### **77. Leave Entitlement**

- (1) Leave is a privilege and cannot be claimed as a matter of right. If the exigencies of service so require, the authority competent to sanction leave may refuse to grant leave or extension in leave, or cancel leave already granted, or change the nature of leave or recall an employee before expiry of his leave. Leave shall be applied for and sanctioned in terms of expressed days.
- (2) The leave Rules as applicable to the Federal Government employees shall mutatis mutandis apply to PQA employees.

## **CHAPTER – VI**

### **PENSION, GRATUITY, PROVIDENT FUND AND GROUP INSURANCE.**

78. The employees shall be governed under GPF/Pension Scheme, Gratuity, Group Insurance and Benevolent Fund as applicable to the Federal Government employees.

## **CHAPTER-VII**

### **APPEALS AND PETITIONS**

79. The Appeals & Petitions Rules as applicable to the Federal Government employees shall mutatis mutandis apply to PQA employees.

## **CHAPTER-VIII**

### **MISCELLANEOUS**

#### **80. Power to Amend, Modify or Repeal**

The PQA Board with approval of the Federal Government, shall have the powers to amend, modify or repeal any of these Regulations or issue supplementary Regulations as deemed appropriate for its employees.

81. **Interpretation**

In case of any doubt or dispute as to the interpretation of these Regulations, the disputed clause and proposed solution shall be referred to the Board for subsequent examination/ decision.

82. **Validity**

Nothing in these Regulations shall affect or supersede the decision pertaining to the conditions of service of an employee of the Authority, made before the promulgation of these Regulations on the grounds that such decision is not consistent with the provision of these Regulations.

♦ ♦ ♦

**SELECTION COMMITTEES FOR INITIAL APPOINTMENT/PROMOTION**

**(i) BPS-20 and above**

Secretary (Ports & Shipping)	Chairman
Director General Ports & Shipping	Member
Joint Secretary (P&S), Ministry of Ports & Shipping	Member
Chairman, PQA	Member

**(ii) BPS-17 to 19 (Officers)**

Director General (Concerned)	Chairman
Director (from Finance)	Member
Director (Concerned)	Member
Director (HRM)	Member/Secretary

**(iii) BPS-02 to BPS-15 (Staff)**

Director General (Administration)	Chairman
Director (Concerned)	Member
Director (from Finance)	Member
Director (HRM)	Member/Secretary



## SCHEDULE – “II”

### METHOD OF APPOINTMENT (OFFICERS)

Guidelines for method of appointment to the posts shall be as under; however, Board shall have the Authority to amend the ratio of each post for filling up through promotion and initial appointment in the interest of the Authority.

<b>S. No.</b>	<b>Designation and BPS of the post</b>	<b>By Promotion</b>	<b>By initial appointment</b>
1.	Director General (Operations) BPS – 21	60%	40%
2.	Director General (Technical) BPS – 21		
3.	Director General (Planning & Development) BPS – 21		
4.	Director General (Finance) BPS – 21		
5.	Director General (Administration) BPS – 21		
6.	Director (Marine Operation) BPS – 20	60%	40%
7.	Director (Cargo Operation) BPS – 20	60%	40%
8.	Director (Operation Maintenance) BPS – 20	60%	40%
9.	Director (Finance) BPS – 20	60%	40%
10.	Director (Management Accounts) BPS – 20	60%	40%
11.	Director (Internal Audit) BPS – 20	60%	40%
12.	Director (Planning & Development) BPS – 20	60%	40%
13.	Director (Accounts) BPS-20	60%	40%
14.	Director (Revenue) BPS-20	60%	40%
15.	Director (Private Sector Projects) BPS – 20	60%	40%
16.	Director (Industrial Management) BPS – 20	60%	40%
17.	Director (Civil/Channel Maintenance) BPS – 20	60%	40%
18.	Director (Mechanical & Electrical) BPS – 20	60%	40%
19.	Director (Projects) BPS – 20	60%	40%
20.	Director (Stores) BPS – 20	60%	40%
21.	Director (Security & Transport) BPS – 20	60%	40%
22.	Director (Industrial Relation & Welfare) BPS – 20	60%	40%
23.	Director (Human Resource) BPS – 20	60%	40%
24.	Director (Environment & Safety) BPS – 20	60%	40%
25.	Chief Hydrographer BPS – 20	60%	40%

26.	Manager (Internal Audit) BPS – 19	60%	40%
27.	Manager (Expenditure Control) BPS – 19	60%	40%
28.	Manager (Computer) BPS – 19	60%	40%
29.	Manager (Budget Control) BPS – 19	60%	40%
30.	Manager (Operational Cost) BPS – 19	60%	40%
31.	Manager (Accounting Group) BPS – 19	60%	40%
32.	Manager (P. Accounts/ Finance) BPS – 19	60%	40%
33.	Manager (Revenue) BPS – 19	60%	40%
34.	Manager (Security) / AEC BPS – 19	60%	40%
35.	Manager (Human Resource) BPS – 19	60%	40%
36.	Manager (Legal) BPS – 19	60%	40%
37.	Manager (Industrial Relation) BPS – 19	60%	40%
38.	Manager (Welfare) BPS – 19	60%	40%
39.	Manager (Transport) BPS – 19	60%	40%
40.	Manager (Stores) BPS – 19	60%	40%
41.	Secretary PQA BPS – 19	60%	40%
42.	Chief Instructor BPS – 19	60%	40%
43.	Manager (Procurement) BPS – 19	60%	40%
44.	Manager (Imports/Exports) BPS – 19	60%	40%
45.	Manager (Conservancy) BPS – 19	60%	40%
46.	Harbour Master BPS –19	60%	40%
47.	Pilots/Tug Commander BPS – 19	--	100%
48.	Dock Master BPS-19	60%	40%
49.	Manager (Marketing Tariff & Statistics) BPS – 19	60%	40%
50.	Chief Engineer BPS – 19	60%	40%
51.	Manager (Projects) BPS – 19	60%	40%
52.	Manager (Mechanical) BPS – 19	60%	40%
53.	Manager (Electronics & Communications) BPS – 19	60%	40%
54.	Manager (Civil Maintenance) BPS – 19	60%	40%
55.	Manager (Channel Maintenance) BPS – 19	60%	40%
56.	Manager (Hydrography) BPS – 19	60%	40%
57.	Manager (Planning) BPS – 19	60%	40%
58.	Manager (Development) BPS – 19	60%	40%

59.	Manager (Estate) BPS – 19	60%	40%
60.	Manager (Survey) BPS – 19	60%	40%
61.	Manager (Private Sector Projects) BPS – 19	60%	40%
62.	P.S. to Chairman BPS – 18	60%	40%
63.	Confidential Secretary to Chairman BPS – 18	60%	40%
64.	Deputy Secretary BPS – 18	60%	40%
65.	Public Relation Officer BPS – 18	60%	40%
66.	Deputy Manager (HR) BPS – 18	60%	40%
67.	Instructor BPS – 18	--	100%
68.	Deputy Manager (I.A) BPS – 18	60%	40%
69.	P.S. to Director Generals BPS – 18	60%	40%
70.	Deputy Manager (Medical) BPS – 18	60%	40%
71.	Medical Officer BPS – 18	60%	40%
72.	Deputy Manager (Security)/AEC BPS – 18	60%	40%
73.	Deputy Manager (Environment) BPS – 18	60%	40%
74.	Dy Manager (Vigilance/Equipt.Yards/Boats) BPS – 18	-	100%
75.	Fire Fighting Officer BPS – 18	-	100%
76.	Deputy Manager (ECG/Cash & Pension) BPS – 18	60%	40%
77.	Deputy Manager (Revenue) BPS – 18	60%	40%
78.	Deputy Manager (Accounts) BPS – 18	60%	40%
79.	Deputy Manager (PRU) BPS – 18	60%	40%
80.	Deputy Manager (BC) BPS – 18	60%	40%
81.	System Analyst BPS – 18	60%	40%
82.	Deputy Manager (Stores) BPS – 18	60%	40%
83.	Deputy Manager (Procurement) BPS – 18	60%	40%
84.	Deputy Manager (Inspection) BPS – 18	60%	40%
85.	Deputy Manager (Imports/Exports) BPS – 18	60%	40%
86.	Deputy Manager (PST/Weigh Bridge) BPS – 18	60%	40%
87.	Deputy Conservancy Officer BPS – 18	-	100%
88.	Operation Room Officer BPS – 18	-	100%
89.	Deputy Manager (Harbour Master Office) BPS – 18	60%	40%
90.	Deputy Manager (MT&S) BPS – 18	60%	40%
91.	Marine Engineers BPS – 18	-	100%

92.	Executive Engineer (Projects) BPS – 18	60%	40%
93.	Executive Engineer (Mechanical) BPS – 18	60%	40%
94.	Executive Engineer ( Electronics & Communications) BPS – 18	60%	40%
95.	Executive Engineer (Electrical) BPS – 18	60%	40%
96.	Executive Engineer (Civil Maint) BPS – 18	60%	40%
97.	Executive Engineer (Planning) BPS – 18	60%	40%
98.	Executive Engineer (Development) BPS – 18	60%	40%
99.	Executive Engineer (PSP) BPS – 18	60%	40%
100.	Dredging Inspector BPS – 18	-	100%
101.	Hydrographic Officer BPS – 18	60%	40%
102.	Chief Draughtsman BPS – 18	-	100%
103.	Deputy Manager (Estate) BPS – 18	60%	40%
104.	Special Assistant to Chairman BPS – 17	50%	50%
105.	Deputy Manager (Secretariat) BPS – 17	50%	50%
106.	P.A/S.G. Stenographer BPS – 17	50%	50%
107.	Librarian BPS – 17	-	100%
108.	Deputy Manager (Legal) BPS – 17	50%	50%
109.	Asstt. Public Relation Officer BPS – 17	50%	50%
110.	Deputy Manager (HR) BPS – 17	50%	50%
111.	Deputy Manager (Training Centre) BPS – 17	50%	50%
112.	Deputy Managers (Internal Audit) BPS – 17	50%	50%
113.	Deputy Manager (Medical) BPS – 17	50%	50%
114.	Deputy Managers (Welfare) BPS – 17	50%	50%
115.	Medical Officer BPS – 17	-	100%
116.	Deputy Managers (Security) / AEC BPS – 17	50%	50%
117.	Deputy Manager/MTO BPS – 17	50%	50%
118.	Deputy Manager (VM) BPS – 17	50%	50%
119.	Deputy Manager (Hired Transport) BPS – 17	50%	50%
120.	Deputy Manager (Horticulture) BPS – 17	50%	50%
121.	Deputy Managers (ECG) BPS – 17	50%	50%
122.	Deputy Managers (Revenue) BPS – 17	50%	50%
123.	Deputy Managers (AG) BPS – 17	50%	50%
124.	Deputy Managers (PRU) BPS – 17	50%	50%

125.	Deputy Manager (Income Tax) BPS – 17	50%	50%
126.	Deputy Managers (BC/OIG) BPS – 17	50%	50%
127.	Deputy Manager/Programmer BPS – 17	50%	50%
128.	Deputy Manager (Stores) BPS – 17	50%	50%
129.	Deputy Manager (Procurement) BPS – 17	50%	50%
130.	Deputy Manager (Inspection) BPS – 17	50%	50%
131.	Deputy Manager (Tariff) BPS – 17	50%	50%
132.	Deputy Manager (Imports) BPS – 17	50%	50%
133.	Deputy Manager (Exports) BPS – 17	50%	50%
134.	Deputy Manager (IOCB/PST) BPS – 17	50%	50%
135.	Deputy Manager (Dock Labour) BPS – 17	50%	50%
136.	Deputy Manager (Office) BPS – 17	50%	50%
137.	Deputy Manager (Tariff)/ (Statistics) BPS – 17	--	100%
138.	Executive Engineer (Water Works) BPS – 17	50%	50%
139.	Executive Engineer (Road Works) BPS – 17	50%	50%
140.	Executive Engineer (Bulk Water) BPS – 17	50%	50%
141.	Executive Engineer (Electronics & Communications ) BPS – 17	50%	50%
142.	Executive Engineer (Electrical) BPS – 17	50%	50%
143.	Executive Engineer (Mechanical) BPS – 17	50%	50%
144.	Deputy Manager (Drafting) BPS – 17	50%	50%
145.	Deputy Manager (Telephone) BPS – 17	50%	50%
146.	Deputy Manager (Electrical) BPS – 17	50%	50%
147.	Executive Engineer (Civil Maint) BPS – 17	50%	50%
148.	Deputy Manager (Hydrography Store) BPS – 17	50%	50%
149.	Hydrographic Officer BPS – 17	-	100%
150.	Deputy Manager (Cartography) BPS – 17	50%	50%
151.	Executive Engineer (PSP) BPS – 17	50%	50%
152.	Deputy Managers (Estate) BPS – 17	50%	50%
153.	Deputy Manager (Project A/C)/ Finance BPS – 17	50%	50%
154.	Deputy Manager (Survey/Land Survey) BPS – 17	50%	50%
155.	Deputy Manager (Multimedia) BPS – 17	50%	50%

## SCHEDULE – “II”

### METHOD OF APPOINTMENT (STAFF)

The method of appointment to the posts shall be as under:-

<b>S. No.</b>	<b>Designation and BPS of the post</b>	<b>By Promotion</b>	<b>By initial appointment</b>
1.	Stenographer BPS – 15	100%	Failing promotion
2.	Assistant BPS – 15	75%	25%
3.	Telex Operator BPS – 15	75%	25%
4.	Welfare Inspector BPS – 15	100%	Failing promotion
5.	Stock Auditors BPS – 15	50%	50%
6.	Inspector (Security) / AEC BPS – 15	100%	Failing promotion
7.	Inspector (Sanitary) BPS – 15	75%	25%
8.	Transport Inspector BPS – 15	75%	25%
9.	Inspector (Horticulture) BPS – 15	75%	25%
10.	Lab Technician BPS – 15	75%	25%
11.	Lab Assistant BPS – 15	75%	25%
12.	Storekeeper BPS – 15	100%	Failing promotion
13.	Data Entry Operator BPS – 15	50%	50%
14.	Sub-Engineer (Civil) BPS – 15	-	100%
15.	Stock Verifier BPS – 15	75%	25%
16.	Traffic Inspector BPS – 15	75%	25%
17.	Master 1 <sup>st</sup> Class BPS – 15	100%	Failing promotion
18.	Shipping Inspector BPS – 15	75%	25%
19.	Driver 1 <sup>st</sup> Class BPS – 15	100%	Failing promotion
20.	Foreman (Electrical) BPS – 15	75%	25%
21.	Sub-Engineer (A/C) BPS – 15	-	100%
22.	Sub-Engineer (Mechanical) BPS – 15	-	100%
23.	Sub-Engineer (Electronics) BPS – 15	-	100%
24.	Electrician on Board Ship BPS – 15	-	100%
25.	Sub-Engineer (Electrical) BPS – 15	-	100%
26.	Supervisor Telephone BPS – 15	100%	Failing promotion

27.	Supervisor Marine Communication BPS – 15	-	100%
28.	Cartographic Assistant BPS – 15	-	100%
29.	Survey Recorder BPS – 15	75%	25%
30.	Draughtsman BPS – 15	75%	25%
31.	Land Inspector BPS – 15	75%	25%
32.	Land Survey Patwari BPS – 15	75%	25%
33.	Survey Assistant BPS – 15	75%	25%
34.	Operations Inspector BPS –15	75%	25%
35.	Receptionist BPS-15	-	100%
36.	Surveyor BPS-15	-	100%
37.	Steno-typist BPS – 14	75%	25%
38.	Pesh Imam BPS – 12	-	100%
39.	Sanitary Supervisor BPS – 12	75%	25%
40.	Supervisor (Transport) BPS – 12	75%	25%
41.	Supervisor Khalasi BPS – 12	-	100%
42.	Fire Supervisor BPS – 12	75%	25%
43.	Traffic Supervisor BPS – 12	75%	25%
44.	Weighbridge Supervisor BPS – 12	75%	25%
45.	Electrician BPS – 12	75%	25%
46.	Air Conditioner Mechanic BPS – 12	75%	25%
47.	Mechanical Supervisor BPS – 12	75%	25%
48.	Supervisor Painter BPS – 12	75%	25%
49.	Supervisor Water Supply BPS-12	75%	25%
50.	Land Supervisor BPS – 12	75%	25%
51.	Switch Gear Operator BPS – 12	75%	25%
52.	Computer Operator BPS-12	75%	25%
53.	Forklift Driver BPS – 10	75%	25%
54.	Fire Engine Driver BPS – 10	75%	25%
55.	Master 2 <sup>nd</sup> Class BPS – 10	100%	Failing promotion
56.	Canner BPS – 10	75%	25%
57.	Light House Keeper BPS – 10	-	100%
58.	Senior Telephone Operator BPS – 10	100%	Failing promotion
59.	Crane Driver BPS – 10	75%	25%

60.	Mali BPS – 09	75%	25%
61.	Upper Division Clerk (UDC) BPS – 09	100%	Failing promotion
62.	Sample Collector BPS-09	100%	Failing promotion
63.	Sub-Inspector (Security) BPS – 09	75%	25%
64.	Weighbridge Operator BPS – 09	75%	25%
65.	Senior Out Door Clerk BPS – 09	75%	25%
66.	Radio Operator BPS –09	-	100%
67.	Jr. Storekeeper BPS –09	75%	25%
68.	Survey Recorder (Hyd.) BPS – 09	75%	25%
69.	Telephone Operator BPS – 09	-	100%
70.	Asstt. Sub-Inspector (Sty)/AEC BPS – 08	75%	25%
71.	Leading Fireman BPS – 08	100%	Failing promotion
72.	Diesel Mechanics BPS – 08	-	100%
73.	Photo Copier Operator BPS – 07	75%	25%
74.	LDC/Typist BPS – 07	75%	25%
75.	Fire Pump Operator BPS – 07	75%	25%
76.	Pump Operator BPS – 07	75%	25%
77.	Junior Out-door-clerk BPS – 07	75%	25%
78.	Master 3 <sup>rd</sup> Class BPS – 07	75%	25%
79.	Driver 2 <sup>nd</sup> Class BPS – 07	100%	Failing promotion
80.	Ferro Printer BPS – 07	75%	25%
81.	Driver BPS – 06	25%	75%
82.	Dresser BPS – 06	-	100%
83.	Serang BPS – 06	50%	50%
84.	Succani BPS – 06	50%	50%
85.	Carpenter BPS – 06	25%	75%
86.	Greaser BPS – 06	50%	50%
87.	Wireman BPS – 06	75%	25%
88.	Meter Reader BPS – 06	50%	50%
89.	Mason BPS – 06	25%	75%
90.	Plumber BPS – 06	25%	75%
91.	Glazier Aluminum BPS-06	-	100%
92.	Cook BPS – 05	25%	75%



93.	Junior Mali BPS – 05	25%	75%
94.	Mooring Khalasi BPS – 05	25%	75%
95.	Boom Operator BPS-05	25%	75%
96.	Lascar BPS – 05	50%	50%
97.	Wiper BPS – 05	50%	50%
98.	Pumpman BPS – 05	75%	25%
99.	Winchman BPS – 05	75%	25%
100.	Craneman BPS – 05	75%	25%
101.	Valveman BPS – 05	75%	25%
102.	Hawaladar (Security) BPS – 04	75%	25%
103.	Fireman BPS – 04	-	100%
104.	Painter BPS – 04	-	100%
105.	Security Guard BPS – 03	75%	25%
106.	Naib Qasid BPS – 02	---	100%
107.	Sanitary Worker/Khalasi BPS – 02	---	100%
108.	Attendant BPS – 2	---	100%
109.	Khadim BPS – 02	---	100%
110.	Chowkidar/Khalasi BPS – 02	---	100%
111.	Khalasi BPS – 02	---	100%
112.	Skilled/Semi Skilled Worker BPS – 02	---	100%
113.	Topass BPS – 02	---	100%
114.	Electric Helper BPS – 02	---	100%
115.	A/C Mechanics Helper BPS – 02	---	100%
116.	Survey Khalasi BPS – 02	---	100%
117.	Mason Helper BPS-02	---	100%
118.	Carpenter Helper BPS-02	---	100%
119.	Khalasi (AEC) BPS-02	---	100%
120.	Line Guard / Khalasi BPS-02	---	100%
121.	Plumber Helper BPS-02	---	100%

## SCHEDULE – “III”

### CONDITIONS FOR PROMOTION (OFFICERS)

Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4:-

<b>S. No.</b>	<b>Designation and BPS of the post</b>	<b>Persons eligible</b>	<b>Conditions of eligibility</b>
1.	Director General (Operations) BPS – 21	A BPS-20 Officer as defined in Schedule V	Atleast 05 years service in BPS – 20 or 22 years service in BPS – 17 and above.
2.	Director General (Technical) BPS – 21	A BPS-20 Officer as defined in Schedule V	Atleast 05 years service in BPS – 20 or 22 years service in BPS – 17 and above.
3.	Director General (Planning & Development) BPS – 21	A BPS-20 Officer as defined in Schedule V	Atleast 05 years service in BPS – 20 or 22 years service in BPS – 17 and above.
4.	Director General (Finance) BPS – 21	A BPS-20 Officer as defined in Schedule V	Atleast 05 years service in BPS – 20 or 22 years service in BPS – 17 and above.
5.	Director General (Administration) BPS – 21	A BPS-20 Officer as defined in Schedule V	Atleast 05 years service in BPS – 20 or 22 years service in BPS – 17 and above.
6.	Director (Marine Operation) BPS – 20	A BPS-19 officer of Operations Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
7.	Director (Cargo Operation) BPS – 20	A BPS-19 officer of Cargo Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
8.	Director (Operation Maintenance) BPS – 20	Chief Engineer (BPS-19)	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
9.	Director (Finance) BPS – 20	A BPS-19 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.

10	Director (Internal Audit) BPS – 20	A BPS-19 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
11	Director (Management Accounts) BPS – 20	A BPS-19 officer of Finance Cadre, as defined in Schedule V	
12	Director (Accounts) BPS-20	A BPS-19 officer of Finance Cadre, as defined in Schedule V	
13	Director (Revenue) BPS-20	A BPS-19 officer of Finance Cadre, as defined in Schedule V	
14	Director (Planning & Development) BPS – 20	A BPS-19 officer of Engineering Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
15	Director (Private Sector Projects) BPS – 20	A BPS-19 officer of Engineering Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
16	Director (Industrial Management) BPS – 20	A BPS-19 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
17	Director (Mechanical & Electrical) BPS – 20	A BPS-19 officer of Engineering Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
18	Director (Channel Dredging) BPS – 20	A BPS-19 officer of Engineering Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
19	Director (Stores) BPS – 20	A BPS-19 officer of Stores Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
20	Director (Industrial Relation & Welfare) BPS – 20	A BPS-19 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS–19 or 17 years service in BPS – 17 and above.
21	Director (Human Resource) BPS – 20	A BPS-19 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.

22	Director (Environment & Safety) BPS – 20	A BPS-19 Chief Engineer of Operation Cadre as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
23	Director (Security & Transport) BPS – 20	A BPS-19 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
24	Director (Civil Maintenance) BPS – 20	A BPS-19 officer of Engineering Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
25	Chief Hydrographer BPS – 20	A BPS-19 officer of Hydrography Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 19 or 17 years service in BPS – 17 and above.
26	Manager (Computer) BPS – 19	System Analyst BPS-18	Atleast 05 years service in BPS – 18 or 17 years service in BPS – 17 and above.
27	Manager (Internal Audit) BPS – 19	A BPS-18 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 17 years service in BPS – 17 and above.
28	Manager (Expenditure Control) BPS – 19	A BPS-18 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
29	Manager (Budget Control) BPS – 19	A BPS-18 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
30	Manager (Operating Cost) BPS – 19	A BPS-18 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
31	Manager (Accounting Group) BPS – 19	A BPS-18 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.

32	Manager (Salaries) BPS – 19	A BPS-18 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
33	Manager (Revenue) BPS – 19	A BPS-18 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
34	Manager (Security) / (AEC) BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
35	Manager (HR) BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS–18 or 12 years service in BPS–17 and above.
36	Manager (Legal) BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
37	Manager (Industrial Relation) BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
38	Manager (Welfare) BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
39	Manager (Transport) BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
40	Manager (Stores) BPS – 19	A BPS-18 officer of Stores Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
41	Secretary PQA BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
42	Chief Instructor BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.

43	Manager (Procurement) BPS – 19	A BPS-18 officer of Stores Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
44	Manager (Imports/Exports) BPS – 19	A BPS-18 officer of Cargo Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
45	Manager (Conservancy) BPS – 19	Deputy Conservancy Officer BPS-18	Atleast 05 years service in BPS-18 or 12 years service in BPS -17 and above.
46	Manager (Marketing Tariff & Statistics ) BPS – 19	A BPS-18 officer of Cargo Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
47	Chief Engineer BPS – 19	Marine Engineer BPS-18	MOT 1 <sup>st</sup> /2 <sup>nd</sup> Class. Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
48	Manager (Projects) BPS – 19	XEN (Civil Engineering) BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
49	Manager (Mechanical) BPS – 19	XEN (Mechanical) BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
50	Manager (Electronics & Communications) BPS – 19	XEN (Electronics) BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
51	Manager (Civil Maintenance) BPS – 19	XEN (Civil Engineering) BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
52	Manager (Channel Maintenance) BPS – 19	Hydrographic Officer BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
53	Manager (Hydrography) BPS – 19	Hydrographic Officer BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.

54	Manager (Planning) BPS – 19	XEN (Civil Engineering) BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
55	Manager (Development) BPS – 19	XEN (Civil Engineering) BPS-18	Atleast 05 years service in BPS-18 or 12 years service in BPS – 17 and above.
56	Manager (Estate) BPS – 19	A BPS-18 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS–18 or 12 years service in BPS – 17 and above.
57	Manager (Survey) BPS – 19	XEN (Civil Engineering) BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
58	Manager (Private Sector Projects) BPS – 19	XEN (Civil Engineering) BPS-18	Atleast 05 years service in BPS – 18 or 12 years service in BPS – 17 and above.
59	P.S. to Chairman BPS – 18	P.A/S.G Stenographer BPS-17	Atleast 05 years service in BPS – 17.
60	Confidential Secretary to Chairman BPS – 18	A BPS-17 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
61	Deputy Secretary BPS – 18	A BPS-17 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
62	Public Relation Officer BPS – 18	A BPS-17 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
63	Deputy Manager (HR) BPS – 18	A BPS-17 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
64	Deputy Manager (I.A) BPS – 18	A BPS-17 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
65	P.S. to DGs BPS – 18	P.A/S.G Stenographer BPS-17	Atleast 05 years service in BPS – 17.
66	Deputy Manager (Medical) BPS – 18	Deputy Manager (Medical) BPS – 17	Atleast 05 years service in BPS – 17.

67	Medical Officer BPS – 18	Medical Officer BPS-17	Atleast 05 years service in BPS – 17.
68	Deputy Manager (Security) BPS – 18	A BPS-17 officer of Security Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
69	Deputy Manager (ECG/Cash & Pension) BPS – 18	A BPS-17 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
70	Deputy Manager (Revenue) BPS – 18	A BPS-17 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
71	Deputy Manager (AG) BPS – 18	A BPS-17 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
72	Deputy Manager (PRU) BPS – 18	A BPS-17 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
73	Deputy Manager (BC) BPS – 18	A BPS-17 officer of Finance Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
74	System Analyst BPS – 18	A BPS-17 officer of Computer Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
75	Deputy Manager (Stores) BPS – 18	A BPS-17 officer of Stores Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
76	Deputy Manager (Procurement) BPS – 18	A BPS-17 officer of Stores Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
77	Deputy Manager (Inspection) BPS – 18	A BPS-17 officer of Stores Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
78	Deputy Manager (Exports) BPS – 18	A BPS-17 officer of Cargo Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
79	Deputy Manager (Imports) BPS – 18	A BPS-17 officer of Cargo Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
80	Deputy Manager (P.S.T) BPS – 18	A BPS-17 officer of Cargo Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.



81	Deputy Manager (Weigh Bridge) BPS – 18	A BPS-17 officer of Cargo Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
82	Deputy Manager (Harbour Master Office) BPS – 18	A BPS-17 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
83	Deputy Manager (MT&S) BPS – 18	A BPS-17 officer of Cargo Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
84	Executive Engineer (Projects) BPS – 18	XEN (Civil Engineering) BPS17	Atleast 05 years service in BPS – 17.
85	Executive Engineer (Mechanical) BPS – 18	XEN (Mechanical) BPS-17	Atleast 05 years service in BPS – 17.
86	Executive Engineer (Communications & Electronics) BPS – 18	XEN (Electronics & Comm) BPS-17	Atleast 05 years service in BPS – 17.
87	Executive Engineer (Electrical) BPS – 18	XEN (Electrical) BPS-17	Atleast 05 years service in BPS – 17.
88	Executive Engineer (Civil Maint) BPS – 18	XEN (Civil Engineering) BPS-17	Atleast 05 years service in BPS – 17.
89	Executive Engineer (Planning ) BPS – 18	XEN (Civil Engineering) BPS-17	Atleast 05 years service in BPS – 17.
90	Executive Engineer (Development) BPS – 18	XEN (Civil Engineering) BPS-17	Atleast 05 years service in BPS – 17.
91	Executive Engineer (PSP) BPS – 18	XEN (Civil Engineering) BPS-17	Atleast 05 years service in BPS – 17.
92	Hydrographic Officer BPS – 18	A BPS-17 officer of Hydrography Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
93	Deputy Manager (Estate) BPS – 18	A BPS-17 officer of General Cadre, as defined in Schedule V	Atleast 05 years service in BPS – 17.
93.	Special Assistant to Chairman BPS – 17	Assistant /Welfare Inspector (BPS-15)	06 years service in BPS-15.
94.	Deputy Manager (Secretariat) BPS – 17	Assistant / Welfare Inspector (BPS-15)	06 years service in BPS-15.

95.	P.A/S.G. Stenographer BPS – 17	Stenographer / Receptionist BPS-15	06 years service in BPS-15 and subject to qualifying shorthand/typing test.
96.	Asstt. Public Relation Officer BPS – 17	Assistant / Welfare Inspector (BPS-15)	06 years service in BPS-15.
97.	Deputy Manager (Legal) BS-17	Assistant (Legal) BPS-15	LL. B and 05 years experience in BPS-15.
98.	Deputy Managers (HR) BPS – 17	Assistant / Welfare Inspector (BPS-15)	06 years service in BPS-15.
99.	Deputy Manager (Training Centre) BPS – 17	Assistant / Welfare Inspector (BPS-15)	06 years service in BPS-15.
100.	Deputy Managers (I.A) BPS – 17	Accounts Assistant/ Stock Auditor (BPS-15)	06 years service in BPS-15.
101.	Deputy Manager (Medical) BPS – 17	Medical Assistant (BPS-15)	06 years service in BPS-15.
102.	Deputy Managers (Welfare) BPS – 17	Assistant / Welfare Inspector (BPS-15)	06 years service in BPS-15.
103.	Deputy Managers (Security) BPS – 17	Inspector (Security) (BPS-15)	06 years service in BPS-15.
104.	Deputy Manager (Hired Transport) BPS – 17	Assistant/ Welfare Inspector (BPS-15)	06 years service in BPS-15.
105.	Deputy Manager/MTO) BPS-17	Transport Inspector/ Assistant (BPS-15)	06 years service in BPS-15
106.	Deputy Manager (VM) BPS-17	Transport Inspector/ Assistant (BPS-15)	06 years service in BPS-15
107.	Deputy Managers (ECG) BPS – 17	Accounts Assistant/ Stock Auditor (BPS-15)	06 years service in BPS-15.
108.	Deputy Managers (PRU) BPS – 17	Accounts Assistant/ Stock Auditor (BPS-15)	06 years service in BPS-15.
109.	Deputy Managers/Programmer BPS – 17	Data Entry Operator BPS-15	06 years service in BPS-15.
110.	Deputy Manager (Stores) BPS – 17	Store Keeper/ Stock Verifier BPS-15	06 years service in BPS-15.
111.	Deputy Manager (Procurement) BPS-17	Store Keeper/ Stock Verifier BPS-15	06 years service in BPS-15.
112.	Deputy Manager (Imports) BPS – 17	Traffic Inspector BPS-15	06 years service in BPS-15.
113.	Deputy Manager (Exports) BPS – 17	Traffic Inspector BPS-15	06 years service in BPS-15.
114.	Deputy Manager (Dock Labour) BPS – 17	Traffic Inspector BPS-15	06 years service in BPS-15.

115.	Deputy Manager (Office) BPS – 17	Assistant / Welfare Inspector (BPS-15)	06 years service in BPS-15.
116.	Deputy Manager (Civil Drafting) BPS – 17	Draughtsman BPS-15	06 years service in BPS-15.
117.	Deputy Manager (Telephone) BPS – 17	Telephone Supervisor (Billing) BPS-15	06 years service in BPS-15.
118.	Deputy Manager (Electrical) BPS – 17	Foreman (Electrical) BPS-15	06 years service in BPS-15.
119.	Deputy Manager (Hydrography) BPS – 17	Carto Assistant/ Survey Recorder BPS -15	06 years service in BPS-15.
120.	Deputy Managers (Estate) BPS – 17	Assistant / Welfare Inspector (BPS-15)	06 years service in BPS-15.
121.	Deputy Managers (Survey/Land Survey) BPS – 17	Land Inspector/ Surveyor BPS-15	06 years service in BPS-15.
122.	Executive Engineer (Water Work) BPS-17	Sub-Engineer (Civil) BPS-15	06 years service in BPS-15.
123.	Executive Engineer (Road Work) BPS-17	Sub-Engineer (Civil) BPS-15	06 years service in BPS-15.
124.	Executive Engineer (Bulk Water) BPS-17	Sub-Engineer (Civil) BPS-15	06 years service in BPS-15.
125.	Executive Engineer (Electronics) BPS-17	Sub-Engineer (Electronics) BPS-15	06 years service in BPS-15.
126.	Executive Engineer (Electrical) BPS-17	Sub-Engineer (Electrical) BPS-15	06 years service in BPS-15.
127.	Executive Engineer (Mechanical) BPS-17	Sub-Engineer (Mechanical) BPS-15	06 years service in BPS-15.
128.	Executive Engineer (Civil Maint) BPS-17	Sub-Engineer (Civil) BPS-15	06 years service in BPS-15.
129.	Executive Engineer (PSP) BPS-17	Sub-Engineer (Civil) BPS-15	06 years service in BPS-15.
130.	Deputy Manager (Multimedia) BS-17	Data Entry Operator Assistant (BPS-15)	06 years service in BPS-15. Diploma in Multimedia

## SCHEDULE – “III”

### CONDITIONS FOR PROMOTION (STAFF)

Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4:-

<b>S. No.</b>	<b>Designation and BPS of the post</b>	<b>Persons eligible</b>	<b>Conditions of eligibility</b>
1.	Stenographer BPS – 15	Steno-typist (BPS-14)	Atleast 05 years service
2.	Assistant BPS – 15	Upper Division Clerk BPS-9	Atleast 05 years service
3.	Telex Operator BPS – 15	Telephone Operator	Atleast 05 years service with relevant Trade Certificate.
4.	Welfare Inspector BPS – 15	Upper Division Clerk	Atleast 05 years service
5.	Stock Auditor BPS – 15	Upper Division Clerk	Atleast 05 years service
6.	Inspector (Sanitary) BPS – 15	Sanitary Supervisor	Atleast 05 years service
7.	Transport Inspector BPS – 15	Transport Supervisor	Atleast 05 years service.
8.	Inspector (AEC)/Security BPS-15	Sub-Inspector (Security)/AEC	Atleast 05 years service.
9.	Lab Technician BPS-15	Sample Collector	Atleast 05 years service.
10.	Lab Assistant BPS-15	Sample Collector	Atleast 05 years service.
11.	Storekeeper BPS – 15	Junior Store Keeper	Atleast 05 years service
12.	Data Entry Operator BPS-15	Computer Operator	Diploma in Computer Science/ Diploma in Oracle.  Atleast 05 years service.

13.	Stock Verifier BPS – 15	Junior Store Keeper	Atleast 05 years service
14.	Traffic Inspector BPS – 15	Traffic Supervisor	Atleast 05 years service
15.	Master 1 <sup>st</sup> Class BPS – 15	2 <sup>nd</sup> Class Master	Certificate of Competency as Master 1 <sup>st</sup> Class.  05 years experience as Master 2 <sup>nd</sup> Class.
16.	Shipping Inspector BPS – 15	Radio Operator	Atleast 05 years service.
17.	Driver 1 <sup>st</sup> Class BPS – 15	Driver 2 <sup>nd</sup> Class	Certificate of Competency as Driver 2 <sup>nd</sup> Class.  Atleast 05 years service.
18.	Foreman (Electrical) BPS – 15	Electrician/Switch Gear Operator BPS – 12	Atleast 05 years service.
19.	Supervisor Telephone/Billing BPS – 15	Senior Telephone Operator	Atleast 05 years service.
20.	Survey Recorder BPS – 15	Survey Recorder (BPS-09)	Atleast 05 years service.
21.	Draughtsman BPS – 15	Junior Draughtsman	Atleast 05 years service.
22.	Land Inspector BPS – 15	Land Supervisor	Atleast 05 years service
23.	Land Survey Patwari BPS – 15	Land Supervisor	Atleast 05 years service
24.	Survey Assistant BPS – 15	Survey Recorder	Atleast 05 years service
25.	Stenotypist BPS-14	UDC/LDC	Atlest 05 years service and subject to qualifying Shorthand/Typing Test
26.	Sanitary Supervisor BPS – 12	Sanitary Worker	Atleast 15 years service.
27.	Supervisor Khalasi BPS – 12	Khalasi	Atleast 15 years service.

28.	Fire Supervisor BPS – 12	Leading Fireman	Atleast 05 years relevant service.
29.	Traffic Supervisor BPS – 12	Senior-Out-Door Clerk	Atleast 05 years service.
30.	Weighbridge Supervisor BPS – 12	Weighbridge Operator	Atleast 05 years service.
31.	Electrician/ Switch Gear Operator BPS – 12	Wireman	Atleast 05 years service.
32.	Supervisor (Transport) BPS-12	UDC	Atleast 05 years service.
33.	Air Conditioner Mechanic BPS-12	A/C Helper	Certificate in Refrigeration/AC Atleast 15 years service.
34.	Mechanical Supervisor BPS-12	Forklift Driver/ Crane Driver	Atleast 05 years service.
35.	Supervisor Painter BPS-12	Painter	Atleast 15 years service.
36.	Supervisor Water Supply	Meter Reader Water Supply	Atleast 05 years experience
37.	Land Supervisor BPS-12	Survey Recorder (BPS-09)	Atleast 05 years service.
38.	Master 2 <sup>nd</sup> Class BPS – 10	Master 3 <sup>rd</sup> Class / Succani	Certificate of Competency as Master 2 <sup>nd</sup> Class.  Atleast 05 years experience
39.	Canner BPS-10	Carpenter	Atleast 05 years service.
40.	Senior Telephone Operator BPS – 10	Telephone Operator	Atleast 03 years service.
41.	Crane Driver/Forklift Driver BPS – 10	Driver	Middle. HTV Licence  Atleast 05 years service.
42.	Fire Engine Driver BPS-10	Driver	Middle. HTV Licence Atleast 05 years service.
43.	Mali BPS – 09	Junior Mali	Atleast 05 years service.

44.	Upper Division Clerk (UDC) BPS – 09	LDC	Atleast 05 years service.
45.	Sub-Inspector (Security)/AEC BPS – 09	Asstt. Sub-Inspector/AEC	Atleast 05 years service.
46.	Weighbridge Operator BPS – 09	Junior Out Door Clerk	Atleast 05 years service.
47.	Senior Out Door Clerk BPS – 09	Junior Out Door Clerk	Atleast 05 years service.
48.	Junior Storekeeper BPS-09	Lower Division Clerk	Atleast 05 years service.
49.	Survey Recorder (Hyd.) BPS-09	Survey Khalasi	Atleast 10 years service.
50.	Asstt. Sub-Inspector (Security)/AEC BPS – 08	Hawaldar (Security)/AEC	Atleast 05 years service.
51.	Leading Fireman BPS – 08	Fireman	Atleast 05 years as Fireman
52.	Time Keeper BPS-08	Lower Division Clerk	Atleast 05 years service.
53.	Sample Collector BPS-09	Boom Operator	Atleast 05 years service and subject to qualifying test.
54.	Photo Copier Operator BPS – 07	Naib Qasid	Matric, Trade Certificate.  Atleast 05 years service.
55.	Fire Pump Operator BPS – 07	Pump-man/Valve-man	Atleast 05 years service.
56.	Pump Operator BPS – 07	Pump-man/Valve-man	Atleast 05 years service.
57.	Master 3 <sup>rd</sup> Class BPS – 07	Lascar/Serang	Certificate of Competency as Master 3 <sup>rd</sup> Class.  03 years experience.
58.	Junior Out Door Clerk BPS – 07	Naib Qasid	Matric  Atleast 03 years service.
59.	Ferro Printer BPS – 07	Skilled/Semi Skilled	Matric  Atleast 03 years service.

60.	Driver 2 <sup>nd</sup> Class BPS – 07	Greaser (Driver failing promotion of Greaser)	Certificate of Competency as Driver 2 <sup>nd</sup> Class.  03 years experience.
61.	LDC BPS-07	Officials of BPS-02 to 06	Matriculate with typing speed of 30 wpm  Atleast 03 years service
62.	Driver BPS – 06	Officials of BPS-02 to 05	Middle with LTV Licence.  Atleast 03 years service.
63.	Serang BPS – 06	Lascar	03 years service.
64.	Succani BPS – 06	Lascar/Moorng Khalasi	03 years relevant experience. Certificate of Competency as Quarter Master.
65.	Carpenter BPS – 06	Carpenter Helper	03 years service.
66.	Greaser BPS – 06	Wiper	03 years service.
67.	Wireman BPS – 06	Electric Helper	Matric and 02 years relevant experience.
68.	Meter Reader BPS – 06	Naib Qasid/Khalasi	Matric,  02 years relevant experience.
69.	Mason BPS – 06	Mason Helper	03 years relevant experience.
70.	Plumber BPS – 06	Plumber Helper	Trade Certificate.  03 years relevant experience.
71.	Cook BPS – 05	Officials of BS-02 to BS-04	03 years relevant experience.
72.	Junior Mali BPS – 05	Khalasi	03 years relevant experience.
73.	Moorng Khalasi BPS – 05	Khalasi	03 years relevant experience.
74.	Boom Operator BPS-06	Skilled/Semi-Skilled Worker	03 years relevant experience.
75.	Lascar BPS – 05	Officials of BS-02 to BS-04	03 years relevant experience.



76.	Wiper BPS – 05	Officials of BS-02 to BS-04	03 years relevant experience.
77.	Pumpman BPS – 05	Khalasi	03 years relevant experience.
78.	Winchman BPS – 05	Khalasi	03 years relevant experience.
79.	Craneman BPS – 05	Mechanical Khalasi	03 years relevant experience.
80.	Valveman BPS – 05	Khalasi	03 years relevant experience.
81.	Hawaldar (Security) / AEC BPS – 04	Security Guard/AEC	02 years service.
82.	Fireman BPS – 04	Officials of BPS-02 to 03	Middle with certificate of Fireman 02 years relevant experience.
83.	Painter BPS – 04	Khalasi/Semi Skilled/Skilled Worker	02 years relevant experience.
84.	Security Guard BPS – 03	Khalasi AEC / Line Guard Khalasi	02 years relevant experience.

**SCHEDULE – “IV”**

**QUALIFICATION, EXPERIENCE AND AGE  
LIMITS FOR INITIAL APPOINTMENT (OFFICERS)**

<b>Sl. No.</b>	<b>Designation and BPS of the post</b>	<b>Qualification and experience</b>	<b>Maximum age limit</b>
1-	Director General (Operations) BPS – 21	Master of foreign-going ship or certificate of competency (Deck Officer) Class-I Master Mariner.  18 years experience in a port or shipping management & operations including sea command or naval operational service at sea & ashore.	55 years
2-	Director General (Technical) BPS – 21	Atleast Master’s Degree in Civil Engineering. Registered with Pakistan Engineering Council as professional engineer.  18 years post qualification experience in a Govt./ Semi Govt./large Engineering Organization of repute engaged in a development, construction and maintenance works.	55 years
3-	Director General (Planning & Development) BPS – 21	Atleast Master’s Degree in Civil Engineering. Registered with Pakistan Engineering Council as professional engineer.  18 years post qualification experience in a Govt./ Semi Govt./large Engineering Organization of repute engaged in a development, construction and maintenance works.	55 years
4-	Director General (Finance) BPS – 21	CA/FCMA or equivalent.  18 years post qualification experience in a Govt./Semi Govt./large Commercial Organization of repute in relevant filed.	55 years

5-	Director General (Administration) BPS – 21	Atleast First Class Master's Degree in Administrative/ Social Sciences/MPA/MBA  18 years post qualification experience in personnel administration and industrial relations in Govt./Semi Govt./large Commercial Organization of repute.	55 years
6-	Director (Marine Operation) BPS – 20	Master of foreign-going ship or certificate of competency (Deck Officer) Class I Master Mariner.  14 years experience in Marine Ops/ Port Ops and Sea Command.	50 years
7-	Director (Cargo Operation) BPS – 20	Master of foreign-going ship or certificate of competency (Deck Officer) Class I Master Mariner/ Master's Degree in Administrative Sciences/MBA  14 years experience in cargo handling in a port/ shipping company/ merchant ship.	50 years
8-	Director (Operation Maintenance) BPS – 20	First class Engineer or certificate of competency (Chief Engineer Officer) Class-I.  14 years Sea service as Chief Engineer or Engineer Officer in Pakistan Navy and 5 years experience as Incharge of Marine Engineering Work-shop carrying out new constructions/ repair maintenance of floating craft.	50 years
9-	Director (Finance) BPS – 20	CA/ACMA or equivalent.  17 years post qualification experience in a Govt./Semi Govt./large Commercial Organization of repute.	50 years
10-	Director (Management Accounts) BPS – 20	CA/ACMA or equivalent.  17 years post qualification experience in a Govt./Semi Govt./large Commercial Organization of repute .	50 years

11-	Director (Internal Audit) BPS – 20	CA/ACMA or equivalent.  17 years post qualification audit experience in a Govt./Semi Govt./large Commercial Organization of repute.	50 years
12-	Director (Planning & Development) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's/ Bachelor's Degree in Civil/ Mechanical/Electrical Engineering. Registered with Pakistan Engineering Council as professional engineer.  17 years post qualification experience in a Govt./Semi Govt./large Engineering Organization of repute.	50 years
13-	Director (Private Sector Projects) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's/ Bachelor's Degree in Civil/ Mechanical/ Electrical Engineering. Registered with Pakistan Engineering Council as professional engineer.  17 years post qualification experience in a Govt./Semi Govt./large Engineering Organization of repute.	50 years
14-	Director (Industrial Management) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's/ Bachelor's Degree in Civil/ Engineering. Registered with Pakistan Engineering Council as professional engineer OR 2 <sup>nd</sup> Class Master's Degree in Administrative and Social Sciences/MPA.  17 years experience in planning & Development of Industrial/Estate/ Housing Scheme in a Govt./Semi Govt./large Organization of repute.	50 years
15-	Director (Civil/Channel Maintenance) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's/ Bachelor's Degree in Civil/ Engineering. Registered with Pakistan Engineering Council as professional engineer.  17 years post qualification experience in a Govt./Semi Govt./large Engineering Organization of repute.	50 years

16-	Director (Mechanical & Electrical) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's/ Bachelor's Degree in Mechanical/ Electrical Engineering. Registered with Pakistan Engineering Council as professional engineer.  17 years post qualification experience in a Govt./Semi Govt./large Engineering Organization of repute.	50 years
17-	Director (Projects) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's/ Bachelor's Degree in Civil/ Mechanical/ Electrical Engineering. Registered with Pakistan Engineering Council as professional engineer.  17 years post qualification experience in a Govt./Semi Govt./large Engineering Organization of repute.	50 years
18-	Director (Stores) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's Degree in Economics/ Statistics/Math/MBA.  17 years experience which should include responsibility at a senior level for procurement and stores management in Govt./ Semi Govt. Armed Forces/Large Commercial Organization of repute.	50 years
19-	Director (Security & Transport) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's Degree in Administrative/ Social Sciences/ Transport Management.  17 years post qualification experience in administration and Security/Transport Function in a Govt./ Semi Govt./Large Commercial Organization of repute.	50 years
20-	Director (Industrial Relation & Welfare) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's Degree in Administrative/ Social Sciences and diploma in Industrial and Labour laws/ LLB.  17 years post qualification experience in administration and industrial relation in a Govt./ Semi Govt./Large Commercial Organization of repute.	50 years

21-	Director (Human Resource) BPS – 20	Atleast 2 <sup>nd</sup> Class Master's Degree in Administrative/ Social Sciences/MPA/MBA (Human Resources).  17 years post qualification experience in personnel administration in a Govt./ Semi Government/Large Commercial Organization of repute.	50 years
22-	Director (Environment & Safety) BPS – 20	Master of Foreign-going ship or certificate of competency (Deck Officer) Class-I Master Mariner/First class engineer or certificate of competency (Chief Engineer Officer) Class-I/M.Sc. in Maritime Safety Administration/ Environment. 14 years Sea experience and at least 4 years experience in related field.	50 years
23-	Chief Hydrographer BPS – 20	Atleast 2 <sup>nd</sup> Class Master of Sciences. Qualified Hydro-graphic Surveyor from Foreign Institute/ Pakistan Navy.  17 years experience in Hydrographic Surveying.	50 years
24-	Manager (Internal Audit) BPS – 19	ACMA/MBA (Finance).  12 years post qualification relevant experience in a Govt/ Semi Govt./large Commercial Organization of repute.	45 years
25-	Manager (Expenditure Control) BPS – 19	ACMA/MBA (Finance).  12 years post qualification relevant experience in a Govt/ Semi Govt./large Commercial Organization of repute.	45 years
26-	Manager (Computer) BPS – 19	MBA with MIS/Master's degree in Computer Science.  12 years post qualification relevant experience in a Govt/ Semi Govt./large Commercial Organization of repute.	45 years

27-	Manager (Budget Control) BPS – 19	ACMA/MBA (Finance).  12 years post qualification relevant experience in a Govt/ Semi Govt./large Commercial Organization of repute.	45 years
28-	Manager (Operational Cost) BPS – 19	ACMA/MBA (Finance).  12 years post qualification relevant experience in a Govt/ Semi Govt./large Commercial Organization of repute.	45 years
29-	Manager (Accounting Group) BPS – 19	ACMA/MBA (Finance).  12 years post qualification relevant experience in a Govt/ Semi Govt./large Commercial Organization of repute.	45 years
30-	Manager (P. Accounts/ Finance) BPS – 19	ACMA/MBA (Finance).  12 years post qualification relevant experience in a Govt/ Semi Govt./large Commercial Organization of repute.	45 years
31-	Manager (Revenue) BPS – 19	ACMA/MBA (Finance).  12 years post qualification relevant experience in a Govt/ Semi Govt./large Commercial Organization of repute.	45 years
32-	Manager (Security) / (AEC) BPS – 19	Atleast 2 <sup>nd</sup> Class Master's Degree in Social Sciences/ MBA.  12 years experience in Security function in a Govt./ Semi Govt./large Commercial Organization of repute or Retired Armed Forces Officer of Rank of Lt. Col./equivalent.	45 years
33-	Manager (HR) BPS – 19	MBA in Human Resources/ Atleast 2 <sup>nd</sup> Class Master's Degree in Public Administration/Social Science preferably Law Graduate.  12 years experience in Personnel Administration in a Govt./ Semi Govt./Large Commercial Organization of repute.	45 years
34-	Manager (Legal) BPS – 19	Atleast 1 <sup>st</sup> Class Law Graduate.  12 years experience in relevant field.	45 years

35-	Manager (Industrial Relation) BPS – 19	Atleast 2 <sup>nd</sup> Class Master's Degree in Administrative/ Social Sciences and Diploma in Industrial and Labour laws/ LLB. 12 years experience in Industrial Relation in a Govt./ Semi Govt./Large Commercial Organization of repute.	45 years
36-	Manager (Welfare) BPS – 19	Atleast 2 <sup>nd</sup> Class Master's Degree in Administrative/ Social Sciences preferably diploma in Industrial and Labour laws/ LLB.  12 years experience in Personnel Administration in a Govt./ Semi Govt./Large Commercial Organization of repute.	45 years
37-	Manager (Transport) BPS – 19	Atleast 2 <sup>nd</sup> Class Master's Degree in Transport Management/MBA.  12 years experience in relevant filed in a Govt./ Semi Govt./Large Commercial Organization of repute.	45 years
38-	Manager (Stores) BPS – 19	Atleast 2 <sup>nd</sup> Class Master's Degree in Economics/ Statistics/Math/MBA.  12 years experience in procurement and stores management in Govt./ Semi Govt. Armed Forces/Large Commercial Organization of repute.	45 years
39-	Secretary PQA BPS – 19	Atleast 2 <sup>nd</sup> Class Master's Degree in Administrative/ Social Sciences/MBA and 2 <sup>nd</sup> Class Law Graduate.  12 years experience in Secretariat function.	45 years
40-	Chief Instructor BPS – 19	First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II/Master's in Transport Management/MBA/M.Sc. in Computer Science.  12 years experience of cargo handling equipment/course coordinator.	45 years



41-	Manager (Procurement) BPS – 19	Atleast 2 <sup>nd</sup> Class Master's Degree in Economics/ Statistics/Math/MBA.  12 years experience in procurement and stores management in Govt./ Semi Govt. Armed Forces/Large Commercial Organization of repute.	45 years
42-	Manager (Imports/Exports) BPS – 19	Master of foreign-going ship or certificate of competency (Deck Officer) Class-I Master Mariner/Master's Degree in Administrative Sciences/MBA  12 years experience in cargo handling in a port/ shipping company/ merchant ship/ Pakistan Navy including command.	45 years
43-	Manager (Conservancy) BPS – 19	Master of foreign-going ship or certificate of competency (Deck Officer) Class-I Master Mariner or Second class engineer or certificate of competency (Second Engineer Officer) Class-I.  12 years experience in handling navigational aids and buoys, channel maintenance and conservancy work in a port including commands.	45 years
44-	Harbour Master BPS –19	Master of foreign-going ship or certificate of competency (Deck Officer) Class-I Master Mariner.  12 years experience in Harbour Operations, Pilotage and Sea Command.	45 years
45-	Pilots/Tug Commander BPS – 19	Master of foreign-going ship or certificate of competency (Deck Officer) Class-I Master Mariner. 5 years experience in Sea Command.	45 years
46-	Manager (Marketing Tariff & Statistics ) BPS – 19	Atleast 2 <sup>nd</sup> Class Master's Degree in Economics/ Statistics/MBA (Marketing).  12 years relevant experience in a Shipping Company/large Commercial Organization of repute.	45 years

47-	Chief Engineer BPS – 19	First class engineer or certificate of competency (Chief Engineer Officer) Class-I.  5 years experience as Chief Engineer on Foreign going ships.	45 years
48-	Manager (Projects) BPS – 19	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer.  12 years relevant experience in a Govt./Semi Govt./ large Engineering Organization of repute.	45 years
49-	Manager (Mechanical) BPS – 19	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Mechanical Engineering. Registered with Pakistan Engineering Council as Professional Engineer/ First class engineer or certificate of competency (Chief Engineer Officer) Class-I.  12 years relevant experience in a Govt./Semi Govt./ large Engineering Organization of repute.	45 years
50-	Manager (Electronics & Communications) BPS – 19	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Electronics Engineering. Registered with Pakistan Engineering Council as Professional Engineer. 12 years relevant experience in a Govt./Semi Govt./ large Commercial or Engineering Organization of repute.	45 years
51-	Manager (Civil Maintenance) BPS – 19	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer.  12 years relevant experience in a Govt./Semi Govt./ large Engineering Organization of repute.	45 years
52-	Manager (Channel Maintenance) BPS – 19	Atleast 2 <sup>nd</sup> Class Master of Sciences. Qualified Hydrographic Surveyor from Foreign Institute/Pakistan Navy.  12 years relevant experience including 3 years in Hydraulic works in a Govt./Semi Govt./ large Engineering Organization of repute.	45 years

53-	Manager (Hydrography) BPS – 19	Atleast 2 <sup>nd</sup> Class Master of Sciences/Qualified Hydrogra- phic Surveyor from Foreign Institute/Pakistan Navy.  12 years experience in Hydrographic surveying.	45 years
54-	Manager (Planning) BPS – 19	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer.  12 years relevant experience in a Govt./Semi Govt./ large Engineering Organization of repute.	45 years
55-	Manager (Development) BPS – 19	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer.  12 years relevant experience in a Govt./Semi Govt./ large Engineering Organization of repute.	45 years
56-	Manager (Estate) BPS – 19	Atleast 1 <sup>st</sup> Class Master's Degree in Social Sciences/ 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering/ Architecture. Registered with Pakistan Engineering Council as Professional Engineer and 2 <sup>nd</sup> Class Law Graduate  12 years experience in relevant field.	45 years
57-	Manager (Survey) BPS – 19	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer.  12 years Survey experience in a Govt./Semi Govt./ large Engineering Organization of repute.	45 years
58-	Manager (Private Sector Projects) BPS – 19	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer.  12 years relevant experience in a Govt./Semi Govt./ large Engineering Organization of repute.	45 years

59-	P.S. to Chairman BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Social Sciences. Certificate in Shorthand and computer literate.  5 years experience in BPS-17 or equivalent in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
60-	Confidential Secretary to Chairman BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Social Sciences and computer literate.  5 years experience in BPS-17 or equivalent in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
61-	Deputy Secretary BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree in Administrative Sciences and Law Graduate and computer literate.  5 years experience in BPS-17 or equivalent in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
62-	Public Relation Officer BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree in Journalism/Public Relation/MPA.  5 years experience in public relation in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
63-	Deputy Manager (HR) BPS – 18	MBA (Human Resources) /MPA  5 years experience in Personnel Administration/ Industrial Relation/Social Welfare in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
64-	Instructor BPS – 18	First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II/Master's in Transport Management/MBA/M.Sc. in Computer Science.  5 years experience of cargo handling equipment/course coordinator.	40 years
65-	Deputy Manager (I.A) BPS – 18	ACMA/M.Com/MBA (Finance)  5 years experience in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years

66-	P.S. to DGs BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Social Sciences. Certificate in Shorthand and computer literate.  5 years experience in BPS-17 or equivalent in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
67-	Deputy Manager (Medical) BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree in Social Sciences.  5 years experience in BPS-17 or equivalent in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
68-	Medical Officer BPS – 18	M.B.B.S registration with PMDC  5 years experience in relevant filed.	40 years
69-	Deputy Manager (Security) BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree in Administration/ Social Sciences/MBA.  05 years experience in Security functions.  <b>OR</b> Retired Armed Forces Officer of the rank of Major or equivalent.	40 years
70-	Deputy Manager (Environment) BPS – 18	Certificate of Competency (Marine Engineer Officer) Class-III/ Postgraduate Diploma in Transport.  Atleast 5 years sea service and 4 years related experience in Port.	40 years
71-	Deputy Manager (Vigilance/Equipt. Yards/Boats) BPS – 18	Certificate of Competency (Marine Engineer Officer) Class-III/ Postgraduate Diploma in Transport.  Atleast 5 years sea service and 4 years related experience.	40 years
72-	Fire Fighting Officer BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree/Station Fire Officers Certificate course from Civil Defence Academy, Lahore/ Islamabad.  03 years experience in fire fighting departments of Govt./ Semi Govt./large Commercial Organization of repute.	40 years

73-	Deputy Manager (ECG/Cash & Pension) BPS – 18	ACMA/M.Com/MBA(Finance)  5 years experience in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
74-	Deputy Manager (Revenue) BPS – 18	ACMA/M.Com/MBA (Finance)  5 years experience in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
75-	Deputy Manager (AG) BPS – 18	ACMA/M.Com/MBA (Finance)  5 years experience in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
76-	Deputy Manager (PRU) BPS – 18	ACMA/M.Com/MBA (Finance)  5 years experience in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
77-	Deputy Manager (BC) BPS – 18	ACMA/M.Com/MBA (Finance)  5 years experience in a Govt./Semi Govt./ large Commercial Organization of repute.	40 years
78-	System Analyst BPS – 18	Master's Degree in Computer Science.  3 years working experience in System Analysis Design, Project Management and Programming knowledge.	40 years
79-	Deputy Manager (Stores) BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree in Social Science.  5 years experience in store & procurement Management in a Govt./Semi Govt./ Armed Forces/large Commercial Organization of repute.	40 years
80-	Deputy Manager (Procurement) BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree in Social Science/ MBA (Marketing).  5 years experience in store & procurement Management in a Govt./Semi Govt./ Armed Forces/large Commercial Organization of repute.	40 years

81-	Deputy Manager (Inspection) BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree in Social Science/ MBA (Marketing).  5 years experience in store & procurement Management in a Govt./Semi Govt./ Armed Forces/large Commercial Organization of repute.	40 years
82-	Deputy Manager (Imports/Exports) BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree with Math/Statistics/ Economics/Commerce/MBA or First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II.  5 years experience of Cargo handling in International Port/ Shipping Company Clearing & Forwarding Company of repute.	40 years
83-	Deputy Manager (PST/Weigh Bridge) BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree with Math/Statistics/ Economics/Commerce/ MBA or First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II.  5 years experience of Cargo handling in International Port/ Shipping Company Clearing & Forwarding Company of repute.	40 years
84-	Deputy Conservancy Officer BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree with Math/Statistics/ Economics/Commerce or First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II.  5 years experience of handling in navigational aids and buoys/channel maintenance and conservancy work in a port.	40 years
85-	Operation Room Officer BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree with Math/Statistics/ Economics/Commerce or First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II.  5 years sea experience.	40 years

86-	Deputy Manager (Harbour Master Office) BPS – 18	Atleast Master's Degree in Social Sciences and computer literate.  5 years relevant experience in Govt./Semi Govt./large Commercial Organization of repute.	40 years
87-	Deputy Manager (MT&S) BPS – 18	Atleast Master's Degree in Economics/ Statistics/MBA (Marketing) and computer literate.  5 years relevant experience in Govt./Semi Govt./large Commercial Organization of repute.	40 years
88-	Marine Engineers BPS – 18	Second Engineer / Certificate of Competency as MOT 2 <sup>nd</sup> Class or Inland Engineer Certificate.  5 years sea service.	40 years
89-	Executive Engineer (Projects) BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil/ Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  5 years relevant experience in a Govt./Semi Govt./large Engineering Organization of repute.	40 years
90-	Executive Engineer (Mechanical) BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Mechanical Engineering. Registered with Pakistan Engineering Council as Professional Engineer or Second class engineer or certificate of competency (Second Engineer Officer) Class-II and computer literate.  5 years relevant experience in a Govt./Semi Govt./large Engineering Organization of repute.	40 years
91-	Executive Engineer (Communications & Electronics) BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Electronics Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  5 years relevant experience in a Govt./Semi Govt./large Engineering Organization of repute.	40 years



92-	Executive Engineer (Electrical) BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Electrical Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  5 years relevant experience in a Govt./Semi Govt./large Engineering Organization of repute.	40 years
93-	Executive Engineer (Civil Maint) BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  5 years relevant experience in a Govt./Semi Govt./large Engineering Organization of repute.	40 years
94-	Executive Engineer (Planning ) BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  5 years relevant experience in a Govt./Semi Govt./large Engineering Organization of repute.	40 years
95-	Executive Engineer (Development) BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  5 years relevant experience in a Govt./Semi Govt./large Engineering Organization of repute.	40 years
96-	Executive Engineer (PSP) BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  5 years relevant experience in a Govt./Semi Govt./large Engineering Organization of repute.	40 years

97-	Dredging Inspector BPS – 18	First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II or Second Class engineer or certificate of competency (Second Engineer Officer) Class-II.  5 years sea service.	40 years
98-	Hydrographic Officer BPS – 18	Atleast 2 <sup>nd</sup> Class Master of Science/Qualified Hydrographic Surveyor from Foreign Institute/Pakistan Navy and computer literate.  5 years relevant experience.	40 years
99-	Chief Draughtsman BPS – 18	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering/ Architecture. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  5 years experience in relevant field.	40 years
100-	Deputy Manager (Estate) BPS – 18	Atleast 2 <sup>nd</sup> Class Master's Degree in Social Sciences/ 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering/ Architecture. Registered with Pakistan Engineering Council as Professional Engineer and 2 <sup>nd</sup> Class Law Graduate  5 years experience in relevant field.	40 years
101-	Special Assistant to Chairman BPS – 17	Atleast 2 <sup>nd</sup> Class Graduate and computer literate.  3 years experience in relevant filed.	30 years
102-	Deputy Manager (Secretariat) BPS – 17	Atleast 2 <sup>nd</sup> Class Graduate and computer literate.  3 years experience in relevant filed.	30 years
103-	P.A/S.G. Stenographer BPS – 17	Atleast 2 <sup>nd</sup> Class Graduate. Certificate in Shorthand and Computer literate. 3 years experience in relevant filed.	30 years
104-	Librarian BPS – 17	Atleast 2 <sup>nd</sup> Class Master's Degree in Library Science and computer literate.  3 years experience in relevant filed.	30 years

105-	Deputy Manager (Legal) BPS – 17	Atleast 2 <sup>nd</sup> Class Law Graduate and computer literate.  3 years experience as an Advocate or in registration, finalization and execution of leases/contracts in a Govt./Semi Govt./ large Commercial Organization of repute.	30 years
106-	Asstt. Public Relation Officer BPS – 17	Atleast 2 <sup>nd</sup> Class Master's Degree in Journalism/Public Relation and computer literate.  5 years experience in public relation in a Govt./Semi Govt./ large Commercial Organization of repute.	30 years
107-	Deputy Manager (HR) BPS – 17	Atleast 2 <sup>nd</sup> Class MBA (HR)/ MPA and computer literate. <b>OR</b> Bachelor's Degree in Administrative Sciences/BBA with L.L.B.  3 years experience in relevant filed.	30 years
108-	Deputy Manager(Training Centre) BPS – 17	Atleast 2 <sup>nd</sup> Class MBA/MPA and computer literate. <b>OR</b> Bachelor's Degree in Administrative Sciences/BBA with L.L.B.  3 years experience in relevant filed.	30 years
109-	Deputy Manager (Internal Audit) BPS – 17	MBA(Finance)/M.Com/ACMA (Part-III) <b>OR</b> Bachelor of Commerce/ Business Administration/ or any Bachelor's Degree with Maths/Statistics/Economics.  3 years relevant experience.	30 years
110-	Deputy Manager (Medical) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in social sciences.  3 years experience in relevant filed.	30 years

111-	Deputy Manager (Welfare) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Public Administration/Industrial Management or Law Graduate and computer literate.  3 years experience in relevant filed.	30 years
112-	Medical Officer BPS – 17	MBBPS with registration with PMDC.  3 years experience in relevant filed.	30 years
113-	Deputy Manager (Security) BPS – 17	Atleast 2 <sup>nd</sup> Class Master's Degree in Administration/ Social Sciences.  3 years experience in Security functions.	30 years
114-	Deputy Manager/MTO BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Mechanical Engineering. Registered with Pakistan Engineering Council as Professional Engineer. <b>OR</b> Second Class engineer or certificate of competency (Second Engineer Officer) Class-II.  3 years experience in maintenance operations of transport in a Govt./Semi Govt./large Commercial Organization of repute.	30 years
115-	Deputy Manager (VM) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Mechanical Engineering. Registered with Pakistan Engineering Council as Professional Engineer. <b>OR</b> Second Class engineer or certificate of competency (Second Engineer Officer) Class-II. Registered with Pakistan Engineering Council as Professional Engineer.  3 years experience in maintenance operations of transport in a Govt./Semi Govt./large Commercial Organization of repute.	30 years
116-	Deputy Manager (Hired Transport) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Administrative/ Social science.  3 years experience in relevant filed in a Govt./Semi Govt./large Commercial Organization of repute.	30 years

117-	Deputy Manager (Horticulture) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Forestry.  3 years experience in relevant filed.	30 years
118-	Deputy Manager (ECG) BPS – 17	MBA(Finance)/M.Com/ACMA (Part-III) <b>OR</b> Bachelor of Commerce/ Business Administration/ or any Bachelor's Degree with Maths/Statistics/Economics.  3 years relevant experience.	30 years
119-	Deputy Manager (Revenue) BPS – 17	MBA(Finance)/M.Com/ACMA (Part-III) <b>OR</b> Bachelor of Commerce/ Business Administration/ or any Bachelor's Degree with Maths/Statistics/Economics.  3 years relevant experience.	30 years
120-	Deputy Manager (AG) BPS – 17	MBA(Finance)/M.Com/ACMA (Part-III) <b>OR</b> Bachelor of Commerce/ Business Administration/ or any Bachelor's Degree with Maths/Statistics/Economics.  3 years relevant experience.	30 years
121-	Deputy Manager (PRU) BPS – 17	MBA(Finance)/M.Com/ACMA (Part-III) <b>OR</b> Bachelor of Commerce/ Business Administration/ or any Bachelor's Degree with Maths/Statistics/Economics.  3 years relevant experience.	30 years
122-	Deputy Manager (Income Tax) BPS – 17	MBA(Finance)/M.Com/ACMA (Part-III) <b>OR</b> Bachelor of Commerce/ Business Administration/ or any Bachelor's Degree with Maths/Statistics/Economics.  3 years relevant experience.	30 years

123-	Deputy Manager (BC/OIG) BPS – 17	MBA(Finance)/M.Com/ACMA (Part-III) <b>OR</b> Bachelor of Commerce/ Business Administration/ or any Bachelor's Degree with Maths/Statistics/Economics.  3 years relevant experience.	30 years
124-	Deputy Manager/Programmer BPS – 17	M.C.S or B.C.S in Computer Science with programming knowledge  3 years experience in programming in Govt./Semi Govt./large Commercial Organization of repute.	30 years
125-	Deputy Manager (Stores) BPS – 17	Atleast 1 <sup>st</sup> Class Bachelor's Degree in social Sciences and computer literate.  3 years relevant experience.	30 years
126-	Deputy Manager (Procurement) BPS – 17	Atleast 1 <sup>st</sup> Class Bachelor's Degree in social Sciences and computer literate.  3 years relevant experience.	30 years
127-	Deputy Manager (Inspection) BPS – 17	Atleast 1 <sup>st</sup> Class Bachelor's Degree in Social Sciences and computer literate.  3 years relevant experience.	30 years
128-	Deputy Manager (Tariff) / Statistics BPS – 17	Atleast 2 <sup>nd</sup> Class Master's Degree in Statistics and computer literate.  3 years relevant experience.	30 years
129-	Deputy Manager (Imports) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree with Math/Statistics/Economics/Commerce. <b>OR</b> First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II.  3 years experience of Cargo handling in international Port/ Shipping Company Clearing & Forwarding Company of repute.	30 years

130-	Deputy Manager (Exports) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree with Math/Statistics/Economics/Commerce. <b>OR</b> First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II.  3 years experience of Cargo handling in International Port/ Shipping Company Clearing & Forwarding Company of repute.	30 years
131-	Deputy Manager (IOCB/PST) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree with Math/Statistics/Economics/Commerce. <b>OR</b> First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II.  3 years experience of Cargo handling in International Port/ Shipping Company Clearing & Forwarding Company of repute.	30 years
132-	Deputy Manager (Dock Labour) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree with Math/Statistics/Economics/Commerce. <b>OR</b> First Mate of foreign-going ship or certificate of competency (Deck Officer) Class-II.  3 years experience of Cargo handling in international Port/ Shipping Company Clearing & Forwarding Company of repute.	30 years
133-	Deputy Manager (Office) BPS – 17	Atleast 2 <sup>nd</sup> Class Master's Degree in Social Sciences and computer literate.  3 years relevant experience.	30 years
134-	Deputy Manager (Statistics) BPS – 17	Atleast 2 <sup>nd</sup> Class Master's Degree in Statistics and computer literate.  3 years relevant experience.	30 years

135-	Executive Engineer (Water Works) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
136-	Executive Engineer (Road Works) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
137-	Executive Engineer (Bulk Waters) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
138-	Executive Engineer (Electronics & Communications) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Electronics Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
139-	Executive Engineer (Electrical) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Electrical Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years



140-	Executive Engineer (Mechanical) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Mechanical Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  <b>OR</b> Second class engineer or certificate of competency (Second Engineer Officer) Class-II.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
141-	Deputy Manager (Mech. Drafting) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Artitechture and computer literate.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
142-	Deputy Manager (Telephone) BPS – 17	Graduate/Trade Certificate of Telephone Supervisor from T&T Department.  3 years relevant experience.	30 years
143-	Deputy Manager (Electrical) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Electrical Engineering. Registered with Pakistan Engineering Council as Professional Engineer.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
144-	Executive Engineer (Civil Maint) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
145-	Hydrographic Officer BPS – 17	Atleast 2 <sup>nd</sup> Class Master's of Science with Physics/Math/ Chemistry and computer literate.  3 years experience in relevant filed.	30 years

146-	Deputy Manager (Cartography) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's of Science with Physics/Math/ Chemistry and computer literate.  3 years experience in relevant filed.	30 years
147-	Deputy Manager (Hyd. Stores) BPS – 17	Atleast 2 <sup>nd</sup> Class Graduate.  3 years experience in relevant filed.	30 years
148-	Executive Engineer (PSP) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer and computer literate.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 years
149-	Deputy Manager (Estate) BPS – 17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer. <b>OR</b> Atleast 2 <sup>nd</sup> Class MBA/MPA.  3 years experience in relevant filed.	30 years
150-	Deputy Manager (Project A/C)/ Finance BPS – 17	MBA/M.Com (inter ICMA Part-III) <b>OR</b> Bachelor of Commerce/ Business Administration/ or any Bachelor's Degree with Maths/Statistics/Economics. 3 years relevant experience.	30 years
151-	Deputy Manager (Survey/Land Survey) BPS-17	Atleast 2 <sup>nd</sup> Class Bachelor's Degree in Civil Engineering. Registered with Pakistan Engineering Council as Professional Engineer.  3 years relevant experience in Govt./Semi Govt./Large Engineering Organization of repute.	30 Years
152-	Deputy Manager (Multimedia) BS-17	M.C.S or B.C.S in Computer Science with programming knowledge  3 years experience in programming in Govt./Semi Govt./large Commercial Organization of repute.	30 years

## SCHEDULE – “IV”

### QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT (STAFF)

Sl. No.	Designation and BPS of the post	Qualification and experience	Maximum age limit
1	2	3	4
<b>STAFF</b>			
1	Assistant BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor’s Degree and computer literate.  04 years relevant experience.	30 years
2	Telex Operator BPS – 15	Atleast Bachelor’s Degree/ Trade Certificate from T&T Department of Telex Operator.  03 years relevant experience with typing speed of 50 w.p.m.	30 years
3	Welfare Inspector BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor’s Degree and computer literate.  04 years relevant experience.	30 years
4	Stock Auditor BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor’s Degree and computer literate.  04 years relevant experience.	30 years
5	Inspector (Security) BPS – 15	Matric or equivalent. Army Educational Certificate/ Retired J.C.O/Inspector of Police  04 years relevant experience.	30 years
6	Inspector (Sanitary) BPS – 15	Matric  04 years experience as Sanitary Supervisor.	30 years
7	Transport Inspector BPS – 15	Graduate.  05 years relevant experience.	30 years

8	Inspector (AEG)/Security BPS – 15	Matric or equivalent. Army Educational Certificate/ Retired J.C.O/Inspector of Police  04 years relevant experience.	30 years
9	Inspector (Horticulture) BPS – 15	Matric. Certificate of Forestry/ Horticulture from recognized institute.  05 years relevant experience.	30 years
10	Lab Technician BPS – 15	Bachelor's of Science (Chemistry). Bio Chemistry/ Applied Chemistry and computer literate.  04 years relevant experience.	30 years
11	Lab Assistant BPS – 15	Bachelor's of Science (Chemistry). Bio Chemistry/ Applied Chemistry and computer literate.  04 years relevant experience.	30 years
12	Storekeeper BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor's Degree and computer literate.  03 years store experience.	30 years
13	Data Entry Operator BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor's Degree, one year Diploma in Computer Science (Software) & six month Diploma in Oracle.  04 years working experience on computer and 2-3 years experience of Data Entry in Oracle Database.	30 years
14	Sub-Engineer BPS – 15	03 years Diploma (1 <sup>st</sup> Class) in the relevant filed.  03 years relevant experience.	30 years
15	Stock Verifier BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor's Degree and computer literate.  03 years store experience.	30 years
16	Traffic Inspector BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor's Degree and computer literate.  03 years experience in Cargo handling in an International Port or Shipping Company of repute.	30 years

17	Master 1 <sup>st</sup> Class BPS – 15	Certificate of Competency as Master 1 <sup>st</sup> Class of an inland mechanically propelled vessel.  05 years experience as Master 2 <sup>nd</sup> Class.	40 years
18	Shipping Inspector BPS – 15	Intermediate (Science) with Radio Operator Licence from T&T Department.  05 years experience as Radio Operator.  <b>OR</b> Retired NOC from Communications branch of Armed Forces.	40 years
19	Driver 1 <sup>st</sup> Class BPS – 15	Certificate of Competency as 1 <sup>st</sup> Class Engine Driver of an inland mechanically propelled vessel.  03 years experience as Driver 1 <sup>st</sup> Class on Harbour Craft.	40 years
20	Foreman BPS – 15	Diploma in Mechanical Power Technology.  03 years relevant experience.	30 years
21	Sub-Engineer (A/C) BPS – 15	Diploma in Refrigeration/ A.C. 03 years relevant experience.	30 years
22	Electrician BPS – 15	03 years Diploma in Electrical Technology.  03 years experience as Electrician on board ship.	30 years
23	Sub-Engineer (Electrical) BPS – 15	03 years Diploma in Electrical Technology.  03 years relevant experience.	30 years
24	Supervisor Telephone BPS – 15	Matriculate/Trade Certificate of Telephone Supervisor from T&T Department.  03 years relevant experience.	30 years
25	Supervisor Marine Communication BPS – 15	Intermediate  05 years relevant experience.	30 years

26	Cartographic Assistant BPS – 15	Diploma in Fine-Arts/ Drafts- manship or Bachelor's Degree with Geography and computer literate.  03 years relevant experience.	30 years
27	Survey/Carto Asstt/Recorder. BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor of Science with Physics/Maths/ Chemistry and computer literate.  03 years relevant experience. <b>OR</b> Naval personnel of Petty Officer rank with 03 years experience on Survey Vessel.	30 years
28	Draughtsman BPS – 15	Diploma in Fine-Arts/ Draftsmanship or Bachelor's Degree with Geography and computer literate.  03 years relevant experience.	30 years
29	Land Inspector BPS – 15	Intermediate/Certificate of Tapedar/Patwari. 05 years relevant experience.	30 years
30	Land Survey Patwari BPS – 15	Intermediate/Certificate of Tapedar/Patwari. 05 years relevant experience.	30 years
31	Survey Assistant BPS – 15	Atleast 2 <sup>nd</sup> Class Bachelor of Science with Physics/Maths/ Chemistry and computer literate.  03 years relevant experience. <b>OR</b> Naval personnel of Petty Officer rank with 03 years experience on Survey Vessel.	30 years
32	Receptionist BPS-15	At least 2 <sup>nd</sup> Class Bachelor's Degree and Computer Literate  03 years relevant experience.	30 years
33	Surveyor BPS-15	Matric, 03 years Diploma in Air – conditioning.  04 years relevant experience.	30 years
34	Steno-typist BPS – 14	Matric and computer literate.  Shorthand speed 80 w.p.m. and typing speed 40 w.p.m.	30 years

35	Pesh Imam BPS – 12	Matric  Aalim, Haafiz-e-Quran & Dars-e-Nizami.	30 years
36	Sanitary Supervisor BPS – 12	Middle  06 years relevant experience.	30 years
37	Supervisor (Transport) BPS-12	Matric  05 years relevant experience	30 years
38	Supervisor Khalasi BPS – 12	Middle  05 years relevant experience.	30 years
39	Fire Supervisor BPS – 12	Intermediate, Fireman Certificate from Civil Defence Department.  Atleast 05 years relevant experience.	30 years
40	Traffic Supervisor BPS – 12	Intermediate and computer literate.  05 years experience in Cargo handling in International Port/ Shipping Company of repute.	30 years
41	Weighbridge Supervisor BPS – 12	Intermediate and computer literate. 05 years experience in Cargo handling in International Port/ Shipping Company of repute.	30 years
43	Supervisor Water Supply BPS-12	Intermediate  03 years relevant experience.	30 years
44	Computer Operator BPS-12	Intermediate / Diploma in Computer Science / I.T / Oracle  03 years relevant experience.	30 years
45	Electrician/Switch Gear Operator BPS – 12	Matric, Wireman Licence.  05 years relevant experience.	30 years
46	Air Conditioner Mechanic BPS – 12	Matric, 03 years Diploma in Air – conditioning.  02 years relevant experience.	30 years

47	Crane Supervisor BPS – 12	Matric. HTV Licence  06 years relevant experience.	30 years
48	Supervisor Painter BPS – 12	Intermediate  03 years relevant experience.	30 years
49	Land Supervisor BPS – 12	Matric, Certificate of Patwari/ Tapedar.  03 years relevant experience.	30 years
50	Fire Engine Driver BPS – 10	Middle with Driving Licence (HTV).  05 years relevant experience.	30 years
50	Master 2 <sup>nd</sup> Class BPS – 10	Certificate of Competency as 2 <sup>nd</sup> Class Master on an inland mechanically propelled vessel.  03 years experience as Master 2 <sup>nd</sup> Class on harbour craft.	40 years
51	Canner BPS – 10	Middle  05 years relevant experience.	30 years
52	Light House Keeper BPS – 10	Middle  05 years relevant experience.	30 years
53	Senior Telephone Operator BPS – 10	Matric, Trade Certificate of Telephone Operator from T&T Department.  03 years relevant experience.	30 years
54	Crane Driver BPS – 10	Middle. HTV Licence  06 years experience.	30 years
55	Mali BPS – 09	Middle  10 years relevant experience.	30 years
56	Upper Division Clerk (UDC) BPS – 09	Intermediate and computer literate.  05 years relevant experience.	30 years



57	Sub-Inspector (Security) BPS – 09	Matric or equivalent Army Educational Certificate. Retired Hawaldar/equivalent or Sub-Inspector of Police.  12 years relevant experience.	30 years
58	Sample Collector BPS – 09	Matric with Science.  03 years relevant experience.	30 years
59	Weighbridge Operator BPS – 09	Intermediate and computer literate.  02 years experience in Cargo handling in an International Port or Shipping Company of repute.	30 years
60	Senior Out Door Clerk BPS – 09	Intermediate and computer literate.  02 years experience in Cargo handling in an International Port or Shipping Company of repute.	30 years
61	Radio Operator BPS –09	Matric with science, Radio Operator Licence from T&T Department.  02 years experience or Retired Armed Forces personnel from Communication Branch.	30 years
62	Junior Storekeeper BPS –09	Intermediate and computer literate.  03 years experience.	30 years
63	Survey Recorder BPS – 09	Matric, survey Certificate and computer literate.  03 years relevant experience. <b>OR</b> Naval personnel of able seaman rate.  02 years experience on survey vessel.	30 years
64	Telephone Operator BPS – 09	Matric, Trade Certificate of Telephone Operator from T&T Department.  03 years relevant experience.	30 years
65	Asstt. Sub-Inspector(Security) BPS – 08	Matric or equivalent Army Educational Certificate/retired Naik/equivalent or Asstt. Sub-Inspector of Police.  08 years relevant experience.	30 years

66	Leading Fireman BPS – 08	Matric, Fireman Certificate from Civil Defence Department.  03 years relevant experience.	30 years
67	Time Keeper BPS – 08	Matric with typing speed 30 w.p.m.  03 years relevant experience.	30 years
68	Diesel Mechanic BPS – 08	Matric, Trade Certificate.  02 years relevant experience.	30 years
69	Photo Copier Operator BPS – 07	Matric  02 years experience.	30 years
70	LDC/Typist BPS – 07	At least 2 <sup>nd</sup> Class Matric with typing speed 30 w.p.m. and computer literate.  02 years relevant experience.	30 years
71	Fire Pump Operator BPS – 07	Matric 03 years relevant experience.	30 years
72	Pump Operator BPS – 07	Matric  03 years relevant experience.	30 years
73	Driver 2 <sup>nd</sup> Class BPS – 07	Certificate of Competency as 2 <sup>nd</sup> Class Engine Driver of an inland mechanically propelled vessel.  03 years experience as Driver 2 <sup>nd</sup> Class on Harbour Craft.	40 years
74	Jr. Out-door-clerk BPS – 07	Matric  01 year experience in cargo handling Weighbridge in an International Port or Shipping Company of repute.	30 years
75	Master 3 <sup>rd</sup> Class/Serang (Inland) BPS – 07	Certificate of Competency as Serang of an inland mechanically propelled vessel.  03 years experience.	40 years

76	Driver 2 <sup>nd</sup> Class BPS – 07	Certificate of Competency as Driver 2 <sup>nd</sup> Class.  03 years experience as Driver 2 <sup>nd</sup> Class on Harobur Craft.	40 years
77	Ferro Printer BPS – 07	Matric  03 years relevant experience.	30 years
78	Driver BPS – 06	Middle with driving Licence (LTV/HTV)  05 years relevant experience.	30 years
79	Dresser BPS – 06	Matric with one year Trade Certificate nursing from recognized training School or equivalent.  03 years relevant experience.	30 years
80	Serang BPS – 06	Middle  03 years experience as Succani/Barge Serang.	30 years
81	Succani BPS – 06	Middle  03 years experience as Succani/Barge Serang.	30 years
82	Carpenter BPS – 06	Middle, Trade certificate.  03 years relevant experience.	30 years
83	Greaser BPS – 06	Middle  03 years experience as Greaser.	30 years
84	Wireman BPS – 06	Matric, Wireman Licence.  02 years experience as Wireman.	30 years
85	Meter Reader BPS – 06	Matric,  02 years experience as Meter reader.	30 years
86	Mason BPS – 06	Middle.  03 years relevant experience.	30 years

87	Plumber BPS – 06	Middle, Trade Certificate. 03 years relevant experience.	30 years
88	Glazier Aluminum BPS-06	Matric 03 years relevant experience	30 years
89	Cook BPS – 05	Primary. 03 years relevant experience.	30 years
90	Junior Mali BPS – 05	Primary. 03 years relevant experience.	30 years
91	Mooring Khalasi/Boom Operator BPS – 05	Middle. 02 years relevant experience.	30 years
92	Lascar BPS – 05	Middle. 03 years relevant experience.	30 years
93	Wiper BPS – 05	Middle. 03 years relevant experience.	30 years
94	Pumpman BPS – 05	Middle. 03 years relevant experience.	30 years
95	Winchman BPS – 05	Middle. 03 years relevant experience.	30 years
96	Craneman BPS – 05	Middle. 03 years relevant experience.	30 years
97	Valveman BPS – 05	Middle. 03 years relevant experience.	30 years
98	Hawaldar (Security) BPS – 04	Middle or equivalent Army Educational Certificate. Retired Armed Forces/Police personnel. 05 years experience in relevant field.	30 years
99	Fireman BPS – 04	Middle 03 years relevant experience.	30 years

100	Painter BPS – 04	Middle  03 years relevant experience.	30 years
101	Security Guard BPS – 03	Middle or equivalent Army Educational Certificate. Retired Armed Forces/Police personnel.  02 years experience in relevant field.	30 years
102	Naib Qasid BPS – 02	Middle	30 years
103	Sanitary Worker BPS – 02	01 year relevant experience.	30 years
104	Attendant BPS – 2	Middle	30 years
105	Khadim BPS – 02	Middle	30 years
106	Chowkidar/Khalasi BPS – 02	Middle	30 years
107	Khalasi BPS – 02	Middle	30 years
108	Skilled/Semi Skilled Worker BPS – 02	Middle	30 years
109	Topass BPS – 02	01 year relevant experience.	30 years
110	Electric Helper BPS – 02	Middle	30 years
111	A/C Mechanics Helper BPS – 02	Middle	30 years
112	Survey Khalasi BPS – 02	Middle	30 years

**SCHEDULE-“V”****SERVICE CADRE OF PQA**

S.No.	CADRE	POST	BS
1	OPERATIONS CADRE	1. DIRECTOR (MARINE OPERATIONS)	20
		2. DIRECTOR (OPS. MAINT)	20
		3. DIRECTOR (E&S)	20
		4. HARBOUR MASTER / DOCK MASTER	19
		5. PILOT/ TUG COMMANDERS	19
		6. MANAGER (CONSERVANCY)	19
		7. CHIEF ENGINEER	19
		8. MARINE ENGINEER	18
		9. OPERATION ROOM OFFICER	18
		10. CONSERVANCY OFFICER	18
2	ENGINEERING CADRE	1. DIRECTOR (P&D)	20
		2. DIRECTOR (CIVIL MAINT)	20
		3. DIRECTOR (PSP)	20
		4. DIRECTOR (M&E)	20
		5. DIRECTOR (CHANNEL DREDGING)	20
		6. MANAGER (DEVELOPMENT) / (PLANNING)	19
		7. MANAGER (PSP)	19
		8. MANAGER (CIVIL MAINT)	19
		9. MANAGER (PROJECTS)	19
		10. MANAGER (MECHANICAL)	19
		11. MANAGER (SURVEY)	19
		12. MANAGER (ELECT & COMM.)	19
		13. EXECUTIVE ENGINEER (CIVIL)	18
		14. EXECUTIVE ENGINEER (ELECT)	18
		15. EXECUTIVE ENGINEER (MECH)	18
		16. EXECUTIVE ENGINEER (E&C)	18
		17. EXECUTIVE ENGINEER (CIVIL)	17
		18. EXECUTIVE ENGINEER (ELECT)	17
		19. EXECUTIVE ENGINEER (MECH)	17
		20. EXECUTIVE ENGINEER (ELECTRONICS)	17
		21. DEPUTY MANAGER (SURVEY/LAND SURVEY)	17
3	FINANCE CADRE	1. DIRECTOR (FINANCE)	20
		2. DIRECTOR (MANAGEMENT ACCOUNTS)	20
		3. DIRECTOR (ACCOUNTS)	20
		4. DIRECTOR (REVENUE)	20
		5. DIRECTOR (INTERNAL AUDIT)	20
		6. MANAGER (REVENUE)	19
		7. MANAGER (ECG)	19
		8. MANAGER (AG)	19
		9. MANAGER (SALARIES)	19
		10. MANAGER (B/C)	19
		11. MANAGER (O/C)	
		12. MANAGER (I/A)	
		13. DEPUTY MANAGER (FINANCE)	18
		14. DEPUTY MANAGER (FINANCE)	17

4	GENERAL CADRE	1. DIRECTOR (HRM)	20
		2. DIRECTOR (IR&W)	20
		3. DIRECTOR (I/M)	20
		4. MANAGER (HRM)	19
		5. MANAGER (IR)	19
		6. MANAGER (WELFARE)	19
		7. MANAGER (ESTATE)	19
		8. SECRETARY PQA BOARD	19
		9. MANAGER (LEGAL)	19
		10. CHIEF INSTRUCTOR	19
		11. DEPUTY MANAGER (HRM)	18
		12. DEPUTY MANAGER (ESTATE)	18
		13. DEPUTY SECRETARY	18
		14. DM (HARBOUR MASTER OFFICE)	18
		15. CONFIDENTIAL SECRETARY	18
		16. PUBLIC RELATION OFFICER	18
		17. DEPUTY MANAGER (E&S)	18
		18. INSTRUCTOR	18
		19. DEPUTY MANAGER (HRM)	17
		20. DEPUTY MANAGER (WELFARE)	17
		21. DEPUTY MANAGER (LEGAL)	17
		22. DEPUTY MANAGER (HIRED TRANS)	17
		23. DEPUTY MANAGER (SECRETERIAT)	17
		24. DEPUTY MANAGER (ESTATE)	17
		25. DM (ADMIN) TRAINING CENTRE	17
		26. ASSISTANT PUBLIC RELATION OFFICER	17
		27. SPECIAL ASSISTANT TO CHAIRMAN	17
5	STORES CADRE	1. DIRECTOR (STORES)	20
		2. MANAGER (STORES)	19
		3. MANAGER (PROCUREMENT)	19
		4. DEPUTY MANAGER (STORES)	18
		5. DEPUTY MANAGER (PROC)	18
		6. DEPUTY MANAGER (INSPECTION)	18
		7. DEPUTY MANAGER (STORES)	17
		8. DEPUTY MANAGER (PROC)	17
		9. DEPUTY MANAGER (INSPECTION)	17
6	COMPUTER CADRE	1. MANAGER (COMPUTER)	19
		2. SYSTEM ANNALIST	18
		3. DEPUTY MANAGER (PROGRAMMER)	17
7	SECURITY & TRANSPORT CADRE	1. DIRECTOR (S & T)	20
		2. MANAGER (SECURITY) / (AEC)	19
		3. MANAGER (TRANSPORT)	19
		4. DEPUTY MANAGER (SECURITY)/ (AEC)	17 / 18
		5. M. T. O	17
		6. V.M.O.	17

8	CARGO CADRE	1. DIRECTOR (CARGO OPS)	20
		2. MANAGER (IMPORT/EXPORT)	19
		3. MANAGER (MARKETING & TARRIF)	19
		4. DEPUTY MANAGER (CARGO)	18
		5. DEPUTY MANAGER (WEIGHBRIDGE)	18
		6. DEPUTY MANAGER (MT&S)	18
		7. DEPUTY MANAGER (CARGO) / (IMPORT)/ (EXPORT)	17
		8. DEPUTY MANAGER (OFFICE)	17
		9. DEPUTY MANAGER (IOCB/PST)	17
		10. DEPUTY MANAGER (DOCK LABOUR)	17
		11. DEPUTY MANAGER (STATISTIC)	17
9	HYDROGRAPHY CADRE	1. CHIEF HYDROGRAPHER	20
		2. MANAGER (HYDROGRAPHY)	19
		3. MANAGER (CHANNEL MAINTENANCE)	19
		4. HYDROGRAPHIC OFFICER	18
		5. HYDROGRAPHIC OFFICER	17
		6. DEPUTY MANAGER (CARTOGRAPHY)	17

### EX- CADRE POSTS

<u>POSTS</u>	<u>BPS</u>
1. DEPUTY MANAGER (MEDICAL)	18
2. CHIEF DRAUGHTSMAN	18
3. MEDICAL OFFICER	18
4. DEPUTY MANAGER (VIGILANCE / EQUIPMENT YARD)	18
5. PS TO CHAIRMAN / DIRECTOR GENERALS	18
6. DEPUTY MANAGER (MEDICAL)	17
7. DEPUTY MANAGER (TELEPHONE)	17
8. DEPUTY MANAGER (MECH. DRAFTING)	17
9. DEPUTY MANAGER (ELECTRICAL)	17
10. DEPUTY MANAGER (CIVIL)	17
11. DEPUTY MANAGER (HORTICULTURE)	17
12. DEPUTY MANAGER (HYDROGRAPHY STORE)	17
13. DEPUTY MANAGER (MULTIMEDIA)	17
14. P.A./S.G STENOGRAPHER	17



**MISCELLANEOUS ALLOWANCES ADMISSIBLE TO PQA EMPLOYEES**  
**(WHEREVER APPLICABLE)**

<b>S.No.</b>	<b>Officers</b>	<b>S.No.</b>	<b>Staff</b>
1.	Entertainment Allowance (for BPS-20 & above)	1.	Ministerial Allowance (Ministerial Staff)
2.	Hardship Allowance (for Marine Engineers)	2.	Ware House Allowance (for Storeman)
3.	Qualification Allowance (for Marine Officers)	3.	Hard Duty Allowance (for Craft Staff)
4.	Command Allowance (for Marine Officers)	4.	Typing Allowance (for LDC/UDC/Assistant)
5.	Sr. Post Allowance (for BPS-20 and above)	5.	Ammonia Allowance (Cartography Staff)
6.	Dredging Allowance (for Dredging Inspectors)	6.	Computer Allowance (Staff Possessing prescribed Computer Qualification)
7.	Pilotage Allowance (for Pilots)	7.	Monsoon Duty Allowance (for Craft Staff)
8.	Computer Allowance (Officers possessing prescribed Computer Qualification)	8.	Conveyance Allowance (for Drivers)
9.	Uniform Allowance (for Marine Officers)	9.	Survey Allowance (for Survey Staff)
10.	Orderly Allowance (for BPS-20 and above)	10.	Tug Master Allowance (for Craft Staff)
11.	Survey Allowance (for Survey Officers)	11.	H.D. Vehicle Allowance (for Heavy Duty Drivers)
		12.	Log Writing Allowance (for Craft Staff)
		13.	Dust/Risk Allowance (for Cargo Staff)
		14.	Photo Copier Allowance (Operating P.C Machine)
		15.	Cycle Maintenance Allowance (for Survey Khalasi)

