

The Gazette of Pakistan



EXTRAORDINARY

PUBLISHED BY AUTHORITY

KARACHI, SATURDAY, AUGUST 2, 2008

PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF INFORMATION TECHNOLOGY

(IT & Telecom Division)

[NATIONAL TELECOMMUNICATION CORPORATION]

NOTIFICATION

Islamabad, the 5th July, 2008.

Tufail Ahmed
Admn & HR Officer
NTC Headquarters,
Islamabad

S.R.O. 60 (KE)/2008:

In exercise of the Powers conferred by (Sub-section 5 and (17) of Section 41 of the Pakistan Telecommunication (Re-organization) Act, 1996, National Telecommunication Corporation with the approval of the Federal Government make National Telecommunication Corporation Service Regulations.

CHAPTER-I

DEFINITIONS

1. Unless there is anything repugnant in the subject or context, the terms defined in this Chapter are used in these regulations in the sense here-under explained :-

1.1 **'Act'** means the Pakistan Telecommunication (Re-Organization) Act, 1996.

1.2 **'Appointing Authority'** means a person or an authority authorized by these regulations to make appointment to a post.

1.3 **'Appellate Authority'**
Means a person or Authority next higher to appointing Authority.

1.4 **'Appointment on Regular Basis'**
Appointment on regular basis means an appointment made on regular basis by initial appointment, promotion or transfer in accordance with the Regulations of the Corporation.

1.5 **'Adhoc Appointment'**
Means appointment of a duly qualified person made otherwise than in accordance with the prescribed methods of recruitment, pending recruitment in accordance with such methods.

1.6 **'Authorized Officer'**
Authorized officer means an officer authorized to perform functions of an authorized officer under the 'Removal from Service (Special Powers) Ordinance, 2000.

1.7 **'Additional Charge Allowance'**
Means an additional charge allowance granted to an employee when he holds charge of a post equivalent to his own post in addition to his normal duties, for a period not less than one month and not exceeding three months.

1.8 **'Board'** means NTC Management Board or Board of Directors as the case may be.

1.9 **'Pay Scale'**
Pay scale means pay scale of a post in the Corporation as in Schedule-I.

1.10 **'Chairman'**
Means the Chairman of National Telecommunication Corporation appointed by the Federal Government.

1.11 'Corporation'

Means "National Telecommunication Corporation" established under the Pakistan Telecommunication Re-organization Act, 1996 with its Headquarters at Islamabad and includes all its units in Pakistan.

1.12 'Cadre'

Means the strength of the service or part of the service sanctioned as a separate unit.

1.13 'Competent Authority'

Competent Authority means the authority in which a particular administrative or financial powers is vested or any other authority to whom such powers is delegated under Pakistan Telecommunication Re-organization Act 1996.

1.14 'Current Charge Pay'

Means special pay granted to an officer when he holds charge of a higher post in addition to his normal duties for a period not less than one month and not exceeding three months.

1.15 'Conveyance Allowance'

Means an allowance granted for attending duty at the normal place of work.

1.16 'Day' means a calendar day beginning and ending at mid-night.**1.17 'Duty'** includes time spent on :-

- (a) Joining time;
- (b) Probation ;
- (c) A course of training in or out of Pakistan after becoming a regular employees of the Corporation unless otherwise specified generally or in an individual case;
- (d) Attending an obligatory departmental examination; and
- (e) Compulsory waiting for posting
- (f) Any kind of work for which the Corporation in its discretion may declare to be duty.

1.18 'Daily Allowance'

Means a uniform allowance for each day of absence from head-quarter granted to an employee to cover the ordinary daily charges incurred by him in consequence of such absence and outstation duty and includes boarding, lodging and all other personal expenses, but does not include expenses on entertainment to Corporation's guests, or on transport for official work.

1.19 'Employee'

Employees means an employee in the whole time employment of NTC.

- (a) **'Vested Employee'** means the employee of the corporation vested to the employment of the Corporation from erstwhile PTC under Pakistan Telecommunication (Re-organization) Act-1996.
- (b) **'Regular Employee'** means the employee of the corporation employed in the service of the Corporation on regular basis on or after 1st January, 1996.
- (c) **'Contract Employee'** means the employee of the corporation employed on contract for specific period.
- (d) **'Daily Wage Employee'** means employee employed on daily wage basis.

1.20 'Establishment' means the approved staff strength indicating the designation, group pay scale and number of posts sanctioned for each separate unit, from time to time by NTC.

1.21 'Family'

Family means spouse of an employee, children or step children whether residing with Government Servant or not and dependent parents.

1.22 'Government' means the Federal Government of Pakistan.

1.23 'Headquarter' means NTC Headquarters' Islamabad.

1.24 'Holiday' means a day declared as such by order of the Corporation and includes an optional or a sanctioned holiday.

1.25 'Honorarium'

Means a recurring or non-recurring payment granted to an employee as remuneration for special work of an occasional or intermittent character.

1.26 'House Rent Allowance'

Means an allowance granted to the employees of the Corporation as a house rent support where the Corporation does not provide residential accommodation.

1.27 'Initial appointment'

Means appointment made otherwise than by promotion or transfer.

1.28 'Overtime'

Means time at work beyond regular hours (as prescribed under Govt. policy) for various units.

1.29 'Joining Time'

Means the time allowed to a person under the condition prescribed in the Govt. rules to enable him to join the post to which he has been posted, or transferred.

1.30 'Leave Salary'

Means the monthly amount paid to an employee when he is on leave.

1.31 'Leave Vacancy'

Means vacancy created against leave for a period of less than six months.

1.32 'Meaning of words/expressions not defined :

All the words and expressions used but not defined shall have the same meanings as assigned to them in the Pakistan Telecommunication (Re-organization) Act, 1996, dated 17th October, 1996 and the Rules/Regulations framed there under. In case of any difference in the interpretation of any word, not defined in these regulations, the interpretation made by the Federal Government shall be treated as final.

1.33 'Number and Gender'

In these regulations, unless there is anything repugnant in the subject or context, words importing the masculine gender shall be taken to include females and words in the singular shall include the plural and *vice versa*.

1.34 'Penalty'

Penalty means a penalty prescribed under the Removal from Service (Special Powers) Ordinance, 2000.

1.35 'Prescribed'

Means prescribed by or under these regulations.

1.36 'Prohibited/Restricted Area'

Means the location/installations to be declared prohibited/restricted.

1.37 'Region' means Regional Offices of Operations and Development.**1.38 'Regulations'** means NTC Service Regulations.**1.39 'Selection Board'**

Selection Board means the Board constituted for the purposes of selection for initial recruitment promotion to posts in MG-II and above or equivalent.

1.40 'Selection Committee'

Selection Committee means a committee constituted for the purposes of making selection for initial recruitment or promotion to posts in Group-I to Group-IX or equivalent.

1.41 'Salary'

Means gross emoluments to the post/scale of employee.

1.42 'Service'

Service means the whole period of Service in NTC including the period spent on leave.

1.43 'Supernumerary Post'

means a post other than a permanent post temporarily created by the Corporation.

1.44 'Traveling Allowance'

Means an allowance granted to an employee to cover the expenses, which he incurs in traveling in the interest of the service of the Corporation at the prescribed rates fixed by the Government.

1.45 'Interpretations'

The Corporation reserves to itself the right to interpret the meaning import and applicability of these regulations, or any supplementary rules.

CHAPTER-II**PROMOTION****APPOINTMENT, SENIORITY & TRANSFER****(Part-I)****2.1 Appointing Authority:**

Appointments to various posts shall be regulated as per Establishment Division policy letter issued *vide* O.M. No. 6/4/96-R-3, dated 10th May, 1997 (Schedule-VI).

2.2 Selection Board and Committee :

- (i) There shall be one or more Selection Boards and Selection Committees in the Corporation as required. The composition of these boards and committees shall be as prescribed in these Regulations.

2.3 Appointment :

- (i) Appointment to post shall be made by any of the following method namely :
- (a) By initial appointment in accordance with Schedule-I.
 - (b) By promotion in accordance with Schedule-II.
 - (c) By deputation in accordance with the instructions of the Federal Government.

- (d) By transfer in accordance with Part-III.
- (e) By contract in accordance with Part-IV.
- (ii) For initial appointment to a post, a candidate must possess the educational qualification and experience as mentioned against the post in Schedule-III to these regulations and must be within the age limit as specified in Rule-2.7.

2.4 Sanctioned Staff Strength:

Sanctioned staff strength will be determined by the NTC Board from time to time.

2.5 Creation/Up-Gradation of Post:

- NTC may create posts with the approval of Finance Division and appoint such officers/staff as it may consider necessary for performance of the NTC.
- (i) In order to make recruitment, vacancies shall be advertised in press. The candidates who fulfill required criteria shall be called for test/ interview. The departmental selection Committee constituted by the competent authority on case-to-case basis shall conduct test/interview or either of them. The appointing authority shall make recruitment on the recommendations of the respective Departmental/Selection/Promotion Committee.
- (ii) Initial appointments shall be made at the minimum of pay scale, but in cases where a person to be recruited possess additional experience or special qualifications, the appointing authority may allow, for reasons to be recorded in writing, a higher initial pay in the time scale of that grade.

2.6 Detail Procedure for the use of the HR Department:

- (a) *Complete the Personnel Recruitment Form* : The concerned department where in vacancy occurs/exist shall forward the requirement on the 'Personnel Recruitment' Form to HR department.
- (b) *Attach Job Description with the PR Form* : Vacant position (s) for which a search can be conducted would include :
 - (i) Replacement for a recent or in-process employee separation, promotion or transfer. A Job Description would already exist for it. Attach it with the PR form as it exists or modify if need be.
 - (ii) New position to be filled for the first time: Job Description should be made by completing the 'Job Description'.

- (c) *HR Department Verifies the PR Form* : HR department shall check the PR form to ensure that the requirement is against budgeted positions sanctioned and sanctioned staff strength.
- (d) *Initiate Candidate Search* : After the PR form is verified for its authenticity, the Department should initiate the search by identifying suitable candidates through any of the following sources:-
- (i) Advertising in media
 - (ii) Outsource
 - (iii) Present employees through 'Job Posting Bulletin' internal promotions and transfers.
 - (iv) Existing data bank of active applications on file.
 - (v) Requisition from Government/Semi Government/Public Sector Corporation/Armed Forces.
- (e) *Initial Short-listing of Potential Candidates:*
- (i) *Identify Potential Candidates:* The HR Department will short list the CVs according to the criteria given in the Job Description and PR form. It shall then prepare a list of suitable candidates for selection.
 - (ii) *Conduct Test/Interview:* The HR department and the departmental selection Committee constituted by the competent authority on case-to-case basis will conduct test/interviews of candidates identified through screening of CVs as per the 'Interview Evaluation' form, which shall be completed for each interviewee.
 - (iii) *Request for Candidate Information:* The potential candidates are requested to fill in the 'Employment Application' (EA) form, and submit the following for verification :
 - (a) Last pay certificate (if applicable).
 - (b) Photocopy of educational certificates
 - (c) Photocopy of experience certificate (if applicable).
 - (d) Two passports size photographs.
 - (e) Two references.
 - (f) Photocopy of Computerized National Identity Card.

- (f) *Shortlisting of Candidates:* At least 3 candidates against one post, where applicable shall be short-listed on the basis of assessment of selection committee.
- (g) *Selection Process of Candidates:* On completion of test/interview merit list shall be prepared on the basis of assessment made by each member of the selection committee and will be submitted for approval of the competent authority.
- (h) *Extend Job Offer:*
 - (i) *Dossier Check:* Before making the formal offer, the HR department shall check the dossiers submitted by the candidate.
 - (ii) *Compensation & Benefits Package:* HR department will prepare the compensation and benefits package for the position keeping in view the compensation and benefits policy of the NTC. Initial appointments shall be made at the minimum of pay scale, but in cases where a person to be recruited possess additional experience or special qualifications, the appointing authority may allow, for reason(s) to be recorded in writing, a higher initial pay in the time scale of that grade.
 - (iii) *Offer Letter to Selected Candidate(s):* The selected candidate shall be informed of his selection by HR department through offer letter containing details about the candidate's joining date, salary/emoluments and the designation.
 - (iv) *Acceptance/Rejection of Offer:* The Candidate shall be required to sign the appointment/offer letter and return it to HR department within seven days indicating acceptance or rejection of the offer. NTC may consider withdrawal of the offer, if the candidate does not confirm/return signed copy of the offer letter within seven days of issuance. Joining time may be extended on the request of selected candidate up to one month (max) subject to approval of the competent authority.
- (i) *Employee's Personal File:* The HR department will initiate and maintain a personal file for the new employee containing :
 - (i) Employment Application
 - (ii) Resume
 - (iii) Two Passport Size Photographs
 - (iv) CNIC (Copy).
 - (v) Academic Certificates (Copies).

(vi) Experience Certificates (Copies).

(vii) Two References

(viii) Any Other Relevant Documents Applicable.

QUALIFICATION, EXPERIENCE, AGE LIMIT AND OTHER CONDITIONS OF SERVICE

2.7 AGE :

As per uniform age limits prescribed by the Establishment Division which is as under :

| Sr. No. | Pay Group of the post. | Age Limit | |
|---------|------------------------|-----------|----------|
| | | Minimum | Maximum |
| 1. | Group-I to V | 18 Years | 25 Years |
| 2. | Group-VI | 20 | 28 |
| 3. | Group-VII | 22 | 30 |
| 4. | Group-VIII | 25 | 35 |
| 5. | Group-IX | 32 | 40 |
| 6. | M-G-II | 37 | 45 |
| 7. | MG-I | 42 | 50 |

2.8 Age Relaxation:

As per initial appointment to Civil posts (Relaxation of Upper Age Limit), 1993.

2.9 Qualification/Experience:

Only those candidates shall be considered for appointment who possess prescribed qualification and experience for the post as per Schedule-III.

2.10 Declaration of Date of Birth:

At the time of joining service of the Corporation each employee shall declare his date of birth supported by Matriculation Certificate. However, where employee do not possess Matriculation Certificate he shall declare his date of birth supported by any of the following documents in order of priority :-

- (i) Armed Forces Discharge Certificate.
- (ii) School Leaving Certificate issued by Registered Institution.

- (iii) Certificate from birth registration authority.
- (iv) Certificate issued by District Health Officer/Medical Superintendent.
- (v) Computerized National Identity Card.

2.11 Alteration in the Date of Birth :

The date of birth once recorded at the time of joining services of the Corporation service shall be final and therefore, no alteration in the date of birth shall be permissible.

2.12 Employment to Child of Deceased Employee :

One Orphan child of an employee expired during service may be offered employment in the Corporation subject to availability of vacancy and possession of prescribed qualification of the post.

2.13 Medical Fitness :

- (i) A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination is found medically unfit shall not be appointed.
- (ii) Appointment shall only be made on submission of Medical Fitness Certificate from the designated Medical Officer of Govt./Defense/ Panel Hospitals.

2.14 Security Clearance :

Security Clearance by the concerned agencies is must for all regular and contract employees of the Corporation. Periodical verification of the employees posted at sensitive areas shall be done on yearly basis through their respective regional offices.

2.15 Verification :

- (i) All the appointments shall be subject to a thorough verification of personal data of the incumbent comprising of his qualification and experience etc as given by him and if any is found to be incorrect or un-satisfactory at any stage of his service, the service of the incumbent shall be liable to dismissal at any time without notice.
- (ii) No person shall be eligible for appointment or continuation in the service of the Corporation if he is found to have been dismissed from service of any Government department or organization whether Federal or Provincial or by any Semi Government or Autonomous body on the ground of misconduct or found to have

been convicted of any offense by any court of law involving moral turpitude. If such information is brought in the knowledge of the Corporation he shall be removed forthwith without any notice and/or without any liability on part of the Corporation.

2.16 Identification :

- (i) All employees of NTC shall be issued with an identity card. Concerned Department would initiate case for issuance of card on notification of employment of an individual.
- (ii) The Identity cards would be displayed by all employees irrespective of position and appointment.
- (iii) The Identity card would be an accountable document, the security of which would be the personal responsibility of the person to whom the card is issued.
- (iv) The Identity card shall be deposited with the concerned AD (HR)/ Security Officer on posting out/transfer/leaving the Corporation.

2.17 Additional Charge of an Equivalent Post :

If a post falls vacant and it is not possible to fill it immediately in the prescribed manner, the work of the post should, as far as possible, be distributed among more than one employee of the same status and designation. However, where this is not feasible, the charge of the vacant post may be entrusted in its entirety, with the approval of Chairman. This arrangement should be subject to the following conditions :

- (a) The additional charge shall not be given for a period less than one month.
- (b) The employee so entrusted with full additional charge of the vacant post shall if the additional charge lasts for more than one month, be granted with the prior approval of Chairman, additional remuneration at the rate as fixed by the Federal Government.

2.18 Current Charge of A Higher Post :

Where a temporary vacancy occurs for not more than two months or when a regular vacancy occurs and arrangement for carrying out the functions of the post is not immediately possible, the charge of the vacant post may, with the approval of Chairman, be given temporarily, in addition to the duties of his own post, to the most senior officer in the cadre present at the place if he is otherwise fit and qualified to hold that post irrespective of the length of service, if any, required for a promotion to that post if it is reserved for promotion or, as the case may be, the prescribed experience required for initial appointment to that post if it is reserved for initial appointment only. This arrangement shall be further subject to the following conditions :

- (a) The arrangement shall not be made for a period of less than one month ;
- (b) As soon as the current charge is given a proposal for regular appointment shall be initiated and processed ;
- (c) In making current charge arrangement, the senior most officer available in the cadre and present at the station where the vacancy may have occurred, if he is otherwise fit and qualified to hold the post, shall be considered ; and
- (d) The employee so appointed to hold current charge of a higher post shall, if the current charge lasts for more than one month, be granted with the prior approval of the Chairman, additional remuneration at the rate as fixed by the Federal Government.

PART-II

PROMOTION

- 2.19 (i) Posts in MG-II & above/equivalent are selection posts promotion to which will be made on the basis of selection on merit.
- (ii) Posts in Group-IX & below/equivalent are non selection posts promotion to which will be made on the basis of seniority-cum-fitness.

Eligibility for Promotion

- (i) An employee possessing such minimum qualification as may be prescribed shall be eligible for promotion to a higher post under the rules for departmental promotion in the cadre or post to which he belongs.
- (ii) Promotion to a post shall be subject to passing of an examination or training, as specified in these regulations or prescribed by the management from time to time.
- (iii) Only those employees shall be considered for promotion who meet the following eligibility criteria subject to availability of vacancy.

2.20 Length of Service :

An employee possessing such minimum qualifications and length of service and fulfilling other conditions specified for promotion in schedule-II shall be eligible for promotion to a higher post for the time being reserved in schedule-I and the regulations for departmental promotion in the cadre or post to which he belongs.

2.21 Training/Courses :

Promotion to all cadres shall be subject to qualifying training/courses/ examinations as specified by NTC Management from time to time.

2.22 Seniority :

An employee shall be considered for promotion in order of seniority of the respective post.

2.23 Evaluation formula :

As per instructions contained in the Book, A Guide to Performance Evaluation, 2004 published by Pakistan Public Administration Research Centre and promotion policy of the Federal Government.

2.24 Interview :

For promotion from Group-VI to Group-VIII and above the employees who are being considered for promotion shall require to qualify interview by the interview committee. The employee concerned is required to earn minimum 50% marks in interview. The interview will carry 30 marks. The interview committee shall consist of the following :-

- | | | |
|---|------------------------------------|-----------|
| > | Concerned Head of Department | President |
| > | Technical Expert of Relevant Field | Member |
| > | Representative of HR Department | Member |

The employee who do not meet any of the above mentioned eligibility criteria shall not be promoted in spite of his seniority position in the seniority list.

2.25 Promotion Cannot be Claimed by Virtue of Seniority Only:

No employee shall have a claim to be promoted to any particular post or scale by virtue of seniority only.

2.26 Promotions Against ex-Cadre Post & Where Employee is Struck-up-Due to Want of Vacancy.

Corporation's employees who are not promoted for want of vacancy or do not have a channel of promotion and have remained in the same pay group in which they had joined/promoted for 7 years would be promoted to next higher pay group, provided they qualify other criteria for promotion. Promotion under this rule shall be allowed once in a post. On promotion, the post shall automatically be up-graded with same job description whereas the up-graded post shall be abolished. On retirement or leaving service of the Corporation, the up-graded post shall be automatically revert to post in original pay scale.

2.27 Promtions/Direct Induction Quota.

As per guidelines of the Federal Government.

2.28 Promtion on Seniority-cum-Fitness Basis :-

- (i) Promotion against the posts reserved for promotion as per Schedule-I will be made on the basis of seniority-cum-performance. Seniority shall be ascertained from the seniority lists maintained by the Corporation and performance shall be determined on the basis of test/interview prescribed for the post and Performance Appraisal Report of each eligible employee. The promotion shall be made as per criteria mentioned at Schedule-II and subject to fulfilling criteria mentioned in Rule 2.19 on the recommendations of the Departmental Promotion Committee in case of employees from Group-I to Group-VII and Selection Board in case of promotion of Group-IX and above constituted by the competent authority.
- (ii) If no suitable employee is available within the channel of promotion relevant to a particular vacancy, the vacancy shall be filled in through open advertisement on contract.
- (iii) The panel of promotion shall comprise a minimum of 2 officers for each vacancy in Group-IX and above.
- (iv) A Corporation's employee who is on deputation to a Foreign Government International Agency or a Private Organization abroad will be considered for promotion only on his return to Pakistan. He will be given intimation and asked to return to Pakistan before his case comes up for consideration for promotion in accordance with his seniority position, if he fails to return he will not be considered for promotion. Such an officer will have to earn at least one Performance Evaluation Report after his return to Pakistan before he is considered for promotion. The clearance/approval already accorded in the past to promote a deputationist would lapse automatically if he fails to return on expiry of the deputation period already approved by the Corporation.

2.29 Procedure for Promotion :

- (i) Authorities competent to order promotion to the various posts shall be as per Schedule-IV. The Departmental Promotion Committee/ Selection Board (DPC/SB) will consider NTC employees for promotion.
- (ii) Human Resource Department will declare number of vacancies in each cadre to be filled in by promotion.
- (iii) HR Department will convene meeting of the DPC/SB.
- (iv) Meeting of the DPC/SB shall be held as per specified date. After going through personal record, seniority list, Performance

Evaluation Reports etc. of the employee concerned, the committee/ Board shall finalize its recommendations.

- (v) The recommendations of DPC/SB shall be placed before approving authority.
- (vi) Human Resource department will notify the promotions. The HR Department will circulate promotions to all departments of NTC.
- (vii) A copy of the letter of promotion will be placed in the Personal file of the employee concerned.
- (viii) The Departmental Promotion committee shall consider the cases of eligible employees for promotion to higher posts in the order of their seniority and either :-
 - (a) Recommend employee for promotion to the next higher post; or
 - (b) Recommend an employee for supersession on the ground of his being for the time unfit for such promotion ; or
 - (c) Defer consideration of the case of an employee for good and sufficient reasons.
 - (d) An employee whose case is deferred shall be considered as soon as the reasons on the basis for which deferment took place ceases to exist.
 - (e) If an employee is superseded for promotion, he will not be considered for promotion unless he has earned Performance Evaluation Reports for two full years. If he is again superseded he shall not be eligible for further consideration loose eligibility for further consideration.
- (ix) An employee shall be promoted to a post within his own cadre.
- (x) Promotions up to Group-V as per seniority maintained at Regional level shall be made by the region under intimation to H.Q.
- (xi) Meeting of the Departmental Promotion Committee at Regional level may be held twice in a year on 15th February and 15th August.
- (xii) Promotions in Group-V and above as per seniority maintained at HQ level shall be made by the HQ as per following schedule :-

| | |
|--------------------------|---------------|
| From Group-VII & above | 15th February |
| From Group-V to Group-VI | 15th March |
| From Group-I to Group-V | 15th April |

(for HQ employees).

2.30 Guidelines for Departmental Promotion Committee/Selection Board :**Procedure for promotion.**

- (1) Promotion to posts in MG-II and above or equivalent shall be made by the appointing authority on the recommendation of Selection Board.
- (2) Promotion to posts in Group-I to Group-IX shall be made by the appointing authority on the recommendation of the respective Departmental Promotion Committee.
- (3) The Selection Board or the Departmental Committee as the case may be shall consider the case of eligible employees in order of their seniority and either :
 - (a) Recommend an employee for promotion to the next higher post;
 - (b) recommend an employee for supersession ; or
 - (c) defer consideration of an employees promotion provided that this step will be taken only if ;
 - (i) The CR dossier is incomplete or any other document/information required by the Departmental Promotion Committee/Central Selection Board for determining an employee's suitability for promotion is not available, or
 - (ii) Disciplinary or departmental proceedings are pending against the employee whose promotion case comes up for consideration before the Departmental Promotion Committee/Central Selection Board, or
 - (iii) The employee is on deputation abroad to a foreign Government, private organization or international agency, or
 - (iv) The employee does not possess the requisite length of service, or
 - (v) The employee has not undergone the prescribed training or passed the departmental examination for reasons beyond his control; or
 - (vi) The employee's *inter se* seniority is subjudice.
- (4) If an employee is superseded he will not be considered for promotion again unless he has earned PER for one full year. If he is again superseded, he shall lose eligibility for further consideration.
- (5) An employee who is deferred will be considered for promotion as soon as the reason for which he was deferred ceases to exist.

2.31 Acting Charge Appointment :

No promotion on regular basis shall be made to posts in pay Group-V and above unless the officer concerned has completed such minimum length of service and attended such training. However, where a regular vacancy in pay Group-V and above, reserved for initial appointment or promotion, occurs and it is considered to be in the interest of service to fill it and no arrangement for carrying out the functions of the post is possible, the appointing authority may appoint, the *senior most* employee in the cadre on acting charge basis, subject to following conditions :

- (a) Acting charge appointment shall be made against posts, which are likely to fall vacant for a period of six months or more;
- (b) Acting charge appointment shall be made by the appointing authority on the recommendations of the respective Selection and Promotion Committee;
- (c) Upon promotion on Acting charge basis the employee concerned shall assume full duties and responsibilities of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and
- (d) During the period of promotion on acting charge basis, shall be entitled to draw fixed basic pay equal to the minimum stage of the pay scale of higher post. Service rendered during the tenure of acting charge basis shall not count for purpose of drawl of increments in higher scale. It shall, however, count towards increments in basic scale held immediately prior to promotion on acting charge basis, provided that if at any time during their promotion on acting charge basis, the substantive pay exceeds pay fixed on acting charge basis, the incumbent, will draw their substantive pay.

PART-III**2.32 Appointment by Transfer**

- (1) Appointment by transfer shall be made on the recommendations of the Selection Board/Departmental Promotion Committee as specified in Schedule-IV to these rules.
- (2) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in a post in the same basic pay group or equivalent to or identical with the post to be filled.
- (3) Only such persons as possess the qualifications and meet the conditions laid down for the purpose of transfer to the post shall be considered by the Selection Board/Departmental Promotion Committee for appointment by transfer.

PART-IV**2.33 Contract Appointment**

Non-technical staff in Group-I & II shall be appointed on contract basis only.

2.34 Policy guide Lines for Contract Employment

Appointment by contract in the Corporation shall be made in accordance with the Federal Government instructions issued *vide* O.M. No. 6/2/2000-R-3, dated 6th May, 2000 as amended from time to time. (Schedule-VII).

2.35 Daily Wages

Engagement of contingent staff recruited under para 130 of GFR Vol-I subject to the conditions prescribed under Sr. 20 of Appendix-8, of GFR Vol-II.

2.36 Management Trainees

Management Trainees be hired with the following expected benefits :-

- * To open up NTC's operations and working environment for interaction with the fresh ideas and innovative perspectives of the energetic youth.
- * To facilitate the change process in order to bring NTC practices closer to the best market practices and modern theories.

(a) Induction Criteria

- (i) Engineering graduates from top ranking universities will be inducted subject to provision of Pakistan Engineering Council membership in the relevant disciplines.
- (ii) CA Inter/CMA Stage-IV (Inter)/Business Graduates (minimum 16 years education) from top ranking universities/institutions shall be inducted for Finance and HR from relevant disciplines respectively.
- (iii) Induction of the trainees will be made through newspaper advertisement.
- (iv) Maximum age limit for the Trainees shall be 27 years.
- (v) 70% marks (or equivalent) in the respective field/discipline shall be mandatory.
- (vi) Induction shall be made on the basis of written test in the respective field and interview by the Committee.

(vii) Students of high ranking Public/Private sectors universities/ institutions shall be given preference.

(viii) Only students of those universities/institutions registered with HEC/PEC shall be considered for induction.

(b) Leave :

Management Trainees shall be allowed maximum 12 days casual leaves during one year training period subject to earning one leave per month.

(c) Training Period

Trainees shall be hired for a period of one year.

(d) Performance Review

Performance review of trainees will be conducted after every three months.

(e) Career Management

(i) On completion of six months, the Trainees shall be considered for regular appointment subject to availability of vacancy (s), Performance report and qualifying test/interview.

(ii) The appointment shall be offered on the basis of their merit position in test/interview at time of regular appointment.

(iii) After one year, training period may be extendable up to maximum six months.

(f) Number of Trainees

Each year a batch of maximum 15 Engineer graduates & 10 Business graduates will be inducted.

(g) Discipline:

Training period of the Trainees whose performance/discipline is found un-satisfactory shall be discontinued without any notice.

2.37 Consultant :

The NTC Management Board may appoint consultant(s) and assign the consultancy work to any person or body at a fixed remuneration in the interest of the service as per prescribed appointment procedure for a specific period.

PART-V**PROBATION****2.38 Terms and Conditions of Probation:**

- (i) Person appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.
- (ii) The period of probation may be curtailed 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.
- (iii) On successful completion of period of probation, the appointing authority shall, by a specific order, terminate the probation.
- (iv) If no order is issued under sub-rule (iii), on the expiry of the first year of probation, the period of probation shall be deemed to have been extended under sub-rule (ii).
- (v) Where in respect of any post, the satisfactory completion of probation includes the passing of an examination, test or course or successful completion of any training, a person appointed on probation to such post who, before the expiry of the original extended period of probation, fails to pass such examination, test, course or complete training, as the case may be, shall stand discharged from service or reverted to the post from which he was promoted.
- (vi) An employee appointed by initial appointment shall not be deemed to have completed his period of probation satisfactory until his character and antecedents have been verified to the satisfaction of the appointing authority.

2.39 Confirmation:

Confirmation of the employees of the National Telecommunication Corporation shall be made in accordance with the rules/instructions issued by the Federal Government from time to time.

PART-VI**SENIORITY****2.40 Seniority:**

Seniority of the employees of the National Telecommunication Corporation shall be determined in accordance with the rules/instructions issued by the Federal Government from time to time.

CHAPTER-III

PAY AND ALLOWANCES

3. PAY AND ALLOWANCES :

The NTC's new pay package shall comprise the following components.

3.1 Group and Pay Scales :

The groups and pay scales applicable to posts in the Corporation are given below:—

| Group | Pay Scale (Rs) | Stages |
|-------|------------------|--------|
| I | 3795-128-7635 | 30 |
| II | 4290-218-10830 | 30 |
| III | 4943-323-14633 | 30 |
| IV | 5805-428-18645 | 30 |
| V | 6525-525-22275 | 30 |
| VI | 7828-605-25978 | 30 |
| VII | 13957-1046-34877 | 20 |
| VIII | 18292-1318-44652 | 20 |
| IX | 27880-1377-55420 | 20 |
| MG-II | 33074-2142-63062 | 14 |
| MG-I | 36661-2406-70062 | 14 |

3.2. Equivalence of Basic pay scales with NTC pay group and categories of posts which fall in each pay group.

| Basic Pay Scale | NTC Pay Group | Categories |
|-------------------|---------------|--|
| 1 2 | Group-I | Chowkidar, Office Attendant, Mali, Sanitary Worker, Security Staff, Cleaner, Mast Lashkars, Security Guards, Cook-Helper. |
| 3 to 6 | Group-II | Junior Technician, Junior Data Network Technician, Duplicate Machine Operator, Plumber, Mason, Carpenter, Junior Technician, Drivers, Dispatch Riders, Dispatchers, Lower Division Clerk, Electrician, Pesh Imam, Receptionists, Auto Mechanic, Auto Electrician, R&D Clerk, Junior Data Network Technician. |
| 7 8 9 10 | Group-III | Junior Assistant, Junior Accounts Assistant, Store Man, Cashier, Telephone Operator, Telecomm Technician, Cable Joiner, Boiler/Chiller Operator, Data Entry Operator, Data Network Technician, Graphic Designer, Billing Operator. |

| Basic Pay Scale | NTC Pay Group | Categories. |
|-----------------|---------------|--|
| 11 12 13 | Group-IV | Assistant, Accounts Assistant, Engineering Supervisor, Building Overseer, Draftsman, Security Supervisor, Steno Typist, Senior Data Entry Operator, Transport Supervisor, Store Keeper. |
| 14 15 | Group-V | Data Control Assistant, Assistant Admin. Incharge, Steno Grapher, Junior IT Assistant. |
| 16 | Group-VI | Admin & HR Officer, System Manager Network, Accountant, Assistant Manager Network, Assistant System Networking Engineer, Assistant Programmer, Personal Assistant, IT Assistant (Assistant Programmer, Assistant DBA, Assistant Information Security Administrator, Assistant System & NW Administrator, Assistant Billing Administrator). |
| 17 | Group-VII | Assistant Director (IT, Programmer, DBA, Information Security Administrator, System & NW Administrator, Billing Administrator), Assistant Divisional Engineers, Assistant Engineers, Personal Secretary, Programmer, System Analyst, Executive Personnel Secretary, PRO. |
| 18 | Group-VIII | Deputy Director (IT, Billing, Infrastructure, Dev, DWH & A&HR), Divisional Engineers, Personal Staff Officer, Data Base Administrator, Chief Security Officer, Senior Medical Officer. |
| 19 | Group-IX | Director. |
| 20 | MG-II | Chief Engineer, Chief Information Officer, General Manager, Chief Technology Officer, Chief Financial Officer. |
| 21 | MG-I | Chairman |

3.3 Pays :-

i) Basic Pay :

All NTC employees shall be allowed basic pay as NTC New Pay Scales mentioned at Rule No. 3.1.

ii) Incentive Pay :

Incentive pay equal to 20% of the current basic pay shall be allowed to all employees.

iii) *Qualification Pay :*

Qualification pay at the rates mentioned below shall be allowed to the employees possessing professional qualification in their relevant field:-

- a) Rs. 1700/- per month to MS, MBA, MPA, M.Sc. (Computer Sciences), ACMA, ACA, M.Sc.(Engg.), MIT, MCS, B.E. in Telecommunications, IT, Electrical Electronics, Civil from abroad.
- b) Rs. 1200 per month to the officers having one of the above qualifications from recognized University or Institution within the country.
- c) The employees who are entitled for both computer allowance and qualification pay shall be allowed either qualification pay or computer allowance subject to option by an employee concerned.

iv) *Good Conduct Pay :*

Employees Group-V & below are entitled for Good Conduct Pay @ Rs. 200/- per month except those who would be awarded punishment under the rules for a specific period as determined

v) *Charge Pay :*

An employee shall be appointed on current/additional charge basis:-

- a. in a higher vacant post; or
- b. in a vacant post in the same pay scale, in addition to his own duties.

Current/additional charge will only be allowed with prior written approval of the Chairman.

If the current/additional charge lasts for 30 days or more, the employee concerned will be paid 20% of his basic pay per month, subject to maximum of Rs. 6000/- as charge pay for the period such current charge arrangement lasts.

3.4 Allowances/Privilege/Facilities :

The employee shall be entitled to the following allowances or as determined by the Corporation from time to time:

1) **Residential Accommodation :**a) *House Rent Allowance :*

Where official accommodation is not available, the employees residing at specified stations shall be allowed house

rent allowance @ 45% of initial basic pay of the pay group and employees residing at other than specified stations shall be allowed house rent allowance @ Rs. 30% of initial basic pay of the scale.

b) *Rental Ceiling :*

- i) Employees who are not provided official residential accommodation and do not opt to get house rent, shall be allowed rental ceiling as under or revised by the Management Board from time to time:-

| Group | Islamabad (Rs) | Other Specified Stations (Rs) | Division/ District Level (Rs) | Tehsil Level (Rs) | Town Level (Rs) |
|------------|----------------|-------------------------------|-------------------------------|-------------------|-----------------|
| Group-I | 2,184 | 2,106 | 1,895 | 1,790 | 1,685 |
| Group-II | 2,808 | 2,496 | 2,246 | 2,122 | 1,997 |
| Group-III | 4,290 | 3,900 | 3,510 | 3,315 | 3,120 |
| Group-IV | 5,850 | 5,148 | 3,633 | 4,376 | 4,118 |
| Group-V | 7,410 | 7,020 | 6,318 | 5,967 | 5,616 |
| Group-VI | | | | | |
| Group-VII | 11,700 | 10,452 | 9,407 | 8,884 | 8,362 |
| Group-VIII | | | | | |
| Group-IX | 14,508 | 12,792 | 11,513 | | |
| MG-II | 25,000 | 20,000 | | | |
| MG-I | 35,000 | | | | |

- ii) Employees in Group-I to Group-VI shall be allowed rental ceiling with pay subject to submission of a certificate that they are residing in a rented/self owned.
- iii) Employees in Group-VII and above shall be allowed rental ceiling as per prescribed procedure/instruction issued from time to time approved by the NTC Management Board.

2) **Conveyance Allowance :**

Conveyance allowance shall be admissible as under:-

| | |
|--------------------|----------------------|
| Group I | Rs. 340/- per month |
| Group II-III | Rs. 460/- per month |
| Group-IV-V | Rs. 680/- per month |
| Group-VI and above | Rs. 1240/- per month |

Officers who are allowed official vehicle / POL are allowed retention of operational vehicle at their residences shall not be entitled to draw conveyance allowance.

a) **POL :**

Petrol limit for officers Group-X and above shall be as under:

| Group | Limit |
|---|--|
| MG-I | a) 350 ltr for local station duties. b) For out-station POL can be drawn on required basis. |
| MG-II | a) 300 ltr for local station duties. b) For out-station POL can be drawn on required basis. |
| Group-IX | a) 220 ltr for local station duties. b) For out-station duties on required basis. |
| Group-VIII (Not provided with official vehicle) | 120 Ltr. |
| Group-VII (Not provided with official vehicle) | 80 Ltr. |

3) **Washing Allowance :**

Employees entitled for uniform shall be allowed washing allowance at the rate of Rs. 300/- per month.

4) **Headquarter Allowance :**

Employees working in NTC Headquarters, Islamabad shall be allowed Headquarter allowance at the following rates:-

| Group | HQ Allowance Rs. P.M. |
|------------|-----------------------|
| Group-I | 800 |
| Group-II | 1200 |
| Group-III | 1600 |
| Group-IV | 1800 |
| Group-V | 2000 |
| Group-VI | 2200 |
| Group-VII | 2400 |
| Group-VIII | 2600 |
| Group-IX | 2800 |
| MG-II | 3200 |
| MG-I | 3600 |

5) **Information Technology (IT) Allowance :**

All NTC employees are allowed IT allowance @ Rs. 500/- per month.

6) **Entertainment Allowance :**

Entertainment allowance shall be allowed to officers to entertain their official guests with their monthly pay as under:-

| Group | Entertainment Allowance (Rs) P.M. |
|------------------------------|--------------------------------------|
| Chairman | Rs. 5000/- |
| CTO/CFO | Rs. 4000/- |
| Chief Engineer or equivalent | Rs. 3000/- |
| Officers Group-IX | Rs. 2000/- |
| Officers Group-VIII | Rs. 1000/- |
| Officers Group-VII | Rs. 300/- |

7) **Recreation Allowance :**

Recreation allowance equal to 50% of the current basic pay shall be admissible to all employees of NTC once in two years. The disbursement of the allowance shall be made in the month of January of the year in which it is admissible.

8) **Utility Allowance :**

All employees shall be allowed utility allowance @ 10% of the current basic pay subject to minimum of Rs. 400/- per month.

9) **Special Allowance :**

Special allowance shall be admissible to employees of the Corporation as under:-

| Group | Special Allowance Rs. P.M. |
|------------|-------------------------------|
| Group-I | Rs. 1275/- |
| Group-II | Rs. 1440/- |
| Group-III | Rs. 1660/- |
| Group-IV | Rs. 1950/- |
| Group-V | Rs. 2190/- |
| Group-VI | Rs. 2200/- |
| Group-VII | Rs. 3000/- |
| Group-VIII | Rs. 3600/- |
| Group-IX | Rs. 4900/- |
| MG-II | Rs. 6700/- |
| MG-I | Rs. 7700/- |

10) **Computer Allowance :**

The following categories of employees shall be entitled for computer allowance at the rates mentioned against each:-

| Sr. No. | Name of Post and Grade | Admissible rate per month |
|---------|--|---------------------------|
| 1. | Data Entry Operator/Network Technician (Group-III). | Rs. 750/- |
| 2. | Data Control Assistant (Group-V) | Rs. 750/- |
| 3. | Data Network Supervisor (Group-VI) | Rs. 1500/- |
| 4. | Assistant (Programmer, Divisional Engineer, Director) (Group-VII) | Rs. 1500/- |
| 5. | Database Administrator/Divisional Engineer/Programmer (Group-VIII) | Rs. 1500/- |
| 6. | Director (Group-IX) | Rs. 1500/- |

The above mentioned allowance shall be subject to fulfillment of qualification and other criteria mentioned below:-

- i) Computer allowance shall be allowed to officers/officials employed exclusively for working on System Designing, Programming and Operation of Computer System recruited in accordance with the recruitment rules of the Corporation.
- ii) Employees recruited for Technical (excluding IT)/Finance or Administrative cadres and have been assigned computer work shall not be allowed computer allowance. Similarly computer allowance shall not be admissible on attachment basis. Computer allowance shall be allowed only to employees recruited against computer posts and working on whole time basis.
- iii) Persons using computers as a tool for other work will not be eligible for computer allowance. Person using PCs for furtherance of research or data will also not be eligible for allowance. This restriction will apply to all categories of employees.
- iv) The professionals like Scientists, IT Engineers and Economists will also be entitled to computer allowance provided they are employed whole time basis on system designing, programming and operation of computer system in a fullfledged computer centre/cell.
- v) If an employee is working on computer/research/design jobs simultaneously, computer being his whole-time job, he will draw only computer allowance. Similarly if research work or design work is the whole-time job of an employee,

he will draw only research allowance or design allowance, as the case may be, provided he fulfills the requirements laid down.

- vi) Officials below Group IV must possess at least 6 months certificate in computers from Government Institution or Institutions recognized by Technical Board where as employees in Group-IV to Group-V should possess 2nd Class Bachelor Degree in computer science/Information technology and employees in Group-VII and above should possess 2nd class Master Degree in Computer Science/Information Technology duly recognized by Higher Education commission (HEC), [formerly known as University Grant Commission (UGC)].
- vii) In case where an employee is promoted within the computer cell on a higher computer post but does not possess the computer training/qualification prescribed for the higher post, he will continue to draw the computer allowance admissible at lower post till such time that he qualifies the required computer training/qualification for the higher post.
- viii) An employee who is transferred/promoted/posted outside the computer cell and is not deployed whole timely on computer job will not be entitled for computer allowance even if he was working earlier in a computer cell on a computer job.

11) Overtime Allowance :

- i) Employees Group-I to Group-III performing their duties after their normal working hours shall be paid overtime allowance charges: Rs. 15/- per hour subject to maximum of Rs. 90/- per day.
- ii) Although the payment of overtime charges have been validated, however, the facility will be used judiciously. The following must be ensured:-
 - a) The staff will not be made to work overtime unnecessarily as a matter of routine.
 - b) Bare minimum essential staff will only be assigned to work overtime, keeping in view the urgency of work.
 - c) Overtime will only be granted to the staff who is required to sit for 2 hours or more after office hours.

Meal charges will only be allowed as per authorization, if the staff is required to work for four hours or more after office hours or on holidays.

12) Hard Area Allowance :

Employees posted at the following stations shall be allowed Hard Area allowance @ Rs. 15% of their basic pay. However this allowance shall not be allowed to the employees permanently residing at these station:-

| Name of Region | Hard Areas | | | | |
|----------------|--------------------|----------------|-----------|------------|--------------------------|
| Lahore | D.G. Khan | Rahim Yar Khan | | | |
| Karachi | Uthal | Nawabshah | Sukkur | Larkana | Dadu |
| Peshawar | Chitral | Mingora | D.I. Khan | Timargarah | Saidu Sharif/ Mingora |
| Quetta | Entire Baluchistan | | | | |

13) Deputation Allowance :

Employees whose services are hired on deputation are entitled to draw deputation allowance @ 20% of pay subject to maximum of Rs. 6000/- per month.

14) Senior Post Allowance/Orderly Allowance and Ph.D/M.Phil Allowance :

As admissible to Government employees.

3.5 Fixation of Pay on First Appointment :

Sl. No. 14(c) of Annex-I to Para-8(a) of Finance Division's O.M. No. 3(2)Exp.III/2006, dated 13th September, 2006 provides that premature increments should be granted only after the appointing certifies that suitable persons of requisite qualifications are not available on the minimum of the sanctioned pay scale of the posts.

3.6 Annual Increment :

- All employees of the Corporation in time scale of pay will be entitled to receive an annual increment till such time as they reach the ceiling of their respective pay scales, unless forfeiture of annual increment is ordered by way of punishment.
- Employee who is rated as below average in the performance evaluation report (PER) shall not be allowed annual increment for the following year.
- Annual increment will be awarded only on 1st December of each year. An employee joining the services of the Corporation on or before 31st May be entitled to receive his first annual increment

on 1st December of the same year. However, if an employee joined service of the Corporation on or after 1st June shall be entitled to receive his first annual increment on 1st of December of the following calendar year e.g. if an employee join service of the Corporation on 2nd June, 2006 he will earn his first annual increment on 1st December, 2007.

- iv) All those NTC employees who exhausted/may exhaust the relevant scale may be allowed the benefits of annual increment beyond the existing scope of the pay scale.
- v) The increment may be treated as personal pay subject to the condition that the employee concerned has put in six months or more services as count for an annual increment unless withheld under the rules.
- vi) The amount of the personal pay may not be reduced but treated as part of the pay scale of the concerned employee for the fixation of pay, pension and recovery of house rent, etc.

3.7 Bonus :

NTC employees falling in the definition of workers shall be allowed bonus subject to earning of profit with the approval of NTC Management Board. The bonus for officers of NTC shall be paid with the concurrence of Finance Division.

3.8 Meal Charges :

If the staff is made to sit for more than 4 hours after office hours/closed day, the individual will be entitled to draw meal charges as per following rates on working/closed holidays. The approved of the departmental head for entertainment must be obtained:

- a) Group-I to Group-V : Rs. 50/- per meal
- b) Group-VI and above : Rs. 100/- per meal

3.9 Travelling Allowance :

Travelling allowance will be allowed to those employees who are granted prior approval by the competent authority.

3.10 Entitlement of Accommodation/mode of Travelling:

- i) *Travel within the same station.*

Any employee of NTC required to travel on official duty with prior permission of the competent authority within municipal limits of his posting and if not provided official conveyance shall be re-

imbursement of own transport/or use of private conveyance expenses incurred by him at the following rates:

| Sr. No. | Category of Employees | Public Transport | Own Transport |
|---------|-------------------------------|----------------------|---|
| i) | Officers in Group-VII & above | Actual taxi fare | Re-imbusement of car @ Rs. 5 per KM. |
| ii) | Officers in Group-VI | -do- | Re-imbusement of Motorcycle @ Rs. 2 per KM. |
| iii) | Other employees | Actual rickshaw fare | Re-imbusement @ Re. 1 per KM. |

ii) *Carriage of personal effects on transfer/retirement:*

Employees are allowed carriage of personal effects on their transfer/retirement as per following formula:

$$\text{"weight (KG) x distance (KM) x 0.008"}$$

iii) *Mode of Travelling on tour :*

| Category of Employees | By Air | By Train | By Road |
|---------------------------------|---|-----------------------|--|
| Officers in Group-VII and above | Economy Class* | Air conditioned class | Public transport actual fare or own transport reimbursement @ Rs. 6.00 per KM. |
| Officers in Group-VI | Economy Class subject to special approval of Chairman | AC Lower Special | Public transport actual fare |
| Officials in Group-V | --- | AC Lower (ordinary) | Public transport actual fare |
| Officials in Group-III & below | --- | Economy Class | Public transport actual fare |

* In case of non-availability of seat(s) in Economy class, fare of business class shall be allowed.

3.11 Travelling allowance in case of death of an employee:

When a regular employee of the Corporation dies during service, members of his /her family will be paid one way fare for carrying the dead

body of the deceased employee upto Rs. 20 per KM as transportation charges to the place of his permanent residence as recorded in his personal file/service book.

3.12 Accommodation on Tour :

As admissible to the Government employees.

3.13 Daily Allowance :

As admissible to the Government employees.

3.14 Education Facilities :

Admissible as per Staff Welfare Rates.

3.15 Reimbursement of Tuition Fee to Employees :

NTC employees who intend to improve their professional qualification in their relevant field which they are presently serving or will continue to serve will be reimbursed 50% of their 'Tuition Fee Expenses' as charged by the Institutes/Universities recognized by HEC and PEC in case of engineering degree subject to prior approval of the competent authority.

3.16 Advances/Schemes :

The following advances shall be allowed to NTC employees:

a) House Building Advance

b) Motor Car Advance

c) Motorcycle Advance

d) Computer Loan

i) The Corporation will facilitate grant of above advances/loans from Banks/financial institutions/own resources subject to fulfillment of required formalities by the employee concerned.

ii) Loan shall be allowed to regular employees with 10 years service.

Tufail Ahmed
Adm & HR Officer
NTC Headquarters,
Islamabad

3.17 Burial Charges :

The family of the employee (regular/contract) who die during service shall be paid burial charges of Rs. 5000/-

3.18 Subsistence grant, allowances and facilities during suspension :

An employee under suspension shall be entitled to the following payment/facilities:

- a) Subsistence grant equal to his full pay.
- b) The following shall also be admissible to an employee under suspension if admissible immediately before suspension:
 - i) House rent allowance (full)
 - ii) Special pay (full)
 - iii) Qualification pay (full)
 - iv) Any other allowance (full)
- c) An employee under suspension shall not be entitled to:
 - i) *Official Transport.*—If official transport is already provided, it shall be withdrawn.
 - ii) *Official telephone at residence.*—If already installed it shall not be removed from the residence, but only the line rent shall be paid by the Corporation.
 - iii) *Residence Orderly.*—Residence orderly, if already provided, shall be withdrawn.

3.19 Payment of pay and allowances on reinstatement after dismissal removal, compulsory retirement or suspension :

When the suspension of an employee is held to have been unjustifiable or not wholly justifiable or when an employee, who has been dismissed, removed, compulsorily retired or suspended, is reinstated, the appellate authority shall on his reinstatement grant to him for the period he was out of service:

- a) If he is honorably acquitted, the full pay which he would have been entitled if he had not been suspended, dismissed, removed, compulsorily retired or and by an order to be separately recorded, any allowance, other than the allowances already paid to him, he was in receipt of prior to his dismissal, removal or compulsory retirement or
- b) If otherwise, such proportion of such pay and allowances as the appellate authority, may determine.

3.20 Uniform :*Entitlement :*

- a) Uniform as approved by the Management shall be issued to the employees working against the following posts:-

"Technician, Cable Jointer, Boiler Attendant, Chiller Operator, Electrician, Industrial Electrician, Auto Electrician, Auto Mechanic, Despatch Rider, Junior Technician, Driver, Tube Well Operator, Machine Operator, Mason, Plumber, Carpenter, Wireman, Helper, Cook, Exchange Cleaner, Sweeper, Chowkidar, Mali, Naib Qasid (Office Attendant), Mast Lashkar, Security Staff.

- b) The entitlement of the uniform of various employees shall be laid down from time to time and will be communicated to all concerned accordingly.
- c) Uniform to the entitled staff will be issued as per following schedule.

| | |
|--------|----------------------------|
| Summer | - On or before 1st April |
| Winter | - On or before 1st October |

3.21 Regulations regarding Uniforms :

- a) Every employee who is given uniform shall be responsible for its proper maintenance and shall wear it while on duty irrespective of his place of duty.
- b) Failure to maintain uniform in good condition shall render the employee concerned liable to payment of charges incurred on either repair or replacement of the uniform.
- c) Failure on the part of an employee to wear uniform on duty would render him liable to disciplinary action.

3.22 Re-imbursement of expenses on transfer :

- i) On transfer in the interest of service NTC employees shall be allowed transfer grant/daily allowance approved by the NTC Management Board from time to time.
- ii) No transfer grant shall be admissible to the employee transferred on request.

3.23 Payment of salary, on transfer :

On normal or temporary transfer an employee will draw his pay and allowances upto the last date of joining time from the Region/office where he is serving at the time of his transfer.

PART-II

LEAVE

3.24 Leave Rules :

Revised Leave Rules, 1980 with amendments by the Government from time to time shall be applicable on NTC employees.

CHAPTER-IV

RETIREMENT FROM SERVICE

4.1 Retirement from Service :

- (1) An employee shall retire from service:
 - (i) On such date after he has completed 20 years of service qualifying for pension or other retirement benefits as the competent authority may in the public interest direct;
 - (ii) Where no direction is given under Clause (i), on the completion of 60th years of his age.
- (2) No direction under Clause (i) of Sub-Rule (1) shall be made until the employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given reasonable opportunity of showing the cause against the said direction.

Explanation: In this rule competent authority means the appointing authority.

4.2 Resignation :

An employee wishing to terminate his appointment will submit his resignation in writing. He will continue to be in the service of the National Telecommunication Corporation until his resignation is formally accepted by the appointing authority. The option of resignation shall not be available to an employee or officer against whom disciplinary proceedings are pending or are contemplated against him or who is under a bond to serve the National Telecommunication Corporation for a specified period.

4.3 Termination of Service :

The service of an employee may be terminated without notice

- (1) (i) During the initial/extended period of probation:

Provided, that where such employee is appointed by promotion on probation, or as the case may be is transferred from one cadre or post to another cadre or post, his/her

services shall not be so terminated so long as he/she holds a lien against his/her post in such cadre or post, as the case may be;

- (ii) On the expiry of initial or extended period of his/her employment; and

(2) Where, on the abolition of a post or reduction in the number of posts in a cadre, the services of an employee are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such cadre.

(3) Notwithstanding the provisions of sub-Rule (1) but subject to the provisions of Sub-Rule (2) the services of an employee in temporary employment or daily wages shall be liable to termination on fourteen days notice or pay in lieu thereof.

4.4 Provided that if a bonded employee intends to resign or leave the service, he shall have to pay the full/or proportionate amount of the bond, as the case may be in addition to pay in lieu of the notice;

4.5 Provided further that no bonded employee shall be allowed to resign or leave the service while on training abroad without payment of all the expenses, if any, incurred or assessed on his training abroad including the traveling expenses, in addition to his other obligations under the bond or otherwise, which shall be recovered from him and his sureties.

4.6 Re-employment after Retirement :

Re-employment on contract after retirement shall be made in accordance with Federal Government instruction issued vide O.M. No. 6/2/2000-R.3, dated 6th May, 2000* as amended from time to time (Schedule-VII).

4.7 Liability to service in any post :

All employees are liable to be transferred at any time, without any reason being assigned, at the sole discretion of the competent authority. However, preferably employees in Group-I to Group-III shall be posted nearest to their home station subject to availability of vacancy and without dislocation of an employee.

4.8 Types of Transfer :

Transfers will be of the following types:-

- (i) *Normal Transfers :*

Transfer of an employee from one Region to any other Region either to fill an establishment vacancy or as a supernumerary i.e. over and above establishment vacancies, will be a normal transfer.

ii) *Temporary Transfers :*

Transfer of an employee from one Region to any other Region for specific task or for a specified period of time, will be temporary transfer.

iii) *Internal Transfers :*

Transfer of an employee from one department/section to any other department/section within the same unit will be an internal transfer.

4.9 Criteria for Postings/Transfers :

- i) The stay of an employee on one post shall be three years. While ordering transfers on completion of stay, the employee with the longest stay at a station shall be moved out first.
- ii) Tenure of postings at hard area shall be for one year. Following shall be the hard areas or declared by the Corporation time to time:

| Name of Region | Hard Areas | | | | |
|----------------|--------------------|----------------|-----------|------------|--------------|
| Lahore | D.G. Khan | Rahim Yar Khan | | | |
| Karachi | Uthal | Nawabshah | Sukkur | Larkana | Dadu |
| Peshawar | Chitral | Mingora | D.I. Khan | Timargarah | Saidu Sharif |
| Quetta | Entire Baluchistan | | | | |

- iii) Transfer of an employee on completion of tenure period shall not be mandatory. The tenure period could be reduced/extended by the competent authority in the interest of service.
- iv) If transfers are to be ordered upon promotion of a batch of employees, junior most in the batch shall be posted out.
- v) An employees whose spouse is in Government service shall be posted at the same station, in accordance with the Government instructions on the subject.
- vi) The posts in Group-I to Group-II shall be considered as local posts and transfer/rotation on these posts shall be made without dislocating the employee from the division.
- vii) The posts in Group-III to Group-V shall be named as Regional posts and accordingly the transfer/rotation of employees shall be made without changing the region.

- viii) The posts in Group-VI and above shall be national posts and such employees can be posted/transferred anywhere in Pakistan.
- ix) Transfer for National level posts i.e. Group-VI to Group-VIII shall be made with the consent of Regional Director and his recommendations shall be given weightage.
- x) The transfer of an employee to other Region as a special case on humanitarian grounds (i.e. health/family problems) may be considered upon submission of written request of the official subject to availability of post and consent of the respective Regional Directors.

4.10 Posting of serving husband/wife at the same station:

Efforts shall be made to accommodate posting of working couples in National Telecommunication Corporation or Government/Semi-Government department/public sector Corporation/NTC or National Telecommunication Corporation/Semi-Government Department/Public Sector Corporation at the same station subject to availability of vacancy in their respective cadre without dislocation of any employee already serving at a particular station.

4.11 Training :

- i) The Corporation may at any time, require an employee to undergo such training or courses within or outside Pakistan, at the expense of the Corporation or any other agency, as may be deemed appropriate in the interest of the Corporation.
- ii) An employee who is selected for foreign training exceeding 90 days at the expense of the Corporation or sponsored by the any agency shall be required to execute a bond with two sureties to serve in the Corporation for such period as the Corporation may decide.
- iii) In case an employee who has furnished surety bond leaves the service of the Corporation for any reason before expiry of the prescribed period of the bond, he would be required to pay the proportionate amount of the expenses incurred on his training which may be recovered from him or from his guarantor.
- iv) The following two core areas in which training shall be provided:
 - i) *Technical Training regarding Telecommunications:* It includes provision of updated knowledge on current technologies through in-house and outside training, and refresher courses.
 - ii) *Managerial/Finance Training Workshops:* It includes training to improve functional expertise in the field of management and finance to enhance overall productivity and leadership ability of NTC employee.

4.12 Employee nomination for training programmes, record and responsibilities :

- i) The employees' training needs may be determined at the time of recruitment, performance review, or on the department head/immediate Supervisor's recommendations.
- ii) Each Departmental Head will be responsible for nominating suitable candidates for training. They will fill the 'Training Nomination' (TN) form and forward it to the HR Department for further processing and record keeping.
- iii) The HR Department will be responsible for ensuring that all training programs are provided according to the budget allocated for each department.
- iv) Employee Training record will be maintained for each employee by the HR Department. This record will be updated for each training received by the employee.
- v) Nomination for all foreign visits/trainings and local trip of more than two weeks on Government expenses will be finalized by the committee constituted by the Management for this purpose.

4.13 Objectives of Internship :

As a good corporate entity, NTC shall offers internship for reciprocal benefits to student with the following objectives:

- To provide hands-on knowledge and experience to the students.
- To open up NTC's operations and working environment for interaction with the fresh ideas and innovative perspectives of the energetic youth.

4.14 Number of Internees :

Maximum number of internships at a time will be as under:

| S. No. | Name | No. of Internees |
|--------|--|--------------------|
| i) | National Telecommunication Corporation, Maintenance/Development Regions, (Karachi, Lahore, Islamabad). | (6 each); 18 total |
| i) | National Telecommunication Corporation, Maintenance/Development Regions, (Quetta, Peshawar). | (5 each); 10 total |
| ii) | NTC H/Qs (Technical) | 5 |
| iii) | NTC H/Qs Finance/Revenue | 4 |
| iv) | NTC H/Qs Admn. & HR | 4 |
| v) | National Telecommunication Corporation H/Qs IT/MIS Data. | 4 |
| | Total Internees | 45 |

4.15 Stipend :

- To stipend upto Rs. 5000/- per month may be paid for the approved period of internship.
- No extension in internship shall be allowed.

4.16 Selection Criteria :

- Internships will only be allowed to students where the same is the requirement for obtaining degree however, in special case, Chairman may relax the condition.
- Internship will be allowed against the specific assignment(s) only.
- Maximum period of internship should not be more than the internship period required by the concerned educational institute for degree completion.
- Preference shall be given to internees who have excellent academic records and can demonstrate that they have adequate knowledge base for the project/assignment for which the internship has been proposed.

4.17 Method of Selection :

Applications for internship received from universities/institutions recognized by PEC/HEC shall be examined and same shall be allowed to the students of the relevant discipline of Engineering, Finance, IT, HR and administration. Internees shall be selected amongst the candidates recommended by the institutes/universities concerned.

4.18 Assessment :

- On grant of internship, a schedule shall be issued clearly mentioning the reporting officer(s) of the internee. Assessment of the internee will be made by the reporting officer.
- Assessment of the reporting officer(s) will be reflected on the internship certificate.

4.19 Internship report and Certificate :

- On completion of the internship, the internee(s) shall submit a report to HR Department through their reporting officers.
- The reporting officer of the internee will evaluate the internee.
- On receipt of internship report and assessment sheet from the reporting officer, HR department will issue internship certificate.

4.20 Powers to grant Internship :

| S. No. | Nature of Power | Chairman/Board | CTO, CFO |
|--------|---|--|--|
| 1. | Provision of Internship with Stipend | Full powers subject to maximum of four months. | Full powers subject to maximum of four months. |
| 2. | Provision of Internship without Stipend | Full powers. | Full powers subject to maximum of six persons a year in their respective fields. |

- ° All the above powers are subject to availability of funds in the budget and availability of internship seats as mentioned in Para titled "Number of Internees".

The internship certificate and stipend to the internee(s) deployed in NTC regions shall be made by respective Regional Directors subject to submission of Internship report and assessment sheet by internees following the channel.

4.21 Deputation :

As per the instructions of the Federal Government issued *vide* O.M. No. 1/28/75-D-II/R.3/R.I, dated 18th February, 1987 and 11th April, 2000.

4.22 Conditions for permanent absorption in the service of NTC :

- i) A person serving on deputation in NTC may be absorbed permanently in the service of NTC subject to the following conditions:
 - a) The person(s) serving on deputation applies in writing for or gives his consent to such absorption;
 - b) The person(s) serving on deputation may be offered permanent absorption in the service of the Corporation in the interest of service.
 - c) His parent office agrees to such absorption;
 - d) He possesses the qualifications laid down for initial appointment to the post;
 - e) He, in opinion of the appointing authority, is suitable for such absorption and is recommended by the designated selection committee.
 - f) For the purpose of absorption he tenders resignation from his parent organization to join the Corporation; and
 - g) His continuity of service shall be counted subject to transfer of legitimate dues from his parent department.

- ii) Such appointment shall be made against a post reserved for initial appointment.
- iii) Absorption shall be made in equivalent grade only.
- iv) Nothing in the NTC Service Regulations shall be construed to confer any right on such a person on deputation to NTC, to claim absorption in the Corporation.

4.23 Foreign deputation :

NTC employees shall be allowed to proceed on foreign deputation as per following conditions:

- i) The deputation abroad shall be allowed on minimum five years regular service.
- ii) The normal period of foreign deputation shall be three years, which would be extendable by one year with the prior approval of Chairman, NTC.
- iii) On completion of maximum period of four years on foreign deputation, the concerned employee must report back in the Corporation. Failure to report back on due date will be construed as "**Misconduct**" and make him liable to disciplinary action under "Removal from Service (**Special Powers**) Ordinance, 2000.
- iv) Employee shall be allowed foreign deputation subject to prior approval of the competent authority.
- v) For continuity of service, the employee concerned shall deposit pension/gratuity contribution as per rules.
- vi) The employees proceeding on deputation shall execute a bond to the effect that he will serve the Corporation at-least for a period of three years on his return.

CHAPTER-V

CONDUCT

5.1 Conduct :

The conduct of an employee shall be regulated by the Government servants (Conduct) Rules, 1964.

5.2 Misconduct :

As defined in the Removal from Service (Special Powers) Ordinance, 2000.

5.3 Disciplinary Proceedings :

An employee shall be liable to disciplinary action and penalties in accordance with the procedure prescribed in the Removal from Service (Special Powers) Ordinance, 2000.

5.4 Authority for Enforcing employees relations regulations :

- i) The ultimate responsibility for ensuring that all rules and regulations covered under this Section "Employee Relations" are properly enforced and followed lies with the HR Department.
- ii) For all employees reporting to the NTC Regional Offices located in any region, the respective Regional Director, with advice and direction by the HR Department, will be responsible for enforcement of rules and regulations.

CHAPTER-VI**APPEALS AND REPRESENTATIONS****6. Representation and Appeals :**

As per Civil Servants (Appeal) Rules, 1977 and the instructions issued there under.

CHAPTER-VII**MISCELLANEOUS****7.1 Employees may see service record :**

An employee may be permitted to see and examine his service record except PER forms in presence of the officer maintaining the record.

7.2 Maintenance and up keep of the record of service :

Record of service of each employee shall be maintained properly. The HR Department in National Telecommunication Headquarters shall maintain and update the service record of all employees of NTC HQ and officers of Group-VII and above. Service record of employees of Group-I Group-VI shall be maintained at Regional level. The record of service shall contain the following data:

- a) Personal Data
- b) Qualification and Experience
- c) Evaluation Reports
- d) Leave
- e) Orders and Notifications
- f) Conduct and Discipline
- g) Training
- h) Promotion, transfer and deputation etc.
- i) Pay and bonus
- j) Medical

7.3 Change of address :

It shall be the responsibility of each employee to inform the HR Department of his region, in writing of any change in his residence or in his permanent address as soon as the change takes place.

7.4 Change of Family Status :

Any change in the family status of an employee must immediately be intimated to the HR Department of the region concerned.

7.5 Employment elsewhere :

As per Government servants (Applications for posts and Services) Rules, 1966.

7.6 Certificate of service :

Certificate of service shall be issued to the employees or their nominees only by the following:

- i) Regional Head
- ii) Director (HR)
- iii) Chairman.

7.7 Secrecy :

- i) No employee shall disclose or cause to be disclosed at any time during service any information or documents - official or otherwise - relating to the Corporation except with the approval of the Chairman.
- ii) Except in the ordinary course of duties, no employee shall disclose either during service or after leaving the service of the Corporation any secrets, secret information or any other information or matters concerning the operation of the Corporation.
- iii) All PA's, Stenotypists, DEO's, Receptionists, Fax Operators and staff of procurement, Human Resource Department and Revenue Departments who handle or are likely to handle secret/confidential matters, will sign the prescribed declaration form undertaking thereby to maintain secrecy of secret/confidential information/matters of all kinds and not to divulge any such information or to misuse it.

7.8 Prohibition on acceptance of gifts :

As per Government servants (Conduct) Rules, 1964.

7.9 Regulations Approved by :

Ministry of Finance, Establishment Division, Interior Division vide their Letters mentioned below:

- i) Finance Division O.M. No. F. 4(2)R.4/2007, dated 12th December, 2007.
- ii) Establishment Division Letter O.M. No. 4/3/91-R.7/R.3, dated 22nd March, 2008.
- iii) Ministry of Interior U.O. No. Dy. 804-Poll(E-II)/2008, dated 2nd June, 2008.
- iv) Finance Division O.M. No. 3(8)R-14/07-438, dated 17th June, 2008.

SCHEDULE-I**METHOD OF APPOINTMENT**

| <i>Sr No.</i> | <i>Designation and pay and group of Post</i> | <i>Initial Appointment (%)</i> | <i>By Promotion (%)</i> |
|--------------------------|--|------------------------------------|-----------------------------|
| ENGINEERING CADRE | | | |
| 1. | C.O.O., CTO, General Manager/CE or equivalent (MG-II). | 20% | 80% |
| 2. | Director/Dy. Chief Engineer/ ✓ Director (Civil) or equivalent (Group-IX). | 20% | 80% |
| 3. | Divisional Engineer (Group-VIII). | 20% | 80% |
| 4. | ✓ Deputy Director (Civil) (Group-VIII). | 20% | 80% |
| 5. | Assistant Divisional Engineer (Group-VII). | 60% | 40% |
| 6. | ✓ Assistant Director (Civil) (Group-VII). | 60% | 40% |
| 7. | Assistant Manager Network (Group-VI). | 60% | 40% |
| 8. | System Manager Network (Group-VI). | 100% | — |
| 9. | ✓ Building Overseer/Drafts Man (Group-IV). | 100% | — |
| 10. | Engineering Supervisor (Group-IV). | 50% | 50% |
| 11. | Store Keeper (Group-IV) | 50% | 50% |
| 12. | Data Network Technician (Group-III). | 50% | 50% |
| 13. | Telecomm. Technician (Group-III). | 50% | 50% |

| Sr. No. | Designation and pay and group of Post | Initial Appointment (%) | By Promotion (%) |
|---------|---|-------------------------|------------------|
| 14. | ✓ Boiler Operator/Chiller Operator (Group-III). | 100% | --- |
| 15. | Store Man (Group-III) | 50% | 50% |
| 16. | Junior Data Network Technician (Group-II). | 60% | 40% |
| 17. | ✓ Electrician (Group-II) | 100% | --- |
| 18. | ✓ Auto Mechanic (Group-II). | 100% | --- |
| 19. | Junior Technician (Group-II). | 80% | 20% |
| 20. | Junior Data Network Technician (Group-II). | 100% | --- |
| 21. | ✓ Plumber (Group-II) | 100% | --- |
| 22. | ✓ Mason (Group-II) | 100% | --- |
| 23. | Machine Operator (Group-II). | 100% | --- |
| 24. | Mast Lashkar (Group-I). | 100% | --- |

FINANCE CADRE

| | | | |
|----|--|-----|-----|
| 1. | CFO, GM (Fin.) MG-II | 20% | 80% |
| 2. | Director (Group-IX) | 20% | 80% |
| 3. | Deputy Director (Group-VIII). | 20% | 80% |
| 4. | Assistant Director (Group-VII). | 50% | 50% |
| 5. | Accountant (Group-VI) | 50% | 50% |
| 6. | Account Assistant (Group-IV). | 75% | 25% |
| 7. | Junior Accounts Assistant (Group-III). | 60% | 40% |

| Sr. No. | Designation and pay and group of Post | Initial Appointment (%) | By Promotion (%) |
|---------------------------|---|-------------------------|------------------|
| ADMINISTRATION & HR CADRE | | | |
| 1. | General Manager (Admin. & HR) MG-II. | 20% | 80% |
| 2. | Director (Group-IX). | 20% | 80% |
| 3. | Deputy Director (Group-VIII). | 20% | 80% |
| 4. | Chief Security Officer (Group-VIII). | 100% | — |
| 5. | Senior Medical Officer (Group-VIII). | 100% | — |
| 6. | Executive/Personal Secretary (Group-VII). | 20% | 80% |
| 7. | Assistant Director (Group-VII). | 75% | 25% |
| 8. | Admn./HR Officer (Group-VI). | — | 100% |
| 9. | Personal Assistant (Group-IV). | 100% | — |
| 10. | Assistant (Group-IV) | 50% | 50% |
| 11. | Transport Supervisor (Group-IV). | 100% | — |
| 12. | Security Supervisor (Group-IV). | 100% | — |
| 13. | Junior Assistant (Group-III). | 100% | — |
| 14. | Driver/Dispatch Rider (Group-II). | 100% | — |
| 15. | Carpenter (Group-II) | 100% | — |
| 16. | Office Attendant (Group-I) | 100% | — |
| 17. | Security Guard (Group-I) | 100% | — |

| Sr. No. | Designation and pay and group of Post | Initial Appointment (%) | By Promotion (%) |
|---------|--|-------------------------|------------------|
| 18. | Mali/Cook/Cleaner/Sanitary Worker (Group-I). | 100% | — |

IT CADRE

| | | | |
|----|--|------|-----|
| 1. | Chief Information Officer/ General Manager (IT), MG-II. | 50% | 50% |
| 2. | Director (IT) (Group-IX) | 20% | 80% |
| 3. | Deputy Director (IT) (Billing, IT Infrastructure, Dev. & DWH) Group-VIII). | 20% | 80% |
| 4. | {Programmer, Data Base Administrator, Information Security Administrator, System Administrator, Network Administrator, System & NW Adminis- trator, Billing Administrator (Interconnect), Billing Administrator (Customer) (Group-VII). | 50% | 50% |
| 5. | {Assistant, Programmer Assistant DBA, Assistant Information Security Adminis- trator, Assistant System Administrator, Assistant Net- work Administrator, Assistant System & NW Administrator, Assistant Billing Administrator (Group-VI). | 50% | 50% |
| 6. | Assistant System Support, Assistant Network Support, Assistant System & Network Support (Group-V). | 50% | 50% |
| 7. | Data Control Assistant, Billing Assistant, Graphic Designer (Group-V). | 40% | 60% |
| 8. | Data Entry Operator (Group-III). | 100% | — |
| 9. | Billing Operator (Group-III). | — | — |

SCHEDULE-II

CONDITIONS OF ELIGIBILITY FOR PROMOTION

PROMOTION RULES FOR TECHNICAL CADRE

| <i>Post with Grade</i> (1) | <i>Employees eligible for promotion to the post specified in the column 1.</i> (2) | <i>Minimum qualification experience and other conditions</i> (3) |
|---|---|---|
| C.O.O. CTO, Chief Engineer/General Manager or equivalent (MG-II). | Director (Technical Cadre) Group-IX. | <p>Qualification : Should possess academic qualification specified for initial appointment to the post specified in column-1.</p> <p>Length of Service : 17 years regular service in Group-VII and above.</p> |
| Director or equivalent (Group-IX). | Divisional Engineer (Group-VIII) | <p>70% Quota Reserved for Degree holders Qualification :</p> <p>(i) B.E./B.Sc. Engineering with 12 years regular service in Group-VII and above.</p> <p>(ii) M.S./M.Phil. (Eng.) with 10 years in Group-VII and above.</p> <p>(iii) Ph.D. with 8 years regular service in Group-VII and above.</p> <p>30% Quota for DAE/B.Sc./M.Sc. Qualification & length of service :</p> <p>DAE holders/B-Tech. (Hons.)/B.Sc.M.Sc. with 12 years regular service in Group VII and above.</p> |
| Director (Civil Group-IX) | Deputy Director (Civil) (Group-VIII). | <p>Qualification & Length of Service :</p> <p>(i) B.E./B.Sc. Engineering with 12 years regular service in Group-VII and above.</p> <p>(ii) M.S./M.Phil. (Eng.) with 10 years regular service in Group-VII and above.</p> <p>(iii) Ph.D. with 8 years regular service in Group-VII and above.</p> |

| (1) | (2) | (3) |
|---|--|--|
| Divisional Engineer (Group-VIII) | Assistant Divisional Engineer (Group-VII) | 70% Quota Reserved for Degree holders Qualification & length of service : |
| | | <ul style="list-style-type: none"> (i) B.E./B.Sc. Engineering with 5 years regular service in Group-VII and above. (ii) M.S/M.Phil. (Eng.) with 3 years in Group-VII and above. (iii) Ph.D. with 1 year regular service in Group-VII. |
| | | 30% Quota for DAE/B.Sc./M.Sc. Qualification & length of service : |
| | | DAE/B-Tech./B.Sc./M.Sc. with 5 years regular service in Group VII with 3 years service as ADE. |
| Deputy Director (Civil) (Group-VIII) | Assistant Director Civil (Group-VII) | 70% Quota Reserved for Degree holders Qualification & length of service : |
| | | <ul style="list-style-type: none"> (i) B.E./B.Sc. Engineering with 5 years regular service in Group-VII. (ii) M.S/M.Phil. (Eng.) with 3 years in Group-VII. (iii) Ph.D. with 1 year regular service in Group-VII. |
| | | 30% Quota for DAE/B.Sc./M.Sc. Qualification & length of service : |
| | | DAE/B-Tech./B.Sc./M.Sc. with 5 years regular service in Group VII. |
| Assistant Director (Civil) (Group-VII) | Building Overseer (Civil) (Group-IV) | Qualification : Should possess academic qualification specified for initial appointment to the post specified in column-II. |
| | | Length of Service : 5 years regular service as building overseer. |
| Senior Draftsman (Civil) (Group-VII) | Draftsman (Civil) (Group-IV) | Qualification : Should possess academic qualification specified |

| (1) | (2) | (3) |
|--|---|---|
| Assistant Divisional Engineer (Group-VII) | (i) Assistant Engineer (Group-VII) (ii) Assistant Manager Network (Group-VII) | <p>for initial appointment to the post specified in column-II.</p> <p>Length of Service : 5 years regular service as Draftsmen.</p> <p>Quota & Qualification :</p> <ul style="list-style-type: none"> a. 10% on seniority-cum-fitness basis. b. 25% DAE/B.Sc./M.Sc. (Physics or Applied Physics or Electronics), B-Tech. (Hons.). c. 5% through promotion of departmental employees possessing B.E./B.Sc. Degree in related field from recognized Universities. <p>Length of Service : For promotion against a. & b. above, Five years regular service as AE.</p> |
| Assistant Engineer (Group-VII) | Engineering Supervisor (Group-IV) | <p>75% on seniority-cum-fitness Qualification : Matriculate.</p> <p>Training/Exam. : Should have passed examination for promotion as AE.</p> <p>Length of Service : 5 years regular service as ES.</p> <p>25% out of turn Qualification : 3 years DAE/BE/B.Sc./M.Sc. Degree (Physics or Applied Physics or Electronics or Applied Electronics, as a subject), B-Tech. (Hons.).</p> <p>Training/Exam. : Departmental promotion Exam. of AE.</p> |
| Assistant Manager Network (Group-VI) | Data Network Technician (Group-III) | <p>Length of Service : 5 years regular service as ES.</p> <p>Qualification : Should possess academic qualification and experience specified for initial appointment to the post specified in column-I.</p> <p>Length of Service : 5 years regular service as DNT.</p> |

| (1) | (2) | (3) |
|--|--|--|
| Engineering Supervisor (Groupo-IV) | Technician Telecomm. (Group-III) | Qualification : Minimum Matric. Length of Service : 5 years regular service as Telecomm. Technician. |
| Telecomm. Technician (Group-III) | Junior Technician. (Group-II) | Qualification : Minimum Matric. Length of Service : 5 years regular service as Junior Technician. |
| Data Network Technician (Group-III) | Junior Data Network Technician (Group-II) | Qualification : Should possess academic qualification and experience specified for initial appointment to the post specified in column-i. Length of Service : 5 years regular service as Junior Data Network. |
| Junior Technician (Group-II) | Employees in Group-I against 20% quota. | Qualification : Matric (Science). Length of Service : Minimum Five years service in the respective cadre. Exam./Training : Test/interview as prescribed by the NTC Management. |

PROMOTION RULES FOR FINANCE CADRE

| <i>Post with Grade</i> (1) | <i>Employees eligible for promotion to the post specified in the column 1.</i> (2) | <i>Minimum qualification experience and other conditions</i> (3) |
|-------------------------------|---|---|
| CFO, GM (Finance) MG-II | Director (Group-IX) | Qualification : Should possess academic qualification/experience specified for initial appointment to the post specified in column-1. Length of Service : 17 years regular service in Group-VII and above. |
| Director (Group-IX) | Deputy Director (Group-VIII) | Qualification : Should possess academic qualification/experience specified for initial appointment to the post specified in column-1. Length of Service : 12 years regular service in Group-VII and above. |

| (1) | (2) | (3) |
|-----------------------------------|-----------------------------------|---|
| Deputy Director (Group-VIII) | Assistant Director (Group-VII) | 50% Seniority-cum-Fitness basis Qualification : Should possess CMA-IV/CA Intermediate/MBA (Fin.)/M.Com. or other equivalent Degrees in Finance. |
| | | Length of Service : Minimum five years regular service as Assistant Director. |
| | | 50% Out-of-Turn Qualification : Should possess ACMA/ACA Intermediate/MBA ✓ (Fin.)/M.Com. or other equivalent Degrees in Finance. |
| | | Length of Service : Minimum three years regular service as Assistant Director (Finance Cadre). |
| Assistant Director (Group-VII) | Accountant (Group-VI) | 50% Seniority-cum-Fitness basis Qualification : B.Com./BBA/CA Foundation/CMA-II/other equiva- lent higher Finance Degree. |
| | | Length of Service : 5 years regular service as Accountant. |
| | | 25% Out-of-Turn Qualification : CMA (Stage-IV) or CA (Intermediate), MBA (Finance), M.Com., or other equivalent or higher finance degree. |
| | | Length of Service*: 3 years regular service as Accountant. |
| Accountant (Group-VI) | Account Assistant (Group-IV) | 50% Seniority-cum-Fitness basis Qualification : B.Com./BBA/CA Module (A)/CMA-1/other equiva- lent or higher Finance Degree. |
| | | Length of Service : 5 years regular service as Account Assistant. |

(1)

(2)

(3)

25% Out-of-Turn

Qualification : CMA (Stage-II)/
CA (foundation), MBA, M.Com. or
other equivalent finance degree.

Length of Service : 3 years
regular service as Account
Assistant.

Account Assistant
(Group-IV)

Junior Accounts
Assistant
(Group-III)

25% Seniority-cum-Fitness basis
Qualification : Graduation.

Length of Service : Minimum 5
years regular service as Junior
Accounts Assistant.

Training : One month departmen-
tal training in Finance.

25% Out-of-Turn basis

Qualification : B.Com./BBA/MBA/
M.Com./CA Foundation/ CMA-1.

Length of Service : 3 years
regular service as Junior Accounts
Assistant.

Training : Must qualify depart-
mental promotion exam.

PROMOTION RULES FOR ADMIN. & HR CADRE

| <i>Post with Grade</i> | <i>Employees eligible for promotion to the post specified in the column 1.</i> | <i>Minimum qualification experience and other conditions</i> |
|--|--|--|
| (1) | (2) | (3) |
| General Manager (Admn. & HR) (MG-II) | Director (Group-IX) | <p>Qualification : Should possess academic qualification/experience specified for initial appointment to the post specified in column-1.</p> <p>Length of Service : 17 years reg- ular service in Group-VII and above.</p> |
| Director (Group-IX) | Deputy Director (Group-VIII) | <p>Qualification : Should possess academic qualification/experience specified for initial appointment to the post specified in column-1.</p> <p>Length of Service : 12 years reg- ular service in Group-VII and above.</p> |

| (1) | (2) | (3) |
|--|--|---|
| Deputy Director (Group-VIII) | Assistant Director/ PRO (Group-VII) | <p>Qualification : Should possess academic qualification/experience specified for initial appointment to the post specified in column-1.</p> <p>Length of Service : 5 years regular service in Group-VII.</p> |
| Personal Staff Officer (Group-VIII) | Personal Secretary (Group-VII) | <p>Qualification : Graduation.</p> <p>Length of Service : 5 years regular service as PS.</p> |
| Personal Secretary (Group-VII) | Personal Assistant (Group-VI) | <p>Qualification : BA/B.Sc. or equivalent.</p> <p>Length of Service : 5 years regular service as PA (Group-VI).</p> |
| Assistant Director/ PRO (Group-VII) | Admn./HR Officer (Group-VI) | <p>50% Seniority-cum-Fitness. Qualification : BA/B.Sc. or equivalent.</p> <p>Length of Service : 5 years regular service as Admn. & HR Officer.</p> <p>50% Out-of-Turn. Qualification : MBA/MPA Degree.</p> <p>Length of Service : 2 years regular service as A&HR Officer.</p> |
| Admn/HR Officer (Group-VI) | Assistant (Group-IV) | <p>50% Seniority-cum-Fitness. Qualification : BA/B.Sc. or equivalent.</p> <p>Length of Service : 5 years regular service.</p> <p>50% Out-of-Turn. Qualification : MBA/MPA Degree.</p> <p>Length of Service : 3 years regular service as Assistant.</p> |
| P.S. (Group-VI) | PA (Group-IV) | <p>Quota : 50% on seniority-cum-fitness.</p> <p>Qualification : Graduate.</p> |
| Assistant (Group-IV) | Junior Assistant (Group-III) | <p>Quota : 50% on seniority-cum-fitness.</p> <p>Qualification : Graduate.</p> <p>Length of Service : 5 years regular service as Jr. Assistant.</p> |

| (1) | (2) | (3) |
|---------------------------------|--|---|
| Junior Assistant (Group-III) | Employees in Group-II & below against 20% quota. | Quota : 20% on seniority-cum-fit- ness. Qualification : Intermediate. Length of Service : 5 years regu- lar service. Training/Exam : Test/interview as prescribed by the NTC Manage- ment. |

PROMOTION RULES FOR IT CADRE

| <i>Post with Grade</i> (1) | <i>Employees eligible for promotion to the post specified in the column 1.</i> (2) | <i>Minimum qualification experience and other conditions for promotion</i> (3) |
|---|---|---|
| Chief Information Officer/General Manager (IT) MG-II | Director (IT) Group-IX | Qualification : Should possess academic qualification & experi- ence specified for initial appoint- ment to the post specified in col- umn-1. Length of Service : 17 years reg- ular service in Group-VII and above. |
| Director (IT) Group-IX | Deputy Director (IT) Group-VIII | Qualification : Should possess academic qualification/experience specified for initial appointment to the post specified in column-1. Length of Service : 12 years reg- ular service in Group-VII and above. |
| Deputy Director (IT) Group-VIII | Programmer, Data- base Administrator, Information Security Administrator, System Administra- tor, Network Adminis- trator System & NW Administrator, Billing Administrator, Billing Administrator (Inter- connect), Billing Administrator (Cus- tomer) Group-VII. | Qualification : Should possess academic qualification/experience specified for initial appointment to the post specified in column-1. Length of Service : 5 years regu- lar service in Group-VII and above. |

| (1) | (2) | (3) |
|--|--|--|
| Programmer, Database Administrator, Information Security Administrator, System Administrator, Network Administrator, Billing Administrator (Interconnect), Billing Administrator (Customer) Group-VII. | Assistant Programmer, Assistant DBA, Assistant Information Security Administrator, Assistant System Administrator, Assistant Network Administrator, Assistant System & NW Administrator, Assistant Billing Administrator (Interconnect), Assistant Billing Administrator (Customer) Group-VI | Qualification : Should possess academic qualification & experience specified for initial appointment to the post specified in column-1. Length of Service : 5 years regular service in the cadre. |
| Assistant Programmer, Assistant DBA, Assistant Information Security Administrator, Assistant System Administrator, Assistant Network Administrator, Assistant System & NW Administrator, Assistant Billing Administrator (Group-VI). | Assistant System Support, Assistant Network Support, Assistant System & Network Support. Billing Assistant Data Control Assistant (Group-V). | Qualification : Should possess academic qualification & experience specified for initial appointment to the post specified in column-1. Length of Service : 5 years regular service in the cadre. |
| Data Control Assistant, Billing Assistant Graphic Designer (Group-V). | Data Entry Operator, Billing Operator (Group-III). | Qualification : Should possess academic qualification & experience specified for initial appointment to the post specified in column-1. Length of Service : 5 years regular service in the cadre. |

SCHEDULE-III

**QUALIFICATION/EXPERIENCE/& AGE LIMIT
FOR INITIAL APPOINTMENT**

| Sr. No. | Post | Minimum Qualification/Experience and other Conditions |
|---------|------|---|
|---------|------|---|

ENGINEERING CADRE

| | | |
|----|---|--|
| 1. | C.O.O., CTO, General Manager/ Chief Engineer or equivalent (MG-II). | (i) Qualification : BE/B.Sc./MS/Ph.D. Engineering in a relevant field (from HEC recognized institution). |
|----|---|--|

| Sr. No. | Post | Minimum Qualification/Experience and other Conditions |
|------------|------|--|
|------------|------|--|

(ii) **Experience :**

BE/B.Sc. (Engg.) : 17 years.

M.s. (Engg.) : 15 years.

Ph.D. (Engg.) : 12 years.

(iii) Registration with Pakistan Engineering Council.

2. Director/Dy.
Chief Engineer/
Director (Civil) or
equivalent
(Group-IX).

(i) **Qualification :**

BE/B.Sc./MS/Ph.D. Engineering in a relevant field (from HEC recognized institution).

(ii) **Experience :**

BE/B.Sc. (Engg.) : 12 years.

M.s. (Engg.) : 10 years.

Ph.D. (Engg.) : 07 years.

(iii) Registration with Pakistan Engineering Council.

3. Divisional Engineer
(Group-VIII).

(i) **Qualification :**

BE/B.Sc./MS/Ph.D. Engineering in a relevant field (from HEC recognized institution).

(ii) **Experience :**

BE/B.Sc. (Engg.) : 05 years.

M.s. (Engg.) : 03 years.

Ph.D. (Engg.) : 02 years.

(iii) Registration with Pakistan Engineering Council.

4. Deputy Director
Civil (Group-VIII).

(i) **Qualification :**

BE/B.Sc./MS/Ph.D. Engineering (Civil).

(ii) **Experience :**

BE/B.Sc. (Engg.) : 05 years.

M.s. (Engg.) : 03 years.

Ph.D. (Engg.) : 02 years.

(iii) Registration with Pakistan Engineering Council.

| Sr. No. | Post | Minimum Qualification/Experience and other Conditions |
|------------|---|---|
| 5. | Assistant Divisional Engineer (Group-VII). | <p>(i) Qualification :</p> <p>Bachelor degree in the relevant discipline of engineering.</p> <p>(ii) Registration with Pakistan Engineering Council.</p> |
| 6. | Assistant Director (Civil) (Group-VII). | <p>Qualification :</p> <p>BE/B.Sc. Engineering (Civil).</p> <p>Experience :</p> <p>Preferably two years experience in relevant field.</p> |
| 7. | Assistant Manager Network (Group-VI). | MCS/MIT/M.Sc. (Computer Sc.), BCS (4 years), BIT (4 years). |
| 8. | System Manager Network (Group-VI). | MCS/MIT/M.Sc. (Computer), BIT (4 years), BCS (4 years). |
| 9. | Building Overseer/ Drafts Man (Group-IV). | <p>Qualification :</p> <p>Matric with three years Diploma of Associate Engineering in the relevant field.</p> |
| 10. | Engineering Supervisor (Group-IV). | <p>Qualification :</p> <p>Matric with three years Diploma of Associate Engineering in the relevant field.</p> |
| 11. | Store Keeper (Group-IV) | <p>Qualification :</p> <p>BA/S.Sc. or equivalent.</p> <p>Experience :</p> <p>Relevant experience of three years Computer knowledge is must.</p> |
| 12. | Data Network Technician (Group-III). | F.Sc. (Pre-Engg.)/FCS or equivalent. |
| ✓ 13. | Telecomm. Technician (Group-III) | <p>Qualification :</p> <p>F.Sc. (Pre-Engg.) or equivalent.</p> <p>Experience :</p> <p>Experience in the relevant field will be preferred.</p> |

| Sr. No. | Post | Minimum Qualification/Experience and other Conditions |
|------------|--|---|
| 14. | Boiler Operator/ Chiller Operator (Group-III). | Qualification : Matric 2nd Class qualification of competency under the Punjab Boiler Act, 1923/or equivalent. |
| 15. | Store Man (Group-III) | Qualification : Intermediate or equivalent. Experience : Relevant Experience of one year Computer Knowledge is must. |
| 16. | Junior Data Network Technician (Group-II). | F.Sc. (Pre-Engg.) / FCS. |
| 17. | Electrician (Group-II). | Qualification : Matric. Experience : One year relevant experience. |
| 18. | Auto Mechanic (Group-II). | Qualification : Matric. Experience : One year relevant experience, One year Diploma/Certificate in Auto Mobile from a recognized institution. |
| 19. | Junior Technician (Group-II). | Qualification : Matric (Science). |
| 20. | Junior Data Network Technician (Group-II). | Matric (Science) with 6 months diploma in IT. |
| 21. | Plumber (Group-II). | Qualification : (i) Matric. (ii) Skill in Plumber work |
| 22. | Mason (Group-II). | Qualification : (i) Matric. (ii) Skill in Mason work. |

| Sr. No. | Post | Minimum Qualification/Experience and other Conditions |
|---------|------|---|
|---------|------|---|

23. Machine Operator (Group-II).

Qualification :

- (i) Matric.
- (ii) Skill proficiency to be assessed.

24. Mast Lashkar (Group-I).

Qualification :

- Matric.

FINANCE CADRE

1. CFO, GM (Finance), MG-III.

(i) **Qualification :**

- (a) Master's degree in Business Administration (Finance)/M.Com. ; or
- (b) Chartered Accountancy ; or
- (c) CMA

(ii) **Experience :**

- (a) MBA (Finance)/M.Com. with 17 years Govt./public sector Corporation/department or in an organization of repute in private sector or relevant post qualification experience in **Group-VII and above** Government/Public Sector Corporation/department or in an organization of repute in Private sector, or
 - a. CMA with 17 years post qualification experience in relevant field, or
 - b. Chartered Accountancy with 12 years **post qualification experience** in relevant field.

2. Director (Group-IX).

(i) **Qualification :**

- (a) Master's degree in Business Administration (Finance)/M.Com. ; or
- (b) Chartered Accountancy ; or
- (c) CMA

| Sr. No. | Post | Minimum Qualification/Experience and other Conditions |
|------------|------|--|
|------------|------|--|

(II) Experience :

- (a) MBA (Finance)/M.Com. with 12 years relevant post qualified experience Government/Public Sector Corporation/ department or in an organization of repute in Private sector ; or
- (b) CMA with 12 years post qualification experience ; or
- (c) Chartered Accountancy with 7 years post qualification experience in relevant field.

3. Deputy Director
(Group-VIII).

(i) Qualification :

- (a) Master's Degree in Business Administration (Finance)/M.Com. ; or
- (b) Chartered Accountancy ; or
- (c) CMA

(ii) Experience :

- (a) MBA (Major in Finance)/M.Com. with five years relevant experience in Government/Public Sector Corporation/ departments or in an organization of repute in private sector, or
- (b) CMA with 5 years post qualification in relevant experience ; or
- (c) Chartered Accountancy with 4 years relevant in experience after completion of CA article ship.

4. Assistant Director
(Group-VII).

(i) Qualification :

- (a) MBA (Finance)/M.Com., CA (Prof-I), CMA (Prof-III). Two years post qualification experience in relevant field shall be given preference.
- (b) BBA, B.Com. having passed Accountant examination of Audit & Accounts Department under AGPR.

| Sr. No. | Post | Minimum Qualification/Experience and other Conditions |
|------------|------|--|
|------------|------|--|

(ii) **Experience :**

- (a) CMA (Prof-III) with 3 years post qualification experience in relevant field ; or
- (b) CA (Prof-I) with 3 years experience in relevant field ; or

5. Accountant
(Group-VI).

(i) **Qualification :**

- (a) MBA (Major in Finance) ; or
- (b) M.Com. ; or
- (c) CMA Prof-II ; or
- (d) CA (Foundation).

6. Account Assistant
(Group-IV).

Qualification :

- (i) B.Com. ; or
- (ii) BBA ; or
- (iii) CMA (Prof-I)
- (iv) CA (Foundation-I).

7. Junior Accounts
Assistant
(Group-III).

(i) **Qualification :** intermediate (Commerce).(ii) **Experience :**

4 years relevant experience preferably in Commerce.

ADMINISTRATION & HR CADRE

1. General Manager
(Admn. & HR)
MG-II.

(i) **Qualification :**

Master's Degree in Public or Business Administration or HR from HEC recognized university/institution.

| Sr. No | Post | Minimum Qualification/Experience and other |
|-----------|------|--|
|-----------|------|--|

(ii) **Experience :**

17 years experience in the field of administration in Government or in an organization or firm of repute in public or private sector.

2. **Director
(Group-IX)**(i) **Qualification :**

Master's Degree in Public or Business Administration or HR from HEC recognized university/institution.

(ii) **Experience :**

12 years experience in the field or administration in Government or in an organization or firm of repute in public or private sector.

3. **Deputy Director
(Group-VIII)**(i) **Qualification :**

Master's degree in Public or Business Administration or HR from HEC recognized university/institution.

(ii) **Experience :**

5 years experience in the field of administration in Government or in an organization or firm of repute in public or private sector.

4. **Chief Security
Officer
(Group-VIII)**

Armed forces officer (retired) of the rank of Major or equivalent.

5. **Senior Medical
Officer
(Group-VIII)**

MBBS with five years experience.

6. **Executive/
Personal Secre-
tary (Group-VII)**(i) **Qualification :**

Master Degree.

(ii) **Experience :**

(i) Five years relevant experience.

(ii) Secretarial Course.

Tufail Ahmed
Admin & HR Officer
NTC Headquarters,
Islamabad

| Sr. No. | Post | Minimum Qualification/Experience and other |
|------------|------------------------------------|---|
| 7. | Assistant Director (Group-VII) | (i) Qualification : Master's Degree in Public or Business Administration or HR. |
| 8. | Admn./HR/Officer (Group-VI) | Qualification : (i) Graduation. (ii) 50% vacancies shall be filled-in out of turn promotion on the basis of seniority amongst Assistant having MBA/MPA Degree from HEC recognized university/institute with two years service as Assistant in NTC. |
| 9. | Personal Assistant (Group-IV) | Qualification : (i) Intermediate. (ii) 80/40 words per minute speed in short hand and typing respectively. (iii) Minimum three months Certificate in Computer applications. |
| 10. | Assistant (Group-IV) | (i) Qualification : BA/B.Sc. or equivalent. (ii) Experience : One year experience in administration in the Government or in organization or firm of repute in public or private sector. |
| 11. | Transport Supervisor (Group-IV) | (i) Qualification : (a) Possesses at-least Matric qualification. (b) Diploma in Auto Engineering from the recognized Public Institution. (ii) Experience : One year experience in the relevant field preferable. |

| <i>Sr. No.</i> | <i>Post</i> | <i>Minimum Qualification/Experience and other</i> |
|----------------|--|--|
| 12. | Security Supervisor (Group-IV) | Qualification : (i) Matric. (ii) Ex-JCO (Armed Forces). |
| 13. | Junior Assistant (Group-III) | Qualification : (i) Intermediate. (ii) Six months diploma in computer applications. |
| 14. | Driver/Dispatch Rider (Group-II) | Qualification : (i) Matric. (ii) HTV/LTV Driving Licence as per requirement. |
| 15. | Carpenter/Plumber/Mason (Group-II) | Qualification : (i) Middle. (ii) Skill proficiency to be assessed. |
| 16. | Office Attendant (Group-I) | Qualification : Middle. |
| 17. | Security Guard (Group-I) | Qualification : Middle preferably Ex-Serviceman. |
| 18. | Mali/Cook/Cleaner/Sanitary Worker (Group-I). | Qualification : Middle, holder of Matriculation certificate shall be given preference. |

IT CADRE

- | | | |
|----|---|---|
| 1. | Chief Information Officer/General Manager (IT) MG-II. | BCS/BIT (4 years) or BE/B.Sc. (Engg.) (Computer/IT), M.Sc. (Computer Science)/MCS/MIT 1st Class or equivalent with 10 years experience. |
|----|---|---|

| Sr. No. | Post | Minimum Qualification/Experience and other |
|------------|--|---|
| | | OR |
| | | MS (Engg.) Computer/IT)/M.Phil (Computer/IT) with 8 years. |
| | | OR |
| | | Ph.D. (Computer/IT) with 6 years experience. |
| 2. | Director (IT) (Group-IX). | BCS/BIT (4 years) or BE/B.Sc. (Engg.) (Computer/IT), M.Sc. (Computer Science)/MCS/MIT 1st Class or equivalent with 8 years experience. |
| | | OR |
| | | M.Sc. (Engg.) (Computer/IT)/M.Phil (Computer/IT) with 6 years. |
| | | OR |
| | | Ph.D. (Computer/IT) with 3 years experience. |
| 3. | Deputy Director (IT), {Billing, IT Infrastructure, Dev. & DWH} (Group- VIII). | BCS/BIT (Hons.) or M.Sc. (Computer Science)/MCS/MIT 1st Class or equivalent with 6 years experience, relevant certification shall be given preference. |
| | | OR |
| | | M.Phil. (Computer/IT) with 3 years experience. |
| 4. | {Programmer, Data Base Administrator, Information Security Administrator, System Administrator, Network Administrator, System & NW Administrator, Billing Administrator (Interconnect), Billing Administrator (Customer) (Group-VII). | M.sc. (Computer Science)/MCS/MIT or BCS (4 years)/BIT (Hons.) 1st Class or equivalent with 2 years experience, Relevant Certification shall be given preference. At-least one year experience. |
| 5. | {Assistant, Programmer, Assistant DBA, Assistant Information | BCS (4 years) Computer Science, Relevant certification shall be given preference. |

| Sr. No. | Post | Minimum Qualification/Experience and other |
|---------|---|--|
| | Security Administrator Assistant System Administrator, Assis- tant Network Administrator, Assis- tant System & NW Administrator, Assis- tant Billing Administrator (Group-VI). | At-least one year experience. |
| 6. | Assistant System Support, Assistant Network Support, Assistant System & Network Support (Group-V). | BCS (4 years) computer Science/B.sc + PGD (1 year). |
| 7. | Data Control Assistant Billing Assistant, Graphic Designer (Group-V). | Intermediate with diploma in computer Science/IT/Graphic Designing with 2 years relevant experience. |
| 8. | Data Entry Operator (Group-III). | Intermediate with one year diploma in Computer/IT/ & good typing speed. |
| 9. | Billing Operator (Group-III). | Intermediate with one year diploma in Computer/IT. |

SCHEDULE-IV

SELECTION BOARDS/PROMOTION COMMITTEE

GROUP-IX TO MG-II

| Designation(s) | Committee |
|--------------------------|-----------|
| Chairman NTC | Convener |
| Chief Technology Officer | Member |
| Chief Operating Officer | Member |
| GM (Finance) | Member |

GM (A&HR)

Member

Director (HR)

Secretary

NTC Management Board

(Approving Authority)

GROUP-VI TO GROUP-IX

| Technical Cadre | Finance | A & HR | Committee |
|-----------------|---------------|------------|------------|
| * C.OO/CTO | GM (A&HR) | GM (FIN) | Convener |
| GM (Finance) | C.O.O./CTO | C.O.O./CTO | Member |
| GM (A&HR) | GM (FIN) | GM (A&HR) | Member |
| | Director (HR) | | Secretary. |

Chairman NTC

(Approving Authority)

GROUP-I TO GROUP-V

| Regional Level | Technical | Headquarters Level Finance | A & HR | Committee |
|--------------------|-------------|--------------------------------------|--------------------------------------|-----------|
| Sr. Most Director | *C.O.O./CTO | GM (A&HR) | GM (FIN) | Convener |
| Concerned Director | GM (A&HR) | Technical Director (Sr. Most at HQs) | Technical Director (Sr. Most at HQs) | Member |
| DD/AD (Fin.) | GM (FIN) | GM (FIN) | GM (A&HR) | Member |
| DE (Tech.) | | Director (HR) | | Secretary |
| DD/AD (HR) | | | | |

General Manager
(Approving Authority).

Chairman (Approving Authority)

- * For technical promotion, COO will be convener in case of promotion of officer working under CTO and *vice versa*. *Ex-officio* will however, attend the meeting to present the case.

SCHEDULE-V**Abbreviations Used in Regulations**

| | |
|------|---|
| ACMA | Associate of Cost & Management Accountancy. |
| ADE | Assistant Divisional Engineer. |
| AD | Assistant Director |
| AE | Assistant Engineer |
| BE | Bachelor of Engineering |
| CA | Chartered Accountant |
| CV | Curriculum Vita |
| CMH | Combined Military Hospital |
| DPC | Departmental Promotion Committee |
| DD | Deputy Director |
| DE | Divisional Engineer |
| DHQ | District Headquarter Hospital |
| EA | Employment Application |
| EOL | Extra Ordinary Leave |
| GM | General Manager |
| HR | Human Resource |
| HTV | Heavy Transport Vehicle |
| IE | Interview Evaluation |
| ICMA | Institute of Cost & Management Accountancy |
| IT | Information Technology |
| JCO | Junior Commissioned Officer |
| LPR | Leave Preparatory to Retirement |
| LTV | Light Transport Vehicle |
| MBA | Master of Business Administration |
| MG | Management Group |
| MPA | Master of Public Administration |
| MS | Master of Science |
| NIPA | National Institute of Public Administration |
| PAR | Performance Appraisal Report |
| PIMS | Pakistan Institute of Medical Sciences |
| POL | Petrol Oil & Lubricant |
| PRO | Public Relation Officer |
| RD | Regional Director |
| SB | Selection Board |
| SCE | Special Contract Emoluments |
| SRO | Statutory Regulation Order |
| VIP | Very Important Person |

[No. F.2(9)/2003-TL-I]

NAZIR AHMED,
Section Officer (Admn.).

SCHEDULE-VI

Government of Pakistan
CABINET SECRETARIAT
 (Establishment Division)

Islamabad, the 10th May, 1997

SUBJECT: *Procedure Regarding Appointments in Autonomous and Semi-Autonomous Bodies, under the Federal Government of Pakistan.*

No. 6/4/96-R.3—In supersession of the instructions issued vide Office Memorandum No. 1/85/94-E.6 dated 12th September, 1994, the undersigned is directed to state that henceforth the cases of appointment to various posts in autonomous/semi-autonomous bodies shall be processed in accordance with the following guidelines :-

| <i>Sl.No.</i> | <i>Nature of case</i> | <i>Selection procedure</i> | <i>Approving Authority</i> |
|---------------|---|--|----------------------------|
| i. | Appointment as Chief Executive/Head of the Organization. | Selection Board headed by the Minister Incharge to consider and recommend from a panel of three names for each vacancy. | Prime Minister |
| ii. | Appointment of a Government Servant in Grade-20 or a above in any autonomous body. | To be processed through the Establishment Division. | Prime Minister |
| iii.(a) | Appointment of posts in Management Grades other than that of a Finance Member/Director and those covered by (i) & (ii) above. | Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recommend from a panel of three names for each vacancy. | Prime Minister |
| iii.(b). | Appointment to posts carrying a minimum pay of Rs. 6810/- and above. | Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recommend from a panel of three names for each vacancy. | Minister Incharge |
| iv. | Appointment of Heads of Subsidiary Companies not included in Management Grade. | Selection Board headed by Secretary of the Ministry Division concerned to consider and recommend from a panel of three names for each vacancy. | Minister Incharge |

| | | |
|---|---|-------------------------------------|
| v. Appointment to posts other than those mentioned above. | Through appropriate Selection Board set-up in the organization. | Head of the organization concerned. |
|---|---|-------------------------------------|

2. This procedure shall be applicable, mutatis mutandis, for selections for these posts from open market.

3. The Constitution of Selection Boards for posts mentioned at Serial Numbers (i), (ii), (iii), and (iv) of Para-1 shall be subject to the approval of the Prime Minister through Establishment Division (unless already so approved). The Constitution of the Selection Board at Sl. No. (v) of Para-1 shall be approved by the Minister incharge of the Minister/Division concerned.

4. In case where the services of any Government Servant are required for posting on deputation in any autonomous/semi autonomous body, the administrative Ministry/Division concerned shall propose a panel of atleast three names through the Establishment Division in cases where the Prime Minister is the competent authority.

5. Appointment to the post of Member (Finance), Director (Finance) or the Chief Finance Officer in any autonomous/semi-autonomous body irrespective of the designation, shall be made with the approval of the Prime Minister in case the post is in BS-20, equivalent or above. However, for these posts in BS-19/equivalent the Government's approval will be accorded by the Finance Secretary in consultation with the Establishment Secretary.

6. All Notifications for appointments approved by the Prime Minister shall be issued by the Establishment Division. Similarly Establishment Division will also issue the notifications regarding posting of civil servants to posts in autonomous/semi-autonomous regarding posting of civil servants to posts in autonomous/semi-autonomous bodies. The terms and conditions of appointment of all such officers shall be determined by the Establishment Division in consultation with the Finance Division.

7. In cases where these instructions are in conflict with the provisions of the Laws governing any Corporation, the provision of the Law to the extent of conflict shall prevail.

8. Establishment Division's U.O. No.1/85/94-E.6, dated 5th May, 1996 regarding ban on promotion in the Corporations, is hereby cancelled.

Sd/-
(ZARMAST KHAN KHATTAK)
Deputy Secretary to the
Government of Pakistan.

SCHEDULE-VII

Government of Pakistan
CABINET SECRETARIAT
(Establishment Division)

Islamabad, the 6th May, 2000

SUBJECT : *Policy Guidelines for Contract Appointments for Posts in Autonomous/Semi Autonomous Bodies, Corporations, Public Sector Companies Etc. Owned and Managed by the Federal Government.*

No. 6/2/2000-R.3.— The undersigned is directed to say that in order to regulate contract appointments in Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc. owned and managed by the Federal Government, the Chief Executive has been pleased to lay down the following policy guidelines :-

- (v) In the case of tenure posts, appointment to which is regulated by specific provisions of a law, rule and policy instructions, contract appointments may be made in the manner prescribed in the applicable law, rules and policy guidelines/directions issued by the Federal Government.
- (vi) For projects which have a limited life, appointments may be made on contract basis by the prescribed appointing authority after open advertisement of the vacancies. The advertisement should indicate prescribed academic and professional qualifications, experience, age provisional/regional quotas, special quotas, special quotas etc. where applicable as per rules/Government policy.
- (vii) For posts other than those mentioned at (i) and (ii) above, contract appointments should be made only subject to fulfillment and observance of the following conditions :
 - (a) Where the nature of a particular job/vacant position requires contract appointment for a specific period, standing instructions should be issued by the administrative Ministry/Division concerned, after consultation with the Chairman of the Board of Directors/Board of Governors specifying such posts and the parameters governing appointment on contract basis againsts such posts.
 - (b) Vacancies should be advertised in the leading national and regional Newspapers.
 - (c) Selection should be made through regularly constituted Selection Committees/Boards.

- (viii) In the case of contract appointments/re-employments of retired civil servants, retired Armed forces officers and retired Judges of Superior Courts, the condition of open advertisement shall not be applicable, provided that such appointments shall be made by or with the prior approval of the prescribed authorities in the Federal Government.
- (ix) The contract appointment, where justified, may be made for a period of two years initially, on standard terms including termination clause of one months notice or one months pay in lieu thereof. Extension may be made on two yearly basis.

(*Substituted vide this Division O.M. No. 6/2/2000-R-3, dated the 29th April, 2002).

2. Ministries/Divisions are requested to circulate the above policy guidelines to all Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc. owned and managed by the Federal Government for strict compliance.

Sd/-
AMIR UL HAQ
Deputy Secretary